

AMENDED COUNCIL MEETING AGENDA

Monday 26 June 2023
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
19 June 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 26 June 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: 19 June 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.

06/23.1.0 ATTENDANCE

06/23.1.1 Present

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

06/23.1.2 Apologies

Nil

06/23.1.3 Leave of Absence

Councillor Janet Drummond

06/23.1.4 Staff in Attendance

General Manager, John Brown
Executive Assistant, Bec Wood

06/23.2.0 PUBLIC QUESTION TIME

06/23.3.0 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.

06/23.4.0 CONFIRMATION OF MINUTES

06/23.4.1 Confirmation of Minutes – Council Meeting 15 May 2023

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 15 May 2023 be confirmed.

06/23.5.0 COUNCIL WORKSHOPS HELD SINCE 15 MAY 2023 COUNCIL MEETING

06/23.5.1 Workshop 22 May 2023

There was a Workshop held on Monday 22 May 2023 and the following items were listed for discussion.

- Future of Local Government Review Stage Two Interim Report.

06/23.5.2 Workshop 5 June 2023

There was a Workshop held on Monday 5 June 2023 and the following items were listed for discussion.

- Local Government Association of Tasmania (LGAT) – Motions for Discussion at March General Meeting.
- Long Term Financial Plan Review.
- Review of 2023-2024 Budget Estimates.
- Review – Draft Rates Resolution and Modelling.
- Animal Control Report – May 2023.
- Policy Review – AM18 Nature Strip Planting.
- Policy Review – AM13 Memorial Gardens Policy.
- St Marys Recreation Ground Lighting.
- Provision of Road Name – Private Access Road off Aulichs Road.
- Potential candidate Black Spot Program projects.
- Ansons Bay – Local Township Plan.
- St Helens – Local Township Plan.
- St Marys – Local Township Plan.
- St Helens Online Centre – Community Funding Program 2022-2023.
- Pending Development Application Updates.
- Break O Day Climate Change Action.
- Replacement of Current Planning Enforcement Policy with New Compliance Policy.
- Car Parking Area - 18-24 Cecilia Street, St Helens.
- Break O Day Response – Draft Tasmanian Planning Policies Workshop Report.
- Future of Local Government Review – Stage 2 Interim Report.
- Draft 2023-2024 Annual Plan.
- Community Engagement Framework.
- Aquatic Facility Working Group Members.
- Launceston Gastronomy.

06/23.6.0 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.

06/23.6.1 DA 322-2022 – Sawmill and Cafe

ACTION	DECISION
PROPONENT	Swamp Studio Architecture and Design – S. Blacket
OFFICER	Senior Town Planner
FILE REFERENCE	DA322-2022
ASSOCIATED REPORTS AND DOCUMENTS	1. Plans and Documents 2. RO Completed Planning Scheme Assessment 3. Applicants Response to Planning Scheme 4. Collated Representations 5. Applicant Response to Representations

OFFICER'S RECOMMENDATION:

After due consideration of the application received and Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Interim Planning Scheme 2013* that the application for RESOURCE PROCESSING & FOOD SERVICES - SAWMILL & CAFE on land situated at 55 LOTTAH ROAD, GOULDS COUNTRY described in Certificate of Title 237422/1 be APPROVED subject to the following conditions:

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

APPROVED PLANS			
PLAN / DOCUMENT NAME	REFERENCE NUMBER	PREPARED BY	DATED
Title Sheet	A-000 / B	Swamp Studio Architecture & Design	20/12/2022
Locality & Setback Plan	A-100 / B	Swamp Studio Architecture & Design	20/12/2022
Site Plan	A101 / B	Swamp Studio Architecture & Design	20/12/2022
Floor Plan & Elevations	A201 / B	Swamp Studio Architecture & Design	20/12/2022
Signage Plan	A301 / A	Swamp Studio Architecture & Design	20/12/2022
Signage Elevations	A302 / A	Swamp Studio Architecture & Design	20/12/2022
Landscape Plan	A401 / A	Swamp Studio Architecture & Design	20/12/2022
Land Capability	Appendix A	Swamp Studio Architecture & Design	-

Environmental Noise Report	Appendix B	Pearu Terts Architectural Acoustics Noise Control	06/09/2022
Traffic Impact Assessment	Appendix C	Keith Midson Midson Traffic Pty Ltd	12/12/2022
Geo-Environmental Assessment	Appendix D	Geo-Environmental Solutions	17/02/2023
Stormwater Assessment	Appendix E	Geo-Environmental Solutions	06/03/2023
Goshen Sawmill Sawdust Management	Appendix F	Tim Gowans	10/04/2023

2. Wood processing works (Resource Processing – Sawmill) is limited to a total production of less than 1000 cubic meters per year (Level 1 Activity).
3. Prior to the commencement of use and to be maintained at all times, the areas shown to be set aside for vehicle access and car parking must:
 - a. Be completed before the use of the development;
 - b. Provide for the manoeuvring of vehicles on site, generally in accordance with the approved plan.
 - c. Be provided with space for access turning and manoeuvring of vehicles on-site to enable them to enter and leave the site in a forward direction;
 - d. Surfaced with an impervious surface material;
 - e. Line-marked to indicate each space in accordance with Australian Standards AS 2890.1 – 2004 Parking Facilities, Part 1: Off Road Car Parking;
 - f. Drained to the onsite stormwater management system.

4. Limit the hours of operation to:

Use	Hours of Operation
Sawmill	0800 till 1700 Monday to Friday
Café	0900 till 1700 7 Days

5. A copy of the access licence from Property Services for the use of the Crown land road reserve, must be supplied to the Break O’Day Council within three (3) months of obtaining the same.
6. Carry out the development to ensure that adjoining properties, reserves and roads are protected from ponding or nuisance from stormwater as a result of any development undertaken.
7. The vehicle crossover servicing the café, from the carriageway to the property boundary, must be constructed in accordance with standard drawings TSD-RO3-v3 & TSD-R04-v3. The construction of a standard duty vehicular crossover will provide effective, safe and nuisance-free vehicle access in connection with the proposed development and must be financed by the applicant.
No works are to commence on the crossover until a permit to undertake works in the road reservation has been issued by Council’s Works Department for the crossover.

8. The proposed signs must be:
 - a. Professionally designed and legible;
 - b. Structurally sound and not in any way hazardous;
 - c. Located entirely within the boundaries of Certificate of Title 237422/1;
 - d. Situated so as not to obstruct traffic; and
 - e. Designed in colours and principles not currently incorporated into statutory or directional signs erected by public authorities.

9. Effluent disposal is subject to a technical assessment and issue of a Plumbing Permit by Council's Plumbing Permit Authority.

10. Use of the development must not create a nuisance as defined by the Environmental Management and Pollution Control Act 1994.

11. Sawmill use (Resource Processing) is satisfy the recommendations of the Environmental Noise Report as detailed in the recommendation on page six (6) of the report dated 06/09/2022.

12. All runoff from the proposed buildings must be disposed of within the confines of the property by means that will not result in soil erosion or other stormwater nuisance. Soakage drains must be of sufficient size to absorb stormwater runoff.

13. Site benching through cut and fill must be in keeping with the physical and environmental capabilities of the site.

14. Provide landscaping on site generally in accordance with:

PLAN	REFERENCE NO.	PREPARED BY	DATED
Landscape Plan	A401 / A	Swamp Studio Architecture & Design	20/12/2022

The landscaping must also include the following and be installed prior to the commencement of use and maintained at all times:

- a) proposed screening shrubs able to achieve 2m at maturity, as infill where required, along the western side boundary (Sweets Hill Road) and within the property boundaries, to provide effective screening.
- b) proposed screening shrubs able to achieve 2m at maturity, as infill where required, along the eastern side boundary (Union Church) and within the property boundaries, to provide effective screening.

Existing vegetation within the property boundaries and described as existing screening vegetation within Plan A401/A is to be maintained at all times and replaced when necessary to provide effective screening between the development site and the Union Church and Cemetery.

ADVICE

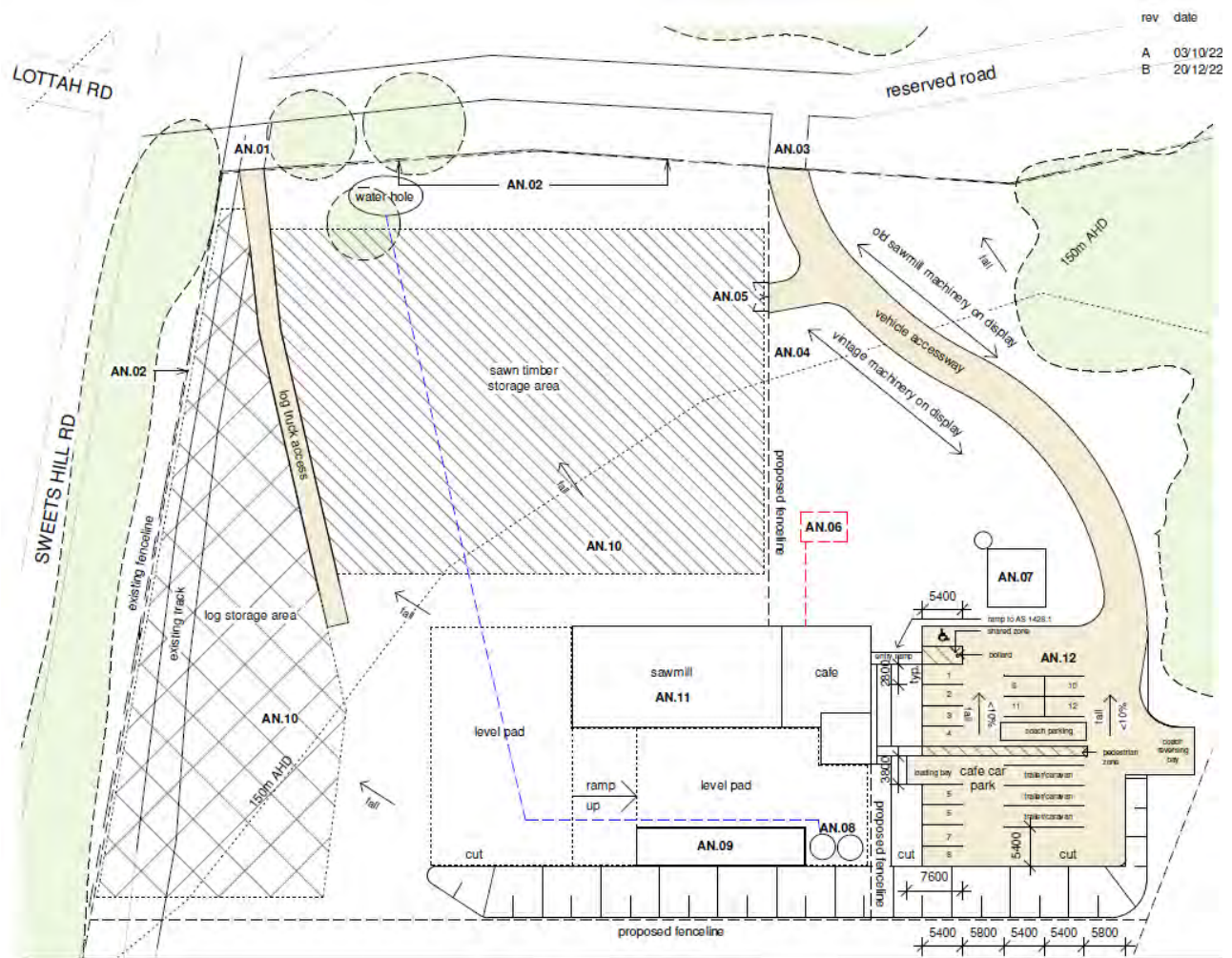
15. Use or development which may impact on Aboriginal cultural heritage is subject to the *Aboriginal Relics Act 1975*. If Aboriginal relics are uncovered during works then an Aboriginal site survey is required to determine the level of impact and the appropriate mitigation procedures.
16. Activities associated with construction works are not to be performed outside the permissible time frames listed:
 - Mon-Friday 7 am to 6 pm
 - Saturday 9 am to 6 pm
 - Sunday and public holidays 10 am to 6 pm

INTRODUCTION:

The applicant is seeking approval for a Sawmill and Café at 55 Lottah Road, Goulds Country. The proposed Sawmill is within the Use Class, Resource Processing and intends to replace the existing Sawmill at Goshen. The proposed development is to be sited on Title Reference 237422/1 and is located at the cross roads of Lottah Road, Sweets Hill Rd and Fitzgeralds Rd. The development site is zoned Rural Resource Zone and has a land area of approximately 9.6 hectares.



Development Site



SITE PLAN

PREVIOUS COUNCIL CONSIDERATION:

Nil

OFFICER’S REPORT:

1. The Proposal

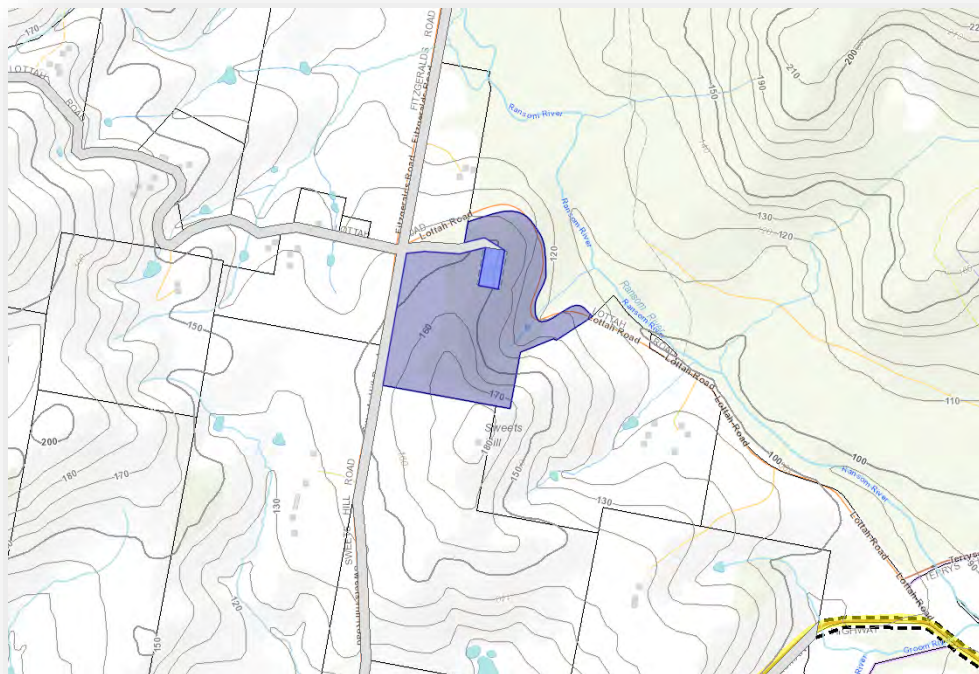
Application is for the Use Classes Resource Processing and Food Services, for the establishment of a Sawmill and Café at 55 Lottah Rd, Goulds Country. The development site is a corner lot with a land area of approximately 9.6 hectares and forms part of a larger continuous land holding by the owner and adjoins the Union Church and Cemetery. The Union Church and Cemetery is listed on the Tasmanian Heritage Register (Entry No. 587), with no part of the proposed use or development occurring on the heritage site. The application was referred to the Tasmanian Heritage Council who have issued a Notice of No Interest for the proposed works on land adjoining THR Place #587.


The Break O’Day Interim Planning Scheme 2013 also lists ‘Significant Trees’ in the vicinity of the development site. Appendix 4 – Significant Tree Register of the Scheme, lists Pine Trees (2 x Cypress) at the location of the Union Church that were planted in memory of Gordon & Norman Steel, killed in WE1 and sons of Percival Steel. The trees however are identified as being located on the road reserve and on either side of the entrance to the proposed Sawmill (see photo below) and not on the site of the Union Church.




Significant Trees (Cypress – Pine Trees) and proposed entrance to Sawmill

The site is located on the NW slope of Sweets Hill, has a 5-6 ° NW facing slope and is mostly cleared of vegetation with remaining patches located south of the development and east towards the Union Church and Cemetery. A minor tributary and water body is located on the NE side of the slope of Sweets Hill with the minor tributary associated with Ransom River. The diagram below demonstrates the location of the development site, contours, the location of watercourses, the sites position at the intersection of cross roads and the location of the Crown road reserve positioned between the northern site frontage and Lottah Road. The diagram also shows the location of the Local Heritage Place, Union Church and Cemetery.



 Confirmed Boundary

 Casement

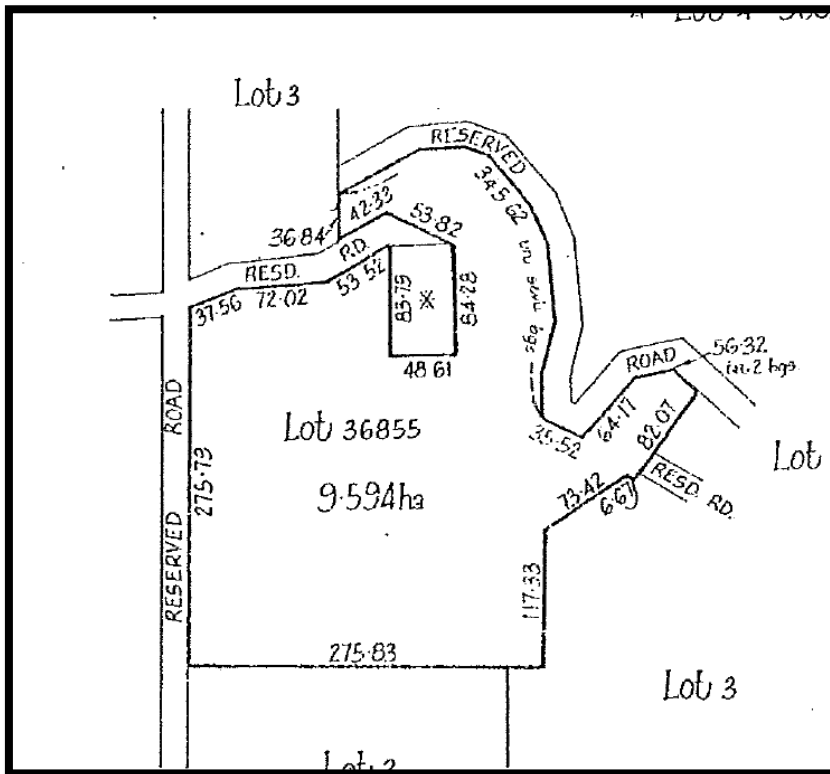
Legend: Tasmanian Heritage Register



Photo above is taken from the northern frontage boundary and looking south. The photo shows the location of the proposed second access to service the café. The photo also shows the vegetation east adjoining the Union Church and Cemetery and the remaining vegetation further southward. Note slope of land associated with Sweets Hill.



Aerial Photograph of Site.



Folio Plan of Site.

RESOURCE PROCESSING - SAWMILL

The Sawmill will have separate entry located in proximity to the corner of Lottah Road and Sweets Hill Rd.



Photo above taken at crossroad of Fitzgeralds, Sweets Hill and Lottah Roads looking back towards proposed sawmill/truck access and reserved road.



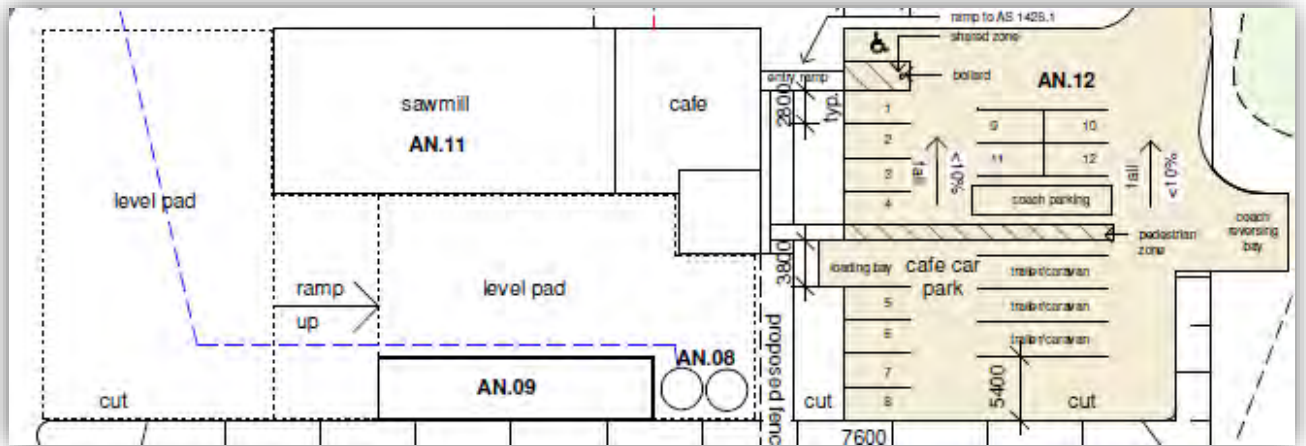
Proposed Sawmill entrance located on NW corner of lot at intersection of Crown road reserve, Lottah Rd and Sweets Hill Rd.

The activity is expected to process approximately 720 cubic metres of Tasmanian hardwood eucalyptus, per year, receiving timber from Sustainable Timbers Tasmania (STT) and private contract. STT have advised that for the year ending June 2022, the operation (Goshen Sawmill) received 23 log truck deliveries totalling 580 m³ and year to date (May) received 16 log trucks delivering a total of 420 m³. The activity has been assessed as a Level 1 Activity and is conditioned to ensure processing remains below 1000 m³ per year. The expected delivery of logs equates to approximately 1 truck per fortnight. The Sawmill is expected to employ 3-4 full time equivalent employees.

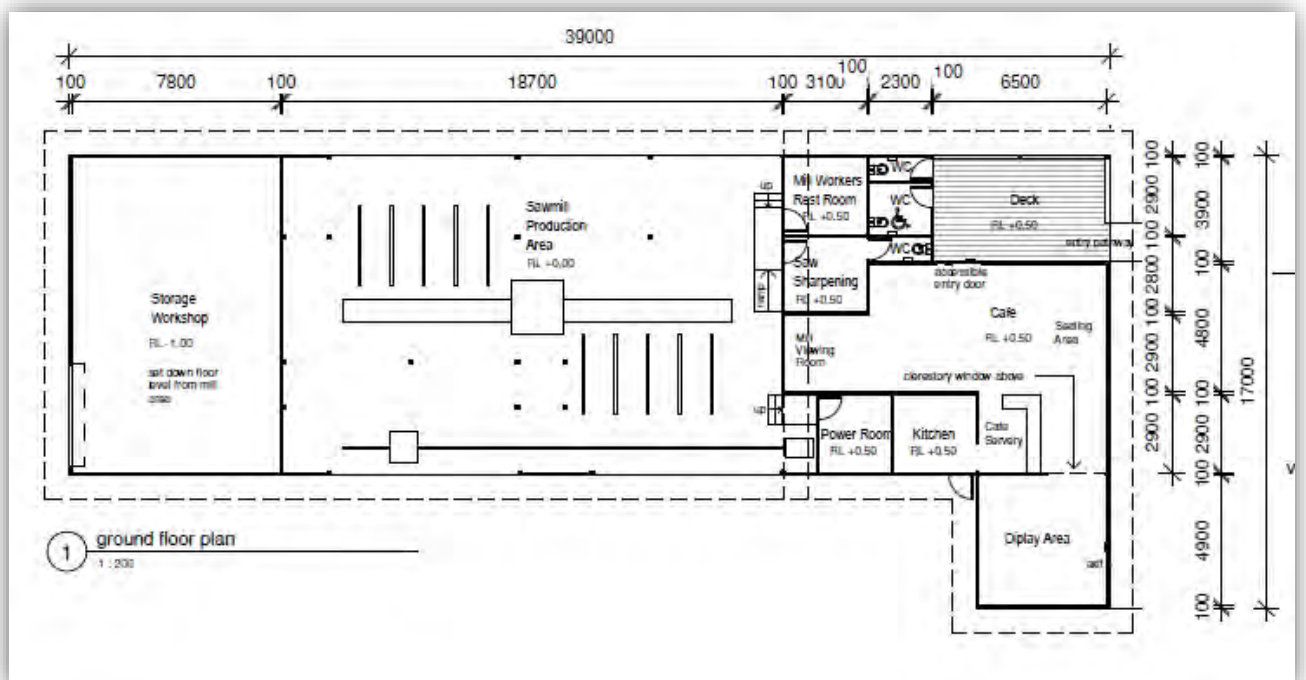
The site provides for a log storage area, cut timber storage area, enclosed timber processing area and sawdust storage pit. Sawn timber is moved off site or sold to public from the site, with offcuts available for sale for firewood and markets found for sawdust sale/disposal. The hours of operation are 0800 to 1700 hours, Monday to Friday.

FOOD SERVICES – CAFÉ

The development includes the construction and operation of a Café aimed at the Agritourism market and servicing the local area. The café will achieve access through a separate public entry accessed from the Crown Road Reserve. The applicant has received a Crown Licence from Property Services Tasmania, to secure this access. The café will include historical displays of the sawmilling industry in the local area as well as handcrafted timber products for sale. Opening hours will be 0900 to 1700 hours, 7 days per week with the car park design catering for vehicles, vehicles towing caravans and tourist buses.



Site Plan



2. Applicable Planning Assessment

- Rural Resource Zone
- E4 Road and Rail Assets Code
- E6 Car Parking and Sustainable Transport Code
- E7 Scenic Management Code
- E11 Environmental Impacts and Attenuation Code
- E15 Signs Code
- E16 Onsite Wastewater Management Code

3. Referrals

- Break O’Day Council Works Department
- Tasmanian Heritage Council
- Break O’Day Council Environmental Health Officer
- Property Services Tasmania

4. Assessment

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

Break O’Day Interim Planning Scheme 2013 Version 19:

- 26.3.1 Discretionary Uses if not a single dwelling P1, P3, P4, P5;
- E4.6.1 Use and road or rail infrastructure P3
- E7.6.1 Scenic Management – Tourist Road Corridor P1
- E11.6.1 Attenuation Distances P2
- E16.7.2 Surface and ground water impacts P1

Detailed assessment against the provisions of the *Break O’Day Interim Planning Scheme 2013* version 19 when the proposal was reliant on satisfying the performance criteria, is provided below. **The proposal is deemed to comply with the performance criteria applicable.**

Planning Assessment

26 Rural Resource Zone

26.3 Use Standards

26.3.1 Discretionary Uses if not a Single Dwelling

Acceptable Solutions	Performance Criteria
A1 If for permitted or no permit required uses.	P1.1 It must be demonstrated that the use is consistent with local area objectives for the provision of non-primary industry uses in the zone, if applicable; and P1.2 Business and professional services and general retail and hire must not exceed a combined gross floor area of 250m ² over the site.
Assessment against the Performance Criteria is required. Performance Criteria Assessment Application is received for uses Resource Processing (Sawmill) and Food Services (Café) at 55 Lottah Rd, Goulds Country with both uses considered separately through the assessment in accordance with clause 8.2.5 of the planning scheme. Both of these uses are discretionary and therefore the application is reliant on demonstrating that it is able to satisfy the performance criteria. P1.1 Local Area Objectives: 1) The Saw Mill is the processing of primary industry production (forestry) off site and is a necessary and expected activity associated with the industry that contributes to it as a whole. 2) The proposed development intends to promote the processing of timber via an opportunity for visitors to view the processing facility (viewing platform) and historic artefacts (display area)	

associated the timber industry. The café, viewing area and displays associated with timber and timber milling have a tourism focus that promotes the processing of the primary industry thus providing a tourism destination aimed at promoting the industry.

3) Part 3 of the Local Area Objectives addresses uses that service the local community. The proposed combined use is more correctly described as resource processing and food services that are considered separately. Whilst the sawmill directly supports resource development within the zone, the café is also able to support the industry via industry education and interpretive facilities by providing refreshment for tourists. The café would also potentially service the local community.

P1.2

The proposed use does not include Business and professional services and general retail and hire.

The proposed use is able to satisfy the performance criteria.

Acceptable Solutions	Performance Criteria
<p>A3 If for permitted or no permit requires uses.</p>	<p>P3 The conversion of non-prime agricultural to non-agricultural use must demonstrate that:</p> <ul style="list-style-type: none"> a) the amount of land converted is minimised having regard to: <ul style="list-style-type: none"> i) existing use and development on the land; and ii) surrounding use and development; and iii) topographical constraints; or b) the site is practically incapable of supporting an agricultural use or being included with other land for agricultural or other primary industry use, due to factors such as: <ul style="list-style-type: none"> i) limitations created by any existing use and/or development surrounding the site; and ii) topographical features; and iii) poor capability of the land for primary industry; or c) the location of the use on the site is reasonably required for operational efficiency.

Assessment against the Performance Criteria is required.

Performance Criteria Assessment

Application is received for uses Resource Processing (Sawmill) and Food Services (Café) at 55 Lottah Rd, Goulds Country which both uses considered separately through the assessment in accordance with clause 8.2.5 of the planning scheme.

Both of these uses are discretionary and therefore the application is reliant on demonstrating that it is able to satisfy the performance criteria.

An agricultural use is defined as ‘land for propagating, cultivating or harvesting plants or for keeping and breeding of animals, excluding pets. It includes the handling, packing or storing of plant and animal produce for dispatch to processors. It includes controlled environment agriculture, intensive tree farming and plantation forestry.’

a) The development site (lot 237422/1) forms part of a larger land holding consisting of:

- CT237423/1 (6.53 ha);
- CT237422/1 (9.6 ha);
- CT200529/12 (29.44 ha); and
- CT227941/1 (20.51 ha).

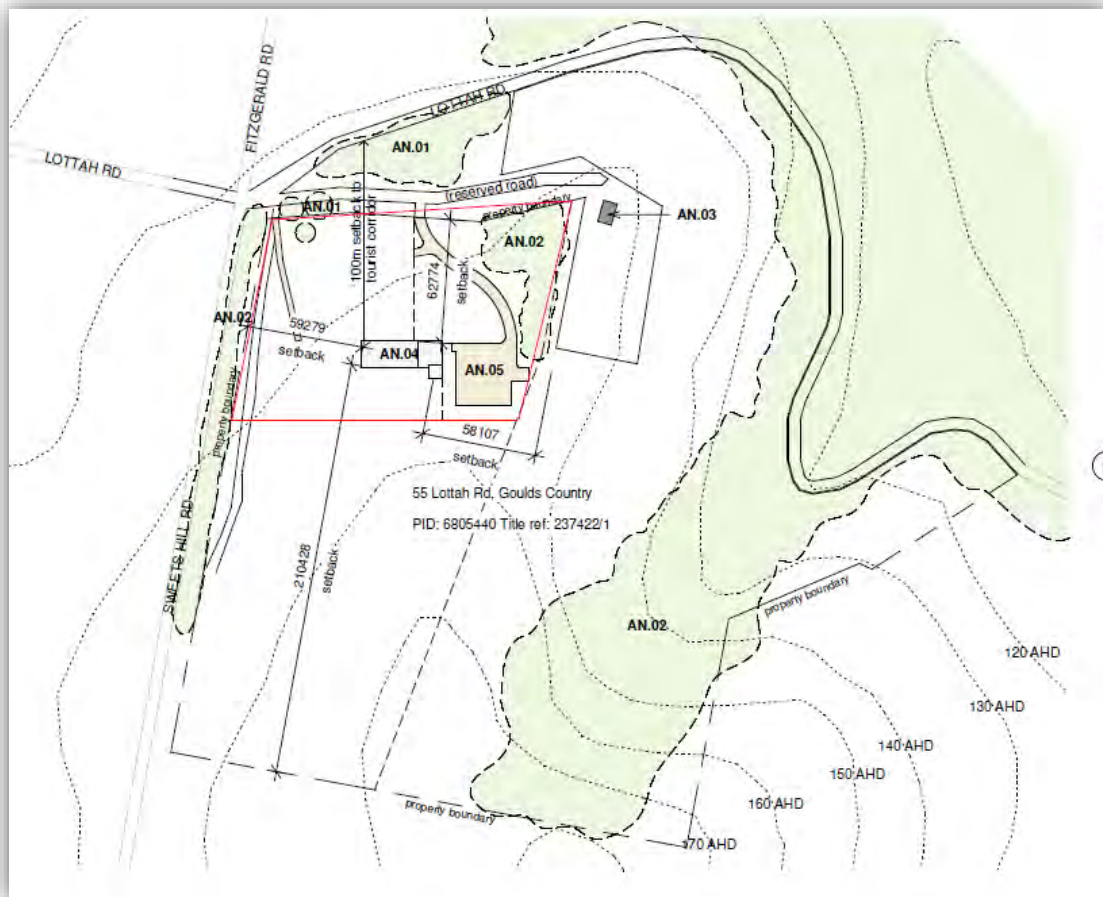
The development site (CT237422/1) has a land area of 9.6 hectares of which the sawmill and the café will utilise approximately 479 m² with the overall development utilising approximately 1.4 ha (See red line perimeter in below diagram), approximately 14.6% of the single title and 2.1% of the combined land holding.

The co-locating of the two uses to the NW section of the land holding ensures that remaining land within the title and the combined land holding can continue to be utilised for grazing purposes. The poorer land capability, the topography and the proximity to a watercourse and the desire to preserve riparian sections of the watercourse, support the location of the proposed use.

b) NA;

c) NA.

The proposed use is able to satisfy the performance criteria P3a).



Acceptable Solutions	Performance Criteria
<p>A4 If for permitted or no permit required uses.</p>	<p>P4 It must demonstrated that:</p> <ul style="list-style-type: none"> a) emissions are not likely to cause an environmental nuisance; and b) primary industry uses will not be unreasonably confined or restrained from conducting normal operations; and c) the capacity of the local road network can accommodate the traffic generated by the use.
<p>Assessment against the Performance Criteria is required.</p> <p>Performance Criteria Assessment</p> <p>Application is received for uses Resource Processing (Sawmill) and Food Services (Café) at 55 Lottah Rd, Goulds Country which both uses considered separately through the assessment in accordance with clause 8.2.5 of the planning scheme.</p> <p>Both of these uses are discretionary and therefore the application is reliant on demonstrating that it is able to satisfy the performance criteria.</p> <p>a) The application materials included a reports prepared by suitably qualified persons and relating to noise and dust (particulates). The reports were referred to Council’s Environmental Health Officer for consideration and assessment. Council’s EHO has advised the following: “The Attenuation Report (noise assessment) is acceptable and Council may rely on the recommendation of the report, subject to the condition that the loader and the excavator be permanently fitted with secondary residential mufflers. It is also a condition that no nuisance be created by the construction and/or operation of the proposed development. The Air Quality Assessment provided by Gowans Contracting, is not inclusive of a suitably qualified engineers assessment and comment on this particular sawmill operation. It is a general assessment only. Therefore it is important that the proposed development is conditioned such that no environmental nuisance be created by the proposed development.”</p> <p>The noise report has been accepted by Council’s EHO and can be appropriately conditioned. Council’s EHO has noted that Mr Gowans is not a qualified engineer for the purposes of particulate assessment and has recommended conditioning matters relating to nuisance.</p> <p>The applicant has provided reports addressing noise and particulates and any permit will be conditioned to ensure emissions will not cause an environmental nuisance and satisfies the performance criteria P4a).</p> <p>Mr Gowans has advised of his experience in the field of particulate assessment as detailed within the report.</p> <p>“</p> <p>b) As detailed previously the proposed development will utilise approximately 2.1% of the combined land holding (4 titles) and 14.6% of the particular title. This will ensure primary industry is able to continue in accordance with the land capability.</p> <p>c) The applicant materials have included a Traffic Impact Assessment that has been referred to the road authority (Works Department) and accepted. The Works have provided conditions for the relevant crossovers and these have been included within conditions. The capacity of the local road network has been considered within the TIA and it has been determined that the local road network can accommodate the traffic generated by the use.</p> <p>The proposed development is able to satisfy the performance criteria.</p>	
Acceptable Solutions	Performance Criteria

<p>A5 The use must:</p> <ul style="list-style-type: none"> a) be permitted or no permit required; or b) be located in an existing building. 	<p>P5 It must be demonstrated that the visual appearance of the use is consistent with the local area having regard to:</p> <ul style="list-style-type: none"> a) the impacts on skylines and ridgelines; and b) visibility from public roads; and c) the visual impacts of storage of materials or equipment; and d) the visual impacts of vegetation clearance or retention; and e) the desired future character statements.
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Assessment against the Performance Criteria is required.

Performance Criteria Assessment

Application is received for uses Resource Processing (Sawmill) and Food Services (Café) at 55 Lottah Rd, Goulds Country which both uses considered separately through the assessment in accordance with clause 8.2.5 of the planning scheme.

Both of these uses are discretionary and therefore the application is reliant on demonstrating that it is able to satisfy the performance criteria.

The proposed development needs to ensure the visual impacts of the same within the rural landscape are minimised and not obtrusive. The site is screened by existing mature vegetation on the northern, eastern and western boundaries providing existing visual impact attenuation. Additionally, there is a road reserve (crown land) between Lottah Road and the development site that is bordered by vegetation providing additional screening to the frontage (Lottah Rd) (see photos below).

The proposed sawmill is an industry expected within the Rural Resource Zone, treating material that is a feature and industry of the zone. The development site is a large sloping lot on the corner of Lottah Road and Sweets Hill Road. Visibility from Lottah Rd is screened substantially by mature, tall, vegetation bordering the road with further separation achieved by the road reserve (Crown Land) in between. Mature vegetation on the western boundary provides screening from Sweets Hill Rd.

No vegetation clearance is proposed.

The Desired Future Character Statements requires visual impacts to be minimised such that the effect is not obtrusive. In addition to the mature vegetation screening existing along Lottah Rd and Sweets Hill Rd boundaries, the proposed building supporting the café, sawmill production area and workshop, are single storey structures with a maximum height of 5m. The proposed building will be located between contours 150 AHD and 160 AHD and will require a relatively small amount of cut and fill (mill) to create a level building pad (154 AHD). The structure will appear just below the 160m AHD with the maximum contour of the site being 170 AHD. The proposed structure is not considered to be obtrusive.

The sawn timber storage area is located closer to the northern frontage. Vegetation along the northern frontage associated with Lottah Road and the separation achieved by the reserved road (crown land) will provide screening from the road. A condition will be imposed for landscaping along the northern boundary and eastern boundary to secure screening and reduce visual impact. Landscaping existing along the western boundary will be conditioned to provide screening from Sweets Hill Road which will be enhanced by existing vegetation along the road reserve.

The proposed development is able to comply with the performance criteria.

E4 Road and Rail Assets Code

E4.6 Use Standards

E4.6.1 Use and road or rail infrastructure

Acceptable Solutions	Performance Criteria
<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>P3 For limited access roads and roads with a speed limit of more than 60km/h:</p> <p>a) access to a category 1 road or limited access road must only be via an existing access or junction or the use or development must provide a significant social and economic benefit to the State or region; and</p> <p>b) any increase in use of an existing access or junction or development of a new access or junction to a limited access road or a category 1, 2 or 3 road must be for a use that is dependent on the site for its unique resources, characteristics or locational attributes and an alternate site or access to a category 4 or 5 road is not practicable; and</p> <p>c) an access or junction which is increased in use or is a new access or junction must be designed and located to maintain an adequate level of safety and efficiency for all road users.</p>

Assessment against the Performance Criteria is required.

Performance Criteria Assessment

Application is received for uses Resource Processing (Sawmill) and Food Services (Café) at 55 Lottah Rd, Goulds Country with both uses considered separately through the assessment in accordance with clause 8.2.5 of the planning scheme.

The application materials includes a Traffic Impact Assessment (TIA) prepared by Midson Traffic. Midson Traffic have determined that the development is likely to generate approximately 96 vehicles per day, which is greater than 10% of the existing traffic volume on Lottah Road. The development proposal is reliant on demonstrating it is able to satisfy the performance criteria.

P3 a) Not applicable. Lottah Road is not a Category 1 road or limited access road.

P3b) Not applicable. Lottah Road is not a State Road or limited access road.

P3c) the TIA has advised that the accesses associated with the development (separate entry for Café and Sawmill operations) are in a low speed environment with access to the café arising from the road reserve (crown land) that services the church. Adequate sight distance is available in both directions along Lottah Road. The TIA has determined the access to be located appropriately and provides an adequate level of safety and efficiency for all road users. The TIA has been referred to Council’s Works Department who have determined the TIA to be adequate and have imposed conditions for the crossovers.

The proposed development has demonstrated it is able to satisfy the performance criteria, by way of assessment via a TIA.

E6 Car Parking and Sustainable Transport Code

The proposed use and development has been determined to satisfy all relevant use standards and development standards of the Car Parking and Sustainable Transport Code.

E7 Scenic Management Code

E7.6 Development Standards

E7.6.1 Scenic Management – Tourist Road Corridor

Acceptable Solutions	Performance Criteria
<p>A1 Development (not including subdivision) must be fully screened by existing vegetation or other features when viewed from the road within the tourist road corridor.</p>	<p>P1 Development (not including subdivision) must be screened when viewed from the road within the tourist road corridor having regard to:</p> <ul style="list-style-type: none"> a) the impact on skylines, ridgelines and prominent locations; and b) the proximity to the road and the impact on views from the road; and c) the need for the development to be prominent to the road; and d) the specific requirements of a resource development use; and e) the retention or establishment of vegetation to provide screening in combination with other requirements for hazard management; and f) whether existing native or significant exotic vegetation within the tourist road corridor is managed to retain the visual values of a touring route; and g) whether development for forestry or plantation forestry is in accordance with the ‘Conservation of Natural and Cultural Values – Landscape’ section of the Forest Practices Code; and h) the design and/or treatment of development including: <ul style="list-style-type: none"> i) the bulk and form of buildings including materials and finishes; ii) earthworks for cut or fill; iii) complementing the physical (built or natural) characteristics of the site.

Assessment against the Performance Criteria is required.

Performance Criteria Assessment

The proposed Sawmill and Café will not be fully screened by existing vegetation when viewed from the road within the tourist corridor. The development will however achieve substantial screening due to existing vegetation along Lottah Road and Sweets Hill Rd. The development will be conditioned to provide landscaping along the northern and western boundaries to supplement the significant existing vegetation along the tourist road corridor. This will ensure any impact to

skylines and ability to view from the road will be minimised with the majority of the use setback well from the road. Landscaping and existing vegetation along road frontages is able to respond to the required protection of visual amenity of the defined tourist road corridor. The acceptable solution and the performance criteria aims to screen development from the tourist road corridor and the proposed and existing landscaping responds to this.

The development will achieve a substantial level of screening and is able to satisfy the Performance Criteria.

E11 Environmental Impacts and Attenuation Code

E11.6 Use Standards

E11.6.1 Attenuation Distances

Acceptable Solutions	Performance Criteria
<p>A2 Uses listed in Tables E11.1 and E11.2 must be set back from any existing sensitive use, or a boundary to the General Residential, Low Density Residential, Rural Living, Environmental Living, Village, Local Business, General Business, Community Purpose, Recreation, Open Space, Particular Purpose Zone – Ansons bay Small Lot Residential zones, the minimum attenuation distance listed in Tables E11.1 and E11.2 for that activity.</p>	<p>P2 Uses with the potential to create environmental harm and environmental nuisance must demonstrate by means of a site specific study that there will not be an environmental nuisance or environmental harm having regard to:</p> <ul style="list-style-type: none"> a) the degree of encroachment; and b) the nature of the emitting operation being protected by the attenuation area; and c) the degree of hazard or pollution that may emanate from the emitting operation; and d) use of land irrigated by effluent must comply with National Health and Medical Research Council Guidelines.
<p>Assessment against the Performance Criteria is required.</p> <p>Performance Criteria Assessment</p> <p>The proposed use, Resource Processing (Sawmill) is a use listed in Table 11.1. The use is a Level 1 use in accordance with Environmental Management and Pollution Control Act 1994. Table 11.1 requires the activity to be located 300m from a sensitive use in order to satisfy the acceptable solution.</p> <p>Two dwellings are located within 300m of the sawmill activity as detailed in locality plan 2 (Drawing A-100/B) and the Acoustic Report prepared by Pearu Terts. The submitted application materials included the Architectural Acoustics Noise Control Report and Air Quality Assessment prepared by Tim Gowans. These reports address potential environmental nuisance/harm arising from potential noise and particulates.</p> <p>The noise assessment has identified the need to condition specific muffler devices associated with the loader and excavator in order to mitigate any potential noise pollution. The Air Quality Assessment has determined that:</p> <ul style="list-style-type: none"> • The proposed development is estimated to generate approximately 60 m³ of sawdust waste per year. • Green hardwood sawdust is heavy with large particulates. • Expected particulates are unlikely to become airborne due to particle size and weight. • Green timber sawdust still contains sap inhibiting wind dispersal. 	

- Sawmill activity occurs within proposed structure with dust vacuumed by a centrifugal air pump to sawdust storage pit with provisions made for dampening and covering. Any permit will be conditioned in relation to abating possible noise impacts utilising mechanical means (residential rated muffler to identified equipment. Particulate emissions have been addressed with sawmill activity within an enclosed building with dust extraction and sawdust collection. Any permit will also be conditioned to employ site procedures to minimise dust through covering or wetting down.
The proposed development is able to be conditioned to satisfy the performance criteria.

E15 Signs Code

The proposed development was determined to satisfy all relevant development standards of the Signs Code.

E16 Onsite Wastewater Management Code

E16.7 Development Standards

E16.7.2 Surface and ground water impacts

Acceptable Solutions	Performance Criteria
A1 Onsite wastewater management infrastructure must have a minimum separation distance of 100m from a wetland or watercourse or coastal marine area.	P1 Onsite wastewater management infrastructure within 100m of a wetland or watercourse or coastal marine area must have no detrimental impacts on the water quality or integrity of the wetland or watercourse or coastal marine area.
<p>Assessment against the Performance Criteria is required.</p> <p>Performance Criteria Assessment</p> <p>The proposed development relies on onsite wastewater management on a site with a perennial water body and minor tributary feeding into Ransom River, to the east of the development. The contours are such that the site slopes downwards to the north west preventing overland flow to the water body and watercourse. The onsite wastewater report has however considered ground water movement. The onsite wastewater report has been prepared by a suitably qualified person, referred to Council’s EHO and accepted. The report states: “Onsite wastewater management infrastructure is within 100m of a watercourse (minor tributary). Modelling undertaken in the trench program for the application of primary treated effluent calculated a minimum setback of 20m. However, to ensure a conservative approach the recommended setback on site to downslope water is a minimum of 50m and the current design is based upon an actual setback of approximately 70m.”</p> <p>The proposed development is able to satisfy the performance criteria.</p>	

5. Representations

The application was advertised 22nd April 2023 to 8th May 2023 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. Twelve (11) representation was received prior to the closing date and time and one (1) representation was accepted after the closing date and time. The issues raised within the representation are as follows:-

Issue	Response
<p>Impact on adjoining Church and Cemetery</p> <ul style="list-style-type: none"> • Respect • Vibration • Entrance should be sealed/expand vegetative buffer to further protect church 	<p>The assessment of the proposed development is in response to the use standards and development standards of the planning scheme. This scheme does not include matters relating to respect. The Scheme includes the Environmental Impacts and Attenuation Code and stipulates the matters to be considered in relation to a sawmill, being noise and particulates and does not include vibration. The submitted application materials included reports prepared by suitably qualified persons addressing noise and particulates to assist in the assessment of the proposed use and development.</p> <p>The internal access and car parking area will be conditioned to include an impervious surface. Council's Works Department has provided conditions for the crossovers servicing the development with no works required for the existing access proposed to service the sawmill and the access to service the Café required to be upgraded to LGAT standards.</p>
<p>Significant Trees</p>	<p>The significant trees are listed within Appendix 4 of the Planning Scheme and described as Pine Trees (Cypress) located on the site of the Union Church, Goulds Country. My understanding is that the trees are actually located on each side of the access proposed to service the Sawmill. The access is existing and no upgrade to the access has been required by the Works Department. Accordingly, no works is proposed in proximity to the trees and the use and development does not include the removal of the trees. Exemptions for landscaping and vegetation management listed within the planning scheme exclude significant trees. The trees are located within the Council maintained road reserve and are managed by the Works Department.</p>



Traffic Safety & Log Trucks

- Proximity to intersection
- School bus drop off and pick up – safety
- Mountain Bike Riders
- Road not suitable for log trucks

The submitted materials for the development application included a Traffic Impact Assessment (TIA) prepared by a suitably qualified person. Lottah Road is a Council maintained road and the TIA has been accepted by the Road Authority and considered adequate.

The scope of the TIA includes:

- Review of the existing road environment in the vicinity of the site and traffic conditions on the road network;
- Provision of information on the proposed development with regard to traffic movements and activity;
- Identification of the traffic generation potential of the proposal with respect to the surrounding road network in terms of road network capacity;
- Review of the parking requirements of the proposed development;
- Traffic implications of the proposal with respect to the external road network in

	<p>terms of traffic efficiency and road safety.</p> <p>The TIA determined that based on the findings of the report the proposed development is supported on traffic grounds.</p>
<p>No objection to the Sawmill but would prefer the development to be located:</p> <ul style="list-style-type: none"> • away from the Church / Cemetery • such that access was off State Highway 	<p>The development application being considered is specific to CT 237422/1 and assessment has occurred in relation to this site only with access from Lottah Road.</p>
Aesthetics	<p>The proposed use is a discretionary use within the zone and has been assessed against the Use Standards within the body of the report in addition to the Scenic Management Code.</p>
Fire Hazard	<p>The site is affected by the Bushfire Prone Areas overlay. The E1 Bushfire Prone Areas Code is not applicable as the proposed use and development is not a vulnerable use or a hazard use and the development does not include subdivision. Bushfire requirements will be further considered at the Building Application stage.</p>
Noise & Sawdust (including bark)	<p>Application materials included reports addressing noise and particulates and have been considered within the body of the report.</p>

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

6. Mediations

No mediation activity was conducted.

7. Conclusion

In accordance with 8.10 of the *Break O' Day Interim Planning Scheme 2013*, the application has been assessed against the objectives of the Scheme, in particular the Rural Resource Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and eight (8) Performance Criterion. The received representation has been considered.

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

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 (Amended March 2022)

Goal

Encourage sensible and sustainable development through sound land use planning, building and design.

Strategy

Sustainable Land Use Strategies.

LEGISLATION & POLICIES:

Break O’Day Interim Planning Scheme 2013 Version 19

Land Use Planning and Approvals Act 1993,

Environmental Management and Pollution Control Act 1994

BUDGET; FUNDING 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.



COUNCIL RESOLUTIONS - MEETINGS - PUBLIC
19/06/2023



COUNCIL RESOLUTIONS PLAN

COUNCIL RESOLUTION MAY 2023

Current Co..	Meeting ...	Due D..	Goal	Resolution / Action	Update	Owner
100%	15/05/2023	30/06/2023	05/23.15.2 Mathinna – Local Township Plan	That Council adopt the second Mathinna Township Plan, which has been developed with the community listing actions/projects that the community can work with Council to develop.	Council adopted the Mathinna Township Plan at its meeting on the 15th May, 2023.	Manager Community Services
100%	15/05/2023	30/06/2023	05/23.15.3 Cornwall – Local Township Plan	That Council adopt the second Cornwall Township Plan, which has been developed with the community listing actions/projects that the community can work with Council to develop.	Council adopted the Cornwall Township Plan at its meeting on the 15th May, 2023.	Manager Community Services
100%	15/05/2023	30/06/2023	05/23.15.4 Fingal – Local Township Plan	That Council adopt the second Fingal Township Plan, which has been developed with the community listing actions/projects that the community can work with Council to develop.	Council adopted the Fingal Township Plan at its meeting on the 15th May, 2023.	Manager Community Services
100%	15/05/2023	30/06/2023	05/23.15.5 Change of Committee name from Access Advisory Committee to Access and Inclusion Advisory Committee	That Council approve a change of name of a Council committee from: Access Advisory Committee to Access and Inclusion Advisory Committee.	Advised the committee that Council had supported the name change to include the word inclusion.	Manager Community Services
100%	15/05/2023	30/06/2023	05/23.15.6 Lease of Public Land under S.178 Local Government Act – Elizabeth Street, Mangana Pending Development Application Updates	That pursuant to Section 178 of the <i>Local Government Act 1993</i> the Council: 1. Gives notice of its intention to Lease part of Certificate of Title Volume 203723 Folio 5 being land situate in Elizabeth Street, Mangana for the purpose of the construction of a small cell mobile tower. 2. Authorise the General Manager to proceed with giving notification of this intention in accordance with the requirements of section 178 of the <i>Local Government Act 1993</i> .	Commenced the engagement process advising of Council's intention to lease the land in Mangana for the purpose of small cell tower.	Manager Community Services

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	15/05/2023	30/06/2023	05/23.15.7 A Further Request for Financial Support – St Helens Online Access Centre	That Council officers prepare a report(s) taking into account the comments made by Councillors at the meeting including requests for further information.	An additional report to prepared for Council's consideration with specific questions being raised by Councillors that they required feedback on.	Manager Community Services
100%	15/05/2023	30/06/2023	05/23.17.4 Northern Tasmania Development Corporation Governance	It is recommended that the Council endorse the following documents: 1. The draft Northern Tasmanian Development Corporation (NTDC) Members' Letter of Expectation; 2. The revised NTDC Constitution; and 3. The draft NTDC Member Agreement 2023-2026	Members Agreement signed following decision of Council	General Manager
50%	15/05/2023	30/06/2023	05/23.17.6 Economic Development Strategy Review	That Council 1. Allocate funding within the 2023-2024 budget for the development of an Economic Development Strategy 2. Undertake an Expression of Interest (EOI) for a consultant to develop the Economic Development Strategy	Funding allocation included within draft 2023-24 Budget	General Manager

COUNCIL RESOLUTIONS APRIL 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	17/04/2023	30/04/2023	04/23.13.4 Fraud and Corruption Control Policy and Plan	That the Council endorse the Fraud and Corruption Control Policy and Plan.	Policy updated as per adopted amended policy.	Corporate Services Coordinator
100%	17/04/2023	30/04/2023	04/23.13.6 Review of Policy LG40 - Rates and Charges Policy	That pursuant to section 86B of the Local Government Act 1993 (Tas) (LGA1993), Council adopt the revised Rates and Charges Policy.	Policy updated as per adopted amended policy.	Corporate Services Coordinator
100%	17/04/2023	30/04/2023	04/23.13.7 Whistle Blower Policy	That Council adopt the Whistle Blower Policy.	Policy updated as per adopted new policy.	Corporate Services Coordinator
100%	17/04/2023	30/04/2023	04/23.13.8 Fees and Charges 2023-2024	That Council adopt the Schedule of Fees & Charges 2023/2024 as presented.	Fees and Charges updated and circulated.	Corporate Services Coordinator
45%	17/04/2023	30/04/2023	04/23.15.3 Review of the Community Facility Hire Policy – CB07	That Council nominate Councillors Drummond, Oldham, Johnstone, Carter, Wright to work with Community Services staff to review Policy CB07 – Section 2 – Hirer Categories & Concessions.	Another meeting organised for Councillors attend. Unfortunately 2 of the five were unable to attend one Councillor attended the meeting time - therefore the meeting did not go ahead	Manager Community Services
100%	17/04/2023	30/04/2023	04/23.15.7 Scamander – Local Township Plan	That Council adopt the second Scamander Township Plan, which has been developed with the community listing actions/projects that the community can work with Council to develop.	Council adopted the Scamander Township Plan at the Council meeting on Monday 17 April, 2023. The Scamander Township Plan has been forwarded to the Management Team for actioning and is placed on Council's website.	Manager Community Services

COUNCIL RESOLUTIONS - MARCH 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
11%	20/03/2023	30/06/2023	03/23.9.1 Submission from St Marys Dog Group – Cllr Drummond	To provide acknowledgement and consider the submission from the St Marys Dog's Group for two dog exercise areas in St Marys. That Council acknowledge the submission of the St Marys Dog group, of the preferred dog exercise areas, in St Marys; and consider including the proposed areas as part of the municipal Dog Management Policy.	Proposed dog exercise areas (St Marys Dog Group) are yet to be assessed and considered by the Council.	Manager Infrastructure and Development Services
100%	20/03/2023	30/06/2023	03/23.14.3 Pedestrian Crossing Points – Main Street, St Marys	That Council consider community feedback and the opportunity that exists to fund a preferred option (Option 1, the construction of an informal crossing in Main Street, St Marys) as a candidate project for co-funding on a 50% basis under the Vulnerable Road User Program (VRUP). That Council make a provision of \$10,000 in the 2023-2024 capital budget to undertake required works should a VRUP funding application be successful.	The VRUP Assessment Committee has reviewed our application for the placement of an informal crossing point for pedestrians and on this occasion did not recommend our application to the grant delegate for funding. The Committee would have preferred that the proposed crossing point included additional treatments that would have needed to be included as a part of the projects treatment mix to ensure adequate safety outcomes. Comments will be considered should a subsequent application be made under a new funding round for a formalised crossing.	Manager Infrastructure and Development Services
36%	20/03/2023	30/06/2023	03/23.15.7 St Helens Sports Complex	1. That Council engage a landscape architect to design connectivity between the various areas of the St Helens Sports Complex identifying what amenities are required to service the area and its users as well as ensuring green spaces and vegetation management are addressed as part of the project. 2. That funds from Public Open Space – St Helens be used to engage a landscape architect to undertake this project.	Meeting has been organised with staff to start developing a Brief for this project so that Expressions of Interest can be obtained in line with community feedback and usage.	Manager Community Services

COUNCIL RESOLUTIONS FEBRUARY 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
72%	20/02/2023	30/06/2023	02/23.9.1 - Short Stay Accommodation Policy – Clr J Drummond	That Council discuss a short stay accommodation policy at a workshop.	An Interim Report has been provided for Council consideration at its meeting on 26 June 2023	Development Services Coordinator
75%	20/02/2023	31/03/2023	02/23.15.6 Policy AM21 – Single Use Plastics Policy	<ol style="list-style-type: none"> 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. 	Council approved a longer time frame to enforce the Soft Plastics Policy with our community and engagement has commenced with market groups and leasees of Council owned facilities.	Manager Community Services
75%	20/02/2023	30/06/2023	02/23.16.4 Binalong Bay Foreshore Weed Management	That Council commit to the first year of funding and then look at the following years as part of the budget process.	Weed control and revegetation works by Council and the Parks and Wildlife Service to implement the joint Weed Management Plan started in late March. 2023-2024 budget allocations to be confirmed.	NRM Facilitator
20%	20/02/2023	31/05/2023	02/23.17.4 Future Aquatic Facility Investigation	<p>That Council:</p> <ol style="list-style-type: none"> 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 	Information for communication activities with the community and the process to obtain nominations for the Steering Group is being developed with a view to commencing activity in the next month.	General Manager
9%	20/02/2023	30/06/2023	02/23.17.5 Live Streaming of Council Meetings	<ol style="list-style-type: none"> 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. 		Corporate Services Coordinator

COUNCIL RESOLUTIONS - JANUARY 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
90%	16/01/2023	30/06/2023	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.	Contractor appointed and works are underway. Will be complete before the EOFY.	Business Services Manager

COUNCIL RESOLUTIONS 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
60%	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 feedback from Taswater on sewage discharges into St Marys Rivulet. Concerns remain for critical reviews and claims of poor freshwater and river management by the Tasmanian Government agencies and bodies.	NRM Facilitator
75%	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.	The committee who is looking at projects for the area where the old bridge was removed have approved two pieces of gym equipment to be placed in the open space which is currently being reinstated green area	Manager Community Services
45%	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.	Public communications on Off Road Vehicle issues and management options will be developed in collaboration with the Parks and Wildlife Service and other stakeholders.	NRM Facilitator
100%	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.	Agenda item to the April, 2023 Council meeting - seeking Councillors to be part of a working group - 5 Councillors put their names forward - meeting time has been arranged.	Manager Community Services

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.	Governance Officer
100%	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.	Workshop item prepared for information and discussion - June 2023 workshop. The cost to move and erect oval lighting from the Recreation Ground St Helens to St Marys is ~ \$79,000. Relocating the lights is not a viable proposition given the low demand for recreation ground lighting at St Marys. The old lights at St Helens will be placed into storage.	Manager Infrastructure and Development Services
100%	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.	EV Charging station has been constructed.	Business Services Manager
51%	20/09/2021	28/06/2024	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.	The initial draft has now been completed and presented at the April 2023 Council workshop. Next steps include developing the consultation strategy and obtaining initial feedback from the Director of Local Government Division.	Development Services Coordinator
100%	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 state government procurement processes apply. The road was upgraded in the latter part of 2021 via open tender process. PWS may request a quotation from Council or other Contractors to undertake work on the road from time to time. Where a Council rate is accepted, then work will be undertaken in accordance with Councils Private Works processes. The matter of how PWS will undertake ongoing road maintenance remains open on an ongoing basis for general discussion with the Secretary of Natural Resources and Environment Tasmania (NRET).	Manager Infrastructure and Development Services

06/23.8.0 PETITIONS

Nil

06/23.9.0 NOTICES OF MOTION

06/23.9.1 Notice of Rescission – St Helens Online Access Centre – Clr Carter

MOTION:

Clr Carter has given notice of the following Rescission Motion

That Council rescind the following Council Decision:

- 20 March, 2023 Council Meeting 03/23.15.6.061:
That Council does not provide \$15,000 to assist the St Helens Online Centre to extend the current hours of the Co-ordinator as requested by the St Helens Online Access Centre Committee.

SUBMISSION IN SUPPORT OF MOTION:

Council has again received a written request from the President of the St Helens Online Access Committee seeking Council's support in providing funding to support the St Helens Online Access Centre. For Council to review their original decision, Council needs to rescind the above motion.

In accordance with the *Local Government (Meeting Procedures) Regulations 2015* Regulation 18 (3) the General Manager advises as follows:

Regulation 18 (3)

- (1) For the purposes of this regulation, a decision may be overturned, wholly or partly, by –
- (a) a motion directly rescinding or otherwise overturning the decision or part of the decision; or
 - (b) a motion that conflicts with, or is contrary to, the decision or part of the decision.

(1)(a) The proposed motion if resolved in the affirmative by an Absolute Majority would overturn the previous decision in its entirety.

- (2) A council or council committee may only overturn a decision passed at a previous meeting held since the last ordinary election –
- (a) by an absolute majority, in the case of a council; or
 - (b) by a simple majority, in the case of a council committee.

(This decision was made by the Council since the last Election at its meeting of 20 March 2023 and an Absolute Majority is required

(3) Any report given by the general manager to a council in respect of a proposed motion to overturn a decision of the council, or that will result in the overturning of a decision of the council, wholly or partly, is to include –

(a) a statement that the proposed motion, if resolved in the affirmative, would overturn that previous decision or part of that previous decision; and

(b) the details of that previous decision, or the part of that previous decision, that would be overturned; and

(c) advice as to whether or not that previous decision, or that part of that previous decision, directed that certain action be taken; and

(d) if that previous decision, or that part of that previous decision, directed that certain action be taken, advice as to whether or not that action has been wholly or substantially carried out.

(a) The General Manager advises that should the proposed motion be resolved in the affirmative it would overturn the previous decision in its entirety.

(b) The Decision made B Council at its meeting on 20 March 2023 is as follows

20 March, 2023 Council Meeting 03/23.15.6.061:

That Council does not provide \$15,000 to assist the St Helens Online Centre to extend the current hours of the Co-ordinator as requested by the St Helens Online Access Centre Committee.

(c) The General Manager advises that the Decision did not direct that any action be taken. The St Helens Online Access Centre were advised of Council's decision by email that funding would not be provided to extend the current hours of the Co-ordinator as requested.

(d) The General Manager advises that the Decision did not direct that any action be taken. The St Helens Online Access Centre were advised of Council's decision by email that funding would not be provided to extend the current hours of the Co-ordinator as requested.

LEGISLATION/STRATEGIC PLAN & POLICIES

The *Local Government (Meeting Procedures) Regulations 2015* are the applicable legislation in this case and state:

18. Motion to overturn decision

(1) For the purposes of this regulation, a decision may be overturned, wholly or partly, by –

(a) a motion directly rescinding or otherwise overturning the decision or part of the decision; or

(b) a motion that conflicts with, or is contrary to, the decision or part of the decision.

(2) A council or council committee may only overturn a decision passed at a previous meeting held since the last ordinary election –

(a) by an absolute majority, in the case of a council; or

(b) by a simple majority, in the case of a council committee.

(3) Any report given by the general manager to a council in respect of a proposed motion to overturn a decision of the council, or that will result in the overturning of a decision of the council, wholly or partly, is to include –

(a) a statement that the proposed motion, if resolved in the affirmative, would overturn that previous decision or part of that previous decision; and

(b) the details of that previous decision, or the part of that previous decision, that would be overturned; and

(c) advice as to whether or not that previous decision, or that part of that previous decision, directed that certain action be taken; and

(d) if that previous decision, or that part of that previous decision, directed that certain action be taken, advice as to whether or not that action has been wholly or substantially carried out.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There would be budget implications to Council, as the requested \$15,000 has not been budgeted for in the current 2022 – 2023 or 2023 – 2024 budget documentation.

VOTING REQUIREMENTS:

Absolute Majority

03/23.9.2 Online Access Centre Funding – Clr Carter

MOTION:

That Council write to the State Government requesting:

1. A definitive answer about the future funding of Online Access Centres in the Break O’Day area beyond the completion of the current funding contract expiring on 30 June 2024.
2. An explanation of the Hub approach that the Minister mentioned in a meeting with the Mayor and Acting General Manager in February 2023.
3. Clear articulation to the affected communities and relevant service providers of the State Government’s plans for the future delivery of services currently delivered by Online Access Centres at St Helens, St Marys and Fingal including how and who will be delivering these services and what services may be lost under the new approach. The articulation should include the financial consequences of establishing Hubs and the efforts that will be undertaken to seek ratepayer and service provider input

SUBMISSION IN SUPPORT OF MOTION:

During previous discussions, the Mayor has advised Councillors and the St Helens Online Access centre that funding for all Online Access Centres will finish at 30th June 2024 and that we should be working with the community to create a hub to provide the services the community requires. The Minister has provided no information to the Council or the Online Access Centres regarding what he is proposing.

06/23.10.0 COUNCILLOR’S QUESTIONS ON NOTICE

Nil

06/23.11.0

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.

06/23.12.0

MAYOR'S & COUNCILLOR'S COMMUNICATIONS

06/23.12.1

Mayor's Communications for Period Ending 26 June 2023

17.05.2023	Launceston	– General Manager's Committee and Premier's Local Government Council meetings
19.05.2023	Bicheno	– Glamorgan Spring Bay Council Mayor and General Manager meeting
22.05.2023	St Helens	– Future of Local Government Review Workshop
23.05.2023	St Helens	– Tasmania Police New Police Commander Kate Chambers meeting
25.05.2023	Canberra	– Australian Local Government Association Board meeting
26.05.2023	Prospect Vale	– Northern Tasmania Development Corporation Strategy workshop
30.05.2023	St Marys	– Certificate Presentation for SES
01.06.2023	St Helens	– Recreational Fishing Grants meeting
05.06.2023	St Helens	– Council workshop
07.06.2023	Launceston	– NTDC Representative Group and Mayors meetings
08.06.2023	St Helens	– Meeting with Dr Ian Hoyle and Dr Alexander to discuss a gym
13.06.2023 to 15.06.2023	Canberra	– ALGA, National General Assembly Of Local Government
23.06.2023	Devonport	– Future of Local Government Review engagement opportunities
26.06.2023	St Helens	– Council meeting

06/23.12.2

Councillor's Reports for Period Ending 26 June 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

06/23.13.0 BUSINESS AND CORPORATE SERVICES

06/23.13.1 Corporate Services Department Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Business Services Manager
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:

2023/2024 Budget Estimates

The 2023/2024 Budget Estimates are complete and presented to Council for consideration at this meeting.

Long Term Financial Plan 2023 - 2033

The Long Term Financial Plan has been reviewed and revised based on current financial data, movements in the Consumer Price Index, the National Wage Review and projections and assumptions for revenue and expenditure for the period of the plan. It should be noted that the Long Term Financial Plan is updated annually and directly informs important Council decisions around the Annual Plan, rates and charges and the budget estimates. The Long Term Financial Plan 2023-2033 has been reviewed and endorsed for Council approval by the Audit Panel.

Implementation of new TRIM system

This month Councils Records Management System will be upgraded to Content Manager 10.1 version. This will allow Council to have full technical support for this system by Micro Focus through FYB. Currently we are running version 9.0, which has not been fully supported for the last few years however, a basic level of support is still provided the service level did not allow for any major issues or disruptions if they were to occur as well as improved security for our records system. Training has commenced with most staff involved and the roll out to users will take place over the weekend of 16 June with the 10.1 version going live Monday 19 June.

Investments

Maturing	Term (Months)	Principle Amount	Interest	Total Amount	Interest Rate	Bank
19.06.2023	11	1,003,964.11	42,482.26	\$1,046,446.37	3.94%	CBA
18.09.2023	3	1,000,000.00	12,876.71	\$1,012,876.71	5.00%	Bendigo
10.11.2023	12	1,007,022.43	42,882.05	\$1,049,904.48	4.27%	CBA
10.11.2023	12	1,008,843.21	42,959.58	\$1,051,802.79	4.27%	CBA
28.11.2023	12	1,500,000.00	64,921.64	\$1,564,921.64	4.34%	CBA
18.12.2023	6	1,000,000.00	26,863.01	\$1,026,863.01	5.30%	Bendigo
24.01.2024	12	1,100,000.00	49,912.88	\$1,149,912.88	4.55%	Bendigo
16.06.2024	12	1,000,000.00	54,295.89	\$1,054,295.89	5.40%	Bendigo
		\$8,619,829.75	\$337,194.02	\$8,957,023.77		

As term deposits are falling due, Council Officers are reviewing maturity dates, current cash flow position and the current interest rates and where possible trying to spread the maturity dates over the span of the financial year to ensure funds are available when required.

Rates Summary - 6 June 2023

	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	1.70	190,722.57	1.53	163,358.71
Rates and Charges Levied	97.26	10,937,412.74	97.59	10,407,126.24
Interest and Penalty Charged	1.04	117,054.35	0.87	93,135.32
Total Rates and Charges Demanded	100.00	11,054,467.09	100.00	10,500,261.56
Less Rates and Charges Collected	89.43	10,056,820.31	90.21	9,619,864.37
Less Credit Journals and Supp Credits	0.82	91,699.07	1.82	193,954.04
Remissions and Discount	5.01	563,560.61	5.15	548,783.67
Unpaid Rates and Charges 6 June	4.74	533,109.67	2.82	301,018.19

Remissions and Discounts

	2022/2023	2021/2022
Early Payment Discount	106,720.17	105,350.77
Pensioner Rebates	456,840.44	443,432.90
	563,560.61	548,783.67

Number Rateable Properties	6786
Number Unpaid Rateable Properties	1552
% Properties Not fully paid	22.87

Right to Information (RTI) Requests

Nil

132 and 337 Certificates

	132	337
May 2023	40	23
May 2022	61	45
April	52	16

Debtors/Creditors @ 9 June 2023

DEBTORS INFORMATION

Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD 22/23	Month	YTD 21/22
70	\$89,753.72	764	92	865

CREDITORS INFORMATION

Payments Made

Current			Previous Year	
Month	Mth Value	YTD 22/23	Month	YTD 21/22
209	\$1,692,737.36	2350	452	4078

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 (Amended March 2022)

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 May 2023 be received:

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

INTRODUCTION:

Presented to Council are the monthly financial statements.

PREVIOUS COUNCIL CONSIDERATION:

Council considers financial reports on a monthly basis.

OFFICER'S REPORT:

The financial statements as shown below show the financial position of Council as at 31 May 2023.

Profit and Loss
Break O'Day Council
For the 11 months ended 31 May 2023

Account	Actual YTD	Budget YTD	Budget Variance % YTD	2023 Annual Budget	Notes
Trading Income					
Rates	10,896,820	10,840,244	1%	10,840,244	
User Fees	1,432,809	1,283,080	12%	1,399,726	1
Operating Grants	1,263,148	828,954	52%	2,423,090	2
Interest & Investment Income	560,633	516,423	9%	563,369	
Contributions	58,750	18,334	220%	20,000	
Other Revenue	109,263	29,334	272%	32,000	3
Total Trading Income	14,321,424	13,516,369	6%	15,278,429	
Gross Profit	14,321,424	13,516,369	6%	15,278,429	
Capital Grants					
Grants - Commonwealth Capital	1,784,314	2,245,785	-21%	2,994,381	
Grants - Roads to Recovery	696,526	485,250	44%	647,000	
Grants - State Capital	176,424	458,334	-62%	500,000	
Total Capital Grants	2,657,264	3,189,369	-17%	4,141,381	4
Other Non Operating Income					
Net Gain/Loss on Disposal of Assets	14,087	110,000	-87%	120,000	5
Total Other Non Operating Income	14,087	110,000	-87%	120,000	
Total Non Operating Revenue	2,671,351	3,299,369	-19%	4,261,381	
Operating Expenses					
Employee Costs	5,013,873	5,396,371	-7%	5,839,111	6
Materials & Services	5,202,653	5,584,133	-7%	6,128,348	7
Interest Expense	160,535	248,730	-35%	271,341	8
Depreciation	3,877,883	3,592,076	8%	3,918,626	
Other Expenses	311,506	219,784	42%	246,584	9
Total Operating Expenses	14,566,450	15,041,094	-3%	16,404,010	
Operating Net Profit	(245,026)	(1,524,725)	-84%	(1,125,581)	
Net Profit (Including Non Operating Revenue)	2,426,325	1,774,644	37%	3,135,800	

Notes

- User fees are up \$150k (12%) on budget YTD primarily due to a higher level of activity than expected.
- Operating grants are up \$434k (52%) on budget YTD, this is primarily due to carry forward grants unspent in the prior year and increase in the Financial Assistance Grants allocation.
- Other revenue is up \$80k on budget YTD, this is primarily due to the retention of unclaimed s.137 property sales funds that have matured and reimbursements received for maternity leave cover and training levies.
- Capital grant revenue is down \$532k (17%) on budget YTD primarily due to the timing on project milestones and grant payments. Some projects are behind schedule due to the need to address storm event damage during the year. Some projects are expected to be spread over multiple years.
- Net gain/loss on disposal of asset is \$96k down on budget YTD, with some plant still to be disposed of. Some items have
- Employee costs are down \$382k (7%) on budget YTD, primarily due to vacancies during the year.
- Materials & services are down \$381k on budget YTD. This is primarily due to the capitalisation of a number of works projects related to storm events and a number of operational grant funded projects still to be finalised.
- Interest expense is down \$88k (35%) on budget YTD, primarily due to the timing of loan payments still to come.
- Other expenses are up \$92k (42%) on budget YTD, primarily due to election costs of \$60k.

Profit and Loss

Break O'Day Council

For the 11 months ended 31 May 2023

Account	May 2023	Actual YTD	Budget YTD	2023 Annual Budget	% Annual Budget Consumed
Trading Income					
Rates					
Rates - Fire Levy	108	383,794	374,853	374,853	102%
Rates - Waste Management	452	1,498,847	1,487,984	1,487,984	101%
Rates - General	1,787	8,038,250	8,010,311	8,010,311	100%
Rates - Waste Collection	246	975,930	967,096	967,096	101%
Total Rates	2,593	10,896,820	10,840,244	10,840,244	101%
User Fees					
B.C.I Training Levy	5,943	61,351	41,793	45,593	135%
Building Fees (Permit Authority)	3,355	44,885	41,682	45,471	99%
Building Inspections	0	0	50,243	54,810	0%
Building Levy	2,972	30,676	20,898	22,797	135%
Building Surveying Fees	25,377	139,573	45,378	49,504	282%
Caravan Fees and Fines	68,310	135,657	64,166	70,000	194%
Cemetery Fees	2,519	19,808	23,286	25,402	78%
Commission	4,190	18,383	18,042	19,683	93%
Development Application Fees	29,790	154,370	108,771	118,660	130%
Dog Infringements	75	1,185	2,291	2,500	47%
Dog Registration Fees	13,407	24,739	47,025	51,300	48%
Donations and Other Contributions	6,245	66,727	55,000	60,000	111%
Engineering Fees	435	11,269	10,912	11,903	95%
Environment Fees - Other	1,180	5,084	5,500	6,000	85%
Equipment Hire	45	482	0	0	0%
Facilities Hire	5,946	46,770	37,816	41,253	113%
Facilities Leases	6,460	72,066	68,750	75,000	96%
Fire Abatement Charges	0	0	1,834	2,000	0%
Health Licence Fees and Fines	26,267	28,212	12,834	14,000	202%
Immunisations	0	1,994	916	1,000	199%
Infringements	0	1,810	9,166	10,000	18%
Permit Administration	0	0	38,652	42,165	0%
Planning - Advertising Fee	5,600	61,000	77,772	84,843	72%
Plumbing Fees	5,040	46,285	36,666	40,000	116%
Private Works	83	19,282	59,584	65,000	30%
Property Certificates	7,389	84,381	131,968	143,966	59%
Public Liability Cover	0	18	0	0	0%
Sales	5,449	108,704	61,996	67,633	161%
Subdivision Fees	0	0	7,898	8,617	0%
Waste Charges - User Fees	23,705	248,100	202,241	220,626	112%
Total User Fees	249,781	1,432,809	1,283,080	1,399,726	102%
Operating Grants					
Grants - Financial Assistance	268,307	1,054,942	783,120	2,373,090	44%
Grants - Heavy Vehicle Motor Tax	0	48,822	0	0	0%
Grants - Operational State	0	159,383	45,834	50,000	319%
Total Operating Grants	268,307	1,263,148	828,954	2,423,090	52%
Interest & Investment Income					
Interest & Penalties on Overdue Rates	20,100	107,036	73,334	80,000	134%
Interest Income	3,159	162,598	16,839	18,369	885%
TasWater - Tax Equiv & Dividends	0	291,000	426,250	465,000	63%
Total Interest & Investment Income	23,259	560,633	516,423	563,369	100%
Contributions					
Public Open Space	1,200	58,750	18,334	20,000	294%

Total Contributions	1,200	58,750	18,334	20,000	294%
Other Revenue					
Fuel Credit	0	0	27,500	30,000	0%
Insurance Recoveries	0	10,974	1,834	2,000	549%
Other Revenue	0	16,386	0	0	0%
Reimbursements	2,846	39,113	0	0	0%
Section 137 Unclaimed funds	0	42,791	0	0	0%
Total Other Revenue	2,846	109,263	29,334	32,000	341%
Total Trading Income	547,986	14,321,424	13,516,369	15,278,429	94%

Gross Profit	547,986	14,321,424	13,516,369	15,278,429	94%
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Capital Grants

Grants - Commonwealth Capital	468,515	1,784,314	2,245,785	2,994,381	60%
Grants - Roads to Recovery	536,990	696,526	485,250	647,000	108%
Grants - State Capital	0	176,424	458,334	500,000	35%
Total Capital Grants	1,005,505	2,657,264	3,189,369	4,141,381	64%

Other Non Operating Income

Net Gain/Loss on Disposal of Assets	0	14,087	110,000	120,000	12%
Total Other Non Operating Income	0	14,087	110,000	120,000	12%

Total Non Operating Revenue	1,005,505	2,671,351	3,299,369	4,261,381	63%
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Operating Expenses

Employee Costs	572,132	5,013,873	5,396,371	5,839,111	86%
Materials & Services					
Advertising	2,870	35,607	49,500	54,000	66%
Amortisation on Municipal Revaluation	2,102	23,127	22,916	25,000	93%
Bank Charges	3,130	38,912	29,516	32,200	121%
BCI Training Levy	7,457	61,550	41,793	45,593	135%
Building Permit Levy	1,581	29,817	20,898	22,797	131%
Catering	615	17,707	14,116	15,400	115%
Cleaning	34,881	202,015	230,120	251,039	80%
Community Grants & Contributions	14,000	82,601	167,384	182,600	45%
Consulting Services	21,888	365,853	462,567	504,618	73%
Contractor Services	158,512	1,911,349	1,994,292	2,175,591	88%
Contributions In-kind	0	0	1,335	1,457	0%
Debt Recovery Fees	23	1,870	14,666	16,000	12%
Fire Service Levy	95,524	382,094	279,471	372,628	103%
Fuel & Oil	21,393	233,702	361,041	393,862	59%
Gravel Material - Internal Recharge	0	109,975	0	0	0%
Gravel Recovered	0	(150,375)	0	0	0%
Insurance	0	200,228	174,722	174,722	115%
Interest Expense	0	160,535	248,730	271,341	59%
Internal Audit Fees	1,884	4,732	5,247	6,996	68%
IT Expenses	12,573	216,585	204,600	223,200	97%
Land Tax	1,193	72,388	52,078	56,813	127%
Leases	3,951	36,233	81,125	88,500	41%
Legal Expenses	3,479	58,868	59,584	65,000	91%
Licence Fees	348	61,772	127,672	139,278	44%
Materials	17,198	291,618	373,341	407,282	72%
Pensioner Rate Remissions	1,373	0	0	0	0%
Plant Hire - External	1,321	29,800	5,041	5,500	542%
Plant Hire - Internal Recharge	49,926	532,888	515,939	562,842	95%
Plant Hire Clearing - Recovered	(67,280)	(687,970)	(683,100)	(745,200)	92%
Postage & Freight	3,735	30,089	15,774	17,208	175%
Printing & Stationery	3,720	20,532	22,968	25,057	82%
Rates Remissions	0	68,509	74,234	74,234	92%
Refunds & Reimbursements	1,747	(4,848)	0	0	0%

Registration & MAIB - (Vehicle & Plant)	0	42,472	43,592	47,554	89%
Repairs & Maintenance	457	8,629	9,670	10,550	82%
Repairs & Maintenance - (Vehicle & Plant)	28,011	282,918	210,647	229,797	123%
Royalties and Production Licenses	0	26,218	4,584	5,000	524%
Settlement Discount - Rates Payments	183	106,556	108,103	108,103	99%
Stock Purchases for Resale	3,270	35,401	27,500	30,000	118%
Subscriptions/Publications/Memberships	838	136,993	147,787	161,223	85%
Supplementary Revaluations	4,350	18,650	25,666	28,000	67%
Telephone & Internet	3,120	37,193	44,146	48,160	77%
Travel Expenses	0	4,236	663	724	585%
Utility Costs (Gas, Electricity & Water)	9,294	218,879	241,790	263,770	83%
Venue Hire	328	2,455	1,145	1,250	196%
Waste Levy	0	4,824	0	0	0%
Total Materials & Services	448,994	5,363,187	5,832,863	6,399,689	84%
Depreciation					
Depreciation - Bridges	37,022	407,242	423,576	462,082	88%
Depreciation - Building	38,698	418,381	396,162	432,176	97%
Depreciation - Coastal Assets	2,406	25,996	0	0	0%
Depreciation - Furniture & Fittings	10,471	117,397	126,579	138,087	85%
Depreciation - Land Improvements	4,954	53,534	188,989	206,169	26%
Depreciation - Plant & Equipment	35,023	413,525	378,044	412,411	100%
Depreciation - Recreation	14,954	163,070	0	0	0%
Depreciation - Roads	173,170	1,904,870	1,735,907	1,893,716	101%
Depreciation - Stormwater Infrastructure	31,658	348,238	342,819	373,985	93%
Depreciation - Waste Infrastructure	2,366	25,630	0	0	0%
Total Depreciation	350,722	3,877,883	3,592,076	3,918,626	99%
Other Expenses					
Councillor Allowances	14,495	157,729	159,118	173,584	91%
Councillor Expenses	2,737	21,999	25,666	28,000	79%
Councillor Training & Development	0	16,633	0	0	0%
Election Costs	0	60,786	0	0	0%
External Audit Fees	15,000	54,360	35,000	45,000	121%
Total Other Expenses	32,232	311,506	219,784	246,584	126%
Total Operating Expenses	1,404,081	14,566,450	15,041,094	16,404,010	89%
Operating Net Profit	(856,095)	(245,026)	(1,524,725)	(1,125,581)	22%
Net Profit (Including Non Operating Revenue	149,410	2,426,325	1,774,644	3,135,800	77%
Work in Progress					
WIP Current - Contractors & Consultants	352,180	1,797,735	0	0	0%
WIP Current - Employee Oncosts	22,445	142,783	0	0	0%
WIP Current - External Plant Hire	7,635	23,711	0	0	0%
WIP Current - Internal Plant Hire	17,334	154,789	0	0	0%
WIP Current - Materials & Services	100,805	985,861	0	0	0%
WIP Current - Other	0	2,629	0	0	0%
WIP Current - Plant/Equipment Purchases	97,078	534,302	0	0	0%
WIP Current - Salary & Wages	48,654	256,471	0	0	0%
Total Work in Progress	646,132	3,898,281	0	0	0%

Balance Sheet
 Break O'Day Council
 As at 31 May 2023

Account	31 May 2023	30 Jun 2022
Assets		
Current Assets		
Cash & Cash Equivalents	12,257,334	11,813,436
Trade & Other Receivables	760,541	657,289
Inventory	258,415	325,193
Total Current Assets	13,276,290	12,795,919
Non-current Assets		
Property, Plant & Equipment	177,706,435	181,797,388
Right of Use Asset	17,734	17,734
Intangible Assets	48,250	71,377
Investment in Water Corporation	32,937,531	32,937,531
Other Investments	30,000	30,000
Total Non-current Assets	210,739,950	214,854,029
Total Assets	224,016,240	227,649,948
Liabilities		
Current Liabilities		
Trade & Other Payables	501,682	1,040,390
Contract Liabilities	0	1,290,072
Lease Liability	11,800	11,800
Interest Bearing Loans & Borrowings	165,951	389,024
Provisions	873,394	873,394
Trust Funds and Deposits	708,734	676,031
Total Current Liabilities	2,261,560	4,280,710
Non-current Liabilities		
Lease Liabilities	17,734	17,734
Interest Bearing Loans & Borrowings	5,866,821	5,866,821
Provisions	551,270	551,270
Total Non-current Liabilities	6,435,825	6,435,825
Total Liabilities	8,697,386	10,716,536
Net Assets	215,318,854	216,933,412
Equity		
Accumulated Surplus	39,534,983	41,049,730
Reserves	175,783,871	175,883,682
Total Equity	215,318,854	216,933,412

Statement of Cash Flows
 Break O'Day Council
 For the 11 months ended 31 May 2023

Account	YTD	2022
Operating Activities		
Receipts from customers	1,361,410	1,352,000
Receipts from rates	10,528,137	10,203,000
Receipts from Operational Grants	1,265,499	4,316,000
Contributions	125,678	97,000
Interest received	269,633	118,000
Dividends received	291,000	466,000
Payments to employees	(5,146,555)	(5,354,000)
Payments to suppliers	(6,018,509)	(7,471,000)
Finance Costs	(160,535)	(303,000)
Cash receipts from other operating activities	791,834	730,000
Cash payments from other operating activities	18,964	0
Net Cash Flows from Operating Activities	3,326,556	4,154,000
Investing Activities		
Payment for property, plant and equipment	(4,274,689)	(4,737,000)
Capital Grants received	1,496,326	3,500,000
Proceeds from sale of property, plant and equipment	84,555	217,000
Net Cash Flows from Investing Activities	(2,693,808)	(1,020,000)
Financing Activities		
Proceeds of trust funds and deposits	34,223	24,000
Repayment of loans	(223,073)	(1,882,000)
Repayment of leases		(11,000)
Net Cash Flows from Financing Activities	(188,849)	(1,869,000)
Net Cash Flows	443,899	1,265,000
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	11,813,436	10,548,436
Net change in cash for period	443,899	1,265,000
Cash and cash equivalents at end of period	12,257,334	11,813,436

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

Project Details	YTD	Revised 2023 Budget	Comments
Plant & Equipment			
Vehicle Management Tracking System	-	30,000	
Airport Self Starting Generator	-	-	Subject to regional airport grant funding of \$12k - deferred to 23/24
1336 Building Services Coordinator	40,259	45,000	
H662W - 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	45,000	Carried forward from Replacement of Trails Project Manager 1338
Manager Infrastructure & Development Services	34,172	36,000	
Turf Mower Replacement	-	-	2nd hand Mower - Contingent of co-funding from St Helens Football Club 50:50- deferred to 23/24
Digger for MTB Trails	47,600	-	Community Contribution
1321 Fuso Fighter	110,000	130,000	Truck with HYAB (on-board crane)
1219 Street Sweeper	-	150,000	
Mower Trailer	11,404	20,000	
1084 - Box Trailer	4,759	3,000	
1252 Box Trailer	3,727	3,000	
1080 Box Trailer	3,727	3,000	
1097 - Pavement Roller (self propelled)	-	30,000	
Mobile Porta-loo	-	4,000	Additional unit
Small Plant - VARIOUS	45,082	40,000	
Total Plant & Equipment	425,762	670,000	
Furniture & IT			
Additional sit down/stand up desks	-	1,500	
IT - Exchange Upgrade 2022/23	-	20,000	
Spatial Upgrade	-	10,000	
IT - SAN5 Server	22,260	30,000	
Air Conditioner - Council Building Incl Server Room	17,333	13,750	
Air Conditioner - St Marys depot replacement	3,339	-	
Desktop replacements 2022/23	21,322	21,000	
Tablet/Laptop Replacement - Councillors	21,834	22,000	
Planning & Reporting Software	-	15,000	
Street furniture & signage	6,462	20,000	
Ricoh IM C4500 A3 colour copier/printer/scanner	6,908	6,255	
Total Furniture & IT	99,459	159,505	
Buildings			
Marine Rescue Building - Additions	995	-	Helens Marine Rescue. Additions plus gantry. Defer to 23/24
Fingal Community Shed (Old Tas Hotel)	12,292	378,497	BSBR Grant
Mangana Communications Cell	58,909	115,119	BSBR Grant
St Marys Indoor Recreation Facility	24,166	1,146,727	BSBR Grant
Portland Hall Upgrades	-	6,288	Audio visual equipment to be purchased and installed.
Scamander Sports Complex	-	50,000	Solar Panel & Kitchen upgrades - Contribution from Scamander Sports Complex \$20k

Project Details	Revised 2023		Comments
	YTD	Budget	
St Marys Hall Upgrades	27,340	50,000	Solar Panel = \$35K + \$15K for Heating - Refer Council Motion
St Helens Croquet proposal	-	-	Defer to 23/24
St Marys Skate Park Toilet	27,346	34,302	C/fwd project
St Marys Waste Tip Shop Extension	18,640	45,000	
Small Projects	3,697	7,000	Bus Shelters/Small projects and improvements that cannot be considered maintenance
Aerodrome Hanger	10,959	-	
Police Station & Health - 1 Annie St	17,057	-	
Police Station Acquisition	2,550	-	
History Room - Projector replacement	14,019	11,000	
Stadium repaint of floors and replace damaged equipment	98,577	-	Insurance to cover
Council Chambers additions and improvements	1,343	47,984	New Indoor/Outdoor Kitchen/Lunch Room Extension. Painting outside.
Total Buildings	317,889	1,891,867	
Parks, Reserves & Other			
Special Project - Marine Strategy	34,233	40,000	
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	-	48,589	
St Helens Cricket Facilities - upgrade	30,455	33,000	
Playground equipment replacement program - Cornwall	-	60,000	
Playground equipment replacement program	14,394	64,261	
Dog exercise area St Helens Improvements	2,197	10,000	
Secret Sculpture Walk	118	-	
Wrinklers Lagoon Redevelopment Design & Planning - Amenities Building	-	27,646	Transfer \$30,600 from CE110
Parnella/Foreshore Walkway	230,007	234,151	Existing grant prior year (State). Erosion barrier repair.
St Marys Dog Park	3,447	10,000	
Cornwall Soldiers Park - Track upgrade and SW works	17,274	60,000	
St Marys Cemetary Master Plan - Columbarium Wall & garden	13,348	55,000	
St Helens Cemetery Master Plan improvements	-	-	Deferred to 23/24
St Helens Football Grounds Fencing	-	50,000	
Kirwins Beach Jetty	773	-	To be expensed
St Helens Sports Complex New Lighting Towers	9,859	14,390	09/21.16.3 Contributed Asset - Council contribution, part of larger grant funded project (total value \$235k)
Special Project: EPIC MTB Status	1,848	-	
Special Project: Scamander Coastal Hazards Project	794	30,000	
Totals Parks, Reserves & Other	358,747	1,672,804	
Roads - Streetscapes			
LRCI Round 3 - Cecilia St St Helens	198,716	320,000	Bayside section - Circassian St down, and intersection with Esplanade
Quail St Parking Bay	-	50,000	

Project Details	Revised 2023		Comments
	YTD	Budget	
Fingal Streetscape	3,409	-	
Total Streetscapes	202,125	370,000	
Roads - Footpaths			
Annual replacement of damaged footpaths	6,731	25,000	
Akaroa - Akaroa Ave	35,310	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)	-	-	Deferred to 23/24. OB should have been \$8,500, not 85k
Esk Main Rd, St Marys - Pathway	1,260	12,244	C/fwd project
Young St - St Helens	74,683	110,000	
Jason St St Helens	-	25,000	
Medea Cove Footpath	3,489	100,000	
Parkside Foreshore Footpath	174,001	217,278	
St Helens Lawry Heights 580m	7,858	10,000	
Total Footpaths	303,332	577,522	
Roads - Kerb & Channel			
Byatt Court, Scamander	-	-	SW system assessment and new design- defer to 23/24
Falmouth St St Helens	-	-	Penelope to Halcyon - defer to 23/24
Penelope St St Helens	-	-	100 lm on new K&C required to address local flooding issue and includes bus pull over area pavement treatment. Defer to 23/24
Trelloggen Drive, Binalong Bay	-	-	
St Helens Pt Rd, near Cunningham St	169	-	To be expensed
Replacements TBA	43,752	50,000	
Total Kerb & Channel	43,920	50,000	
Roads - Resheeting			
1214 - Roses Tier Rd	2,261	60,000	
1215 - Roses Tier Rd	-	60,000	
Eddystone Rd	7,760	50,000	
Policemans Point Road	15,251	30,000	
St Mary's Area	63,110	100,000	
Upper Scamander Road, Scamander	55,397	70,000	
41 - Anchor Rd	2,330	37,000	
2258 - McKerchers Rd	13,243	8,190	
2259 - McKerchers Rd	8,390	9,623	
2260 - McKerchers Rd	5,772	2,662	
2380 - Tims Creek Rd	17,292	6,880	
2392 - Tyne Rd	3,775	6,370	
2393 - Tyne Rd	4,303	7,262	
2394 - Tyne Rd	3,654	6,166	
2303 - Old Roses Tier Rd	16,618	6,848	
999 - Victoria St Part C	830	1,400	
998 - Victoria St Part C	213	360	
997 - Victoria St Part C	1,244	2,100	
2138 - Franks St Fingal	2,249	3,795	
1024 - Franks St Fingal	2,015	3,400	
1081 - Sorell St	3,970	6,700	
1053 - Louisa St	1,659	2,800	
Ansons Bay Resheeting	1,901	-	
Fingal Streets	12,272	6,500	

Project Details	Revised 2023		Comments
	YTD	Budget	
85 - Forest Lodge Rd	-	50,000	
Tyne Rd	65,804	-	
Kennel Hill Rd	1,765	-	
Evercreech Rd	16,246	-	
October Flood Event - Renewals	726,773	-	
Total Resheeting	1,056,097	538,056	
Roads - Reseals			
St Marys - Story Street Esk Main Road to Groom Street	-	55,084	Subject to State Growth resealing Story St
70 - St Columba Falls Rd	21,820	42,874	
166 - Mathinna Rd	24,328	25,901	
251 - Upper Esk Rd	-	16,096	
252 - Upper Esk Rd	1,336	57,245	
274 - Rossarden Rd	-	18,852	
275 - Rossarden Rd	-	27,882	
324 - Cornwall Rd	6,044	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	12,559	13,280	
492 - History Room C/P	-	6,735	
529 - Targett St	-	12,995	
530 - George St	-	18,144	
694 - St Helens Point Rd	-	10,420	
759 - Hilltop Dr	-	6,092	
768 - Highcrest Ave	-	8,806	
789 - Coffey Ct	-	9,867	
891 - Nicks Cl	-	4,186	
913 - Ansons Bay Rd (Priory Rd)	-	5,233	
1001 - Champ St Fingal	-	8,244	
1089 - Seymour St	-	4,196	
1090 - Seymour St	-	17,657	
1155 - North Ansons Bay Rd	85,160	79,115	
Totals Reseals	151,247	515,684	
Roads - Construction, Digouts & Other			
Mathinna Road	3,552	100,000	Reduction to fund increased digouts below
St Helens Pt Rd - Parkside	87,549	200,000	
The Gardens Digouts B	4,072	-	
The Gardens Digouts C	4,072	-	
The Gardens Digouts D	4,072	-	
Digouts to be allocated	74,729	200,000	Increase due to extended wet weather
Road Intersection Upgrade Works	-	-	Defer to 23/24
Sealed Roads - Condition Assessments	-	33,000	
Road Network - Sign Replacement	7,962	25,000	
218 - Mathina Plains Road	-	-	Sealing - Stage 3 works. Defer to 23/24
LRCI Phase 3 Projects allocated to 22/23	-	75,000	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	360,381	539,000	

Project Details	Revised 2023		Comments
	YTD	Budget	
LRCI Phase 3 Mount Paris Dam Sealing	22,078	50,000	
Medea Cove Esplanade - Reconstruct	113	-	To be expensed
Roundabout Medea/Quail Sts	109,314	111,056	C/fwd project
Medeas St/Circassian St intersection upgrade	805	1,000	Defer to 23/24
Ansons Bay Rd - Seal 800m	51,252	65,000	Carried Forward
Totals - Roads Construction, Digouts & Other	729,950	1,335,056	
Totals Roads & Footpaths	2,486,671	3,386,318	
Bridges			
B1605 - St Columba Falls Rd	9,506	215,571	Replace timber bridge with concrete structure to SM1600
B2293 - Cecilia St	7,331	224,000	Replace bridge with concrete structure to SM1600
B63 Gardiners Creek Road	14,819	47,000	renew timber deck and runners
B7027 - Mathinna Plains Road	-	-	Defer to 23/24
B2177 St Patricks Head Rd	-	23,483	
B7010 Rattrays Rd	620	40,000	
B160 - Newman Street Footbridge	2,344	10,000	Replace timber deck with FRP
Total Bridges	34,620	560,054	
Stormwater			
Minor stormwater Jobs	42,103	50,000	
Treloggens Track Stormwater	3,825	30,732	
Osprey Drive	994	10,000	Design only
Atlas Drive - Retaining Wall anchor	41,564	69,595	C/fwd project
Beaumaris Ave	-	25,000	
Freshwater St/Lade Crt Beaumaris	29,070	70,000	Previously deferred project
Penelope Street	6,479	120,000	Stormwater Main - frontage of caravan park 275 lm
Falmouth St, St Helens	-	-	Design only. Defer to 23/24
Lottah Rd	27,162	-	
Medeas Cove	7,639	-	
German Town	7,027	-	
Mathinna Plains Rd	3,347	-	
Peron Street	4,015	-	
Total Stormwater	173,225	375,327	
Waste Management			
Rehabilitation of former Binalong Bay Tip	-	-	Contingency sum only - no immediate requirement to undertake works. Defer to 23/24.
Scamander WTS - Inert Landfill	1,909	-	Design. Defer to 23/24
Scamander WTS - Waste Paint Container Station	-	14,283	
Scamander WTS retaining wall replacement	-	-	Contingency for potential replacement - condition monitoring in place for existing asset. Defer to 23/24
Total Waste Management	1,909	14,283	
Total Capital	3,898,281	8,700,158	

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Business Services Manager
FILE REFERENCE	040\028\002\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various activities being undertaken by the Visitor Information Centre.

PREVIOUS COUNCIL CONSIDERATION:

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

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

Staffing is normal for this time of year.

Visitor Information Centre Report:

VIC staff noted:

- Main tourists this month were Vic and NSW and we had a few overseas tourists mainly from New Zealand and Canada.
- One staff member attended the quarterly TVIN Meeting that was held at Scottsdale.
- Two staff members attended the yearly TVIN Conference that was held at Adam's Distillery.
- We are currently in the process of updating all of our information sheets that are given out to tourists to reflect whether dog friendly or not. As we get a lot of enquiries regarding dog friendly beaches, walking tracks, eateries.
- We are also getting a lot of enquiries whether we have non mountain bike trails that people can ride.

The History Room Curator Report:

- Archivists Society of Australia's Tas Branch event 'The Changing Face of Volunteering' conducted with Naomi Skelly, Treasurer ASA (Tas) and Volunteering Tasmania via ZOOM in May 2023.
- Tasmanian Shell Collection updated in the museum with additional items. All catalogued. Great job to all involved.
- Attended Fingal Valley Voice 55 year celebration at the Fingal Valley Neighbourhood House. Great event and was shown the Fingal Historical Society's space there. Small display on past editions of the Valley Voice and separate article (May 2023)
- Expanded display in museum around 'Domestic Duties' with newly donated objects.
- St Helens District High School grades 1/2s visited 1 & 2 June 2023, looking at Domestic Life and Technologies. Extra displays arranged for these guests using our telephone collection that they loved trying – a touch table for a change.
- Completed additional stone tools input now catalogued as part of the Denys Walter Collection 'lunimapali'
- New volunteer has registered with the St Helens History Room and is now ready to start.
- Maritime Museum of Tasmania has included in their recent newsletter an oral history from Ernest Andrews and his fishing tales. Assisted with establishing subject and providing series of early fishing scenes around St Helens during the 1920s.

Statistics:

Door Counts:

Month/Year	Visitor Numbers	Daily Average	History Room
May 2013	1,449	46.74	129
May 2014	1,605	53.50	139
May 2015	1,889	60.93	105
May 2016	1,818	58.64	95
May 2017	1,856	59.87	77
May 2018	1,460	47.09	77
May 2019	1,267	40.87	92
May 2020	NIL	NIL	NIL
May 2021	1,773	57.19	99
May 2022	1,458	47.03	74
May 2023	1,708	55.09	83

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
February	10,381.03	668.00	296.85
March	11,971.72	872.00	176.95
April	4,265.51	333.00	105.65
May	3,805.27	309.00	110.00

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 (Amended March 2022)

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	Raoul Harper, Business Services Manager
FILE REFERENCE	018\005\024\
ASSOCIATED REPORTS AND DOCUMENTS	Revised Audit Panel Charter – June 2023

OFFICER’S RECOMMENDATION:

That the revised Audit Panel Charter be adopted by Council.

PREVIOUS COUNCIL CONSIDERATION:

The Audit Panel Charter was last approved by Council in October 2018.

The Audit Panel has reviewed the proposed changes and recommends they be endorsed by the Council.

OFFICER’S REPORT:

The Charter requires a series of minor revisions:

- 1) Change the date on the front page
- 2) Change job titles to Business Services Manager (page 3 under Meetings heading) and
- 3) Review of Charter “Council” should be “The Audit Panel”

The revised version includes the changes required.

STRATEGIC PLAN & ANNUAL PLAN:Strategic Plan 2017-2027 (Amended March 2022)Goal

Services

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

Strategies

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

Annual Plan 2022/2023*Strategy 5.3*

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

LEGISLATION & POLICIES:

Local Government Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable

VOTING REQUIREMENTS:

Simple Majority



Audit Panel Charter

June 2023



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Objective

The objective of the Audit Panel is to review the Council's performance under section 85A of the Act and report to the Council its conclusions and recommendations.

Authority

The Council authorises the Audit Panel, within its responsibilities, to:

- obtain any information it requires from any employee or external party (subject to any legal obligation to protect information);
- discuss any matters with the Tasmanian Audit Office (TAO), or other external parties (subject to confidentiality considerations);
- request the attendance of any employee, including members of the Council, at Audit Panel meetings; and
- obtain legal or other professional advice, as considered necessary to meet its responsibilities, as approved by Council.

Composition and tenure

The Audit Panel comprises two (2) councillors and one (1) independent members, appointed by the Council.

A person who is an employee, or the General Manager, or the Mayor of the Council is not eligible for appointment as a member of the panel.

A person who is an employee or councillor of another municipal council is not eligible for appointment as a member of the panel.

If a Commissioner is appointed to the Council, he or she may be appointed as a member of the panel.

The Council will appoint an independent member as the Chairperson of the panel.

Audit Panel members are appointed for a period of 2 years.

Audit Panel members may be re-appointed at the approval of the Council.

Functions

To comply with the Audit Panels Order, when reviewing the Council's performance the Audit Panel is to consider:

- the Council's financial system, financial governance arrangements and financial management;
- whether the annual financial statements of the Council accurately represent the state of affairs of the council;
- whether and how the strategic plan, annual plan, long-term financial management plan and long-term strategic asset management plans of the Council are integrated and the processes by which, and assumptions under which, those plans were prepared;

- the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the Council has in relation to safeguarding its long-term financial position;
- whether the Council is complying with the provisions of the Act and any other relevant legislation; and
- whether the Council has taken any action in relation to previous recommendations provided by the Audit Panel to the Council and, if it has so taken action, what that action was and its effectiveness; and
- any other activities within the panel's remit, as determined by the panel.

Key areas

In fulfilling its functions, the Audit Panel should consider the following key areas:

- corporate governance;
- systems of internal control;
- risk management frameworks;
- human resource management, including policies, procedures and enterprise agreements;
- procurement;
- information and communications technology governance;
- management and governance of the use of data, information and knowledge; and
- internal and external reporting requirements.

Responsibilities of panel members

Members of the Audit Panel are expected to understand and observe the legal requirements of the Act and the Audit Panels Order. Members are also expected to:

- act in the best interests of the Council;
- apply sound analytical skills, objectivity and judgment;
- express opinions constructively and openly;
- raise issues that relate to the Audit Panel's functions and pursue independent lines of enquiry within the Panel's deliberations and meetings; and
- contribute the time required to review the papers provided.

Reporting

The Audit Panel is to provide a copy of its meeting minutes to the Council as soon as practicable after each Audit Panel meeting.

If the Audit Panel has conducted a review under section 85A of the Act, the Audit Panel must provide a written report of its conclusions and recommendations to the Council as soon as practicable after the review is completed.

The Audit Panel must provide an annual report to the Council that comprises, at least:

- a summary of the work undertaken and significant findings during the past year;
- a review of the Panel's Charter and, if required, recommended changes to the Council for its approval;
- an update on the membership of the Panel, in particular if there have been or may be change;
- the significant aspects of the Panel's deliberations for the coming year, together with a proposed work plan for the coming year; and
- any other matters deemed, by the Panel, as requiring the Council's attention.

Administrative Arrangements

Meetings

The Audit Panel will meet at least four times per year.

The Audit Panel is to regulate its own proceedings in accordance with this Charter.

The Chairperson may determine that a meeting is to be held in private.

The General Manager and Manager Business Services, or their delegates, are to attend Audit Panel meetings unless the Chairperson determines a meeting is to be held in private.

The Audit Panel may invite or allow any councillor and/or employee of the Council and/or representative of the TAO to attend meetings of the Audit Panel.

Quorum

A quorum of the Audit Panel meeting is at least two members, at least one of whom is the independent member.

Work plan

The Audit Panel is to develop an annual work plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting.

All discretionary items referred to the Audit Panel that fit within its remit should be brought before the Panel so it can determine which items will be prioritised for inclusion in the work plan.

The forward meeting schedule should include the dates, location, and proposed agenda items for each meeting.

Secretariat

Council, in consultation with the Audit Panel, will appoint a person to provide secretariat support to the Audit Panel. The secretariat will:

- ensure the agenda for each meeting is approved by the Chairperson;
- endeavour to ensure the agenda and supporting papers are circulated at least one week prior to the meeting; and
- ensure the minutes of the meetings are prepared and submitted to the Council as soon as practicable after each meeting.

Resources

The Audit Panel will hold at least annual discussions with the General Manager in relation to the resources to be made available to enable the Panel to meet its requisite functions and achieve its objectives.

Interests

Audit Panel members must declare any real, potential or perceived pecuniary or non-pecuniary interests that may affect them in carrying out their functions. The Audit Panel member with the interest must also notify the General Manager of the Council, in writing, of the interest within seven days of declaring the interest.

Independent members are to consider past employment, consultancy arrangements and related party issues in making these declarations.

A standing item for declarations of interests should be included in all panel meeting agendas.

The Chairperson of the Audit Panel is to ensure that the declaration of an interest is recorded in the minutes of the meeting and any relevant written report.

Confidentiality

Panel members must maintain the confidentiality of any information, documents and communication that the Council or Panel has designated as being in confidence, and only access Council information in order to perform their role as a Panel member.

Code of conduct

Audit Panel members are to abide by standards of behaviour in the Code of Conduct for Members of the Audit Panel if the council has one.

Induction

The Council will provide new Audit Panel members with relevant information and briefings on their appointment to assist them to meet their Audit Panel responsibilities.

Remuneration

Independent members of the Audit Panel shall be paid as per their executed agreement as approved by Council at their time of appointment or as subsequently negotiated if reappointed.

Review of Charter

The Audit Panel will review this charter every four (4) years and submit its recommended charter to the Council for approval.

Approved by Council at the 2023 Council Meeting



Mick Tucker
Mayor

Date: 2023

ACTION	DISCUSSION
PROPONENT	Audit Panel Chair
OFFICER	Raoul Harper, Business Services Manager
FILE REFERENCE	018\005\024\
ASSOCIATED REPORTS AND DOCUMENTS	Audit Panel Annual Work Plan: Attachment 1

OFFICER'S RECOMMENDATION:

This report is provided for information.

INTRODUCTION:

The purpose of this report is to provide information to Council regarding the execution of duties and responsibilities by the Audit Panel.

PREVIOUS COUNCIL CONSIDERATION:

Annual report is provided by the Audit Panel Chair.

REPORT:**Break O' Day Council****Annual report of the Audit Panel to Council for 2022-23**

This report explains how the Audit Panel discharged their responsibilities during 2022-23. The report also outlines the Panel's plan for 2023-24.

The key purpose of this report is to:

- achieve greater awareness of the purpose, role and objectives of the Audit Panel;
- outline the outcomes achieved by the Panel; and
- provide Council with information on the future objectives of the Panel.

Membership

In accordance with the Audit Panel Charter, the Panel comprises two councillors and one independent member.

During 2022-23, the Panel composition was:

- Pre-Council elections – Andy Gray (independent chairperson), Councillor Barry LeFevre and Councillor Lese Whittaker. Councillor Kylie Wright was the alternate Councillor member.
- Post Council elections – Andy Gray (independent chairperson), Councillor Barry LeFevre and Councillor Kylie Wright.

Meetings and attendance

The Audit Panel had meetings on 17 October 2022, 5 December 2022, 20 March 2023 and 5 June 2023. The four meetings held meets the minimum required number of meetings under the Audit Panel's Charter.

The audit panel meeting and attendance record was:

	17 Oct 2022	5 Dec 2022	20 Mar 2023	5 Jun 2023	Total
Andy Gray	Yes	Yes	Yes	Yes	4/4
Clr Barry LeFevre	Yes	Yes	Yes	Yes	4/4
Clr Lese Whittaker	Apology	n/a	n/a	n/a	0/1
Clr Kylie Wright	n/a	Apology	Apology	Yes	1/3

Functions of the Audit Panel

The function of the Audit Panel is to review Council's performance across a range of areas. The specifics of this function are sourced from:

- Section 85A of the Local Government Act 1993, which includes review of Council's performance in relation to:
 - Financial systems, financial governance arrangements and financial management
 - Strategic Plan, Long-term Financial Plan, and Asset Management Strategies and Policies
 - Policies, systems and controls to safeguard long-term financial position
- Local Government (Audit Panels) Order 2014, which includes consideration of:
 - Annual financial statements of Council
 - Strategic Plan, Long-term Financial Masterplan, and Asset Management Strategies and Policies
 - Accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls
 - Compliance with the Local Government Act
 - Whether Council has taken any action in relation to recommendations provided by the Audit Panel
- Council's Audit Panel Charter (dated October 2018), which include considering:
 - The matters noted above
 - Human resource management, including policies, procedures and enterprise agreements
 - Information and communications technology governance
 - Management and governance of the use of data, information and knowledge
 - Other activities with the Panel's remit, as determined by the Panel

Liaison with Tasmanian Audit Office

Council's external auditor, the Tasmanian Audit Office (TAO), attended meetings with the Panel during the year.

The Audit Panel considered all reports from TAO on their activities undertaken in reviewing and auditing the internal control environment. The independent audit of the annual financial statements of the Council for 2022 was reviewed by the Audit Panel.

Key activities in 2022-23

The key activities of the Audit Panel during 2022-23 included:

- Reviewed the accounting policies and annual financial report for the year ended 30 June 2022
- Monitored the effectiveness of Council's risk management processes and controls, including a review of the updated Risk Management Framework Policy, and periodic reporting from Council's Risk Register
- Received regulatory updates to maintain current knowledge of contemporary governance practice and legislative requirements
- Received reporting on Council's cybersecurity risks and controls
- Received and approved a revised Fraud and Corruption Control Policy and Fraud and Corruption Control Plan for Council
- Received TAO's annual reporting on the outcome of the audit for the financial year 2021-22
- Considered preliminary budget parameters and assumptions for 2023-24 in light of the current economic environment
- Reviewed the TAO audit strategy for the financial year 2022-23
- Reviewed the Audit Panel Charter; and
- Developed and approved the Panel's annual work plan for 2023-24.

Internal audit function

There has been no internal audit activity completed and reported during that year to due to staff availability. This is consistent with the 2021-22 financial year.

An internal audit function that is functioning well serves two purposes:

- Provides Council and Management with increased assurance that there is compliance with policy, procedure and internal control; and
- Enables the Audit Panel to discharge its responsibilities.

The Audit Panel recommends that the internal audit function be reinvigorated for 2023-2024, with a blend of Council resourced audits and outsourced internal audit activities.

Program for 2023-24

In accordance with Council's Audit Panel Charter, the Audit Panel is required to develop an annual work plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting.

The review of the annual work plan has consisted of:

- Consideration of the requirements of the Local Government Act 1993, Local Government (Audit Panels) Order 2014, and Council's Audit Panel Charter (as noted above)
- Consideration of matters discussed by the Audit Panel during the last year that may warrant a separate agenda item; and

- Requests from Council to the Audit Panel, if any.

Based on this review, there are no changes proposed for the 2023-24 work plan. Attached to this report is the proposed work plan of the Audit Panel for the next twelve months. The Audit Panel's meeting in June 2023 recommended this work plan to Council for approval.

In concluding, I thank all Panel members for their contributions this year. I also thank the Management Team who provided support to the Audit Panel.

Andy Gray
Chairperson Audit Panel

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (Amended March 2022)

Goal

Financial Management

Key Focus Area

Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel.

LEGISLATION & POLICIES:

Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable

VOTING REQUIREMENTS:

Simple Majority

Proposed Meeting Dates 2023-2024	Oct	Dec	Mar	Jun
	date	date	date	date

AGENDA ITEM		Oct	Dec	Mar	June
Standing Items					
1.	Declaration of Pecuniary Interests/conflict of interest	√	√	√	√
2.	Adoption of Previous Minutes	√	√	√	√
3.	Outstanding from previous meeting - Action Sheet	√	√	√	√
4.	Review Annual Meeting Schedule and Work Plan				√
Governance and Strategy					
5.	Review of Council Strategic Plan	√			√
6.	Review 10-Year Financial Plan			√	
7.	Review Financial Management Strategy (Sustainability)			√	
8.	Review preliminary Budget parameters and assumptions			√	
9.	Review annual budget and report to Council				√
10.	Review Annual Plan	√			√
11.	Review Long-Term Strategic Asset Management Plan	√			
12.	Review Asset Management Strategy	√			
13.	Review Asset Management Policy	√			
14.	Review policies and procedures	√	√	√	√
15.	Review performance of plans, strategies and policies including performance against identified benchmarks		√		
16.	Assessment of governance and operating processes integration with financial management practices of the Council	√			
Financial and Management Reporting					
17.	Review most current results and report any relevant findings to council	√	√	√	√
18.	Review any business unit, special financial reports or other outside professional consultants reports pertaining to finance, tax, strategy or legal matters	√	√	√	√
19.	Review annual financial report, audit report and management representation letter (for advice to GM) and make recommendation to Council including meeting with Tas Audit Office representative	√			
20.	Review the impact of changes to Australian Accounting Standards				√
Internal Audit					
21.	Consider any available audit reports	√	√	√	√
22.	Review management's implementation of audit recommendations	√		√	
23.	Review and approve annual internal audit program and alignment with risks				√

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Business Services Manager
FILE REFERENCE	018\005\024\
ASSOCIATED REPORTS AND DOCUMENTS	Minutes of the Audit Panel Meeting 5 th of June 2023

OFFICER'S RECOMMENDATION:

That Council receive the minutes of the Audit Panel meeting of the 5th of June 2023.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

Provided as an agenda report after each meeting.

OFFICER'S REPORT:

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

Significant matters from the minutes include:

- 1) Approved the Audit Panel Annual Work Plan and Meeting Schedule.
- 2) Reviewed the draft Budget Estimates 2023/2024.
- 3) Reviewed the draft Rates Resolution 2023/2024 and associated modelling.
- 4) Reviewed the draft Long Term Financial Plan and the alignment of the Rates Resolution and Budget Estimates with the assumptions and direction provided within the LTFP.
- 5) Noted the Policies approved by Council at its April meeting.
- 6) Noted the legal review of the draft Rates Resolution.
- 7) Noted the Internal Audit program and the need for it to have a greater focus in the year ahead.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 (Amended March 2022)

Goal

Services

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

Strategies

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

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

LEGISLATION & POLICIES:

Local Government (Audit Panels) Order 2014

Division 4 – Audit Panels of Local Government Act 1993

BUDGET AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority



AUDIT PANEL MINUTES

Monday 5 June 2023
Council Library, St Helens

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06/23.1.0 ATTENDANCE

06/23.1.1 Present

Mr A Gray (Chair)
Clr B LeFevre
Clr Kylie Wright

06/23.1.4 Others in Attendance

General Manager, John Brown
Manager Business Services, Raoul Harper
Corporate Services Administration Officer, Samantha Child

06/23.1.2 Apologies

Coordinator of Corporate Services, Angela Matthews

06/23.2.0 DECLARATION OF PECUNIARY INTERESTS / CONFLICT OF INTEREST

Nil

06/23.3.0 ADOPTION OF PREVIOUS MINUTES

Audit Panel Minutes of March 2023 meeting were endorsed by Council at its May 2023 Council Meeting (Minute Number 05/23.13.4.112).

06/23.4.0 BUSINESS ARISING

No business arising from the minutes.

06/23.5.0 OUTSTANDING FROM PREVIOUS MEETING – ACTION SHEET

- 1) Review Long Term Financial Plan. The updated LTFP is included in this agenda. (06/23.8.4)

06/23.6.0 REVIEW ANNUAL MEETING SCHEDULE AND WORK PLAN

The Audit Panel unanimously approved the Annual Work Plan and Meeting Schedule.

| 06/23.1.1

Present

4

06/23.7.0 GOVERNANCE AND STRATEGY

06/23.7.1 Review of Strategic Plan

General Manager provided a verbal update on the Strategic Plan.

06/23.7.2 Review Annual Budget and Report to Council

The Audit Panel reviewed the draft Annual Budget Estimates and noted the report from the Manager of Business Services and the General Manager.

06/23.7.3 Review Draft Rates Resolution and Modelling and Report to Council

The Audit Panel reviewed the draft Rates Resolution and modelling and noted the report from the Manager of Business Services and the General Manager.

06/23.7.3 Review Annual Plan

General Manager provided a verbal update on the Annual Plan.

06/23.7.4 Review Policies and Procedures

Council approved the following at its meeting in April:

- LG40 – Rates and Charges Policy
- Fraud and Corruption Control Policy and Plan
- Financial Management Strategy
- Whistle Blower Policy
- Fees and Charges 2023-2024
- AM20 Water Refill Station Policy

Noted.

06/23.8.0 FINANCIAL AND MANAGEMENT REPORTING

06/23.8.1 Review Most Current Results and Report Any Relevant Findings to Council

Timing issue. Due to the agenda being finalised on the 1/06/2023, the EOM financials are not yet complete. The Panel will receive under separate cover once finalised.

Noted.

06/23.8.2 Review any Business Unit, Special Financial Reports or Other Outside Professional Consultants Reports Pertaining to Finance, Tax, Strategy or Legal Matters

A legal review of the current FY's and next FY's Rates Resolution is complete with no concerns to note.

06/23.8.3 Review the Impact of Changes to Australian Accounting Standards

MBS attended TAO Client Information Session by Teams, no significant identified changes arising from that session or other sources.

06/23.8.4 Long Term Financial Plan Review

A discussion on the LTFP and its alignment with the draft Budget Estimates and draft Rates Resolution took place. The Chair noted the importance of Council making sound financial decisions in line with the LTFP projections to ensure financial sustainability is maintained.

06/23.9.0 INTERNAL AUDIT

06/23.9.1 Consider Any Available Audit Reports

Nil.

06/23.9.2 Review and Approve Annual Internal Audit Program and Alignment with Risks

A verbal report on the status of the Internal Audit program took place. The following chart demonstrated work undertaken and future planned audits:

PROCESS	ELEMENTS TO BE TESTED	INTERNAL / EXTERNAL	WHEN	WHO	COMMENTS
Contractor Management	Contract management from awarding tender to payment of invoices	Internal	2023/2024	MBS	2023/2024
Customer Service Charter	Customer Service Charter	Internal	2023	CSC	Complete
Fraud Control	Fraud Management Policy & Procedure	External	2022/2023	External Service Provider	Complete

| 06/23.8.2 Review any Business Unit, Special Financial Reports or Other Outside Professional Consultants Reports Pertaining to Finance, Tax, Strategy or Legal Matters

6

Maintenance	Annual Maintenance Statement - confirm maintenance items are undertaken and documented eg fire; air conditioning; security systems; asbestos	Internal	2022/2023	MBS	2022/2023
Community Grants	Grants provided by Council - transparent, accountable process, meeting identified outcomes	Internal	2023/2024	MBS	Included in Annual Plan for 2023/2024
Policy Review	Policies creation and review processes	Internal	4/06/2020	WHS	2024/2025
Risk Management	Appropriate management of Risk	External	2023/2024	External Service Provider	Included in Annual Plan for 2023/2024
Rates	Rates resolution (Legal Review)	External	1/04/2023	MBS	Complete
Asset Management	Assets are documented, maintained and upgraded	Internal	2023/2024	MCS	2023/2024

As noted previously by the Chair, the internal audit program requires greater focus in the year ahead. With new staff, beginning to settle in to their roles, this will be a priority focus area for the next FY.

Noted.

06/23.10.0 EXTERNAL AUDIT

Verbal update provided.

Noted.

06/23.10.1 Consider Any Available Audit Reports

Nil.

06/23.10.2 Review Management's Implementation of Audit Recommendations

Nil.

06/23.10.3 Review and Approve External Audit Plan Including Meeting with Tas Audit Office Representative

Presented at previous meeting.

| 06/23.10.1

Consider Any Available Audit Reports

7

06/23.10.4 Consider any Performance Audit Reports that will be undertaken by the Tas Audit Office and address implications for the Council

N/A

06/23.11.0 RISK MANAGEMENT AND COMPLIANCE

06/23.11.1 Monitor Ethical Standards and any Related Party Transactions to Determine the Systems of Control are Adequate and Review How Ethical and Lawful Behaviour and Culture is promoted within the Council

Verbal report provided.

06/23.11.2 Monitor Any Major Claims or Law Suits By or Against the Council and Complaints against the Council

Nil.

06/23.11.3 Oversee the Investigation of any Instances of Suspected Cases of Fraud or Other Illegal and Unethical Behaviour

Nil.

06/23.12.0 AUDIT PANEL PERFORMANCE

06/23.12.1 Report to Council Regarding Execution of Duties and Responsibilities by the Audit Panel

The Chair provided a report to the Audit Panel. This will be included as a separate item in the June Council meeting.

06/23.13.0 OTHER BUSINESS

Discussion of the rotation of Councillors on the Audit Panel in the future.

| 06/23.10.4 Consider any Performance Audit Reports that will be undertaken by the Tas Audit Office and address implications for the Council

8

06/23.14.0 MEETING CLOSE / NEXT MEETING DATE

The next meeting of the Audit Panel is Monday 16th October 2023.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Business Services Manager
FILE REFERENCE	018\036\003\
ASSOCIATED REPORTS AND DOCUMENTS	Long Term Financial Plan 2023 -2033

OFFICER'S RECOMMENDATION:

That Council endorse the Long Term Financial Plan 2023 – 2033.

INTRODUCTION:

The purpose of this report is to provide Council with the updated and refined Long Term Financial Plan (LTFP). The LTFP is a key document that informs the development of the budget estimates for 2023/2024 and establishes the strategic financial framework within, which sound financial decisions will be made to ensure ongoing financial sustainability of the Council.

PREVIOUS COUNCIL CONSIDERATION:

The Audit Panel reviewed the Long Term Financial Plan assumptions at its March 2023 meeting. The revised Long Term Financial Plan was discussed by Council in the June 2023 Workshop.

OFFICER'S REPORT:

This document represents a key element of the Break O' Day Council's Strategic Planning Framework. The Long Term Financial Plan sets out Council's objectives, goals, and operating requirements in financial terms.

The provision of the necessary financial resources, in a sustainable and affordable manner, underpins the delivery of quality services to our community. The Long Term Financial Plan models the financial needs of the organisation over the medium term against forecast revenue, including reinvestment in our community's assets as set out in the Strategic Asset Management Plan.

The Long Term Financial Plan is a strategic planning document informed by a series of financial models, strategies and performance indicators, which when combined and informed by the Financial Management Strategy establish the strategic financial framework within which sound financial decisions will be made. The LTFP is a framework based on a range of assumptions that assesses the financial requirements to achieve our strategic objectives. It demonstrates the Council's obligation and commitment to sound financial planning. The LTFP does not assume that all desired projects will automatically be funded, particularly those requiring external grant funding. Projects are only included in the LTFP when funding is reasonably assured and committed to by the Council. This establishes a picture of what the Council can currently afford and deliver with reasonable certainty over the forecast period.

The LTFP provides Council and the community with a deeper insight in to the organisation’s financial position at a given point in time and the impact that decisions made in any given year can have on the medium to long-term financial sustainability of Council as a whole.

The LTFP has been reviewed by the Audit Panel and recommended for endorsement.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (Amended March 2022)

Goal

Services

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

Strategies

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

Annual Plan 2023 – 2024

Strategy 5.3

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

LEGISLATION & POLICIES:

Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Significant deviation from the assumptions and forecasts contained within the LTFP could expose Council to organisational risk and financially instability.

VOTING REQUIREMENTS:

Simple Majority

2023-2033

LONG TERM FINANCIAL
MANAGEMENT PLAN



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1. Executive Summary

The Long Term Financial Management Plan (LTFMP) seeks to inform the reader about how the Break O' Day (Council) intends to govern the financial aspects of its Strategic Framework. Underpinning this is Council's goal of managing its operations in a financially sustainable manner now and into the future.

This plan has been developed with Council's key financial strategies at its core: moderate underlying surpluses, sufficient liquidity and cash flow, minimise debt, and asset renewal requirements being satisfactorily funded.

Council recently considered its long term asset management plans, acknowledging the need to focus capital spending on asset renewals over the next ten years. Both the long term financial plan and the long term asset management plans are to be reviewed annually.

The forecasts contained within this LTFMP and which are necessarily based upon certain assumptions, produce the following outcomes over the 10-year horizon of this plan: -

- The achievement of modest underlying operating surpluses. Over the next 10 year period, Council is forecast to achieve underlying surpluses in the range -1% to 2% of revenue, and averaging 1%. It is important that Council generates sufficient revenue to cover all of its cash and non-cash costs, with a small buffer.
- Long borrowings are currently at moderate levels and these will decrease by more than 76% over the 10 year period.
- Cash balances over the 10 year period are at moderate levels . Balances should remain steady over the 10 year period.
- 100% funding of forecast asset renewal requirements will be achieved over the life of the plan, which is a key financial sustainability indicator. An appropriate benchmark is considered to be 90-100%. Renewal forecasts are continually being refined and the funding level monitored.

These outcomes, together with the underpinning assumptions of revenue and cost growth indicate annual rate increases in the order of 8-10% in the short term, and then decreasing to 4.6%. This is exclusive of the State Government fire levy, any redistributive effects of revaluations, Assessed Annual Value (AAV) indexation or changes to council rating policy.

These outcomes ensure a return to a financially sustainable position for the Council, thus ensuring the ability to deliver services into the future. It will ensure an equitable distribution of costs between current and future generations.

2. Background

Break O'Day Council

The Council is a regional council situated on the north east coast of Tasmania. The Council services an immediate population of 7,013 residents and increases to more than 15,000 in the summer months. Council offers a large array of services to the community and the infrastructure required of a regional location.

Council has over \$277 million in gross assets (replacement cost) and will generate operating revenues of \$18 million in 2023-24, comprising \$11.8 million of rates and charges and \$1.4 million of fees, charges and other income. \$3.9 million is expected from operational grants, including \$3.6 million in Financial Assistance Grants. Council has a workforce of 65 full time equivalent employees as at June 2022.

One of Council's corporate priorities is planning for its financial sustainability. Strategies to achieve this priority include the development of this 10-year Financial Management Plan.

What is Financial Sustainability?

For Council, financial sustainability means whether Council can sustain its current practices in financial terms and whether community needs are currently met and will be met in the future.

Importance for Local Government

Financial sustainability is particularly important for Local Government because councils hold assets worth in to the billions of dollars (large relative to revenue base), that have lives, in some cases, well over 100 years.

Council has over \$277 million in physical assets, including buildings, parks infrastructure, plant, vehicles and equipment, playground equipment, road infrastructure, stormwater infrastructure and sport and recreational facilities. The expected life of physical assets varies from 3 years to 100 years.

It is important for Council to adequately fund asset management to ensure its assets achieve their full expected service life but can also be renewed without incurring large rate increases in the future.

In addition, councils face continuing expectations and pressures to maintain and increase service levels while at the same time keep rate rises to a minimum and have sound long-term financial management strategies and plans.

3. Council's Planning and Reporting Framework

Strategic Framework

The Council's Community Vision was developed for Council by residents in 2017. In 2017 the Council endorsed a new 10 year Strategic Plan, 2017-2027, for the Break O' Day Council. This was recently updated in 2022. All councils are required to have a 10 year plan which is reviewed every four years. The Plan is built around six key goals and will guide the Council's work over the 10 year period. Each key foundation has outcomes that detail what we are trying to achieve and how we will measure success.

Performance in achieving the major actions and initiatives outlined in the Annual Plan are reported to the community through Council's Annual Report.

Key goals

Community

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

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.

Environment

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

Infrastructure

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

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.

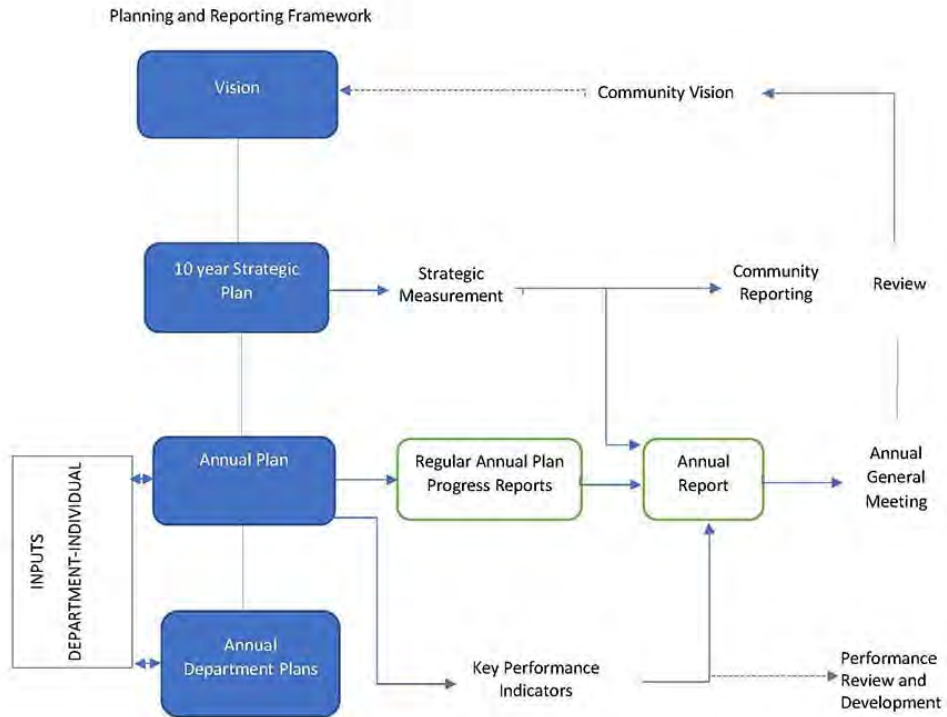
Linkages with the Strategic Framework

The relationship between long-term financial planning and Council's strategic framework is represented in the diagram overleaf. Long-term financial planning provides for the optimum allocation of available resources to deliver Council's strategic and corporate objectives. Long-term financial planning supports the delivery of Council's community vision.

Long term financial sustainability can only be said to have been achieved when Council is providing expected services at defined levels to its community that is adequately funded, not only on an annual basis, but over the long term. This includes infrastructure asset renewal funding requirements.

Council's 10-year Financial Management Plan and 10-year Asset Management Plan are integral documents. Council's Asset Management Strategy sets out the most appropriate long term course of action for implementing the Asset Management Policy which aims to forecast long-term asset renewal requirements.

Council's Planning & Reporting Framework



4. Introduction to Long-Term Financial Management Plan

The Long-Term Financial Management Plan (LTFMP) sets out Council's objectives, goals and desired outcomes in financial terms. The purpose of the LTFMP is to express in financial terms the activities that Council proposes to undertake over the medium and longer term to achieve its strategic objectives and community expectations. The key objective of the LTFMP is the achievement of financial sustainability in the medium to long term whilst achieving Council's strategic objectives.

The LTFMP provides a tool for Council to consider the financial impact of its decisions on Council's future financial sustainability. It includes consideration of cost increases: salaries and wages, fire levy, energy costs and other operating costs; and revenue increases: rates, operating grants and other fees and charges.

The LTFMP is aimed at: -

- Developing systems to ensure the financial impacts of new initiatives are included in long-term financial planning;
- Achieving modest operating surpluses;
- Maintaining stable and predictable rate increases; and
- Maintaining and enhancing community service levels.

The LTFMP has been prepared over a rolling 10-year period with the first planning year being 2023-24 and concluding in 2032-33. The LTFMP is a 'living' document and is updated annually as part of Council's annual planning and budget process and on an ongoing basis to reflect changing internal and external circumstances.

Measuring Financial Sustainability

Council has adopted the recommended suite of financial sustainability measures identified in *The Framework for Long-term Financial and Asset Management Planning for all Tasmanian Councils* reports as key to securing long-term financial sustainability.

The 8 measures have been adopted for the purposes of the LTFMP and are as follows:

- Underlying operating result
- Operating surplus ratio
- Net financial liabilities
- Net financial liabilities ratio
- Interest cover ratio
- Asset sustainability ratio
- Asset consumption ratio
- Asset renewal funding ratio

Appendix 1 provides a full explanation of these indicators. The first two are measures of profitability, the next three are measures of indebtedness, and the last three are measures of asset management.

5. Assumptions and Methodology

The preparation of the LTFMP is underpinned by a 10-year financial model. The financial model allows for analysis and modelling of various financial scenarios. For the purpose of financial modelling the following key assumptions for years beyond 2023-24 have been made:

General

- The LTFMP generally provides for maintenance of existing core services.
- Annual asset renewal requirements are based on Council's Asset Management Plans, which set out the forecast capital renewal requirements for the next 10 years. These plans are expressed in today's dollars.
- All maturing debt will be repaid as it falls due.

Specific

- The percentage of revenue uncollected on average at year-end is 4.58%.
- The percentage of creditors' payable on average at year-end is 6.5%.
- The percentage of commission received for collecting the Tasmanian fire service levy is 4%.
- The employee on-cost percentage relating to payroll tax, contribution scheme superannuation, personal leave, public holidays, annual leave and long services leave and workers compensation insurance is 50%.
- 100% funding of forecast asset renewal requirements has been included over the 10 year period.

The specific assumptions have been based on an analysis of recent experience. The variables used to underpin Council's long-term financial strategy are based on a historical analysis of cost and revenue increases over the last five years. These variables are summarised on the following page: -

			Y/E 30 June	2024	2025	2026	2027	2028-29	2030-33
Operating Items									
INFLOWS	Rate increase (Council operations, including base growth)	% change	9.75	9.6	8.6	5.6	5.6	5.6	4.6
	Rate increase (fire levy)	% change	6.3	2.0	2.0	2.0	2.0	2.0	2.0
	Rate base growth	% change	0.64	0.60	0.60	0.60	0.60	0.60	0.60
	Operating grants	% change	11.65	4.5	3.5	3.5	3.0	2.5	
	Other fees and charges	% change	8.0	5.0	5.0	5.0	5.0	5.0	
	Interest revenue rate	%	3.5	3.5	3.0	2.0	2.0	2.0	
OUTFLOWS	Operating costs	% change	6.0	4.5	3.5	3.5	3.0	2.5	
	Employee salary & wages	% change	5.75	4.0	3.0	3.0	3.0	3.0	
	Fire levy	% change	7.0	2.0	2.0	2.0	2.0	2.0	
	Contractors	% change	8.0	5.0	5.0	5.0	5.0	5.0	
	Insurance	% change	15.0	10.0	10.0	10.0	10.0	10.0	
	IT Costs	% change	10.0	5.0	5.0	5.0	5.0	5.0	
	Other expenses	%	3.0	2.0	2.0	2.0	2.0	2.0	

Whilst the LTFMP will be updated annually, the underpinning financial model will be regularly updated. Revisions will include:-

- The inclusion of prior years' actual results;
- The inclusion of the current year budget;
- Revisions to the current year budget as approved by Council half yearly;
- Updated assumptions;
- Revisions to depreciation forecasts; and
- Revisions to the 10 year capital expenditure forecasts sourced from the updated asset management plans.

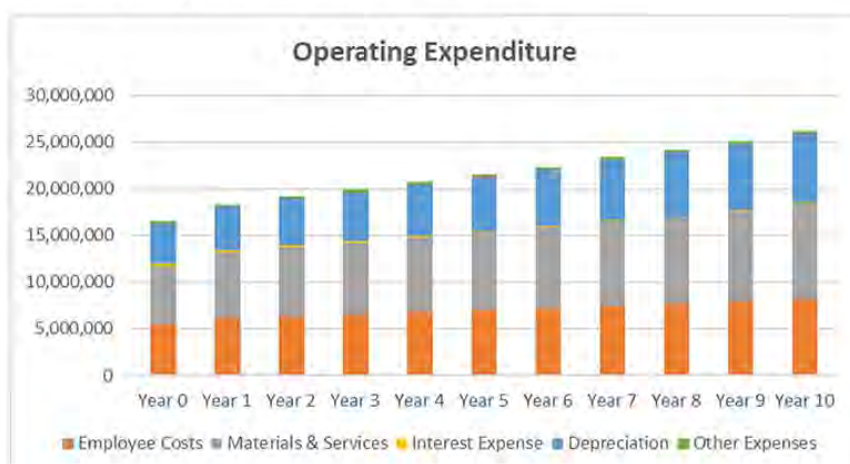
Forecasts from 2023-24 onwards are based, in the short term, on Council's focus on attaining a financial sustainable position, specifically;

- Sufficient funding for core operations and to meet statutory obligations.
- Achieving a modest surplus, sufficient to finance asset renewals at 100% and meet loan repayments by year 10 (2032-33).
- Ensuring liquidity by maintaining the balance of cash on hand over the 10 year period.

6. Key Financial Strategies

In order for Council to remain financially sustainable the following financial strategy has been adopted. The financial strategy reflects an appropriate mix of cost and revenue levels designed to maintain financial stability and, as far as possible, whilst ensuring sufficient resources are available to achieve Council's strategic objectives and community expectations.

Forecast Operating Expenses 2023-24 to 2032-33



Operating Items - Expenses

Salaries and Wages

Salaries and wages is gross salaries and wages, net of leave amounts paid and amounts capitalised, and redundancy payments (if any).

Costs have been assumed to increase by 5.75%, 4% in year 2024-25 and 3% per annum from year 3 of the plan. This is inclusive of reclassifications and any new positions. It is inherent in the assumption that leave amounts paid and amounts capitalised will increase by the same amount.

Employee On-costs

Employee on-costs include superannuation, leave entitlements, payroll tax, and workers compensation less labour on-costs capitalised. On costs for these items are assumed at 50% of salaries and wages, based on the 2023-24 forecast rate.

Employee Leave Entitlements Expense

Leave entitlements expense is the annual accruals for employee leave. This has been assumed to increase in line with increase in wages.

Materials and Services

Materials and services is all expenditure not included elsewhere. Major items include subcontractors, communication costs, consultants, licences, external labour, insurance,

fuel, advertising and marketing, equipment maintenance, water and sewer charges, energy costs, printing and stationery costs, and legal costs. This has generally been assumed to increase in line with inflation.

Fire Levy

Pursuant to the *Fire Services Act 1979*, local government acts as a collection agent for this levy, which is paid directly to the State Fire Commission. This item is difficult to forecast as given its method of calculation by the State Fire Commission, is prone to substantial fluctuations, year on year. For the 2023-24 year, there will increase in the fire levy of 7%, over the 10-year period it is expected to increase in the order of 2% p.a. A 4% commission is received for collecting the levy.

Other Expenses

Other expenses include audit fees and councillor allowances and expenses. From 2024-25 increases are forecast to be 2% per annum.

Depreciation and Amortisation

Depreciation is the financial representation of the annual decrease in the value of, or consumption of service potential inherent in, Council's assets. Depreciation therefore approximates the funds that will need to be spent at some time in the future to renew assets. This expense is forecast to increase in line with construction cost increases, due to rising asset valuations and capital expenditure.

Asset Write-offs

Asset write offs represents the residual value of infrastructure assets replaced. The forecast is difficult to predict, therefore no allowance has been made for asset write-offs.

Interest Expense

Interest expense is payable on debt. No new loans have been forecast over the 10 year period, only renewal of existing long term loans.

Operating Items - Revenue

Forecast Operating Revenue 2023-24 to 2032-23 ('000s)



Rates

Rates include revenue from general rates, service rates (fire protection) and service charges (waste management) and supplementary rates. Increases in total general rate revenue for 2023-24 are forecast to be 9.92% per annum moving to 9.6% in 2024-25 and 8.6% 2025-26. Then decreasing to 5.60% for the following 3 years and 4.6% 2029-30 onwards.

This plan is not in any way affected by changes in the Council's rating strategy – it simply models total rate revenue required per annum irrespective of how that is apportioned to individual properties. For the same reason, the LTFMP is unaffected by periodic revaluations or the application of AAV indexing by the Valuer-General. However, the impact on individual ratepayers may be affected by these factors.

Fire Levy Commission

A commission of 4% is earned for collecting the State Government fire levy.

Fees and Charges

Fees and charges income includes all user fees and charges including landfill, private works income, building and development fees, animal licences, leases, hall hire and community events income. Most user fees and charges are forecast to increase in line with inflation over the 10 year period.

Operating Grants

Operating grants are predominantly the Commonwealth financial assistance grants. Over recent years revenue from Finance Assistance Grants has been slightly increasing. However, 75% the 2022/23 Financial Assistance Grants was received in advance, higher than the budgeted 50% that has typically been occurring. A return to a typical allocation has been forecast from 2023-24 and for the remaining 10 year period.

A significant increase of 11.65% is forecast for 2023-24 after the Federal budget announcement that the allocation for Tasmania will increase higher than the national average. The Financial Assistance Grant is forecast to increase inline with inflation from 2024-25.

Given the unpredictable nature of grant revenue, no forecast has been made for other operating grants.

Interest and Investment Revenue

Interest revenue is earned on cash investments. An interest rate of 3.5% has been assumed from 2024 on the basis of current rates, then decreasing to 3% in year 3 (2025-26) and 2% thereafter. Only a proportion of Council's cash holdings is held in investments that attract interest.

Distributions from TasWater

Distributions are received as a result of Council's ownership interest in TasWater. They comprise dividends and tax equivalent payments. Forecast amounts are based on advice from both TasWater and the State Government to provide distributions until 2024-25. The most recent correspondence from TasWater has confirmed that full dividends should be paid in 2023-24 and over the four years to 2024-25 an additional payment is likely to be received for missed payment due to the pandemic. This has been reflected in the 10 year plan.

Non-Operating Items

Contributed Assets

Contributed assets are assets contributed to Council by developers. Council does not budget for these contributions as they cannot be reliably forecast.

Capital Grants

Capital grants are grants received to upgrade existing assets or to create new assets. They include Roads to Recovery grants and other specific-purpose capital grants. These are also difficult to reliably forecast and are therefore not included unless specific advice has been received. Only approved grants are included in 2023-24 and only Roads to Recovery grants at current levels has been included in the plan moving forward.

Asset Revaluations

Asset revaluations are revaluation increments and decrements arising from periodic asset values. Usually these amounts are credited or debited directly to equity but on occasions are accounted for through the income statement.

Movement in TasWater Investment

This represents the annual adjustment to the value of Council's ownership interest in TasWater. This has been forecast to increase in line with increase in construction cost indices to reflect the estimated growth in TasWater assets.

Capital Items

Asset Replacement

An integral component of the LTFMP is Council's approach to asset management and in particular to the renewal of assets. Council controls assets worth over \$277 million and it is important that each generation pays their way, rather than allowing assets to run down creating a financial impost (or lower service levels) on future generations.

To ensure that Council discharges its asset management obligations responsibly, as set out in this plan, Council aims to achieve modest underlying operating surpluses and fully fund renewals for the life of the plan. This will ensure that the current generation is fully paying for the current cost of service provision and asset consumption.

Asset management plans will continue to be enhanced over time across all asset classes.

Capital works program

The forecast works program has a strong focus on asset renewal over the 10 year period. Some new assets have been identified and included, largely funded by Federal and State grants for 2023-24.

Borrowings

No new borrowings will be undertaken in 2023-24 and principal repayments of \$0.407 million on existing borrowings will be made. Principal Loan repayment rise steadily to \$0.605million over the 10 year period.

No new borrowing are forecast over the 10 year period, only refinancing of existing debt. Council's aim over the 10 year period is to repay debt to ensure a manageable level of repayments and capacity to borrow is available if required.

7. Long Term Risk, Contingency and Reserves

The LTFMP has included all known variables and has made certain assumptions about the future. However, the future is uncertain. There is an inherent risk that circumstances may change, some of which may be within Council's control (e.g. policy decisions, service delivery decisions) and some which will be outside of Council's control (e.g. legislative change, funding streams, demographics, and macro-economic conditions).

Council's three largest expense categories are employee salaries and wages, materials and services, and depreciation. As such the outcomes of the LTFMP are significantly affected if actual results in these three categories are different to forecast. Chapter 10 sets out a sensitivity analysis of these two largest categories – employee costs, and materials and services, as well as the LTFMP's sensitivity to rates increases being different to those currently assumed. In addition, asset management outcomes have a significant impact on the LTFMP. Updates to asset management plans and cyclical revaluations may materially impact on asset valuations, depreciation expense, asset write-offs and forecast asset renewal requirements.

The LTFMP is reviewed and updated regularly – on at least an annual basis to coincide with the adoption of the Council budget, and more frequently when new information is available which may have an impact on the LTFMP.

In order to mitigate financial risk, the LTFMP has made provision for contingencies and reserves. These are outlined below.

Contributions in Lieu of Public Open Space

A reserve has been established to separately account for funds provided to Council for the express purpose of providing areas of Public Open Space throughout the municipality.

Section 137 Funds

A reserve has been established to separately account for unclaimed funds held from property sales for unpaid rates.

General Reserve

A reserve has been established to separately account for funds held for a specific purpose at the request of Council.

8. Forecast Position and Analysis

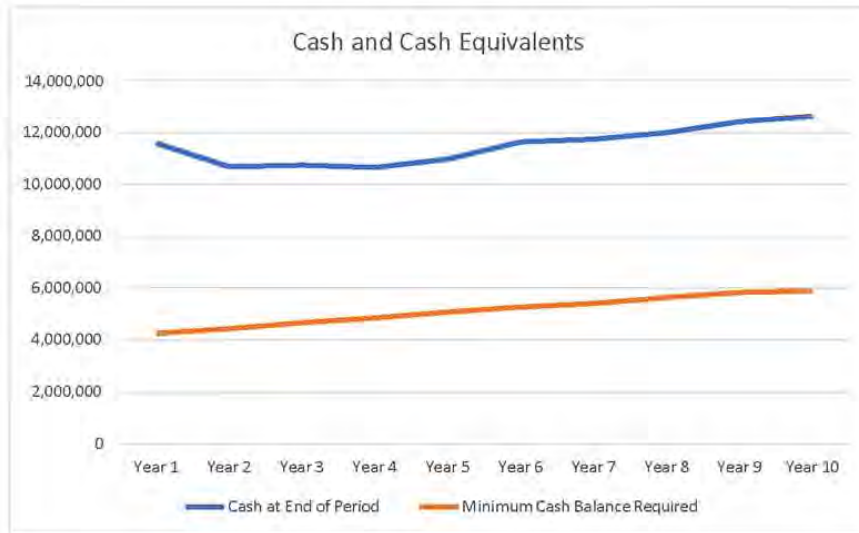
Based on the long-term financial strategy, the following outcomes will be achieved. More detail is provided in the forecast financial statements at Appendix 2.

Operating Result



Based on the financial strategy Council will commence its return to a financially sustainable position with ongoing modest underlying operating surpluses from 2025-26. This is discussed further in Chapter 9.

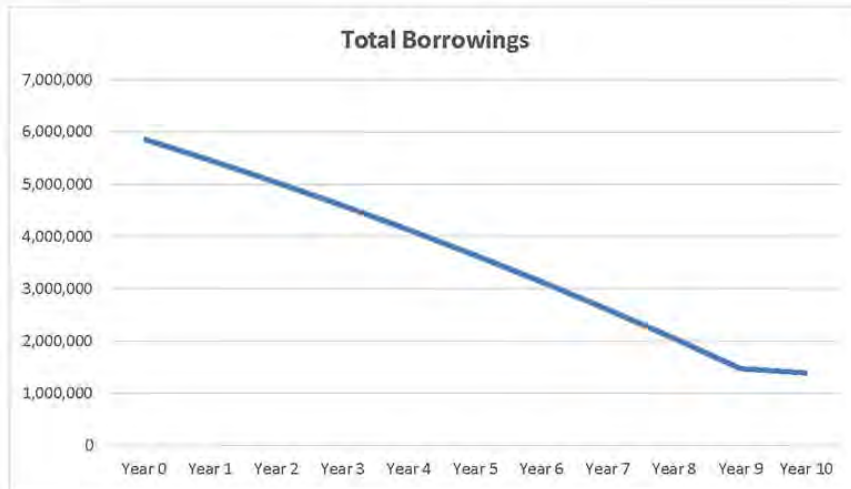
Cash



Cash balances are currently at a moderate level. A concerted effort to maintain and build cash balances is required to ensure Council's liquidity, to provide for asset replacement requirements and to provide for unforeseen events. Balances will remain steady to meet these needs. A KPI considered as appropriate minimum cash levels for a council by the Tasmanian Audit Office is unrestricted cash balances on hand of at least 3 months of recurrent operating expenditure.

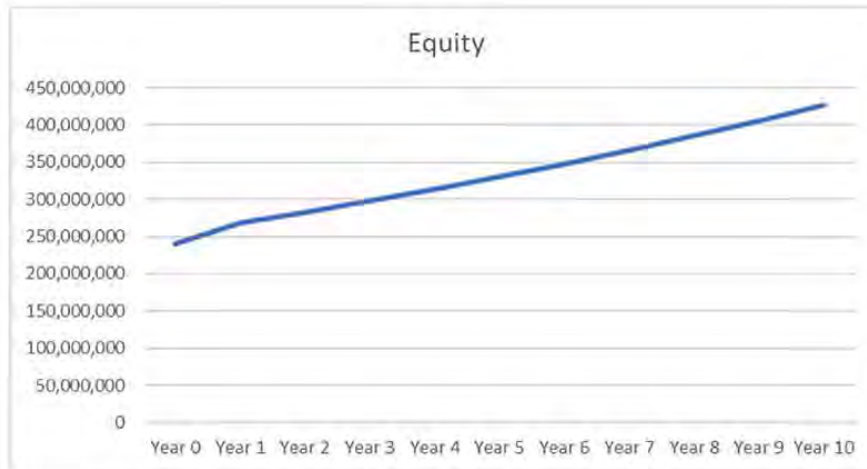
Unrestricted cash balances is calculated by taking the balance of cash and cash equivalents and deducting commitments such as funds held in trust, employee entitlements, contractual liabilities for grants and funds held in reserve for specific purposes.

Debt



Borrowings are currently at a moderate level, no new loans are forecast in the 10 period. The aim is to keep Council's debt within manageable levels and under acceptable benchmarks to provide the facility to borrow funds in the future if required. See also Indicators 4 and 5 in Chapter 9.

Equity



Over the life of the plan, equity is forecast to increase due to operating surpluses.

9. Financial Sustainability Outcomes

As outlined in Chapter 4, for the purpose of measuring Council’s financial sustainability, eight financial sustainability measures have been adopted.

- Indicators 1 – 2 are measures of profit performance and the extent to which expenses are covered by revenues.
- Indicators 3 – 4 are measures of indebtedness and the amount Council owes others (debt, employee provisions, creditors) net of financial assets (cash, investments) and amounts owed to Council.
- Indicators 5 – 7 are measures of asset management.

Indicator 1 – Underlying Operating Result

This indicator measures the difference between day-to-day income and expenses for the period and is recognised as a better indicator of sustainability than the all-inclusive operating result. The underlying operating result excludes capital grants which can be project specific and thus non-recurring, and other amounts which are required to be recognised as income by accounting standards.



An operating surplus arises when operating revenue exceeds operating expenses for the period. An operating deficit arises when the opposite is true. Council’s long term financial sustainability is dependent upon ensuring that on average, over time, its expenses are less than associated revenues. This ensures equity between generations of ratepayers in that each generation is responsible for the cost of the resources they consume.

Council’s LTFMP indicates, after year 3 (2025-26), modest surpluses will be recorded over the remaining plan period. The surpluses rise in the later years with revenue growth assumptions being higher than expenditure growth assumptions, to generate cash surpluses needed for asset replacement and loan repayments. These forecasts will continue to be reviewed.

Research indicates that there is no clear agreement on what an appropriate target should be. For example, the Victorian Auditor-General recommends generating surpluses consistently, the Tasmanian report “Framework for Long Term Financial and Asset management Planning for all Tasmanian Councils” September 2009 recommends breakeven, or better, on average over medium term, and some state studies recommend sizeable surpluses.

Shown in the previous graph is the breakeven target including principal loan repayments. This provides for sufficient cash to fund operations, asset replacements on a consistent basis and provide sufficient funds to meet loan repayments as required. Without the funding of loan repayments over and above breakeven, there would be reduced funds available for asset replacements and place a burden on future ratepayers.

Indicator 2 – Operating Surplus Ratio

The operating surplus ratio is the operating surplus (deficit) expressed as a percentage of total revenue (adjusted by excluding capital grants, contributed PP&E and asset revaluation increments/decrements). It expresses the underlying operating result relative to annual revenue.



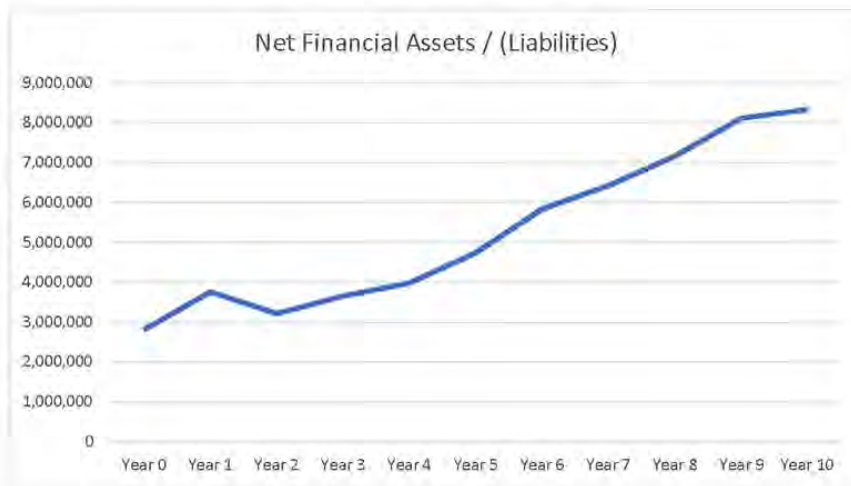
Over the next 10 year period, Council is forecast to achieve underlying surpluses in the range -1% and 2% of revenue, and averaging 1%. These forecasts will continue to be reviewed. It is important that Council generates sufficient revenue to cover all of its cash and non-cash costs, with a small buffer.

Research indicates a wide range of views on appropriate targets. Reviews indicate targets of 0% to 15%, 2.5% to 7.5%, 5% but within the range of 0% to 10% and greater than 0%. It is recommended that Council support a 2% Operating Surplus ratio as part of its LTFMP

which provides a small margin in the event of unexpected events. Operating surpluses also generate cash surpluses required to retire debt (principal payments are not recorded in the operating result). Differences in the asset valuation rates used for financial reporting purposes and asset renewal purposes also require cash surpluses to be generated.

Indicator 3 – Net Financial Assets/ (Liabilities)

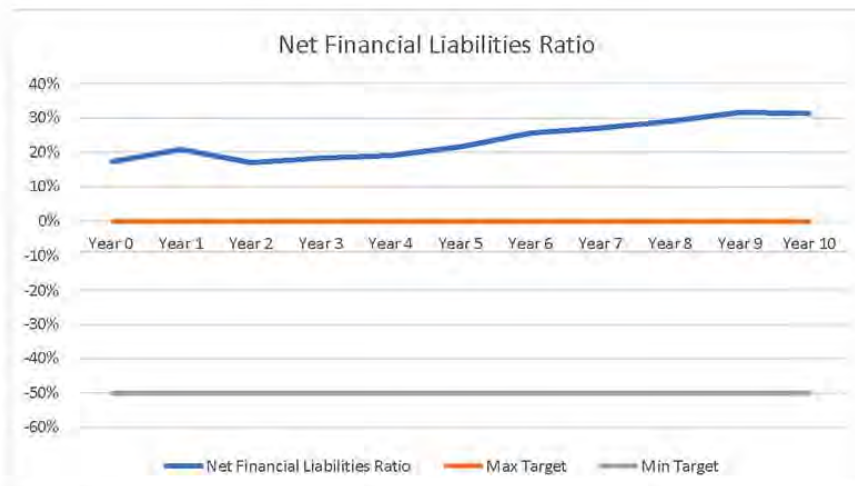
Cash held/invested and receivables less what is owed to others and is thus a measure of net financial assets. It is broader than just loan debt, as it includes amounts owed to creditors, employee provisions, amounts held in trust and all other liabilities.



Council’s LTFMP indicates through the graph above that it will continue to operate in a net financial asset position. As noted earlier, Council currently has a moderate cash position and moderate level of borrowings. The position will be at its weakest at around \$10.7million in 2024-25 and steadily improve over the 10 years as borrowing are reduced.

Indicator 4 – Net financial assets / (liabilities) ratio

This ratio is net financial liabilities expressed as a percentage of income. It indicates the extent to which net financial liabilities can be met by the Council’s income. Where the ratio is increasing it indicates the Council’s capacity to meet its financial obligations from income is strengthening.



As set out above, Council will continue to operate in a net financial asset position over the 10 year period. Council's net financial liability ratio will peak at 32% in 2031-32. The Tasmanian Auditor-General suggests a ratio of 0% to -50% represents low risk, -50% to -100% moderate risk, and greater than -100% high risk.

Indicators 3 and 4 show that Council's level of indebtedness will remain above benchmarks. Council's financial recovery approach adopted in this plan provides Council with the ability to service current debt.

Indicator 5 – Asset sustainability ratio

This ratio is asset replacement capital expenditure expressed as a percentage of depreciation expense. It measures whether assets are being replaced at the rate at which they are wearing out. With a young asset portfolio, the target may be quite low. If old, it may be greater than 100%. Over time, if it averages at or near 100% the service of the asset portfolio is being maintained.

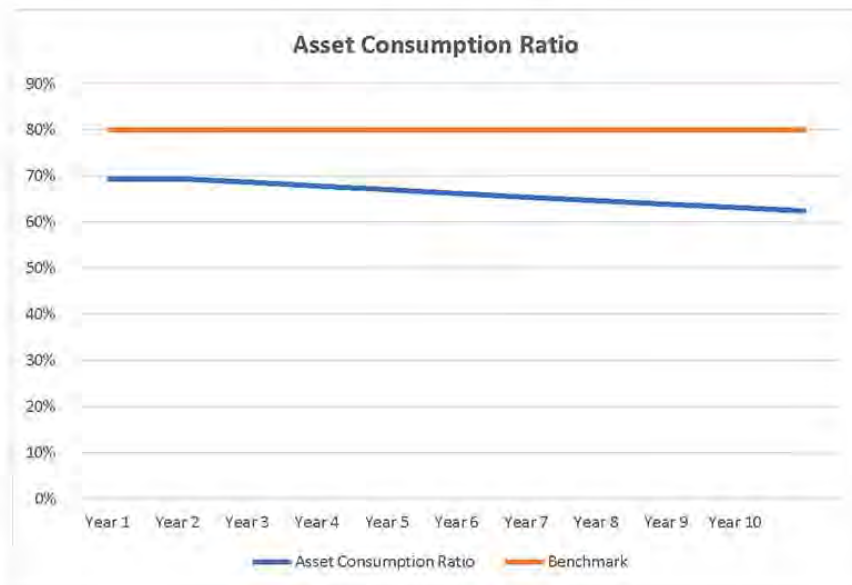


Council’s LTFMP indicates through the graph above that it will operate at an average of more than 100% across most of the plan period. Local government proposed targets are typically set at 100%, however this does not allow for the sometimes legitimate periods of less than 100% or more than 100%.

Indicator 6 – Asset consumption ratio

This indicator expresses asset written-down value as a percentage of replacement cost and thus seeks to measure the proportion of life remaining in assets. A lower measure indicates an older, on average, portfolio of assets and could indicate the potential for large renewal expenditure.

However, a low or declining ratio is not a concern provided assets are being maintained/replaced in accordance with asset management plans and the organisation is operating sustainably i.e. recording a breakeven or better underlying operating result. The cash generated by operating sustainably funds the renewal of assets when required.

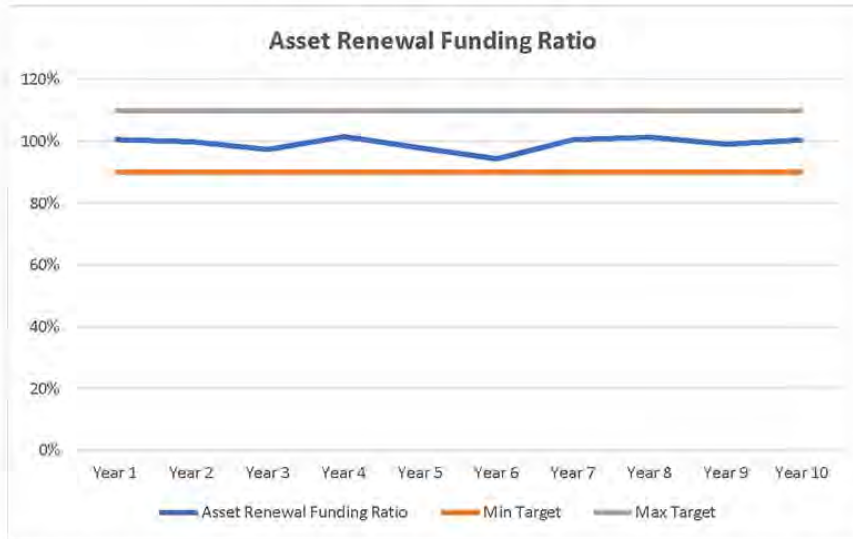


Council’s LTFMP indicates through the graph above that the asset consumption ratio will decline over the plan period.

An appropriate target is difficult to define and one source suggests a ratio between 40% and 80%. The Tasmanian Auditor-General considers the road asset class in isolation and suggests a ratio of >60% to represent low risk, 40 to 60% moderate risk and less than 40% high risk. Council’s road assets are currently at 67% (2021-2022).

Indicator 7 – Asset renewal funding ratio

This indicator is the ratio of future asset renewal expenditure as per this plan relative to the future asset renewal expenditure requirement sourced from asset management plans. It therefore measures the capacity to fund asset renewal requirements. An inability to fund future requirements will result in revenue or expense or debt consequences, or a reduction in service levels.



For the duration of the plan Council’s focus will be on asset renewals, looking after the assets we have while the Council concentrates on reaching a financially sustainable position.

Across the entire plan period, known asset renewal requirements will be fully-funded. That is, 100% of known asset renewal needs, as identified in Council’s asset management plans, will be funded by Council.

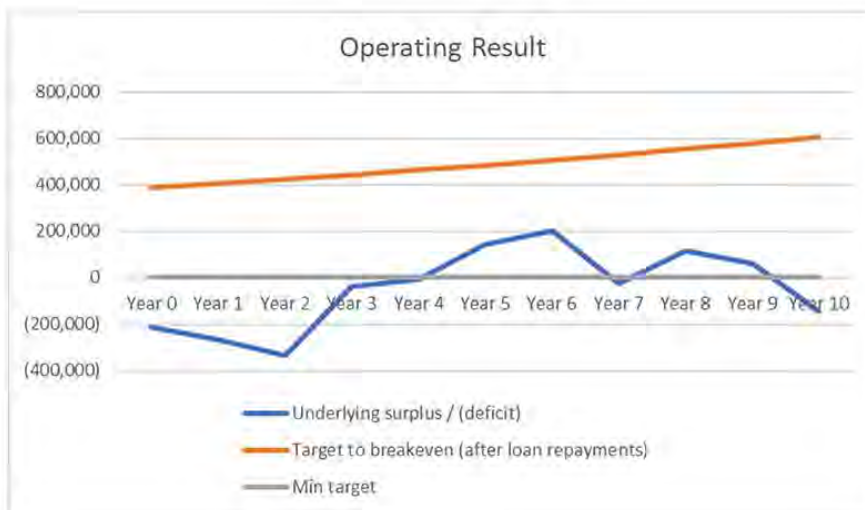
10. Sensitivity Analysis

As mentioned in chapter 7, Council's three largest expense items are employee salaries and wages, materials and services and depreciation. Council's largest revenue item is rate revenue. The outcomes of the LTFMP can be significantly affected if actual results for any of these items are different to forecast.

The analysis below demonstrates the sensitivity of the LTFMP to changes in assumptions for the above categories.

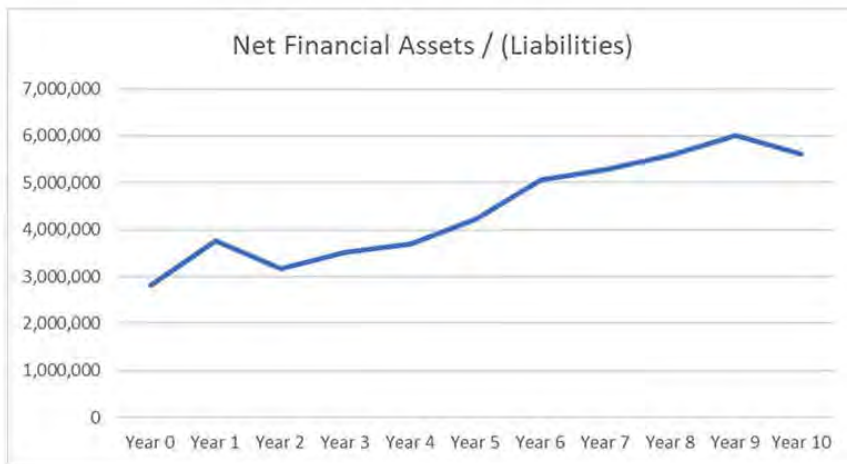
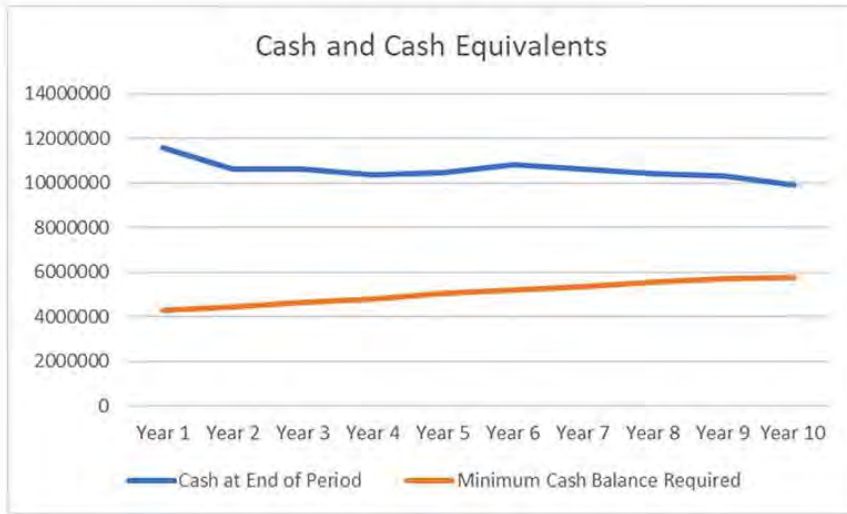
Rates

The LTFMP assumes general rate increases (for Council operations) of 8.6-9.92% per annum in the short term (over 3 years) then decreasing to 5.60% (for 3 years) and then 4.6% per annum (for 4 years). If these rate increases are 0.5% per annum lower over the next ten years the effect is as shown below.



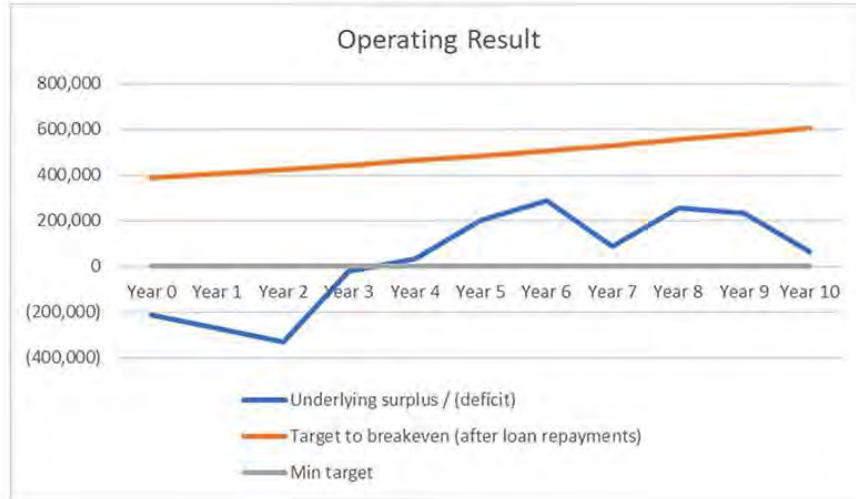
With rate increases 0.5% per annum lower over the next ten years, surpluses would not be recorded in most years and the operating surplus would remain below the benchmark to fund principal loan repayments in all years.

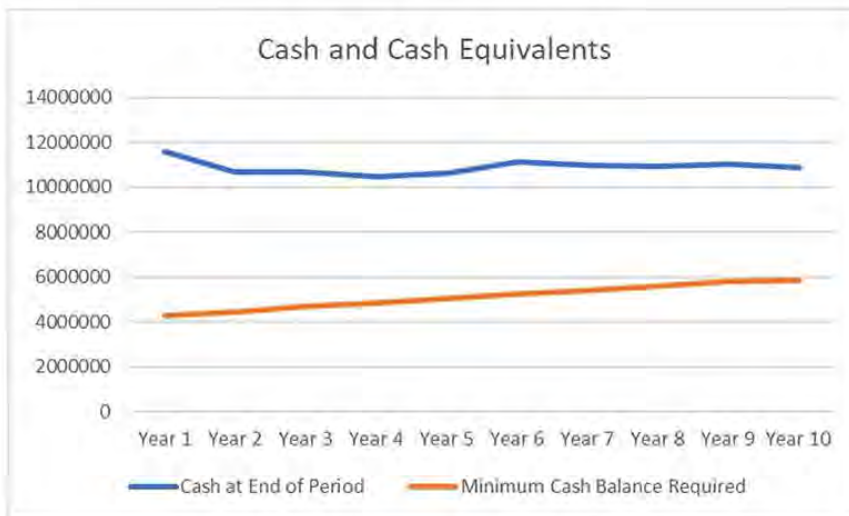
The graphs below show the impact on the cash balances and net financial assets/(liabilities) if rate revenue was 0.5% lower over the 10 year period.



Employee Salaries and Wages

The LTFMP assumes increases in employee salaries and wages of 5.75% per annum in 2023-24 and 4% in 2024-25 and then reducing to 3% for the remaining 7 years. If employee salaries and wages increases are 0.5% per annum higher over the next ten years the effect is as shown below.



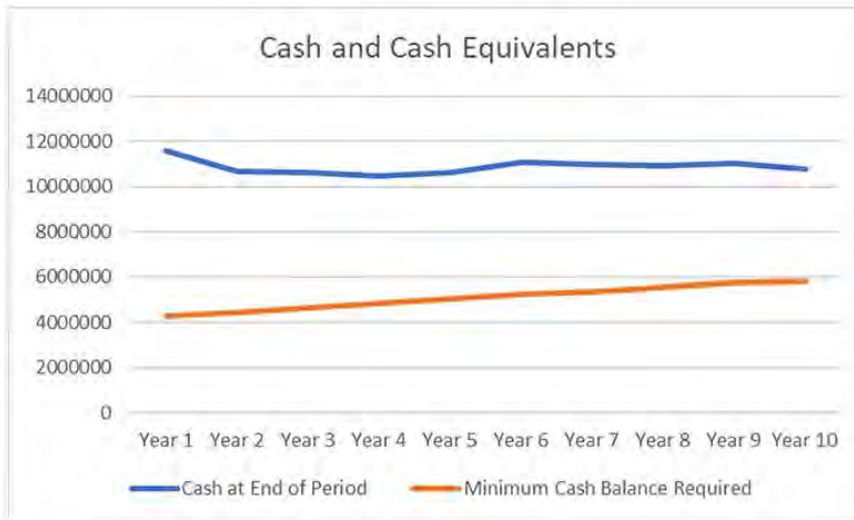


With employee salary and wage increases 0.5% per annum higher over the next ten years, surpluses would continue to be recorded, but the benchmark level would not be achieved over the 10 year period. Cash balances would be significantly lower by the end of the plan period. To restore the status quo, rate increases would need to be approximately 0.3% per annum higher over the next ten years.

Materials and Services

The LTFMP assumes increases for IT expenses, insurance, contractor and consultants costs of 8-15% in 2023, reducing to 5-10% per annum thereafter. The LTFMP assumes increases in all other materials and services of 6% per annum in 2023-24, 4.5% in 2024-25, 3.5% for the next 3 years, then reducing to 3% for the following 2 years and 2.5% per annum for the last 3 years. If these materials and services increases are 0.5% per annum higher over the next ten years the effect is as shown below.





With materials and services increases 0.5% per annum higher over the next ten years, surpluses would continue to be recorded, however further below benchmark levels. Cash balances would reduce by \$1.84 million by the end of the plan period. To restore the status quo, rate increases would need to be approximately 0.33% per annum higher over the next ten years.

11. Conclusions

The purpose of the LTFMP is to express, in financial terms, the activities that Council proposes to undertake over the medium to longer term to achieve its stated objectives. It is a guide for future action. Without a LTFMP Council would have insufficient data to determine sustainable service levels, affordable asset management strategies, appropriate revenue targets or appropriate treasury management.

Council has worked with the community to establish a 10-year vision for the municipality and a strategic framework outlining the key strategies that will need to be undertaken by the Council to achieve the community vision.

Long-term financial planning provides for the optimum allocation of available resources to deliver Council's strategic and corporate objectives. Long-term financial planning supports the delivery of Council's community vision.

Long-term financial sustainability can only be said to have been achieved when Council is providing expected services at defined levels to its community that is adequately funded, not only on an annual basis, but over the long-term. This includes infrastructure asset renewal funding requirements.

In financial terms, it will result in: -

- A manageable and affordable level of debt.
- The funding of 100% of forecast asset renewal requirements over the Plan period.
- Cash balances maintained above estimated minimum levels over the plan period.

These outcomes, together with the underpinning assumptions of revenue and cost growth indicate annual rate increases (including base growth) in the order of 9.92% reducing to 4.6% (excluding fire levy and waste increases, any redistributive effects of revaluations, AAV indexation or changes to council rating policy).

12. Appendices

Appendix 1 – Financial Sustainability Indicators

Financial Indicator	Calculation	Description
Underlying Operating Result	(\$ Operating income (excluding amounts received specifically for new or upgraded assets, physical resources received free of charge and revaluation increments) less operating expenses for the reporting period.	The difference between day-to-day income and expenses for the period.
Operating Surplus Ratio	(%) Operating surplus (deficit) divided by total revenue – adjusted (excluding amounts received specifically for new or upgraded assets, physical resources received free of charge and revaluation increments).	The operating surplus ratio is the operating surplus (deficit) expressed as a percentage of total revenue (adjusted by excluding capital grants, contributed PP&E and asset revaluation increments/decrements).
Net Financial Liabilities	(\$ Total liabilities less financial assets (cash and cash equivalents + trade & other receivables + other financial assets).	What is owed to others less money held, or invested or owed to the entity. Net financial liabilities equals total liabilities less financial assets.
Net Financial Liabilities Ratio	(%) Net financial liabilities divided by operating income.	Indicates the extent to which net financial liabilities could be met by operating income.
Asset Sustainability Ratio	(%) Capital expenditure on replacement/renewal of existing plant and equipment and infrastructure assets divided by their annual depreciation expense.	The ratio of asset replacement expenditure relative to depreciation for a period. It measures whether assets are being replaced at the rate they are wearing out.

Financial Indicator	Calculation	Description
Asset Consumption Ratio	(%) Depreciated replacement cost of plant and equipment and infrastructure assets divided by current replacement cost of depreciable assets.	Shows the depreciated replacement cost of an entity's depreciable assets relative to their 'as new' (replacement) value.
Asset Renewal Funding Ratio	(%) Future asset replacement expenditure as per long term financial plan divided by future asset replacement expenditure requirement as per asset management plans.	Measures the capacity to fund asset replacement requirements. An inability to fund future requirements will result in revenue or expense or debt consequences, or a reduction in service levels.

Profit and Loss

Break O'Day Council
LTFMP

Account	Actual YTD	Year											
		2023 Annual Budget	Year 0 Forecast 2023	Year 1 2024	Year 2 2025	Year 3 2026	Year 4 2027	Year 5 2028	Year 6 2029	Year 7 2030	Year 8 2031	Year 9 2032	Year 10 2033
Trading Income													
Rates	10,887,463	10,840,284	10,887,812	11,845,314	12,630,666	13,779,688	14,490,271	15,238,501	16,026,408	16,752,713	17,470,500	18,241,183	19,046,236
User Fees	1,102,976	1,359,726	1,464,375	1,389,779	1,499,289	1,573,766	1,651,957	1,734,047	1,820,231	1,910,715	2,005,712	2,105,448	2,210,160
Operating Grants	994,341	2,423,090	3,006,874	3,897,036	3,811,494	3,943,188	-4,079,491	4,220,564	4,345,716	4,474,623	4,595,298	4,698,679	4,814,926
Interest & Investment Income	493,850	563,369	736,467	816,407	679,457	589,457	559,457	559,457	539,457	539,457	539,457	539,457	519,457
Contributions	67,550	20,000	67,550	0	0	0	0	0	0	0	0	0	0
Other Revenue	101,100	32,000	131,100	88,550	88,550	88,550	88,550	88,550	86,550	86,550	86,550	86,550	86,550
Total Trading Income	15,637,282	15,278,429	16,283,779	18,047,135	18,909,455	19,974,648	20,869,724	21,841,118	22,826,362	23,746,057	24,689,487	25,673,316	26,679,328
Gross Profit	13,637,282	13,278,429	14,283,779	16,047,135	16,909,455	18,074,648	18,869,724	19,841,118	20,826,362	21,746,057	22,689,487	23,673,316	24,679,328
Capital Grants													
Grants - Commonwealth Capital	1,285,799	2,994,381	1,091,957	3,106,489	0	0	0	0	0	0	0	0	0
Grants - Roads to Recovery	159,536	647,000	647,000	647,000	647,000	647,000	647,000	647,000	647,000	647,000	647,000	647,000	647,000
Grants - State Capital	176,424	500,000	76,424	985,000	0	0	0	0	0	0	0	0	0
Total Capital Grants	1,621,759	4,141,381	1,815,381	4,738,489	647,000	647,000	647,000	647,000	647,000	647,000	647,000	647,000	647,000
Other Non Operating Income													
Net Gain/Loss on Disposal of Assets	14,087	120,000	40,654	120,000	0	0	0	0	0	0	0	0	0
Total Other Non Operating Income	14,087	120,000	40,654	120,000	0	0	0	0	0	0	0	0	0
Total Non Operating Revenue	1,635,846	4,261,381	1,856,035	4,858,489	647,000	647,000	647,000	647,000	647,000	647,000	647,000	647,000	647,000
Operating Expenses													
Employee Costs	4,072,134	5,838,111	5,462,801	6,114,090	6,362,998	6,557,422	6,757,768	6,964,214	7,176,947	7,396,157	7,622,040	7,854,800	8,094,646
Materials & Services	4,573,542	5,128,348	6,215,562	7,051,233	7,397,965	7,605,838	8,017,504	8,302,481	8,658,240	9,157,379	9,411,782	9,804,638	10,343,019
Interest Expense	160,535	271,341	265,707	247,512	229,301	209,837	189,476	168,165	145,513	122,614	98,245	74,553	46,084
Depreciation	3,179,668	3,918,626	4,240,279	4,632,560	4,935,060	5,201,813	5,471,903	5,756,498	6,053,273	6,365,937	6,694,234	7,038,945	7,400,893
Other Expenses	258,208	246,564	321,237	269,006	274,388	346,176	286,799	292,635	296,386	370,654	311,767	318,002	324,362
Total Operating Expenses	12,244,086	16,404,010	16,495,586	18,314,893	19,199,712	19,921,086	20,723,451	21,482,913	22,332,759	23,412,740	24,198,067	25,096,938	26,209,603
Operating Net Profit	1,393,196	(1,125,581)	(211,807)	(267,667)	(290,257)	53,562	146,273	358,205	487,602	333,317	561,420	582,378	470,326
Net Profit (including Non Operating Revenue)	3,029,042	3,135,800	1,644,228	4,590,822	356,743	706,562	793,273	1,005,205	1,134,602	980,317	1,198,420	1,229,378	1,117,326

Balance Sheet

Break O'Day Council
LTFMP

Account	31 Dec 2022	Year 0 Forecast 2023	Year 1 2024	Year 2 2025	Year 3 2026	Year 4 2027	Year 5 2028	Year 6 2029	Year 7 2030	Year 8 2031	Year 9 2032	Year 10 2033
Assets												
Current Assets												
Cash & Cash Equivalents	12,846,847	10,963,055	11,581,507	10,678,618	10,735,074	10,647,814	10,971,804	11,630,229	11,741,122	11,994,055	12,421,533	12,624,488
Trade & Other Receivables	1,624,895	728,000	769,580	804,190	832,337	861,469	891,620	918,369	945,920	969,568	993,807	1,018,652
Inventory	257,881	200,000	212,000	221,540	229,294	237,319	245,625	252,994	260,584	267,099	273,776	280,620
Total Current Assets	14,729,623	11,889,055	12,563,067	11,704,348	11,796,705	11,746,402	12,109,050	12,801,592	12,947,626	13,230,721	13,689,116	13,923,768
Non-current Assets												
Property, Plant & Equipment	178,406,353	201,495,213	225,351,530	237,891,915	249,996,155	263,134,383	276,711,102	290,738,698	305,840,158	321,747,258	338,283,124	355,734,144
Right of Use Asset	17,734	10,524	4,210	3,000								
Intangible Assets	52,455	46,147	20,917	0	200,000	166,667	133,333	100,000	66,667	33,333	0	270,000
Investment in Water Corporation	32,937,531	36,231,284	39,854,412	41,847,133	43,939,490	46,136,464	48,443,267	50,865,452	53,408,724	56,079,161	58,883,119	61,827,275
Other Investments	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Total Non-current Assets	211,443,073	237,813,168	265,261,069	279,572,048	294,165,645	309,467,513	325,317,722	341,734,150	359,345,549	377,889,752	397,196,243	417,861,418
Total Assets	226,172,696	249,702,223	277,824,136	291,276,397	305,962,350	321,213,916	337,426,772	354,535,742	372,293,175	391,120,473	410,885,359	431,785,186
Liabilities												
Current Liabilities												
Trade & Other Payables	885,194	1,100,000	1,166,000	1,218,470	1,261,116	1,305,256	1,350,939	1,391,468	1,433,212	1,469,042	1,505,768	1,543,412
Contract Liabilities	0	0	0	0	0	0	0	0	0	0	0	0
Lease Liability	11,800	10,524	4,210	3,000	0	0	0	0	0	0	0	0
Interest Bearing Loans & Borrowings	165,951	408,544	424,868	444,035	464,083	485,054	506,991	529,939	553,947	579,062	605,339	625,860
Provisions	873,394	849,589	898,440	934,378	962,409	991,282	1,021,020	1,051,651	1,083,200	1,115,696	1,149,167	1,183,642
Trust Funds and Deposits	653,164	653,164	653,164	653,164	653,164	653,164	653,164	653,164	653,164	653,164	653,164	653,164
Total Current Liabilities	2,589,503	3,019,821	3,146,683	3,253,047	3,340,773	3,434,755	3,532,115	3,626,222	3,723,523	3,816,964	3,913,438	3,906,079
Non-current Liabilities												
Lease Liabilities	17,734	7,210	3,000	0	0	0	0	0	0	0	0	0
Interest Bearing Loans & Borrowings	5,886,821	5,460,277	5,035,409	4,591,374	4,127,291	3,642,237	3,135,246	2,605,307	2,051,380	1,472,298	886,959	886,959
Provisions	551,270	584,568	618,181	642,908	662,195	682,061	702,523	723,599	745,309	767,696	790,696	814,417
Total Non-current Liabilities	6,435,825	6,052,055	5,656,590	5,234,282	4,789,487	4,324,298	3,837,769	3,328,906	2,796,667	2,239,964	1,657,655	1,681,376
Total Liabilities	9,025,329	9,071,877	8,803,273	8,487,330	8,130,260	7,759,054	7,369,884	6,955,128	6,520,190	6,056,929	5,571,093	5,587,455
Net Assets	217,147,367	240,630,346	269,020,864	282,789,067	297,832,090	313,454,862	330,056,888	347,580,614	365,772,985	385,063,544	405,314,265	426,197,732
Equity												
Accumulated Surplus	41,363,496	42,693,959	47,284,780	47,641,524	48,342,086	49,135,359	50,140,564	51,275,166	52,255,493	53,453,903	54,683,281	55,800,607
Reserves	175,783,871	197,936,387	221,736,083	235,147,543	249,490,004	264,319,503	279,916,324	296,305,448	313,517,502	331,609,642	350,630,984	370,397,125
Total Equity	217,147,367	240,630,346	269,020,864	282,789,067	297,832,090	313,454,862	330,056,888	347,580,614	365,772,985	385,063,544	405,314,265	426,197,732

Statement of Cash Flows

Break O'Day Council
LTFMP

Account	YTD 31 December 2022	2022	Forecast										
			Year 0 2023	Year 1 2024	Year 2 2025	Year 3 2026	Year 4 2027	Year 5 2028	Year 6 2029	Year 7 2030	Year 8 2031	Year 9 2032	Year 10 2033
Operating Activities													
Receipts from customers	1,119,170	1,352,000	1,396,266	1,356,219	1,464,659	1,545,610	1,622,825	1,703,895	1,793,483	1,893,164	1,992,064	2,091,269	2,185,315
Receipts from rates	9,564,859	10,203,000	10,857,812	11,845,314	12,830,665	13,779,668	14,450,271	15,238,501	16,026,408	16,732,713	17,470,500	18,241,163	19,046,236
Receipts from Operational Grants	996,032	4,316,000	2,864,903	3,897,036	3,811,494	3,943,188	4,079,491	4,220,564	4,346,716	4,474,623	4,595,268	4,698,679	4,814,926
Contributions	117,944	97,000	57,550	0	0	0	0	0	0	0	0	0	0
Interest received	202,850	118,000	270,467	351,457	291,457	201,457	171,457	171,457	151,457	151,457	151,457	151,457	131,457
Dividends received	291,000	466,000	466,000	466,000	388,000	388,000	388,000	388,000	388,000	388,000	388,000	388,000	388,000
Payments to employees	(4,211,193)	(5,354,000)	(5,444,821)	(6,031,626)	(6,302,333)	(6,510,104)	(6,709,030)	(6,914,014)	(7,125,241)	(7,342,899)	(7,567,185)	(7,798,299)	(8,036,450)
Payments to suppliers	(5,172,122)	(7,471,000)	(6,281,145)	(6,873,233)	(7,335,855)	(7,555,438)	(7,865,339)	(8,248,451)	(8,610,343)	(8,106,045)	(8,369,437)	(8,761,234)	(10,286,530)
Finance Costs	(160,535)	(303,000)	(265,707)	(247,912)	(229,301)	(209,837)	(189,476)	(168,185)	(145,913)	(122,614)	(98,245)	(74,553)	(46,084)
Cash receipts from other operating activities	647,976	730,000	131,100	88,550	88,550	88,550	88,550	88,550	88,550	88,550	88,550	88,550	88,550
Cash payments from other operating activities	7,380	0	(321,237)	(269,008)	(274,388)	(346,176)	(286,792)	(292,535)	(298,366)	(370,654)	(311,767)	(318,002)	(324,362)
Net Cash Flows from Operating Activities	3,403,382	-4,154,000	3,760,188	4,481,797	4,732,848	5,324,947	5,689,945	6,187,742	6,613,730	6,774,294	7,319,205	7,696,989	7,949,858
Investing Activities													
Payment for property, plant and equipment	(2,641,179)	(4,737,000)	(5,758,366)	(8,339,356)	(6,007,568)	(5,621,456)	(6,110,323)	(6,175,498)	(6,245,314)	(6,930,462)	(7,309,326)	(7,497,449)	(7,937,756)
Capital Grants received	460,821	3,500,000	1,477,821	4,738,489	647,000	647,000	647,000	647,000	647,000	647,000	647,000	647,000	647,000
Proceeds from sale of property, plant and equipment	54,783	217,000	70,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Net Cash Flows from Investing Activities	(2,125,595)	(1,020,000)	(4,210,545)	(3,450,867)	(5,210,868)	(4,824,456)	(5,313,323)	(5,378,498)	(5,448,314)	(6,133,462)	(6,512,326)	(6,690,449)	(7,140,756)
Financing Activities													
Proceeds of trust funds and deposits	(21,294)	24,000	0	0	0	0	0	0	0	0	0	0	0
Repayment of loans	(223,073)	(1,982,000)	(389,024)	(406,544)	(424,868)	(444,035)	(464,083)	(485,054)	(506,991)	(529,939)	(553,947)	(579,062)	(605,339)
Repayment of lease liabilities	0	(11,000)	(11,000)	(6,934)	0	0	0	0	0	0	0	0	0
Net Cash Flows from Financing Activities	(244,356)	(1,869,000)	(400,024)	(412,478)	(424,868)	(444,035)	(464,083)	(485,054)	(506,991)	(529,939)	(553,947)	(579,062)	(605,339)
Net Cash Flows	1,833,411	1,265,000	(850,381)	618,452	(902,889)	56,456	(87,450)	324,190	858,425	110,893	252,933	427,478	202,963
Cash and Cash Equivalents													
Cash and cash equivalents at beginning of period	11,813,436	10,548,436	11,813,436	10,963,055	11,581,507	10,678,618	10,735,074	10,647,614	10,971,804	11,630,229	11,741,122	11,994,055	12,421,533
Net change in cash for period	1,033,411	1,265,000	(850,381)	618,452	(902,889)	56,456	(87,459)	324,190	858,425	110,893	252,933	427,478	202,963
Cash and cash equivalents at end of period	12,846,847	11,813,436	10,963,055	11,581,507	10,678,618	10,735,074	10,647,614	10,971,804	11,630,229	11,741,122	11,994,055	12,421,533	12,624,496

Capital Works

Break O'Day Council
LTFMP

	Year 1 2024	Year 2 2025	Year 3 2026	Year 4 2027	Year 5 2028	Year 6 2029	Year 7 2030	Year 8 2031	Year 9 2032	Year 10 2033
Plant & Equipment	877,148	917,148	755,329	1,005,889	1,028,574	856,044	797,572	883,791	754,638	882,304
Furniture & IT	34,400	83,713	87,898	92,293	96,908	101,753	106,841	112,183	117,792	123,682
Buildings	172,809	501,942	597,910	647,806	690,196	734,706	859,585	913,565	970,243	1,029,755
Parks, Reserves & Other	0	284,680	298,914	313,859	131,821	138,412	145,333	152,599	160,228	168,241
Roads & Footpaths	3,063,932	2,285,844	2,400,136	2,520,143	2,646,150	2,778,458	3,209,119	3,369,575	3,538,053	3,714,956
Bridges	559,499	488,690	513,125	538,781	565,720	594,006	686,077	720,381	756,400	794,220
Stormwater	48,006	417,886	438,780	460,719	483,755	507,943	586,674	616,007	646,808	679,148
Waste Management	40,000	27,966	29,364	30,833	32,374	33,993	39,262	41,225	43,286	45,450
Total Capital (Renewal)	4,795,794	5,007,868	5,121,456	5,610,323	5,675,498	5,745,314	6,430,462	6,809,326	6,987,449	7,437,756
Total Capital (New)	3,543,562	1,000,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Business Services Manager
FILE REFERENCE	018\007\001\
ASSOCIATED REPORTS AND DOCUMENTS	Budget Estimates 2023-2024

OFFICER'S RECOMMENDATION:

That Council adopt the Budget Estimates for the 2023/2024 FY.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

June 2023 Council Workshop

OFFICER'S REPORT:

Council adopts its budget every financial year. The draft Budget Estimates 2023-2024 have been developed through a detailed internal review process by the management team and are presented to Council for review. In developing the draft Budget, an extremely detailed review of expenditure has occurred across all Departments to identify cost savings wherever possible. This focus on prudent financial management has been ongoing for several years and has resulted in substantial ongoing savings being identified.

Expenditure can only be reduced further into the future by discontinuing service and activities or a reduction in service levels. This needs to be balanced against the expectations of the community in relation to the services we deliver, particularly relating to the maintenance of Council infrastructure and delivery of services such as Waste Management. The vast majority of our areas of cost are what we call 'need to do' rather than 'nice to do'.

Council has been presented with an updated and refined Long Term Financial Plan that includes the Budget Estimates assumptions for the 2023/2024 FY.

The budget has been prepared in accordance with the Long Term Financial Plan (LTFFP) and in line with the Financial Management Strategy.

At a high level, the Budget presented is a considered response to the significant challenges facing Council, the community and the economy more broadly.

This Budget builds upon the good work done over a number of years (during equally challenging times) providing an opportunity for Council to gradually return to a more sustainable financial position over the medium term while still maintaining asset renewals, current service levels and investing in strategic projects that align with the Strategic and Annual Plan of Council.

The 2022 flood events continue to affect the capital delivery program proposed for the year ahead. With a high level of incomplete and/or carry over projects, efforts for the year ahead have been constrained to asset renewals and the delivery of existing projects where possible.

The larger than anticipated increase in CPI has placed significant pressure on the underlying cost base of Council's operations, with materials, contract services and other costs all having increased as a consequence. This is resulting in tendered project works being materially more expensive than budgeted expectations. The Enterprise Agreement applying to Council staff includes an increase to salary and wages that is linked to the National Wage Review. As employee costs are the largest expense category of Council, this too has a significant impact on the Budget Estimates.

The proposed increase of the general residential rate is set at 5.95% in recognition that the residents/homeowners of our community have limited capacity to absorb further increases at this time. With the March Consumer Price Index for Hobart (6.9%), and the annual movement in the most recent LGAT Council Cost Index of 8.11% (LG Index) highlights the increased costs of materials and services Council is also exposed to. The Local Government Association of Tasmania releases the Local Government Cost Index each year as it is believed this measure better reflects the cost increases associated with the delivery of local government services. In formulating the last two annual Budgets the Council kept rate increases to the minimum, which has effectively sheltered ratepayers from more substantial increases. Continuing this course of action is only going to prolong the difficult decisions affecting the delivery of services and passing an increased burden down the line a couple of years.

To absorb these costs and maintain service standards, total rate revenue across all land use classes will increase 9.66%.

The budget is presented for Council adoption.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 (Amended March 2022)

Goal

Services

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

Strategies

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

LEGISLATION & POLICIES:

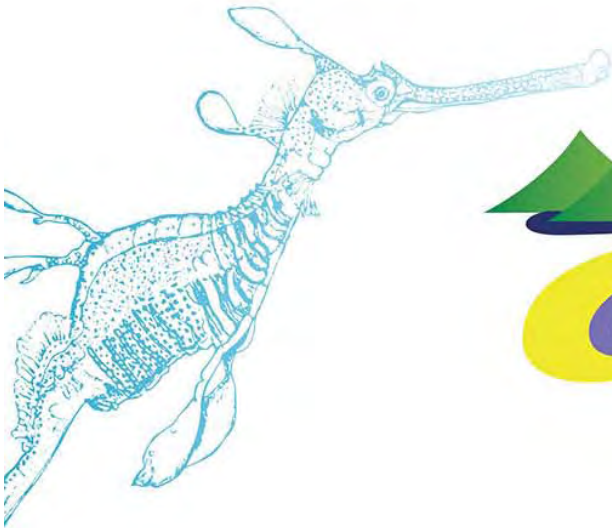
In accordance with Sections 71 and 82 of the *Local Government Act 1993*.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The financial implications to Council for the 2023-2024 financial year are outlined in the Budget Estimates document.

VOTING REQUIREMENTS:

Absolute Majority



Version: 1 – Date: June, 2023

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

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Introduction – Budget 2023 – 2024

Operating Overview

The significant impacts of the 2020/2021 pandemic support measures combined with the damaging flood events of 2022 and associated repair works have impacted the long term financial position of Council. This combined with an increase in the CPI for March 2023 of 6.9% has once again presented Council with a challenging budget environment for the 2023/2024 financial year. Programs, activities and services have been scrutinised in detail and opportunities for savings are factored into the budget to ease pressure on the rating requirement. These savings are balanced against the need to provide services, programs and initiatives to the Break O'Day community across a wide range of activity areas.

The larger than anticipated increase in CPI has placed significant pressure on the underlying cost base of Council's operations, with materials, contract services and other costs all having increased as a consequence. This is resulting in tendered project works being materially more expensive than budgeted expectations. The Enterprise Agreement applying to Council staff includes an increase to salary and wages that is linked to the National Wage Review, this has increased 5.7%. As employee costs are the largest expense category of Council, this too has a significant impact on the Budget Estimates.

The proposed increase of the general residential rate is set at 5.95% in recognition that the residents/homeowners of our community have limited capacity to absorb further increases at this time. With the March Consumer Price Index for Hobart (6.9%), and the annual movement in the most recent LGAT Council Cost Index of 8.11% (LG Index) highlighting the increased costs of materials and services Council is also exposed to. The Local Government Association of Tasmania releases the LG Index each year as it is believed this measure better reflects the cost increases associated with the delivery of local government services. To absorb these costs and maintain service standards, total rate revenue collected across all land use classes will increase 9.66%.

Given the cost of living and inflationary pressures now evident in the community and economy more broadly, the budget seeks to gradually return Council to a sustainable financial position, albeit projecting a small but manageable deficit in the year ahead.

Profit and Loss

Profit and Loss

Break O'Day Council
Budget 2023-2024

Account	2023 Annual Budget	Forecast 2023	Budget 2024 Estimates
Trading Income			
Rates	10,840,244	10,887,813	11,845,314
User Fees	1,399,726	1,464,990	1,399,779
Operating Grants	2,423,090	2,999,854	3,897,036
Interest & Investment Income	563,369	735,467	816,457
Contributions	20,000	57,550	0
Other Revenue	32,000	131,100	88,549
Total Trading Income	15,278,429	16,276,575	18,047,135
Gross Profit	15,278,429	16,276,575	18,047,135
Capital Grants			
Grants - Commonwealth Capital	2,994,381	1,091,957	3,106,489
Grants - Roads to Recovery	647,000	647,000	647,000
Grants - State Capital	500,000	76,424	985,000
Total Capital Grants	4,141,381	1,815,381	4,738,489
Other Non Operating Income			
Net Gain/Loss on Disposal of Assets	120,000	62,716	120,000
Total Other Non Operating Income	120,000	62,716	120,000
Total Non Operating Revenue	4,261,381	1,878,097	4,858,489
Operating Expenses			
Employee Costs	5,839,111	5,452,800	6,114,090
Materials & Services	6,128,348	6,194,093	7,051,237
Interest Expense	271,341	265,707	247,910
Depreciation	3,918,626	4,240,280	4,632,561
Other Expenses	246,584	321,238	269,008
Total Operating Expenses	16,404,010	16,474,117	18,314,805
Operating Net Profit	(1,125,581)	(197,543)	(267,669)
Net Profit (including Non Operating Revenue)	3,135,800	1,680,554	4,590,820

Budgeted Cash Flow Statement

Statement of Cash Flows

Break O'Day Council
Budget 2023-2024

Account	2021/2022	Forecast 2023	Budget 2024 Estimates
Operating Activities			
Receipts from customers	1,352,000	1,396,280	1,356,219
Receipts from rates	10,203,000	10,887,813	11,845,314
Receipts from Operational Grants	4,316,000	2,857,683	3,897,036
Contributions	97,000	57,550	0
Interest received	118,000	270,467	351,457
Dividends received	466,000	465,000	465,000
Payments to employees	(5,354,000)	(5,444,820)	(6,031,626)
Payments to suppliers	(7,471,000)	(6,259,677)	(6,973,237)
Finance Costs	(303,000)	(265,707)	(247,910)
Cash receipts from other operating activities	730,000	131,100	88,549
Cash payments from other operating activities	0	(321,238)	(269,008)
Net Cash Flows from Operating Activities	4,154,000	3,774,452	4,461,795
Investing Activities			
Payment for property, plant and equipment	(4,737,000)	(5,758,366)	(8,339,356)
Capital Grants received	3,500,000	1,477,821	4,738,489
Proceeds from sale of property, plant and equipment	217,000	70,000	150,000
Net Cash Flows from Investing Activities	(1,020,000)	(4,210,545)	(3,450,867)
Financing Activities			
Proceeds of trust funds and deposits	24,000	0	0
Repayment of loans	(1,882,000)	(389,024)	(406,544)
Repayment of lease liabilities	(11,000)	(11,000)	(5,934)
Net Cash Flows from Financing Activities	(1,869,000)	(400,024)	(412,478)
Net Cash Flows	1,265,000	(836,117)	618,450
Cash and Cash Equivalents			
Cash and cash equivalents at beginning of period	10,548,436	11,813,436	10,977,319
Net change in cash for period	1,265,000	(836,117)	618,450
Cash and cash equivalents at end of period	11,813,436	10,977,319	11,595,769

Budget Balance Sheet

Balance Sheet

Break O'Day Council
Budget 2023-2024

Account	Forecast 2023	Budget 2024 Estimates
Assets		
Current Assets		
Cash & Cash Equivalents	10,977,319	11,595,769
Trade & Other Receivables	726,000	769,560
Inventory	200,000	212,000
Total Current Assets	11,903,319	12,577,329
Non-current Assets		
Property, Plant & Equipment	201,495,213	225,351,529
Right of Use Asset	10,524	4,210
Intangible Assets	46,147	20,917
Investment in Water Corporation	36,231,284	39,854,412
Other Investments	30,000	30,000
Total Non-current Assets	237,813,168	265,261,069
Total Assets	249,716,487	277,838,398
Liabilities		
Current Liabilities		
Trade & Other Payables	1,100,000	1,166,000
Contract Liabilities	0	0
Lease Liability	10,524	4,210
Interest Bearing Loans & Borrowings	406,544	424,868
Provisions	849,589	898,440
Trust Funds and Deposits	653,164	653,164
Total Current Liabilities	3,019,821	3,146,683
Non-current Liabilities		
Lease Liabilities	7,210	3,000
Interest Bearing Loans & Borrowings	5,460,277	5,035,409
Provisions	584,568	618,181
Total Non-current Liabilities	6,052,055	5,656,590
Total Liabilities	9,071,877	8,803,273
Net Assets	240,644,610	269,035,125
Equity		
Accumulated Surplus	42,730,285	47,321,104
Reserves	197,914,325	221,714,021
Total Equity	240,644,610	269,035,125

Capital Budget

Capital Works - Summary

Break O'Day Council
Budget 2023-2024

	2024	Grant Funded	Council Funded	New	Renewal
Plant & Equipment	877,148		877,148		877,148
Furniture & IT	81,400		81,400	47,000	34,400
Buildings	1,582,809	1,350,000	232,809	1,410,000	172,809
Parks, Reserves & Other	1,410,250	905,767	504,483	1,410,250	0
Roads					
Roads - Streetscapes	225,000	130,000	95,000	80,000	145,000
Roads - Footpaths	85,803	47,303	38,500	8,500	77,303
Roads - Kerb & Channel	-	-	-	-	-
Roads - Resheeting	565,111	99,176	465,935	-	565,111
Roads - Reseals	544,487	116,399	428,087	-	544,487
Roads - Construction, Digouts & Other	2,045,039	1,664,844	380,195	313,008	1,732,031
Totals Roads & Footpaths	3,465,440	2,057,722	1,407,717	401,508	3,063,932
Bridges	559,499	-	559,499	-	559,499
Stormwater	308,527	-	308,527	260,521	48,006
Waste Management	54,283		54,283	14,283	40,000
Total Capital Works	8,339,356	4,313,489	4,025,866	3,543,562	4,795,794

Capital Works Budget

Break O'Day Council

Capital Works 2022-2023

Budget 2024

Project Details	Estimated Carried Forward @ 30/06/2023	New Budget Items 2023/2024	Estimated Carry Forward + Budget 2024	Comments
Plant & Equipment				
Vehicle Management Tracking System				Defer due to budget pressures
Replace 1358 H88ZW - Kia Sportage - Building Surveying	40,000		40,000	
Small Plant - VARIOUS		40,000	40,000	
Replace 1050 - Crown LPG Forklift		25,000	25,000	
Replace 1061 - John Deere 570B Grader		350,000	350,000	
Replace 1223 - Hitachi EX75UR-3 Excavator		150,000	150,000	
Replace 1291 - Toro Mower		40,000	40,000	
Replace 1329 - Toro Groundmaster 7200		30,000	30,000	
Replace 1340 - Ferris IS3200 61" Mower		30,000	30,000	
Replace 1360 - Dmax 4x4 Crew Cab		45,000	45,000	
Replace 1361 - Kia Sportage H40ZN - Corporate Services		40,000	40,000	
Replace 1363 - Toro Groundmaster 360		40,000	40,000	
Replace 1364 - Ferris IS3200Z Mower		30,000	30,000	
Replace 1379 - Toro G3 Z-Master 48"		17,148	17,148	
Total Plant & Equipment	40,000	837,148	877,148	
Furniture & IT				
Desktop replacements 2022/23		14,400	14,400	
Firesight		14,000	14,000	
Livestream Equipment		8,000	8,000	
Server Replacement		20,000	20,000	
Phone system		25,000	25,000	
Total Furniture & IT	-	81,400	81,400	
Buildings				
Fingal Community Shed (Old Tas Hotel)	350,000		350,000	BSBR Grant - need to carry forward all remaining budget
St Marys Indoor Recreation Facility	1,000,000		1,000,000	BSBR Grant - need to carry forward all remaining budget
Portland Hall Upgrades	6,288	3,712	10,000	Audio visual equipment to be purchased and installed.
Scamander Sports Complex	50,000		50,000	CFWD from 21/22 - Solar Panel & Kitchen upgrades - Contribution from Scamander Sports Complex \$20k
St Marys Hall Upgrades				Subject to grant funding
Stadium repaint of floors and replace damaged equipment	95,074		95,074	Works planned for completion in November 2023 - Insurance Job
Council Chambers additions and improvements	47,735	10,000	57,735	Continuation of Building improvements, Painting outside, front counter alterations, Heat pumps
Falmouth Community Centre - New Toilet, Demolish Old, Internal Alterations				Defer works to 24/25
Pyengana Recreation Ground Improvements				Defer works to 24/25
Binalong Bay - Village Green BBQ Replacements				Defer works to 24/25
Memorial Park Toilet Block Replacement				Defer works to 24/25 - design work only
Service Tasmania		20,000	20,000	Replace Carpet & Repaint
Total Buildings	1,649,097	33,712	1,682,809	
Parks, Reserves & Other				
Special Project - Land Use Review Projects				Refer Council workshop report & Annual Plan Items
Special Project - St Helens Wharf Foreshore Master Plan	50,000		50,000	Carry forward
Special Project - Feasibility Study Aquatic Centre & Hydrotherapy Pool	40,000	50,000	90,000	Carry Forward
Special Project - Tas Police Project		200,000	200,000	Allocation for utilities
Special Project - Parking Strategy St Helens and St Marys		20,000	20,000	
Special Project - Scamander Coastal Hazards Project	30,000	70,885	100,885	Total quantum of \$100,885 for 2023/2024 comprises the following amounts: Council contribution = \$40,885 and Grant receipts = \$60,000
Fingal Youth Playground/recreation hub	345,767		345,767	BSBR Grant
Pump Tracks	500,000		500,000	State Gov't Grant
Playground equipment replacement program	64,261		64,261	Other sites - individual equipment pieces
Dog exercise area St Helens Improvements	7,803		7,803	Dog park user consultation to occur prior to install of equipment

St Marys Dog Park	6,554		6,554	Community engagement to be undertaken prior to install - need to establish new site.
Cornwall Soldiers Park - Track upgrade and SW works	20,000		20,000	
St Marys Cemetery Master Plan - Columbanum Wall & garden		5,000	5,000	Works commencing May 2023
St Helens Cemetery Master Plan Improvements				Defer to 24/25 \$50,000
Totals Parks, Reserves & Other	1,064,385	345,865	1,410,250	
Roads - Streetscapes				
LRCI Phase 4 - Cecilia St/ Georges Bay Esp Junction		130,000	130,000	LRCIP - Phase 4 Nominated project
Cecilia Street/Georges Bay Esplanade junction		30,000	30,000	Land acquisition needed for junction upgrade
Cecilia St - Northern End		15,000	15,000	Streetscape design
Quail St Parking Bay	50,000		50,000	Defer to 24/25? \$50,000
Total Streetscapes	50,000	175,000	225,000	
Roads - Footpaths				
Main St Mathinna (Wilson St to Community Hall)	8,500		8,500	CFWD Works
Parkside Foreshore Footpath	30,000		30,000	Minor shared pathway works between Lions Park and Talbot St Jetty and pathway signs
Grant Street Pathway, Fairnouth		47,303	47,303	LRCIP-Phase 3 Project fully funded at \$47,303
Total Footpaths	38,500	47,303	85,803	
Roads - Kerb & Channel				
Penelope St St Helens				100 lm new k&c required to address local flooding issue and includes bus pull over area pavement treatment
Total Kerb & Channel	-	-	-	
Roads - Resheeting				
999 - Victoria St Part C	1,400		1,400	
998 - Victoria St Part C	360		360	
997 - Victoria St Part C	2,100		2,100	
2139 - Franks St Fingal	3,795		3,795	
1024 - Franks St Fingal	3,400		3,400	
1081 - Sorell St	6,700		6,700	
1053 - Louise St	2,800		2,800	
Fingal Streets	6,500		6,500	
Canhams Road		39,250	39,250	
Evercreech Road		64,160	64,160	
Mathinna Plains Road		96,250	96,250	
North Ansons Road		253,732	253,732	
Macquarie Street		12,558	12,558	
Chartp St Seymour		13,650	13,650	
Davis Gully Road		38,800	38,800	
Lyne Court		19,656	19,656	
Total Resheeting	27,055	638,056	665,111	
Roads - Reseals				
St Marys - Story Street Esk Main Road to Groom Street	55,084		55,084	Subject to State Growth resealing Story St
794-Boronia St	6,730		6,730	Reseal
656-Football Entry Rd	2,293		2,293	Reseal
1038-Talbot St West CAW	5,328		5,328	Reseal
1035-Talbot St West CAW	4,688		4,688	Reseal
1004-Victoria St Part A	4,870		4,870	Reseal
816-Charlotte Crt	29,250		29,250	Reseal
821-Four Mile Creek Rd	18,206		18,206	Reseal
644-Mangana Rd	30,108		30,108	Reseal
307-Mangana Rd	39,597		39,597	Reseal
306-Mangana Rd	10,051		10,051	Reseal
305-Mangana Rd	33,069		33,069	Reseal
636-Chapman St	3,574		3,574	Reseal
623-Fanhill St	4,071		4,071	Reseal
614-High St Mathinna	12,127		12,127	Reseal
613-High St Mathinna	9,531		9,531	Reseal
631-High St Mathinna	9,611		9,611	Reseal
630-High St Mathinna	8,849		8,849	Reseal
629-High St Mathinna	13,280		13,280	Reseal
628-High St Mathinna	3,366		3,366	Reseal
626-High St Mathinna	2,872		2,872	Reseal
638-Wilson St	4,011		4,011	Reseal
184-Mathinna Rd	14,842		14,842	Reseal
572-Cherrywood Dve	5,420		5,420	Reseal
543-Scamander Ave	18,121		18,121	Reseal
565-Silver St	7,978		7,978	Reseal
923-Ansons Bay Rd (Phony Rd)	53,861		53,861	Reseal
432-Circassian St	11,935		11,935	Reseal

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Business Services Manager
FILE REFERENCE	018\023\006\
ASSOCIATED REPORTS AND DOCUMENTS	Rates Resolution for 2023-2024 Financial Year

OFFICER'S RECOMMENDATION:

That Council approve the Rates Resolution 2023-2024.

INTRODUCTION:

As part of the annual budget process, Council is required to adopt a rates resolution for the applicable financial year. The resolution is informed by a number of legislative requirements, Council Policy and importantly by the Long Term Financial Plan (LTFP) projections of the revenue Council requires to sustainably fund and deliver services.

The rates resolution presented aligns with the funding requirements of Council in the LTFP and the Council Budget Estimates for 2023-2024, both discussed and reviewed at the June Council workshop and included in this agenda for adoption.

PREVIOUS COUNCIL CONSIDERATION:

June 2023 Council Workshop
Council Meeting 17 April 2023

04/23.13.5.079

Moved: Clr B LeFevre/ Seconded: Clr K Chapple

That Council endorse the 2023-2030 Financial Management Strategy.

CARRIED UNANIMOUSLY**OFFICER'S REPORT:**

The adoption of the rates resolution is the culmination of the budget process whereby Council have developed an Annual Plan for the year ahead, the resources required to deliver on it, the fixed costs of employees and the operational requirements to meet our legislative functions and community expectations. The capital works program and asset renewal requirements to maintain our asset base at an acceptable standard is also a key consideration when assessing revenue requirements. The budget developed through this process is then assessed against the LTFP projections and adjusted accordingly to ensure Council remains on a financially sustainable trajectory.

The Rates and Charges Policy and Financial Management Strategy were revised and updated in February this year, reviewed and endorsed by the Audit Panel at its March meeting and endorsed by Council at the April 2023 Ordinary meeting. The strategy and policy provided by these documents also directly inform the development of the Rates Resolution.

The following provides information relating to the Rates Resolution and its application for the next financial year.

Rates and Charges Policy

Section 86B(4) of the LGA 1993 requires that:

A Council must review its rates and charges policy -

(a) by the end of each successive four-year period after 31 August 2012.

The Rates and Charges Policy and Financial Management Strategy were revised and updated in February this year, reviewed and endorsed by the Audit Panel at its March meeting and endorsed by Council at the April 2023 Ordinary meeting.

The Policy provides the rating framework that the Council has adopted for rates and charges. The Policy was prepared in accordance with section 86B of the Local Government Act 1993 and provides an overview of the rating framework that Council has adopted.

The Policy reflects the fundamental premise as set out in section 86A of the LGA 1993 that:

(a) rates are a tax and not a fee for service; and

(b) the value of land is an indicator of the capacity to pay.

The Council, through the application of this Policy, primarily levies rates based on property values with a contribution through fixed and service charges. The Policy also outlines the Council's approach to the provision of remissions and the management of the rate debt and other matters as required under the Act.

When assessing rates and charges for the year ahead Council ensures it only raises the revenue it needs and does so in the most efficient and equitable manner possible. Council must balance its service levels with the needs and expectations of the community and set appropriate levels of tax to adequately fulfil its role and responsibilities.

Council seeks to achieve equity across generations by ensuring that rates are set at a level that ensures each generation pays its way with respect to recurrent expenses being met from recurrent revenue (the full cost of the service it consumes). Council will operate efficiently and maintain costs at a level relative to the services that it provides.

The following factors influence the level of rates and charges:

- Distribution and level of Commonwealth and State Grant funding;
- Socio-economic profile of the area (capacity to pay);
- User-pays policies;
- Level and range of services including the level of regional responsibility; and
- Current economic environment.

The aim of rates and charges decisions-making is to spread the burden fairly across the community with those that have the greatest capacity to pay paying more than those with a lesser capacity to pay by utilising the rating options available to Council within the Local Government Act 1993 Part 9.

When considering how the rate burden will be distributed, Council must balance capacity to pay with the benefit principle acknowledging there are some groups of the community that have more access to and benefit from specific services.

A core consideration in setting rates for the year(s) ahead is that Council has absorbed and minimised rate increases over recent years in response to the pandemic and its impacts across the community and commercial sectors. The flood events of 2022 were unexpected and have impacted the financial position of Council. While it could be argued that the cost of living and inflationary challenges occurring across all sectors should see Council absorb extra costs and not pass them on to ratepayers, this is simply a false economy and will increase the size of the challenge faced next year. It will also pass the burden on to future generations and further weaken Council's ability to absorb volatility and unexpected events in the future. Council have endeavoured to absorb the current volatility and high costs in the economy where possible and even with the rate increases proposed, will again deliver a small but manageable deficit budget.

Valuations

The Office of the Valuer-General (VG) provides the statutory fresh valuations to Council on a cyclical basis (usually each six (6) years). Council was last subject to a municipal wide revaluation with an effective date of 1 July 2018.

Under the Act, Council is mandatorily required to use these valuations provided when setting its rates each year. Council has no role in determining the valuation of properties and all ratepayers are able to dispute their valuation directly with the Valuer-General's Office.

Council is also provided with adjustment factors for the various classes of property in the municipal area by the Valuer-General every two years. Council has used these adjustment factors in determining the rates and charges presented.

General rates and valuation basis

Council completed a detailed review of its Rates and Charges Policy in April 2023.

The review compared rates applied to different use classes of land across the municipality over the past decade and an assessment of the equitable distribution of rates and charges to each use class. Council has applied this data to refine and adjust rates and charges applied across existing land use classes (inclusive of a number of new use classes) to seek a more equitable distribution of rates and charges in the year ahead.

Council continues to rate using the AAV (Assessed Annual Value), or the value of the rental potential of the property, as a valuation basis. Council has adopted this valuation basis as it considers this method of valuation to be the best available to Council as prescribed in the Act, therefore the fairest method of distributing the rate responsibly across all property owners.

The method Council uses to calculate the cent in the dollar for the General Rate is the total revenue required from the General Rate, divided by the total combined AAV of all rateable properties in the municipality.

Based on the formula and considerations above, the General Rate cents in the dollar within the municipal area for the financial year commencing 1 July 2023 and ending 30 June 2024 will increase 5.95%. This increase applies to residential properties paying more than the Minimum General rate.

The rates resolution has been adjusted to include a more detailed and refined application of the various use classes of property in the municipal area as provided by the Valuer-General which will result in increases higher than 5.95% for some use classes. The rates resolution includes the following new use classes:

- 1) Industrial
- 2) Commercial purpose and non-use land (i.e. vacant commercial land)
- 3) Quarries
- 4) Public Purpose (i.e. TasWater and Utility providers)

Pursuant to Section 107(1) of the Act, Council varies the General Rate of 6.73 cents in the dollar as follows:

- (a) For land within the municipality which is used or predominantly used for commercial purposes, the General Rate is varied to 8.4578 cents in the dollar of AAV;
- (b) For land within the municipality which is used or predominantly used for industrial purposes, the General Rate is varied to 8.4578 cents in the dollar of AAV;
- (c) For land within the municipality which is used or predominantly used for commercial purposes and non-use land (i.e. vacant commercial) the General Rate is varied to 8.4578 cents in the dollar of AAV;
- (d) For land within the municipality which is used or predominantly used for quarry purposes, the General Rate is varied to 8.4578 cents in the dollar of AAV;
- (e) For land within the municipality which is used or predominantly used for public purposes, the General Rate is varied to 8.4578 cents in the dollar of AAV;
- (f) For land within the municipality which is used or predominantly used for primary production purposes, the General Rate is varied to 6.07 cents in the dollar of AAV;
- (g) For land within the municipality which is used or predominantly used for primary production - forestry purposes, the General Rate is varied to 12.065 cents in the dollar of AAV;

Minimum General Rate

Council has determined that a minimum rate is to apply each year to ensure that all property owners contribute towards the provision of basic services at a reasonable and equitable level.

A minimum general rate provides a mechanism by which lower valued properties pay not less than a minimum amount. The minimum rate must not apply to more than 35% of properties. The minimum rate proposed will apply to 14% of properties in the municipality. Well below the maximum level allowed.

Council will apply a minimum general rate in accordance with section 90 of the Act at an appropriate level to recognise that each rateable property should bear a reasonable proportion of the total rates burden each year to enable Council to deliver appropriate services and infrastructure as determined in the Annual Plan and Budget.

Vacant land or lots with minimal build infrastructure are expected to contribute a reasonable proportion of rate revenue even when the AAV on these properties may be at a minimal level. Council supports rating mechanisms that will stimulate residential development and allocate reasonable costs to property owners who choose to own but not develop vacant land.

Pursuant to Section 90(4) of the Act, a minimum rate of \$650 per rateable land has been levied. Pursuant to Section 107(1) and 107(2A) of the Act, Council varies the minimum General Rate of \$650 in the dollar (as previously made) to \$750 per rateable land within the municipality which is used or predominantly used for residential purposes and non-use land (i.e. vacant residential) within the following locations:

Akaroa, Ansons Bay, Beaumaris, Binalong Bay, Chain of Lagoons, Douglas River, Falmouth, Fingal, Four Mile Creek, Scamander, Seymour, St Helens, St Marys, Stieglitz, and Upper Scamander.

The minimum general rate and varied minimum rate are increased to levels reflective of the rates burden that should be apportioned to all property owners based upon equitable distribution and capacity to pay.

While undertaking the review of the Rates and Charges Policy, it was apparent that the Minimum Rate had not been increased equitably in comparison to other use classes over the past decade. During the period 2012/2013 – 2022/2023 the average increase in rates was 2.8% per annum. The increases applied in the year ahead will see areas in the municipality where vacant land values have increased during the same period by well over 100% being bought in to line with the other use classes and rates applied accordingly.

Service Rates and Charges

In addition to the general rate, Council may charge for other services under the benefit principle. For the year ahead Council continues to levy the following:

- Waste Management Service Charges
- Fire Service Rate

The Waste Management Service Charge has increased 6% to reflect increased costs in providing the service.

The Fire Service Rate is collected on behalf of the State Government. Council levies fire protection service rates for the purpose of collecting a fire service contribution from all rateable land in the municipal area sufficient to pay the contribution that Council is required to make pursuant to the notice received by Council from the State Fire Commission given accordance with Section 81B of the *Fire Service Act 1979*.

The rates resolution presented is a detailed and considered application of the powers available to Council to collect rates from differing use classes and areas within the municipality. A significant amount of modelling has been undertaken to ensure that rates are applied in the most equitable manner available, in accordance with the legislative requirements of Council, its associated policies and the Long Term Financial Plan.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (Amended March 2022)

Goal

Services

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

Strategies

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

Annual Plan 2023 – 2024

Strategy 5.3

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

Break O’Day Council Long Term Financial Plan 2023-2033.

Break O’Day Council Financial Management Strategy 2023-2030.

LEGISLATION & POLICIES:

Local Government Act 1993 (Tas) (Part 9 - Rates and Charges)

Valuation of Land Act 2001

Fire Services Act 1979

Waste and Resource Recovery Act 2022

Rates and Charges Policy (LG40)

Rating Exemption and Remission Policy (LG11)

Rates Hardship Policy (LG54)

Conservation Covenant Support Policy (EP03)

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Council is required to sufficiently fund its operations in a sustainable manner. The Rates Resolution presented is a cornerstone to the annual budget process and has been modelled to provide a sufficient level of funding from rates and charges for the year ahead.

VOTING REQUIREMENTS:

Absolute Majority.

BREAK O'DAY COUNCIL

RATES RESOLUTION

That Council adopt the following 2023-2024 rates resolution by absolute majority:

In accordance with the provisions of the Local Government Act 1993 (as amended) and the Fire Services Act 1979 the Council makes the following Rates and Charges for land within the Council's municipal area for period 1 July 2023 to 30 June 2024.

Definitions Used in this Resolution

- (a) "AAV" means the assessed annual value (AAV) for the land determined by the Valuer-General under the Valuation of Land Act 2001 and adjusted under the Act;
- (b) "land" means a parcel of land which is shown as being separately valued in the valuation list pursuant to the provisions of the Valuation of Land Act 2001;
- (c) "commercial" means land that is shown as commercial (C), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;
- (d) "industrial" means land that is shown as industrial (I), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;
- (e) "primary production" means land that is shown as primary production (L), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;
- (f) "vacant land" means land that is shown as vacant land (V), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;
- (g) "tenement" means any land in relation to which the Valuer-General has separately determined assessed annual values having regard to occupation or construction of the land or improvement or structural alterations made in it;
- (h) "multiple dwelling" means a dwelling containing more than one separately occupied tenement where that dwelling does not have a separate title
- (i) "the Act" means the Local Government Act 1993
- (j) Terms used in this resolution have the same meaning as given to them in Part 9 if the Act unless it is inconsistent with the context of this resolution

1. GENERAL RATE

- 1.1 Pursuant to Section 90, of the Act Council hereby makes a General Rate of 6.73 cents in the dollar of AAV for all rateable land (excluding land which is exempt pursuant to the provisions of section 87 of the Act) within the municipal area subject to a minimum amount payable of \$650.
- 1.2 Pursuant to Section 107(1) of the Act, Council declares that the general rate is varied within the municipal area and within different parts of the municipal area according to the following factors :
 - (a) For all land within the municipality which is used or predominantly used for commercial purposes, the General Rate is varied to 8.4578 cents in the dollar of AAV;

- (b) For land within the municipality which is used or predominantly used for industrial purposes, the General Rate is varied to 8.4578 cents in the dollar of AAV;
 - (c) For land within the municipality which is used or predominantly used for commercial purposes and non-use land (i.e. vacant commercial) the General Rate is varied to 8.4578 cents in the dollar of AAV;
 - (d) For land within the municipality which is used or predominantly used for quarry purposes, the General Rate is varied to 8.4578 cents in the dollar of AAV;
 - (e) For land within the municipality which is used or predominantly used for public purposes, the General Rate is varied to 8.4578 cents in the dollar of AAV;
 - (f) For land within the municipality which is used or predominantly used for primary production purposes, the General Rate is varied to 6.07 cents in the dollar of AAV;
 - (g) For land within the municipality which is used or predominantly used for primary production - forestry purposes, the General Rate is varied to 12.065 cents in the dollar of AAV;
- 1.3 Pursuant to Section 107(1) and 107(2A) of the Act, Council hereby varies the minimum General Rate of \$650 to \$750 per rateable land as follows:
- (a) For land within the municipality which is used or predominantly used for residential purposes and non-use land (i.e. vacant residential) and is within the following locations:

Akaroa, Ansons Bay, Beaumaris, Binalong Bay, Chain of Lagoons, Douglas River, Falmouth, Fingal, Four Mile Creek, Scamander, Seymour, St Helens, St Marys, Stieglitz, and Upper Scamander.

2. SERVICE RATES AND CHARGES

- 2.1 In accordance with the provisions of Section 93 and 94 of the Act, Council makes:
- (a) A Waste Infrastructure charge of \$240.00 for all rateable tenements within the municipal area comprising waste disposal areas, waste transfer stations and related waste management facilities;
 - (b) Waste Collection Charge
 - i. A collection charge of \$110.00 per bin for all land that has available a recycling waste collection services from Council; and
 - ii. A collection charge of \$106.00 per bin for all land that has available a 140L waste collection services from Council; and
 - iii. A collection charge of \$175.00 per bin for land that has available a 240L waste collection service from Council.
 - (c) Extra collection charges beyond those stipulated in 2.1(a) & (b) are to be arranged directly with the Council.
- 2.2 Pursuant to Section 97(3) of the Act, varies the service charges for waste management within the municipality as follows:
- (a) Where land is within a collection area but is vacant and not utilised for any purpose the collection charge in 3.1 (b), (c) and (d) is varied to nil if a bin is not provided or required.
 - (b) Where land is used or predominantly used for sporting or recreational purposes and is a jetty, boatshed, boat ramp or slipway, the service charges in 3.1 (b), (c) and (d) is varied to nil if bin is not provide or required.

3 FIRE SERVICE RATE

3.1 Pursuant to Section 93 and Section 93A of the Act, Council makes the following fire protection service rates for the purpose of collecting a fire service contribution from all rateable land in the municipal area sufficient to pay the contribution that Council is required to make pursuant to the notice received by Council from the State Fire Commission given accordance with Section 81B of the *Fire Service Act 1979* for the 2023-2024 financial year as follows:

District	Rate
Urban Volunteer Brigade Rating Districts	0.3548 cents in the dollar of AAV
General Land	0.2452 cents in the dollar of AAV

3.2 Pursuant to Section 93(3) of the Act and Section 81C(6) of the *Fire Service Act 1979*, the minimum fire service contribution payable in respect of the fire service contribution is the amount of \$48.00.

4. PAYMENT OF RATES AND CHARGES

4.1 Pursuant to Section 124 of the Act, for the period commencing 1 July 2023 and ending 30 June 2024 all rates and charges payable to Council shall be payable by four (4) instalments in accordance with the following payment schedule:

- (a) The first instalment must be made on or before the 31st of August 2023;
- (b) The second instalment must be made on or before the 30th of November 2023;
- (c) The third instalment must be made on or before the 28th of February 2024;
- (d) The fourth and final instalment must be made on or before the 30th of April 2024.

5. Pursuant to Section 130 of the Act, Council will provide a discount of 2% of the total current rates and charges specified in a rates notice applying to all the rates and charges for the financial year 2023-2024 and any arrears if they are paid in full on or before 31st August 2023.

6. In accordance with the provisions of Section 124 (5) of the Act if a ratepayer fails to pay any instalment within 21 days of the date on which the instalment is due, the ratepayer is liable to pay the full amount of the unpaid rates and charges.

7. Pursuant to Section 128 (2) of the Act, if any rate or instalment is not paid on or before the due date then:

- i. There is payable a penalty of 6% of the unpaid due instalment; and
- ii. If any rates and charges or instalment of the rates and charges are not paid on or before the date they fall due, then daily interest being 9.85% for the financial year 2023-2023 charged monthly is payable from the date they fell due to the date of payment.

ACTION	DECISION
PROPONENT	Mathinna Landcare Group
OFFICER	Angela Matthews, Co-ordinator Corporate Services
FILE REFERENCE	6414634
ASSOCIATED REPORTS AND DOCUMENTS	Request from Ratepayer – Mathinna Community Landcare Group

OFFICER'S RECOMMENDATION:

That:

In accordance with the provisions of s.129 of the *Local Government Act 1993* and Council's *Rating Exemptions and Remission Policy no LG11*, Council **approve a General Rate remission and a 50% Service Charge Remission to the total value of \$803.80** as requested for the property known as 4 Dunn Street, Mathinna identified as PID 6414634.

INTRODUCTION:

Council has received correspondence from the Mathinna Landcare Group requesting a rate remission for the church they have purchased at 4 Dunn Street Mathinna in August 2021.

OFFICER'S REPORT:

The Mathinna Landcare Group purchased the church at 4 Dunn Street, Mathinna previously owned by the Trustees of the Diocese of Tasmania (Anglican Church).

As per the attached correspondence, the community group is a not for profit organisation and all money made goes back into Mathinna community projects. The church is only used for community activities, funeral services and baptisms.

Council's Rating Exemptions and Remissions Policy LG11 allows for the option of remitting the general rate and a 50% service charge remission if the general rate remission is approved for non-profit community organisations who have a proven benefit to the Break O'Day community.

The rate remission policy states:

2. DISCRETIONARY REMISSIONS

Organisations which are not eligible for an exemption under Section 87 (d) of the Local Government Act 1993, may apply to Council for a rates remission.

Council will provide a remission of the General Rate to those ratepayers that are:

- *Charitable organisations that would otherwise be eligible for an exemption, except that they are the ratepayer/occupier of the property and not the owner.*
- *Religious institutions that own residential properties that are occupied solely by the Church Minister and his/her family.*

- A cemetery that is owned by a religious institution.
- A Church where the owners are not eligible for a remission as they are not registered as a charitable organisation, only if the organisation or owner is not-for-profit.
- Any other property which Council believes offers a benefit to the community*.

* Benefit to the community would include activities such as health promotion, advancement of education, relief of poverty, relief of needs for the aged, relief of sickness or distress or the advancement of religion. This needs to be assessed in the context of what has already been assessed as charitable by the Australia Taxation Office.

3. CHURCH REMISSIONS – SERVICE CHARGES

In addition to exemptions and/or remission provided in relation to the General Rate, Council will also offer Churches a remission of 50% of the applicable service rates.

ELIGIBILITY

It is intended that this policy apply to churches owned by religious, not-for-profit or charitable organisations; that are:

- Used exclusively as a place of worship; or
- Consecrated burial place; and
- Are eligible for an exemption and/or remission under this policy for General Rate.

STRATEGIC PLAN & ANNUAL PLAN:

Not applicable

LEGISLATION & POLICIES:

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

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Rates Remission applicable to 2022/2023 Rates and Charges are as follows:

General Rate	\$589.30
Service Charges	<u>\$214.50</u>
Total	<u>\$803.80</u>

VOTING REQUIREMENTS:

Absolute Majority

From: Robert Parsons <robertprsns2@y7mail.com>
Sent: Thursday, 27 April 2023 10:24 AM
To: John Brown <john.brown@bodc.tas.gov.au>
Subject: Rates

CAUTION: Do not click links or attachments unless you recognize the sender and know the content is safe

Hi John

The Mathinna Community Landcare Group was enquiring to see whether we can get a exemption on the rates on the Stgeorges Anglican Church at Mathinna . The church will only be used for community activities funeral services ,baptisms .

The community group is a non for profit organisation and all money made goes back into community projects.Example Mathinna Church, Up keep old school building,Community Bus, Insurances, Aurora .Tas Water. Gas for bbqs and shower block .The group struggles a bit when it comes around to rates as we already pay rates for the old school building. If you can let me know of the outcome of this e-mail so we can discuss this at our next meeting that would be very much appreciated.

Cheers

Robert Parsons
President Mathinna Community Landcare Group

[Sent from Yahoo Mail on Android](#)

ACTION	DISCUSSION/DECISION
PROPONENT	Officer
OFFICER	Sheryl De Bomford, Rates Officer and Angela Matthews, Corporate Services Coordinator
FILE REFERENCE	002\024\006\
ASSOCIATED REPORTS AND DOCUMENTS	DRAFT - Conservation Covenant Support Policy EP03 - reviewed amended – 25 May 2023

OFFICER'S RECOMMENDATION:

That Conservation Covenant Support Policy (EP03) be adopted as amended.

INTRODUCTION:

Review of Council's Conservation Covenant Support Policy (No EP03) is due every three (3) years.

PREVIOUS COUNCIL CONSIDERATION:

Council reviewed the Conservation Covenant Support Policy at the March 2023

03/23.16.2.064 Moved: Clr L Johnstone/ Seconded: Clr K Wright

That Conservation Covenant Support Policy (EP03) be adopted as amended: with the rate relief support increased to \$6 per hectare and the annual maximum total amount of support increased to \$15,000.

CARRIED UNANIMOUSLY

03/20.12.4.34 Moved: Clr G McGuinness / Seconded: Clr K Chapple

That Policy EP03 Conservation Covenant Support, as amended, be adopted.

CARRIED UNANIMOUSLY

The Policy was adopted 25 June 2012 (Minute No 06/12.14.5.162) and reviewed and amended on 16 November 2015 (Minute No 11/15.11.5.299) and 12 December 2016 (Minute No 12/16/12.5.275).

OFFICER'S REPORT:

Following a review of this policy, it has become evident from an administrative perspective that some of the wording was not clear as to how the rebate would be applied in regards to properties, which were being rated on the minimum general rate; therefore the wording has been amended to provide clarification of this section of the policy.

The rebate will be applied before the issue of rates notices for the new financial year so it is reflected in the rates notices that are issued.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (Amended 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.

Strategy

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

Key Focus Area

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.

Annual Plan 2022 – 2023

Action 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.

LEGISLATION & POLICIES:

EP03 Conservation Covenant Policy

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There will be no financial implications with the adoption of this amendment as it is purely and administrative change.

VOTING REQUIREMENTS:

Simple Majority

**POLICY NO EP03
CONSERVATION COVENANT SUPPORT POLICY**

DEPARTMENT:	Development Services
RESPONSIBLE OFFICER:	Manager Development Services
LINK TO STRATEGIC PLAN:	Environment: Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.
STATUTORY AUTHORITY:	Local Government Act 1993 Nature Conservation Act 2002
OBJECTIVE:	To assist the conservation of significant flora and fauna and habitat values on private land in the Break O'Day Municipality by providing recognition and support to landholders with land voluntarily protected under conservation covenants on their land through an annual rate relief scheme.
POLICY INFORMATION:	Adopted 25 June 2012 – Minute No 06/12.14.5.162 Amended 16 November 2015 – Minute No 11/15.11.5.299 Amended 12 December 2016 – Minute No 12/16/12.5.275 Amended 16 March 2020 – Minute No 03/20.12.4.34 Amended 20 March 2023 – Minute 03/23.16.2.064.

POLICY

1. RESPONSIBILITIES

- The Corporate Services Coordinator is responsible for annual implementation of this policy, to call for applications and apply the rate relief to the eligible landholders.
- The relevant officer of the Development Services section is to provide advice to the Corporate Services Coordinator on eligible properties and review of Policy performance.
- The General Manager, as Council's delegate, is to determine landholder applications outside the Policy guidelines.

2. INTRODUCTION

This policy provides guidance and direction for:

1. Eligibility of conservation covenants
2. Calculating the amount of rate relief
3. Landholder application for conservation covenant support rate relief
4. Implementation of the Policy's support scheme.

3. ELIGIBILITY OF CONSERVATION COVENANTS

This Policy applies to private land within the Break O'Day Municipality that is the subject of conservation covenants registered under Part 5 of the Tasmanian *Nature Conservation Act 2002* (or its successor) and to the General Rate (net of any other rebate or remission).

Rate relief only applies to the area of a property under covenant and may include all or part of a title/s and is expected to be undeveloped land with limited use and in its natural state.

Council will not provide rate relief for conservation covenants created on properties to obtain some private or commercial use or development right, including as part of a planning application or permit for a development.

~~Only when all normal rates due to Council for the year for a property have been paid (including where an approved payment plan is in place) may conservation covenant support rate relief benefit be paid that year.~~

Council receives advice from the State Government in June of each year for applicable Conservation Covenants to be applied for the next financial year prior to rates notices being issued.

The potential exists for some covenanted properties to fall outside these criteria yet be deserving of Council's support. Submissions from landholders or Council Officers in such exceptional cases will be considered by Council or its delegate on their merits and on a case by case basis.

4. CALCULATING THE AMOUNT OF RATE RELIEF

The annual amount of rate relief will be calculated from the area of eligible land under a conservation covenant. The rate relief is \$6.00 per hectare.

1. No eligible property will receive conservation covenant support rate relief of less than \$50 or more than \$500 per annum.
2. ~~If a property with a Conservation Covenant is rated at the minimum general rate in that year, the rebate will be the minimum as per dot point 1 above. The amount of general rates paid each year for a property with a conservation covenant cannot be lower than the minimum rate set by Council for that year, less \$50.~~
3. The maximum amount payable to all eligible properties, in any financial year is \$15,000 and support will be reduced on a pro-rata basis to all properties accordingly.

5. APPLYING FOR CONSERVATION COVENANT SUPPORT RATE RELIEF

Any request for relief is subject to application by the landholder to Council. Council will provide an application form for this purpose and advise eligible property owners of the conservation covenant support rate relief scheme.

The timing of the call for applications shall be so as that they will be received reasonably promptly after the due date for the final instalment. Applications may be made earlier where normal Rates due to Council for the year for a property have been paid.

Council will work in partnership with the Department of Natural Resources and Environment Tasmania (NRE), responsible for registration of covenants under Part 5 of the Nature Conservation Act 2002 to assess eligibility of an application and review conservation management performance. This will include ensuring that conservation covenant areas are in good condition and are being actively managed.

Where it is considered that a property is not being managed in accordance with the requirements of a Conservation Covenant, Council, in consultation with NRE, may refuse an application for rate relief, or withdraw or vary the rate relief granted. On all such occasions, Council will inform the applicant of the decision and the reasoning for the action taken.



6. REVIEW OF THE POLICY'S SUPPORT SCHEME

The effectiveness of this Policy in encouraging conservation of significant flora and fauna and habitat values on private land in the Break O'Day Municipality shall be evaluated every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.

The evaluation shall consider the

4. positive encouragement given to private land conservation
5. extent of land under conservation covenants
6. condition of conservation values in the private land conservation estate
7. standard and consistency of management of private land under conservation covenants.

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 report provides summary detail relating to Asset Maintenance, Weed Control, Waste Management, Capital Project updates and other general activity for the reporting period May 2023.

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. Level 1 footpath inspections completed. Routine playground inspections completed and ongoing.
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. Sealing maintenance throughout the municipality. Pavement failure - rehabilitation
MTB	<ul style="list-style-type: none"> Routine track maintenance.

Weed Management – Targeted weeds for May 2023	
Aerodrome	<ul style="list-style-type: none"> • Thistles, Spanish Heath, Fleabane, Mullein
St Marys WTS	<ul style="list-style-type: none"> • Multiple weed varieties
Scamander WTS	<ul style="list-style-type: none"> • Multiple weed varieties
St Marys Sports Grounds	<ul style="list-style-type: none"> • Broadleaf, Multiple weed varieties
Anson’s Bay	<ul style="list-style-type: none"> • Spanish Heath, Thistles, Caper Spurge
Gardens Rd	<ul style="list-style-type: none"> • Multiple weed varieties
Spanish heath (<i>Erica lusitanica</i>) 	Spanish heath was brought to colonial Australia as an ornamental flower. Because each plant produces millions of tiny seeds every year, it spreads rapidly and vigorously. It aggressively outcompetes native plants for resources, replaces native heath and forest understorey with dense monocultures of a single species. It also reduces food availability and habitat for native wildlife. Spanish heath is highly flammable and presents a fire risk near buildings. It flowers between June and September and produces seed in October and November. Pulling by hand or grubbing out is a simple option for smaller plants, whereas cutting and painting larger plants with a herbicide according to instructions, can stop plants growing back.

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	197	267	246	TBA		2,479
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	63	69	61	TBA		645
2021/22 (T)	48	53	52	53	52	70	73	60	53	60	55	68	687

Vulnerable Road User Program

Two funding submissions made earlier in the year to support the installation of a pedestrian crossing point in Main Street, St Marys and to undertake a road safety audit on the section of the Tasman Highway (Lawry Heights to Atlas Drive road junctions) were unsuccessful. Council’s Manager Infrastructure & Development Service will meet the departments Traffic Engineering group to discuss submissions and alternative funding opportunity in the coming weeks.

CAPITAL WORKS

Activity	Update
Bridge 1605 replacement – St Columba Falls Road	Work in progress.
Bridge 2293 replacement – Cecilia Street, St Helens	Deferred to 2023/2024.
Bridge 7010 - Rattrays Road	Timber deck replacement – June 2023
Bridge 63 - Gardiners Creek Road	Timber deck replacement – June 2023
Road resealing program 2022/2023	Work in progress.
Unsealed Road Re-sheeting program 2022/2023	Larapuna/Eddystone Point Rd, Policeman’s Point Rd, Anchor Road and Forest Lodge Road completed. Roses Tier Road in progress. Scheduled re-sheeting in the St Marys Area to occur mid-June.
Young Street Footpath	Work in progress, minor delay due to availability of asphaltting contractor to seal final section of path: Re-Scheduled for mid-June 2023.
Mt Paris Dam Road – William Street urban area sealing	Pavement upgrade completed. Sealing delayed due to contractor availability.
North Ansons Road	Work In Progress: Stage 1 sealing completed 1.8km. Stage 2 to pavement upgrade completed, sealing to occur late Spring.
Cecilia Streetscape project	Work in Progress. Scheduled completion – end June 2023.
St Helens Point Road	Sealing works completed. Line marking activity is subject to Contractor availability.
Freshwater Court, Beaumaris - drainage work	Stage 2 works scheduled – Civil components delivered with works scheduled - June 2023.
St Marys Cemetery Masterplan	In-progress. New columbarium and remembrance wall – construction commenced mid- May 2023
Cornwall Soldiers Memorial Park	In-progress - Storm water and footpath renewal construction. Some works to be carry forward to summer due to saturated ground conditions.

FLOOD DAMAGED ROADS EX OCTOBER 2022 RAINFALL EVENTS

Works completed at 8th June 2023 at:

Ansons Bay Road
Argonaut Road
Banticks Road
Davis Gully Road - Landslip
Dublintown Road
Dune Street
Edward Street - Cornwall
Evercreech Road - Landslip
Forest Lodge Road - Intake - Landslip
Grant Street - St Marys
Harefield Road
Heffords Road
Irish Town Road - Un Sealed
James Street - Falmouth
Leaside Drive
Leona Road
Lower German Town Road
Mc Kerchers Road
Medeas Cove Road
Mitchells Road
MTB - Initial response - October 2022
MTB - Bay of Fires Trail
Mt Nicholas Road
North Ansons Bay Road
North Forest Lodge Road - Landslip
O' Connors Beach - Shared Pathway
Policemans Point Road
Powers Road
Reids Road
Roses Tier Road
Ryans Road bridge
St Columba Falls Road – two landslips
Sweets Hill
Terryvale Road
The Flat
Tims Creek Road
Tyne Road
Victoria Street - East
Walkway adjacent to Cunningham St Jetty

Works to be addressed at 8th June 2023 at:

Acacia Street - Ansons Bay
Alexander Street - Cornwall
Ansons Bay Road
Cloverbanks Road
Evercreech Road
Four Mile Creek Road
Franks Street - Fingal
Horne Street
Irish Town Road – Sealed road segment
John Street - Cornwall
Kohls Road
Lehners Ridge Road
Lohreys Road
Mathinna Plains Road
MTB - Southern End St Helens Trails
MTB -Wedged-In
MTB - Townlink
Mt Elephant Road
North Forest Lodge Road – Sealed road
Priory Road
Richardson Road
Silver Street
Upper Scamander Road

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027 (Amended March 2022)

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: 6th May to 7th June 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, Evercreach	Beaumaris	Scamander	Seymour, Denison	Pannella, Stieglitz, Akarora	Goshen, Pyengana, Weldborough	St Helens			St Marys
Dog - Attack on a person (Serious)															0	2
Dog - Attack on another animal (Serious)							2		1		1				4	9
Dog - Attack/Harassment - on another animal (Minor)															0	0
Dog - Attack/Harassment on a person (Minor)											1				1	4
Dog - Declared Dangerous															0	4
Dog - Dangerous Dogs Euthanised									2						2	5
Dog - Barking									1						1	42
Dog - Chasing a person															0	1
Dog - Impounded											1				1	12
Dog - in Prohibited Area															0	0
Dog - Lost Dogs Reported															0	3
Dog - Rehomed/kennel for rehoming															0	0
Dog - Wandering/at large		1					2			1	1		1		6	43
Verbal Warnings given to dog owners		1		1							1		2		5	43
Notice Issued - Unregistered Dog															0	32
Notice Issued - Bark Abatement Notice															0	0
Notice Issued - Caution Notice											2				2	13
Notice Issued - Infringement Notice											1				1	13
Infringement Notice - Disputes															0	0
Infringement Notice - Time Extension Request															0	0
Infringement Notice - Revoked															0	6
Written Letter - Various matters to Dog owners.									1	1				2	4	41
Patrols - Township/Urban Areas			1	1			1						3	1	7	102
Patrols - Beaches/Foreshore		2			1	1		3	3	1	2		3		16	139
Unregistered Dog - Notice to Register															0	0
Kennel Licence - No licence held															0	3
Kennel Licence - Issued															0	1
Other - Cat complaints				1											1	3
Other - Livestock															0	0
Other - Poultry															0	3
Other - Animal Welfare, RSPCA intervention							1								1	12
TOTAL		4	1	3	1	1	6	3	8	2	10	0	9	3	52	536
Registered 2023-2024 YTD		610														
Pending 2023-2024		865														

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 (Amended 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.

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\003\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – AM13 Memorial Gardens Policy

OFFICER’S RECOMMENDATION:

That Policy AM13 Memorial Gardens Policy be accepted without amendment.

INTRODUCTION:

Council has a schedule for regular review of Policies and this Policy is now due for revision.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 May 2014 - Minute No 05/14.12.5.129

Amended 20 March 2017 – Minute No 03/17.13.2.73

Amended 20 July 2020 – Minute No 07/20.13.3.118

OFFICER’S REPORT:

This Policy was previously reviewed in July 2020 and is therefore due for revision.

No amendments have been recommended to the policy.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 -2027 (Amended March 2022)

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

LEGISLATION & POLICIES:

As identified in the policy

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority



**POLICY NO. AM13
MEMORIAL GARDENS POLICY**

DEPARTMENT:	Works and Infrastructure
RESPONSIBLE OFFICER:	Manager Infrastructure and Development Services
LINK TO STRATEGIC PLAN:	To provide quality infrastructure which enhances the livability and viability of our communities for residents and visitors.
STATUTORY AUTHORITY:	Nil.
OBJECTIVE:	To define Council's responsibility in relation to the maintenance of memorial gardens in order to provide and preserve a safe, functional and aesthetically pleasing landscape.
POLICY INFORMATION:	Adopted 19 May 2014 - Minute No 05/14.12.5.129 Amended 20 March 2017 – Minute No 03/17.13.2.73 Amended 20 July 2020 – Minute No 07/20.13.3.118

POLICY

1. INTRODUCTION

This policy describes Council's position regarding the maintenance of memorial gardens within the municipality.

2. SCOPE

This policy applies to the following memorial gardens:

Town	Garden
Cornwall	<ul style="list-style-type: none"> Miners Memorial Gardens
Fingal	<ul style="list-style-type: none"> Cenotaph
Mathinna	<ul style="list-style-type: none"> War Memorial Gardens
St Marys	<ul style="list-style-type: none"> Cenotaph Woodcraft Guild Memorial Gardens
St Helens	<ul style="list-style-type: none"> War Memorial Fishermen's Park 34a Tully Street, gravestones

3. MAINTENANCE BY COUNCIL

Where a memorial garden is maintained by Council, the frequency of maintenance works will be in accordance with the town maintenance rotation program.

Maintenance works will include mowing, weed removal, garden bed maintenance and trimming.



4. MAINTENANCE BY COMMUNITY ORGANISATIONS

Where a memorial garden is maintained by a community organisation, the frequency of maintenance will be determined by the organisation.

If requested, council can provide advice.

If the memorial garden remains unattended, council will consult with the community organisation to determine a solution.

5. IMPROVEMENTS AND CHANGES

Memorial gardens listed in this policy are protected by council to remain as community assets.

Any proposed improvements and/or changes to the memorial garden will require consultation with the relevant memorial garden stakeholders, and final approval by council.

6. MONITORING AND REVIEW

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

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\003\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – AM18 Nature Strip Planting

OFFICER’S RECOMMENDATION:

That Policy AM18 Nature Strip Planting be accepted with minor amendment.

INTRODUCTION:

Council has a schedule for regular review of Policies and this Policy is now due for revision.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 14 December 2015 - Minute No 12/15.12.3.326

Amended 20 July 2020 – Minute No 07/20.13.4.119

OFFICER’S REPORT:

This Policy was previously reviewed in July 2020 and is therefore due for revision.

Minor amendments have been recommended to the policy.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 -2027 (Amended March 2022)

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

LEGISLATION & POLICIES:

As identified in the policy

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority



ASSET MANAGEMENT POLICY AM18 NATURE STRIP PLANTING

DEPARTMENT:	Works and Infrastructure
RESPONSIBLE OFFICER:	Manager Infrastructure and Development Services
LINK TO STRATEGIC PLAN:	To provide quality infrastructure which enhances the liveability and viability of our communities for residents and visitors.
STATUTORY AUTHORITY:	Nil.
OBJECTIVE:	To provide guidance to residents wishing to plant on the nature strip adjoining their property.
POLICY INFORMATION:	Adopted 14 December 2015 - Minute No 12/15.12.3.326 Amended 20 July 2020 – Minute No 07/20.13.4.119

POLICY

1. PURPOSE

To ensure proper management of nature strips in the Break O'Day Council municipality.

2. SCOPE

This policy applies to all Council nature strips in the Break O'Day Council municipality.

3. DEFINITION

The term "nature strip" refers to "the area of road reserve between the property boundary and the back of the kerb (or road shoulder), excluding any footpath or other asset such as driveways, power poles, utility pits or fire hydrants".

Nature strips are set aside to provide one or more of the following uses:

- to accommodate power poles, light poles and a range of underground infrastructure such as water, gas, electricity, storm water, sewage, communications;
- to allow pedestrian access along the street where there is no footpath;
- to provide a flat space for the kerbside collection and emptying of waste and recycling bins;
- to allow vehicles to park safely at the kerbside and for door opening space between the road and footpath;
- to allow for pedestrian, pram, pusher, scooter and wheelchair traffic between the road and footpath;
- to provide visibility of and for motorists, cyclists and pedestrians at intersections, curves in the road and near driveways; and
- to provide space for street tree planting.

4. WORKS REQUIRING COUNCIL CONSENT

Aside from regular maintenance activities on the nature strip, including mowing, weeding and picking up rubbish/litter, all other activities carried out on the nature strip require a Works Permit, available upon application and payment of fee from Council's Works Department.

5. APPROVED PLANTINGS AND MULCHES

If certain conditions are met (as detailed in 5.1); residents are permitted to plant nature strips abutting their property with a range of indigenous ground covers, low growing shrubs and grasses that are well-suited to the natural environment. These species require less watering, are hardy and low-maintenance once established.

A list of recommended indigenous plant species is available from Council.

5.1 Plants may be planted on the nature strip under the following conditions:

- a) That approval to work within the road reserve is sought from the relevant Coordinating Road Authority (Council for local roads and Department of State Growth for state roads) prior to commencing modifications in the road reserve.
- b) Indigenous ground covers, shrubs and grasses listed in Council guidelines are used;
- c) Plants (except street trees) must be maintained at a maximum height of 600mm. Corner blocks are limited to ground cover plants to a maximum height of 250 mm.
- d) Minimum clearance distances:
 - 500 mm from the back of kerb to allow for people to enter and exit their vehicles safely and to allow for placement of waste and recycling bins;
 - 500 mm from the edge of a hard surface footpath;
 - 1.5 metres from the property boundary to allow for pedestrian access, mail, paper and other deliveries;
 - 9 metres either side of a minor intersection and 15 metres at a major intersection to ensure a clear line of sight for motorists and pedestrians (measured from kerb, edge of seal or pavement);
 - 2 metres from driveways, drainage pits, service pits and hydrants;
 - 3 metres from power poles, street lights and service wires;
- e) Ensure plants do not obscure or prevent access to signage, mailboxes, gates, lighting, footpaths and pedestrian accesses, and are not planted over utility pipes and connections.

5.2 The following mulches, wood chips and gravels are permitted:

- Fine gravel such as compacted washed granitic sand or similar, to a depth of 75mm;
- Mulches or bark chips 12mm to 25mm in size, to a depth of 75mm and natural in colour.

5.3 Where a fine gravel or wood chip mulch is used on the nature strip:

- it must remain on the nature strip and not be allowed to spill onto the footpath, driveways or in the kerb and channel;
- the level of the mulch must not extend above the level of the footpath or kerb; and
- the mulch on the nature strip must be maintained in a reasonably level and weed free condition.

6. ITEMS NOT PERMITTED ON THE NATURE STRIP

Items not permitted to be installed or used on the nature strip include:

- shredded plant products such as pea straw, wood chips and bark, other than that specified in Part 5.2 of this policy;
- rocks or pebbles greater than 7mm diameter;
- bluestone pitchers, railway sleepers or retaining walls;
- scoria;
- artificial turf;
- irrigation systems;
- letterboxes (subject to council approval);
- temporary or permanent electrical wiring, including tree lights;



- metal stakes or star pickets; and
- hard paving such as concrete, brick or asphalt (non-slip stepping stones, flush with the surrounding surfaces are permitted if approved).

7. STREET TREES

Residents are not permitted to supply or plant trees on the nature strip.

Residents may request Council to plant a nature strip tree/s. The species, location and timing of trees planted to be determined by Council in consultation with the resident.

8. MAINTENANCE OF NATURE STRIPS

Nature strips modified in accordance with this Policy must be kept in a well maintained safe condition by the resident at all times by:

- ensuring that plants are pruned so that they do not protrude onto pathways, driveways or over the kerb;
- keeping plants (other than street trees) pruned to a height of no more than 600mm at all times and 250mm within 9 metres of an intersection for corner blocks; and
- keeping the nature strip free of weeds, rubbish, trip hazards or protruding objects.

Ongoing maintenance of a modified nature strip is the responsibility of the owner, or any subsequent owners of the property for the life of the landscape.

9. VEGETATION ON PRIVATE LAND

In accordance with the Local Government (Highways) Act, Council may require the occupier of land on which any vegetation is growing to remove a branch or other part of the vegetation that overhangs a local road and that is less than:

- a) 2.5 metres above a part of the road that is intended mainly for the use of pedestrians;
- b) 4.5 metres above any other part of the road that is not intended for vehicle traffic;
- c) 6 metres above a part of the road that is intended for vehicle traffic.

10. NATURE STRIPS MODIFIED PRIOR TO ENDORSEMENT OF THE POLICY

Nature strips modified prior to Council endorsement of this Policy are not subject to the need to retrospectively apply Council consent unless there is a failure to maintain the nature strip in accordance with this Policy. Any modifications (beyond maintenance) or new proposal planned to the nature strip, post endorsement of this policy will be subject to the requirements of this policy.

However, for any nature strips that are deemed unsafe for any reason, e.g., creating a visual obstruction to pedestrians or traffic or creating a tripping hazard, Council will request the property owner to rectify the issue.

11. UTILITIES AND MAINTENANCE WORK

Council and utility companies that supply water, gas, electricity and telecommunications may from time to time require access to the nature strip to carry out maintenance works. The utility companies are required to reinstate the nature strip following maintenance work, but do so with topsoil and grass seed only.



Council or the utility companies will not be responsible for replacing plants or landscaping because of such works.

12. SAFETY AND LIABILITY

During landscaping or maintenance works on the nature strip, the person conducting the works has a duty of care under common law to take all reasonable measures to prevent accident or injury to persons carrying out the works and also to members of the public using the road or footpath.

Residents must contact "Dial Before You Dig", (a free national service) to determine the presence of any underground services before commencing any excavation to the nature strip.

Council will not be liable for any financial penalties that a resident incurs from damaging any underground services.

13. FAILURE TO MAINTAIN MODIFIED NATURE STRIPS

Where a resident fails to maintain a nature strip modified in accordance with this Policy and:

- the condition of the nature strip is a traffic or pedestrian hazard; or
- it does not provide appropriate pedestrian access; or
- it is a safety or fire hazard; or
- it interferes with the visibility of motorists, cyclists and pedestrians at intersections, curves in the road and near driveways; or
- where weed species have been allowed to flourish; or
- it impacts unfavourably and significantly on the local amenity,

Council may require the resident to remove any offending parts or the whole planting if it does not conform to the above requirements.

If Council considers that the state of the nature strip creates an imminent risk to users of the nature strip or adjacent road/s, or it limits or prevents access and appropriate use of the nature strip or that the vision of motorists and cyclists is affected, Council may take immediate action to remove the landscaping and reinstate the nature strip to a safe condition.

The cost of maintenance or reinstatement will be charged to the resident.

In the event a new resident does not wish to retain or cannot maintain a previously modified nature strip, they may request Council to reinstate the nature strip with seeded turf grass at the new resident's cost.

14. REVIEW

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

06/23.15.0 COMMUNITY DEVELOPMENT

06/23.15.1 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:

Outstanding Reports:

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

Council Community Grants/Sponsorship 2022-2023:

Council Community Grants/Sponsorship	2022-23
Community Services	
Community Grants	30,000
Youth Services	8,000
Misc Donations & Events	7,500
School Prizes	1,000

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

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

Updates on current projects being managed by Community Services:

Pump Track Project

No further update.

Community Events/Activities

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

Scooter Jam on 7 May in Youth Week was postponed due to weather and illness. It will now be held on Sunday 13 August. This coincides with International Youth Day on 13 August. A complete wet weather option will also be designed ready to implement. Planning is underway for the Festival of Wellbeing on Saturday 14 October.

JUNE 2023

4 – Virtuosi Tasmania – Portland Hall
7-11 – Bay of Fires Youth Arts Prize – Portland Hall
11 – St Marys Car Bike, and Pedal show – St Marys Main Street
9 May-13 June – Pain Management Program – St Helens District Hospital
25 May-29 June – Live Well Live Long – St Marys Community Health Centre

JULY 2023

1 – Cup of Kindness – St Marys Hall
8 – Cup of Kindness – St Helens – Portland Hall

Learner Driver Mentor Program

The Program Coordinator has applied for funding and is expected to hear back the 3rd week in June if the program has been successful or not to receive another round of funding for the coming year.

On Road Hours: 16
Learners in the car: 5
Learners on the waiting list: 8
Mentors: 3



GET IN 2 GEAR
THE LEARNER CAR IS HERE

Fingal Valley Neighbourhood House, Break O'Day Council and Driver Mentoring Tasmania are excited to announce that the Learner Driver Automatic car will be in Fingal Every Wednesday from 9am - 3pm

If you are a learner and are interested in being a part of this program at Fingal please contact Bec at the House on 6374 2344

Fingal Valley Neighbourhood House | Break O'Day | DMT

Community Wellbeing Project

Expressions of interest are being received through the new wellbeing website www.wellbeingaction.org for the proposed two rounds of the 8 week Wellbeing Certificate.

Feedback about the website has been very positive. Some past participants have reconnected seeking to build on their community projects.

A revised training module is nearly finalised and our relationship with our supporting partner The Wellbeing Lab is working well. Both rounds will be hosted at the Neighbourhood Houses in Fingal Valley and St Helens.

A variation document has been received from the Tasmanian Community Fund and will be finalised by 7 June 2023.

The Festival of Wellbeing website has been updated and is ready to host all the information about this year's event. Expressions of Interest are now open and promotion is about to get underway. The Festival will be held on Saturday 14 October at the Bendigo Bank Community Stadium in St Helens.

Youth Report

Scooter Jam on 7 May in Youth Week was postponed due to weather and illness. It will now be held on Sunday 13 August. This coincides with International Youth Day on 13 August. A complete wet weather option will also be designed ready to implement. We will continue to collaborate with the Youth Collective of North East Coast Tasmania (YCNECT) and Scooter Stop to design the day.

A draft roadmap for creating a Community Youth Strategy has been developed. Next step is to discuss the draft roadmap with key people in our community who work with young people. If the approach and timelines are deemed the best way forward, we will establish a working group to embark on this co-design process based on the approach used to create the Community Volunteer Strategy.

A small group of young people from Free2Be will be coming to the August Council workshop to share their youth perspective with Council. As part of our approach to working authentically and connecting with youth activities already in our community, staff will be attending a free2be session to meet and support the young people who will be coming to the workshop.

Health and Wellbeing

Planning continues within the Community Services team for the Health and Wellbeing planning work funded by the \$20,000 Healthy Tasmania Grant from the Tasmanian Government. Council will use these funds to plan for the former Hub 4 Health facility focussed on preventative health programs and outreach. It has been decided to consult with the community but not to co-design a community plan, as there are many operational and logistical decisions that cannot be designed by community. We expect to consult with the community in October.

The next Social Services Network meeting will be online and at the Fingal Valley Neighbourhood House on 19 June. A winter e-news will follow. This network continues to grow.

Council has ordered Kindness Keep Cups as part of implementing our Cup of Kindness Campaign funded by the Healthy Tasmania Neighbour Day Grants. We will use this to give away and promote a kindness campaign through to the Festival of Wellbeing that encourages people to share a cup of something to be kind. Events will be held in St Marys and St Helens in early July, 2023.

Access and Inclusion

No change from last month. Council continues to advocate for and consider how access and inclusion can be a lens across all work areas. Community Services are including access and inclusion considerations in activities and events that we design and host. This includes setting a welcoming inclusive tone including promotional design considerations, facilities choice and risk management considerations.

Council staff participated in First Nations Cultural Awareness Training and Trauma Informed Practice Training. Staff will participate in upcoming opportunities for professional development or sharing.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027 (Amended 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.
- Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable

VOTING REQUIREMENTS:

Simple Majority

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

OFFICER’S RECOMMENDATION:

That Council adopt the second Ansons Bay Township Plan, which has been developed with the community listing actions/projects that the community can work with Council to develop.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

First Ansons Bay Council Township Plan was adopted in August 2018.

OFFICER’S REPORT:

An email was forwarded to the Ansons Bay community members asking that they provide feedback on the draft Ansons Bay Township Plan by Thursday 11 May 2023.

“Please find attached a draft Ansons Bay Township Plan which has been developed from the community conversation that was held at Ansons Bay.

Some issues that were raised during this session were considered as “business as usual” and are dealt with through existing Council activities. You will see in the attached document, that the feedback was recorded and not lost along with items that were considered outside the scope of the Township Plan.

If you have any queries in relation to anything within the attached Plan, please do not hesitate to contact me - your feedback is important. Please forward to members of the Ansons Bay community if you have those connections so that we are able to engage with everyone.

If you could provide your feedback to the attached document by no later than Thursday, 11 May 2023 - it would be appreciated.”

No comments were received from members of the Ansons Bay Community in relation to the draft 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 Ansons Bay Township Plan has a term of three years.

LEGISLATION & POLICIES:

N/A

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 (Amended March 2022)

Goal

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

Strategies

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

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



Ansons Bay Township Plan

2022 - 2025



Version 1 – December 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 Ansons Bay Township Plan will guide activities over the next three years, from 2022 – 2025.

To develop this plan we consulted the Ansons 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 2018-2022 Ansons 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 focusing on community infrastructure and tourism

Some notable achievements from the previous plan include:

- Community worked with stakeholders to improve the telecommunications coverage
- Advisory wildlife signage has been placed along the roadside
- A conceptual plan was provided to the Anson’s Bay Progress committee for consideration.

Ansons 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 Ansons Bay Community most values their connection to the natural environment, each other, their remoteness and the peace and quiet their township provides.*

Community Legacy: *The community would largely like Ansons Bay to remain untouched. They are happy for minimal development in the form of community facilities that increase the residents way of life for example beach access and bbq.*

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 Ansons Bay community engagement activities was the need for maintenance works to be done on street infrastructure.

Themes include:

- Upgrade community and tourist infrastructure;
- Develop a Strategic document looking at a number of issues; and
- Work with community to address the issue of weeds.

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 Ansons Bay Township Plan will focus on:

- **Community infrastructure upgrades and maintenance;**
- **Work with community to manage the weed issue; and**
- **Work with community to develop a Strategic document covering issues identified by the community.**

Action List

Action	Who
1. Ansons Bay Infrastructure 1.1. Assess the usage need of additional toilets within the Ansons Bay footprint 1.2. Work with the community to identify an area to place an information board displaying what is happening and tourist information – incorporating a community hub/street library and memorial to those who have been lost at sea 1.3. Work with community to identify additional facilities for tourists visiting Ansons Bay and seek additional funding to construct same 1.4. Work with community as to where a playground would best fit in Ansons Bay 1.5. Council to undertake a survey of residents/ratepayers to see whether there is a need for street lighting 1.6. Work with community to identify areas where public seating and a BBQ can be sited	Community/Council /PWS Community/Council /PWS Community/Council /PWS Community/Council Community/Council Community/Council
2. Walking Trails 2.1. PWS, community and Council to work in collaboration to identify/design walking trails and seek external funding to construct same	Council/Community, /PWS
3. Environmental issues 3.1. Work with land owners to address the issue of thistles and weed management	Community/Council/PWS
4. Community issues 4.1. Work with community members to re-form the Ansons Bay Progress Association as a communication tool to engage with Council 4.2. Advise PWS/TFS of community's concern and ask that they work to develop an emergency access point from Shark Bay to Main Beach 4.3. Council to develop an emergency event email contact database to ensure the community of Ansons Bay are aware of any events that may impact them	Community Community/Council/PWS/TFS Council
5. Community and Council arrange for a Strategic Planning session to be held with Ansons Bay community to discuss the following: ➤ Boat ramps need upgrading ➤ Camp sites – services	Community/Council/PWS

- Car parking – associated with boat ramps – existing and proposed
- Helicopter landing – boat ramp – ramp for accessibility
- Accessibility to water in emergency situations
- Boat ramp as an evacuation point – if trailers there – access is very difficult

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 Ansons 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 Ansons 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 Wednesday 2 April, 2022, Council held a “drop in session” at Ansons Bay where Council officers met with community members seeking their feedback on the following issues:

- Environment;
- Infrastructure; and
- Other issues

Twenty-one 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 from the Break O'Day Municipality – 36 of these were from Ansons Bay.

Council heard from a total of 57 Anson Bay residents.

According to the 2021 Census, Ansons Bay has a population of 62 people

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 Ansons Bay are:

Community Vision: *The Ansons Bay Community most values their connection to the natural environment, each other, their remoteness and the peace and quiet their township provides.*

Community Legacy: *The community would largely like Ansons Bay to remain untouched. They are happy for minimal development in the form of community facilities that increase the residents way of life for example beach access and bbq.*

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?



“Healthy environment, good access to walking tracks around the bay & river. Limited commercial development.” 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"> Spoon drains too deep and causing issues with cars 	No action – as the drains need to be this depth and size to carry the volume of water-will review guidepost placement
<ul style="list-style-type: none"> Boat ramp – needs some general maintenance - Fix the boat ramp up – currently erosion is being caused by people driving on the beach 	Council to inspect to see what maintenance is required
<ul style="list-style-type: none"> 78 + 88 Acacia Drive – drains have not been finished off and 91 Acacia Drive – overland flow, stormwater issues and maintenance of table drains 	Council will continue to review what is occurring and address issues with landowners
<ul style="list-style-type: none"> Stormwater – overland flow eg. 6 TeaTree Drive – property to rear <ul style="list-style-type: none"> ➤ Concrete cross overs ➤ Off hill – over driveways ➤ Entering adjoining properties 	Council will continue to review what is occurring and address issues with landowners

Activities Outside Township Plan Scope

Comment	Action
<ul style="list-style-type: none"> Strengthen telecommunications 	Federal funding has been promised – Labour commitment 2022 election
<ul style="list-style-type: none"> Boat ramp – need more car parking 	Will assess option for car parking marking
<ul style="list-style-type: none"> Traffic calming devices – throughout Ansons Bay – to be undertaken 	Council to place traffic counters with a view to ascertaining the traffic flow during peak periods – summer Undertake a road safety assessment which will determine if or not devices are required.
<ul style="list-style-type: none"> Access points to water – Acacia Drive – PWS and Crown land 	Talk to PWS to see what can be done
<ul style="list-style-type: none"> Rubbish bins to be located throughout Ansons Bay and Council to empty 	Council will assess need and costs associated with providing town litter collection
<ul style="list-style-type: none"> Seal the road from Eddystone turn off to Ansons Bay 	2022 – 2023 capital project funded by LRCL funding program to seal a section of the road from the town boundary to the waste transfer

	<p>station – additional opportunities to be sought through Australian Government funding programs to progress sealing to the Eddystone Point turn off</p> <p>Ansons By Road is progressively being sealed</p>
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ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	002\017\016\
ASSOCIATED REPORTS AND DOCUMENTS	Draft St Helens Township Plan

OFFICER’S RECOMMENDATION:

That Council adopt the second St Helens Township Plan, which has been developed with the community listing actions/projects that the community can work with Council to develop.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

First St Helens Township Plan was adopted in February 2020.

OFFICER’S REPORT:

An email was forwarded to the St Helens community members asking that they provide feedback on the draft St Helens Township Plan by Thursday 11 May 2023.

“Please find attached a draft St Helens Township Plan which has been developed from the community conversation that was held at St Helens.

Some issues that were raised during this session were considered as “business as usual” and are dealt with through existing Council activities. You will see in the attached document that the feedback was recorded and not lost along with items that were considered outside the scope of the Township Plan.

If you have any queries in relation to anything within the attached Plan, please do not hesitate to contact me - your feedback is important. Please forward to members of the St Helens community if you have those connections so that we are able to engage with everyone.

If you could provide your feedback to the attached document by no later than Thursday, 11 May 2023 - it would be appreciated.”

One comment was received from a member of the St Helens Community in relation to the draft Township Plan.

“Place a seat on Georges Bay Walkway between Foreshore and oyster lease works, Bowls and tennis club to the St Helens Sports Complex and cultural centre at the old St Helens Hospital.”

There are no changes to the current document – the seating request has been forwarded to the Works Department.

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 St Helens Township Plan has a term of three years.

LEGISLATION & POLICIES:

N/A

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 – (Amended March 2022)

Goal

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

Strategies

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

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

St Helens Township Plan

2022 – 2025



Version 1 – December, 2022



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 Plan was developed in March, 2019.

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

To develop this plan we consulted the St Helens 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 St Helens 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 focusing on community infrastructure and tourism

Some notable achievements from the previous plan include:

- Footpath works completed – south of the Golden Fleece Bridge
- Community infrastructure – Section completed - Golden Fleece Bridge to Beauty Bay
- Upgrade carpark – Cnr Cecilia and Quail Streets completed

St Helens – 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 St Helens community most values their connection to the natural environment as well as their strong sense of community.*



Community Legacy: *The community of St Helens understands that the town is growing and would like to ensure it has the community facilities, tourism infrastructure, general infrastructure and business to support this growth and retain people in the community.*

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 St Helens community engagement activities was the need for maintenance works to be done on street infrastructure.

Themes include:

- Additional footpaths and walking tracks;
- Infrastructure to support community needs ; and
- Affordable housing

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 St Helens Township Plan will focus on:

- Community infrastructure upgrades and maintenance; and
- Feasibility analysis of an Aquatic Facility

Action List

Action	Who
1. Community Infrastructure	
1.1. Council to undertake a Feasibility analysis of an Aquatic Facility	Community/Council
1.2. Install seats and signage in line with the Georges Bay Activation Strategy- Wharf to O'Connors Beach	Community/Council



2. Walking Trails	
2.1. Continue to work on refining the scope for the Binalong Bay to St Helens Trail	Council/Community/ PWS
3. Community	
3.1. Work with community groups to share stories and recruit new volunteers	Community/ Council
3.2. Council staff work for community members to volunteer to remove rubbish dumped in our community	Community/ Council
4. Housing	
4.1. Council to work with State Government to look at options available for affordable and emergency housing	Council/State Government

Reporting back to the Community:

Council will provide a quarterly newsletter and arrange community meetings which will advise of progress of actions listed above and any additional items that have been listed for comment/action.

Any correspondence to Council in relation to these plans to be forwarded to admin@bodc.tas.gov.au

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

Adopted by Council



Appendix 1

Community Engagement

On Monday, 28 March, 2022 we held a “drop in session” at St Helens where Council officers met with community members seeking their feedback on the following issues:

- Infrastructure;
- Environment; and
- Other issues

Eighteen 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 from the Break O'Day Municipality – 81 of these were from St Helens.

Council heard from a total of 99 St Helens residents.

According to the 2021 Census, St Helens, Akaroa and Stieglitz has a population of 2,298.

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 St Helens are:

Community Vision: *The St Helens community most values their connection to the natural environment as well as their strong sense of community.*

Community Legacy: *The community of St Helens understands that the town is growing and would like to ensure it has the community facilities, tourism infrastructure, general infrastructure and business to support this growth and retain people in the community.*

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?



Comment direct from community member.

"All gravel roads sealed drain work to be completed the top end of the town maintained"

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"> Footpath early part of Medeas Cove Esplanade – Neighbourhood House end and around the corner 	The project is included in the 2022-2023 Capital Budget and does rely on grant funding becoming available to Council.
<ul style="list-style-type: none"> Toilets/amenities for croquet club in respect of membership demographics, health and mobility 	This forms part of the St Helens Sports Complex master plan and the practical location of facilities to all users will be considered.
<ul style="list-style-type: none"> Boats outside Bayside to be planted with seasonal fruits eg., strawberries Planting fruit trees around town for people to access 	Council to consider this as part of the seasonal planting
<ul style="list-style-type: none"> Extend free green waste disposal and green bin collection if only monthly 	The extension of the free green waste period (Nov to Feb) can be considered by the Council based on a cost benefit analysis being prepared.
<ul style="list-style-type: none"> Dog management on beaches needs to improve 	Council has a Dog Management Policy and Council staff work in collaboration with PWS
<ul style="list-style-type: none"> More weed management (agapanthus, blackberries) pittosporum 	<p>Council manages weeds on its land and can cooperate with other landholders, who are responsible for their weeds, to strategically control gorse and other weeds. Weed species priorities and limits to resources govern where, what and how fast this can occur.</p> <p>Private landowners and other government authorities have responsibilities to act to manage weeds.</p>

Activities Outside Township Plan Scope

Comment	Action
<ul style="list-style-type: none"> Footpath/trail to Stonyford 	Suggestion noted for future consideration by the Council.

<ul style="list-style-type: none"> • Footpath from Penelope Street to Falmouth Street 	Suggestion noted for future consideration by the Council.
<ul style="list-style-type: none"> • Footpath/bike track right around Georges Bay 	Council's has advised its longer term intent to ultimately connect O'Conner's Beach and Stieglitz Beach with a pathway. Council continues to seek State and Australian Government funding opportunity.
<ul style="list-style-type: none"> • Shared pedestrian/cycle way from St Helens to Burns Bay 	This project is noted and may be considered for future strategic planning
<ul style="list-style-type: none"> • Solar lighting on Georges Bay Walkway on old section of trail 	Project has been costed and is a potential candidate project for external funding.
<ul style="list-style-type: none"> • 3 painted zebra crossings – post office area, central and Hillys IGA on main road in town specifically targeting elderly with walkers so that they can walk along by the water – after all that is why they retired in your area 	State Growth have undertaken a traffic assessment of Cecilia Street and Council is awaiting release of that report.
<ul style="list-style-type: none"> • Hot mix seal bike track access to bike trail off main highway at bridge 	This is noted and may be considered by Council as a future project
<ul style="list-style-type: none"> • Safety issues – Medeas Cove Road (Esp)/Tasman Highway 	This has been raised with State Growth Traffic Officers – awaiting outcome of assessment by department officers.
<ul style="list-style-type: none"> • Road safety – Cunningham Street & Talbot Street (Parkside) both need mirrors so hidden traffic is visible for those exiting those streets and "hidden entering traffic signs on St Helens Point Road for these 2 intersections 	<p>The installation of mirrors are not supported by State Growth – there is the option of reducing the speed limit and subject to approval by Transport Commissioner and with support of the broader community.</p> <p>Concealed entry signage can be considered and assessed according to road signage standards.</p>
<ul style="list-style-type: none"> • More bins at beaches (Perons & Beer Barrell) and signage to encourage people to use toilets at boat ramp (or doggy bag supply with sign to remove all waste & paper) 	Advise PWS of this request
<ul style="list-style-type: none"> • Green garbage collection 	FOGO collection and local composting is not financially viable.



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

OFFICER’S RECOMMENDATION:

That Council adopt the second St Marys Township Plan, which has been developed with the community listing actions/projects that the community can work with Council to develop.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

First St Marys Township Plan was adopted in July 2019.

OFFICER’S REPORT:

An email was forwarded to the St Marys community members asking that they provide feedback on the draft St Marys Township Plan by Thursday 11 May 2023.

Please find attached a draft St Marys Township Plan which has been developed from the community conversation that was held at St Marys.

Some issues that were raised during this session were considered as “business as usual” and are dealt with through existing Council activities. You will see in the attached document that the feedback was recorded and not lost along with items that were considered outside the scope of the Township Plan.

If you have any queries in relation to anything within the attached Plan, please do not hesitate to contact me - your feedback is important. Please forward to members of the St Marys community if you have those connections so that we are able to engage with everyone.

If you could provide your feedback to the attached document by no later than Thursday 11 May 2023 - it would be appreciated.

Two comments were received from members of the St Marys Community in relation to the draft Township Plan.

5.1 Review tree plantings - look at more deciduous trees

When the streetscape improvements were carried out some years ago, I was disappointed to see that only one bench and no trees were planted east of the bridge over the St Marys Rivulet (in comparison to the western side which has multiple new trees and benches)' There are 7 businesses/premises in this part of the town and the area is now quite busy. It would be great to see continuity with the rest of the main street also.

Council response:

Deciduous trees near and hanging over the water (including willows) are likely to modify natural aquatic habitat conditions due to heavy shading and in particular autumn leaf fall. Sudden input of leaves in autumn can trigger algal growth, sudden deoxygenation of the water as leaves and alga decompose and nutrient level spikes.

Where the Rivulet runs through St Marys it has for the town and community landscape amenity value, native habitat value (land and aquatic) and carries flood flows (watercourse channel and floodway/ riparian zone). Most of the land it passes through/over is private land.

On Council land local native riparian species should be the first choice on the riparian zone (close to the main channel) to maintain the health and stability of the stream. Some ornamental alternatives might be appropriate for amenity reasons in 'park' settings. But first choice for appropriate vegetation for along the banks of St Marys Rivulet should be the local native vegetation that naturally occurs along it. Anything else should have a reasonable justification for being needed.

1.2 St Patricks Head

No appropriate signage - No decent parking spot - Issue of who owns land and maintenance of same – the need to identify another access point to track as currently goes over private land - Track is dangerous and slippery – no maintenance for a long period of time

Improved township signage – good example Woolmers Estate

Education around obeying speed limits – or reducing the speed limits to protect our wildlife – Council needs to be active instead of reactive.

Council response:

The signage issue raised above – will be picked up in action 1.1.

There are no changes to the current document.

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 St Marys Township Plan has a term of three years.

LEGISLATION & POLICIES:

N/A

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 (Amended March 2022)

Goal

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

Strategies

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

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



St Marys Township Plan

2022 - 2025



Version 1 – December, 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 July, 2019.

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

To develop this plan we consulted the St Marys 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 St Marys 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 focusing on community infrastructure and tourism

Some notable achievements from the previous plan include:

- Clean out river at St Marys – river segment between The Flats Road and Storey Street Road bridge – works undertaken to clean out the river beds
- Works completed to resurrect and maintain the Wombat Walk
- Some work has been undertaken during 2019 on the walking track to St Patricks Head

St Marys – 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 St Marys Community most values community connection and the area’s unique natural environment.*



Community Legacy: *The community would like to see St Marys township and community become more vibrant. This would be done by fostering the arts and culture scene as well as developing community and tourism 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 St Marys community engagement activities was the need for maintenance works to be done on street infrastructure.

Themes include:

- Development of trails
- More community events to be organised; and
- Investigate spaces for community art and youth spaces.

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 St Marys Township Plan will focus on:

- **Advocating for more tourism signage and trails;**
- **Investigation of community art and youth spaces; and**
- **More community events to be held in St Marys.**

Action List

Action	Who
1. Advocating for more tourism signage and trails	Community/Council /ECRTO
1.1. Investigate signage options that reflect the community's vision for their area including tourism signage.	
1.2. Lobby for proper trail maintenance – St Patricks Head	Community/Council /PWS
1.3. Investigate the need for a footpath from the cemetery to the township of St Marys	Community/Council
1.4. Work with the community to develop a trail from the Grey Mares trail to connect with Irishtown Road as well as identify other trails around the area	Community/Council
2. Investigation into community art and youth spaces	
2.1. Work community and local organisations to identify a space which could be used for a community art space	Council/Community, /Education/NGO's
2.2. Work with the community and local organisations to identify a space which could be used for a youth hub	Council/Community, /Education/NGO's
3. More community events	
3.1. Work with community groups eg. BODRA to look at what more events being run in the Valley eg., Winter solstice	Community/ Council
4. Community Infrastructure	Community/ Council
4.1. Build a new Columbarium at St Marys Cemetery	Community/ Council
4.2. Work with the community to develop a brief for an Arts & Cultural Centre	Community/ Council
4.3. Work with community to look at storage issues at the St Marys Hall	Community/Council
4.4. Work with State Government agencies identifying parcels of land that may be suitable for community housing	Council/ State Gov.
5. Maintaining Streetscape	
5.1. Review tree plantings – look at more deciduous trees	Community/ Council
5.2. Undertake a parking review eg., 1 hour parking outside businesses	

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 St Marys 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 St Marys 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 11 May, 2022, Council held a “drop in session” at St Marys where Council officers met with community members seeking their feedback on the following issues:

- Infrastructure
- Environment; and
- Other issues

Sixteen community members registered for attending 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 from the Break O'Day Municipality – 26 of these were from St Marys.

Council heard from a total of 42 St Marys residents.

According to the 2021 Census, St Marys has a population of 738 people.

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 St Marys are:

Community Vision: *The St Marys Community most values its community connection and the area's unique natural environment.*

Community Legacy *The community would like to see St Marys township and community become more vibrant. This would be done by fostering the arts and culture scene as well as developing community and tourism facilities.*



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

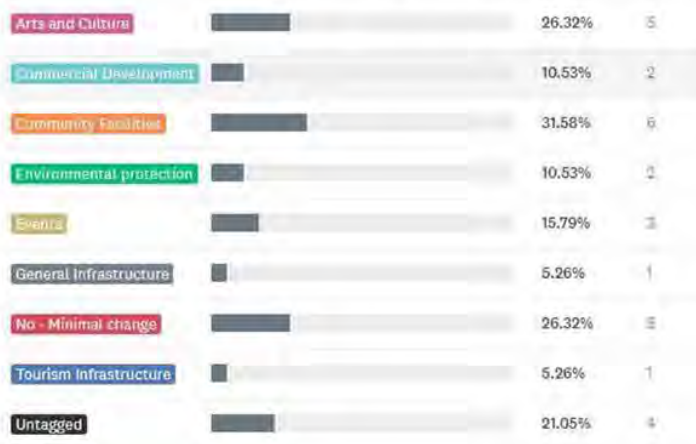
Grouped answers to Question 5.

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?



“Vibrant, hip, cool coffees... wonderful walking trails making the most of the valley/river, excellent services for aging community and inspiration for young artists with exhibition spaces and creative incentives.” 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"> St Patricks Head Road – replacement bridge – better access to get to St Patricks Head walk – proper trail maintenance of walk 	Deck has been replaced – other bridge components do not require replacement
<ul style="list-style-type: none"> Tidy up cemetery and grave sites 	There are some limitations that affect our ability to tidy-up old grave sites. Council is open to ideas and what opportunities may be available by agreement with living relatives and within available funding constraints.
<ul style="list-style-type: none"> Safe footpaths cnr near hospital – people walking on the road 	Project in 4 year capital plan to provide improved footpath connectivity – Cameron Street to Hospital
<ul style="list-style-type: none"> More disabled parking in Main Street 	A parking review is currently being undertaken as part of the 2022 – 2023 Annual Plan
<ul style="list-style-type: none"> Work with State Growth and private landowners to remove gorse Remove gorse/wattles on rivers edge – eastern approach to town 	Already occurring, with landholders being supported in and around St Marys and State Growth has been undertaking control works in recent years. This is a good start but unfortunately St Marys is generally a heavily infested area.

Activities Outside Township Plan Scope

Comment	Action
<ul style="list-style-type: none"> Speed camera at top of Pass on approach to town to enforce 60 kmph limit – slow the trucks down – too fast 	Referred to State Growth – awaiting a response
<ul style="list-style-type: none"> Road crossing for main street 	Currently under investigation
<ul style="list-style-type: none"> Push bike/skateboard/walking paths around St Marys 	The St Marys Community Space was developed to allow for this activity to occur in a safe space. Walking paths have been improved during last few years
<ul style="list-style-type: none"> Improvement and collaboration with St Marys District High School re resurfacing courts (local netball) and improve community access and facility to school pool – community pool 	These facilities are under the control of the Education Department. Council will pass on comments to St Marys School to see if any works are proposed to be undertaken.
<ul style="list-style-type: none"> St Marys sign at turnoff on Midlands Highway 	Forward this information to State Growth for their input

<ul style="list-style-type: none"> • St Marys sign and Fingal – just like the new Scamander one 	
<ul style="list-style-type: none"> • Rail trail between St Marys and Fingal for local mental and physical health – walk/bike friendly with points of interest along its route – this would attract visitors who seek rail trails there is a huge network in Victoria • Offer more bike/walking trails 	This project was identified through the Recreational Trails Strategy – Council to look at this as a project in line with recommendations from community input
<ul style="list-style-type: none"> • Air and noise pollution from drivers ignoring speed limits at the top of St Marys Pass on approach to the town – suggestions: Speed camera – lowering speed limit 	Referred to State Growth and awaiting response
<ul style="list-style-type: none"> • Lower speed limits on unsealed roads and outside shopping centres – safer for wildlife, walkers, bike riders, general road users 	Default State speed limit is 80 kmph on rural unsealed roads, road standards apply in the determination of differing speed limits and specific criterion needs to be met before a request to change the speed limit is made by the Transport Commissioner – Council refers to the standards when any new proposal is made for a speed limit change – same approach applies to urban or shopping precinct areas
<ul style="list-style-type: none"> • Wildlife animal deterrents on high road kill areas – Gray Road/St Marys Pass/Esk Main Road • Green animal scarer poles that are along some roads – sound barrier poles 	Make request to State Growth that they consider available technology for these roads
<ul style="list-style-type: none"> • Reduce stray cats 	Recent cat management legislation changes give landholders, cat owners and Council new opportunities. Council has started cat management activities in conjunction with a regional program and the suggestion of a significant stray and roaming cat population in St Marys is noted.
<ul style="list-style-type: none"> • Off lead dog area • Better control of dogs – kept on lead – stop them roaming 	Fencing of the designated area at the Sports Grounds are scheduled for September 2022. The Break O'Day Council Dog Management Policy is due for review in 2023, when the community can suggest and comment on additional alternatives.
<ul style="list-style-type: none"> • Climbing wall at new gym 	The significant cost implication, space requirement and inflexible nature of a climbing

	installation does not align with the program of the building and won't be part of the project.
<ul style="list-style-type: none"> Affordable access to use the Hall – free to community groups 	Currently the Council Policy does not allow for free use of community facilities unless it falls under the specific category D
<ul style="list-style-type: none"> St Marys Pool – can it be operated all year round – need improvements to toilets to meet community needs – suggest Department of Education/Health/Council collaborate 	This feedback will be forwarded to St Marys District High School.
<ul style="list-style-type: none"> Hard waste collection annually 	Project to be costed and considered by Council
<ul style="list-style-type: none"> Funding for a youth engagement project and worker to support delivery 	St Helens Neighbourhood House have secured funded to support youth in our municipality and to employ youth workers
<ul style="list-style-type: none"> Newsletter item – dog poo on nature strips – people need to pick up – more dog poo dispensers are needed 	Council to promote – people to pick up after their dogs in their monthly newsletters
<ul style="list-style-type: none"> Improved sports centre/facilities potentially including relocating the tennis club to a proper country sports complex Improved facilities for outdoor spaces and maintain facilities to a higher level 	There would be significant cost in removing the current infrastructure and rebuilding same
<ul style="list-style-type: none"> Better planning policies to control clearing and illegal buildings 	The Break O'Day Interim Planning Scheme 2013 provides for exemptions in relation to vegetation clearing. These can be viewed in Table 5.4 of the Scheme. These exemptions generally relate to fire hazard management, safety, and maintenance of infrastructure and fencing among other things. Once Council is aware of illegal construction of buildings and structures, we are able to take necessary action through regulatory processes.
<ul style="list-style-type: none"> Aged care units at rear of St Marys Community Hospital – car park area Identify more land for units in town area – Retirement units 	Needs to be discussions with owner of the land, the State Government

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	018\019\001\
ASSOCIATED REPORTS AND DOCUMENTS	St Helens Online Access Centre Subsidy request: Attachment A Attachment C

OFFICER'S RECOMMENDATION:

That Council does not provide \$15,000 to assist the St Helens Online Centre to extend the current hours of the Co-ordinator as requested by the St Helens Online Access Centre Committee but provides \$5,000 for the 2023 – 2024 financial year to assist with the ongoing running costs of the Centre.

INTRODUCTION:

Council has again received a written request from the President of the St Helens Online Access Committee seeking Council's support in providing funding to support the St Helens Online Access Centre. For Council to review their original decision, Council needs to rescind the above motion.

PREVIOUS COUNCIL CONSIDERATION:**03/23.15.6.061**Moved: Clr K Chapple/ Seconded: Clr B LeFevre

That Council does not provide \$15,000 to assist the St Helens Online Centre to extend the current hours of the Co-ordinator as requested by the St Helens Online Access Centre Committee.

FOR Clr Chapple, Clr Barnes, Clr Carter, Clr Oldham, Clr Johnstone, Clr LeFevre, Clr Tucker

AGAINST Clr Wright, Clr Drummond

CARRIED**05/23.15.7.121**Moved: Clr B Lefevre/ Seconded: Clr K Chapple

That Council officers prepare a report(s) taking into account the comments made by Councillors at the meeting including requests for further information.

FOR Councillor Chapple, Councillor Barnes, Councillor Carter, Councillor Oldham, Councillor Johnstone, Councillor LeFevre, Councillor Tucker

AGAINST Councillor Wright, Councillor Drummond

CARRIED

OFFICER'S REPORT:

Council has been asked to revisit the request to provide funding to the St Helens Online Access Centre and support this organisation by providing \$15,000 this financial year to assist them in the running of the Centre.

Council staff prepared a list of questions after the May Council meeting capturing comments made by Councillors to assist them in making a decision as to whether to provide funding for the St Helens Online Access Centre.

Questions and responses provided by the St Helens Online Access Centre are below:

1. *Please provide daily numbers for the St Helens Online Access Centre for the period 1 July 2022 to 12 May 2023;*

Due to their reporting requirements to Libraries Tasmania they are only required to provide weekly (not daily) numbers of their Centre to the State Government.

	2022 - 2023	
4/07/2022	1115352	303
11/07/2022	1115786	217
18/07/2022	1116106	160
25/07/2022	1116492	193
1/08/2022	1116982	245
8/08/2022	1117382	200
15/08/2022	1118028	323
22/08/2022	1118518	245
29/08/2022	1119094	288
5/09/2022	1119512	209
12/09/2022	1120122	305
19/09/2022	1120502	190
26/09/2022	1120998	248
3/10/2022	1121420	211
10/10/2022	1121726	153
17/10/2022	1122012	143
24/10/2022	1122436	212
31/10/2022	1122842	203
7/11/2022	1123102	130
14/11/2022	1123410	154
21/11/2022	1123820	205
28/11/2022	1124138	159
5/12/2022	1124530	196
12/12/2022	1124962	216
19/12/2022	1125350	194
30/01/2023	1126660	408
6/02/2023	1127052	196
13/02/2023	1127488	218
20/02/2023	1128188	350

27/02/2023	1128612	562
6/03/2023	1129022	205
13/03/2023	1129566	272
20/03/2023	1130044	239
27/03/2023	1130420	188
3/04/2023	1131022	301
10/04/2023	1131430	204
17/04/2023	1131770	170
24/04/2023	1132166	198
1/05/2023	1132490	162
8/05/2023	1132868	189
15/05/2023	1133230	181

The counter records all movements so in most cases the numbers need to be halved as the counter has recorded them going in and then leaving the facility – total 9,345 – approx. daily rate is 9,345 divided by 41 weeks divided by 4 days of opening = 56 divided by 2 = approx 28 users per day.

We checked with staff from Libraries Tasmania as to their numbers – the response is below:

Do you find that more people are coming into the Library to use the services that you offer more than in the past? If so, would you be able to provide approximate numbers?

Yes, our numbers have increased. Lots of people accessing wifi and working from the library space. We also provide one-on-one assistance, but don't keep numbers as this is part of our job. St Helens Library averages 150 people a day.

2. *Please provide a bank statement or something similar showing the funds currently held by the St Helens Online Access Centre. If there is more than one bank account for the St Helens Online Access Centre that copies of all statements be provided ;*

Not for Profit Everyday Account – balance funds as at 12 May, 2023	\$9,868.32
Business EasySaver Account- balance funds as at 12 May, 2023	\$4,361.34
Not for Profit Everyday Account – balance funds as at 12 May, 2023	<u>\$ 277.78</u>
Total funds as at 12 May, 2023	\$14,507.44

State Government to provide \$25,000 in early July, 2023 to the St Helens Online Access Centre for the period 2023 – 2024 as per their funding agreement with the State Government.

3. Please provide a financial report for the period 1 July, 2022 to 12 May, 2023 - detailing income and expenditure for this period;

The below has been provided:

St Helens Online Centre	Actual
Budget for year July 2023-June 2024	22-23
	As at 12/5/23
Income	
Donations	
Digital training	\$2,438
Fund Raising	
Shave to Save	\$2,732
Grants Red FRRR -security gear	\$1,459
Digital Connection	\$25,500
Laminating	\$366
Printing	\$5,063
Registered user/ Member	\$732
Scanning & Copying	\$229
Sundry income	\$109
Wage Subsidy (BODC?)	
Total Income	\$38,628
Less Operating Expenses	
Accounts, Audit & Permits	\$984
Advertising	\$48
EE - Wages	\$29,347
EE - On costs	\$3,140
Fax, Phone & Internet	\$594
Insurance	\$1,730
Office supplies	\$3,343
Repairs & Maintenance	\$198
Replacement equipment	
Staff Training	\$395
Surveillance cameras (to be installed)	\$1,459
Total Expense	\$41,779
Loss -	\$3,151.00

4. *Does the St Helens Online Access Centre cover their own volunteer and public liability insurance or is this covered by a Government agency?*

The St Helens Online Access Centre pays for the following insurance policies (they are not covered by any Government Agency):

- Business Insurance (Public Liability)
- Workers Compensation Insurance
- Cyber Liability Insurance
- Association Liability Insurance
- Voluntary Workers (Volunteers) Insurance.

5. *How many paid members does the organisation have and what is the current membership fee?*

From 1 July 2022 to 30 June 2023 = 12 paid memberships – as we are only required through our Association Rules to ask members of the Association to be paid up members. We have registered users for OAC. Membership fee is \$5.

6. *How many volunteers are working at the St Helens Online Access Centre?;*

Five current volunteers plus Association Committee members who total 7 – so total number of volunteers for the OAC is 12.

7. *Could you provide a detailed explanation and financial breakdown of how an allocation of \$15,000 will be utilised by the OAC.*

The main purpose for this allocation of \$15,000 would be to increase the working hours of our OAC Coordinator from 10 hours per week to her previous 16 hours per week. This would then enable the OAC to be open for five (5) days per week, instead of the current four (4) days per week.

Our Coordinator is the "specialist" when it comes to resolving IT and digital issues - she is an excellent trouble-shooter with the more technical problems and is sought after to resolve IT issues and problems. She is well respected by our community and beyond. Our Volunteers are also very good at resolving the general issues that arise, however due to the loss of some of our Volunteers in the last 12 months; we are requesting that funding be made available for the increased hours for our Coordinator.

Apart from the general day-to-day work in the Centre, our Coordinator is also responsible for the Centre reports (both to the Association Committee and Libraries Tasmania); she is the Public Liaison Officer on our Association Committee with the DoE; Tas TAFE/University of Tasmania course coordination; Volunteer induction/training; maintains the equipment and stationery requirements for the Centre, and amongst other duties, she is the central point of contact for the Centre.

On a daily basis the following are the services that we provide:

- MyGov set-up and access
- Linking services to MyGov
- Self-publishers printer
- Medicare Express app
- Assistance in Booking flights
- Assistance in Booking Spirit of Tasmania tickets
- National Parks and Wildlife Service Park admissions
- Assistance in Booking accommodation
- Assistance with Passport renewals
- Setting-up new mobile phone
- Assistance with Telstra recharge online
- Setting-up new iPad/Tablet
- Setting-up email accounts
- Sending emails for patrons
- Search for an NBN provider
- Online Shopping
- Transferring money overseas
- Writing emails for patrons
- Comb binding for self-publishers
- A-3 photocopying
- Glossy photograph printing
- Laminating and guillotine services
- Quiet space for home-schooled children and higher education students
- Typing up Resumes for patrons and even more.

Additionally, the other use of the \$15,000 would be to maintain our financial situation so that our OAC can continue to remain open until the 2024 Digital Connections Grant allocation (\$25,500) is made. At which point (according to the Minister's discussion with the Mayor and Acting General Manager in February 2023 that the model will be reviewed) - after we receive our 2023 a/location in mid-July of \$25,500, this will not be sufficient to enable our OAC to continue and restore our operating hours to five (5) days a week.

The diminishing financial situation is directly due to inflationary rate increases, CPI, salary increases; insurance premium increases, operating cost increases along with our remote location for the increased cost of delivery of important toners and paper for our printers etc. The Digital Connections Grant Allocation funding has not been increased for the last ten {10} years- whereas all our other operating costs have risen.

The \$15,000 would be used to pay for salary, salary on costs, insurance costs, and operating costs (as per bank statements provided), which include internet, XERO fee, Star FM local community radio advertising/membership, annual audit, printing paper,

stationery, toners, laminating pouches, photograph glossy paper, sanitising liquid/wipes, cleaning products for the desks and equipment, face masks, equipment replacement, printer repairs and maintenance (as per bank statements provided).

We contacted the St Helens Online Access Centre for daily records of what the Co-ordinator did – but unfortunately no actual recordings of work done on a daily basis is kept. We were told that on the days that the co-ordinator is present people bring in new phones so they can be assisted with transferring data etc over – and bookings are made with the co-ordinator.

8. *Does the St Helens Online Access Centre collaborate with LINC or Libraries Tasmania on the delivery of services or programs?*

There has never been any collaboration with LINC or Libraries Tasmania. The only connection to Libraries Tasmania is through the Digital Connections Grant program (which issues the Grant Allocation Deed Agreement), which allocates the three yearly funding (\$25,500 pa) through the Grant Agreement which is signed every three years.

However, the staff in the St Helens Library often refers their Library patrons into our St Helens Online Access Centre for assistance - for digital help and this has been happening on a consistent basis. The Library staff know that we can assist with these enquiries and we welcome the opportunity to help.

9. *Do LINC or Libraries Tasmania provide any services to the St Helens Online Centre, eg., pay for internet connection, provide equipment etc*

The OAC space is rent-free and the electricity is paid by Libraries Tasmania, under the current Digital Connections Deed Grant that is signed each year by the President of the St Helens Online Access Centre Association.

10. *Given the Minister has alluded to the fact that the current OAC model is unlikely to continue beyond the current funding agreement, what vision does OAC have as to how the centre will survive and deliver services when the current funding agreement expires?*

As the Minister has only “alluded” to his model and given the recent turn of events, and the State Government does not have a majority in the House which may affect the Minister's plans of reviewing the current OAC model.

To appropriately answer this question, our ongoing commitment is to maintain the digital literacy and educational services are delivered to the community of Break O'Day and beyond.

However, even under difficult circumstances directly due to the lack of increase of our Digital Connections Grant allocation for the last ten (10) years, we have still kept our costs at a minimal and reduced these costs even further in accordance with our Auditor's recommendation in our 2021-2022 Audit. We have been struggling to survive but have still maintained the delivery of our service to the Break O'Day community.

We request to have some issues addressed, to determine what our OAC model and future vision encapsulates. These points of issue are:

As the Minister has advised (as per the Break O'Day Minutes for May 05/23.15.7, File Reference 018\019\078\ 4th dot point) that our OAC "has to cut their costs to fit".

We wish to advise that we commenced a cut to costs in September 2022 by reducing our Coordinator's · hours of work down from 16 hours to 10 hours per week. Additional due to COVID Work Safety regulations - we lost several volunteers, which meant that our operating hours were reduced down to four days a week. We have also cancelled our Cyber Liability Insurance as another measure of reducing our costs.

As the Minister has advised (as per the Break O'Day Minutes for May 05/23.15.7, File Reference 018\019\078\ 5th dot point) that "at the end of the 18 months a new model will be introduced".

As this seems to be the "vision" that the Minister has alluded to and consequently the St Helens Online Access Centre is unable to predict what our vision will be beyond the current funding agreement, consequently we are requesting this subsidy of \$15,000 to give us some "breathing space" in order to keep our doors open. Our main objective is to continue to provide the service provision delivery to our Break O'Day community and beyond - with what funds we have available.

Without additional funding we will not survive the 18 month period that the Minister is referencing.

As the Minister has advised (as per the Break O'Day Minutes for May 05/23.15.7, File Reference 018\019\078\ 6th dot point) "that the Break O'Day Council be in at the start of this planning to ensure a model which is designed to suit our Break O'Day community".

We respectfully request that our St Helens Online Access Centre be offered the opportunity to be involved in the consultation process for this model as the Minister states "one that is fit for purpose for Break O'Day".

However, as it was stated in the Minutes (as per the Break O'Day Minutes for May 05/23.15.7, File Reference 018\019\078\ 9th dot point) "the discussions around this new model are still at the "very high level".

Until the May Break O'Day Council meeting, our St Helens Online Access Centre was unaware of the "very high level" discussion to change our operating arrangements.

We would welcome the opportunity to be involved in the consultation process at the appropriate time that the Break O'Day Council recommends.

As Mayor Tucker has advised 05/23.15.7, File Reference 018\019\078\ 10th dot point) that the "State Government has committed more money to ensure we have a hub which is supported by multiple different departments".

Our St Helens Online Access Centre would like the opportunity to be consulted as to which State Departments would be involved.

Mayor Tucker has advised 05/23.15.7, File Reference 018\019\078\ 13th dot point) that "the Manager Business Services needs to engage with advisers regarding the new hub mode".

Our St Helens Online Access Centre would like to be consulted as to who these advisers would represent.

As previously advised, we made contact with Libraries Tasmania to see what (if any) duplication of services were being offered by both Libraries Tasmania and the St Helens Online Access Centre.

A representative from Libraries Tasmania have provided the below information as to what services they provide:

Staff daily assist with digital enquiries.

- Firstly, Libraries are no longer quiet spaces.
- Libraries Tasmania assists people daily with digital help, photocopying, scanning, phone recharge, setting up new phones, anything as required.
- St Helens Library offers one on one digital assistance and form filling, with our volunteer.
- OAC has not opened on Friday since Covid. Our library assists the people who would normally go to the OAC, and on other days they are closed.
- Libraries Tasmania's home page listed digital help as a service we offer.
- St Helens Library has four client computers and offers free wifi.

Plus we hold monthly BeConnected sessions on varying digital topics, see below screenshot from Eventbrite.

In February we hosted 'Understanding Scams by IDCare.

We regularly assist with mobile phone recharge, setting up new phones, accessing MyGov sites, form filling and general queries.

See below information I found from Libraries Tasmania website & Digital Ready.

Scottsdale Library Events | Eventbrite | DECYP Intranet - Home | New tab

https://www.eventbrite.com/o/scottsdale-library-tasmania-8036362493

Scottsdale Library

Follow

Events

Webinar- Online Shopping and Banking @ Scottsdale Library
 Thu, Jun 1, 3:00 PM
 Scottsdale Library • Scottsdale, TAS
 Free

Understanding Wi-Fi and Data plans @ St Helens Library
 Tue, Jun 6, 10:00 AM
 St Helens Library • St Helens TAS, 7216, ...
 Free

Webinar - Wifi and Data Plans @ St Helens Library
 Tue, Jun 6, 10:00 AM
 St Helens Library • St Helens, TAS
 Free

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1:48 PM 22/05/2023

Libraries Tasmania - Home | DECYP Intranet - Home | libraries tasmania digital | DR Libraries Tasmania | Digital Ready

https://digitalready.tas.gov.au/dailylife/libraries-tasmania/

Digital Ready / FOR DAILY LIFE

Libraries Tasmania

Libraries Tasmania connects Tasmanians to knowledge, ideas and community through their statewide library and archive service. They provide lending, research, information, literacy and learning services and preserve the documentary heritage of Tasmania for present and future generations. They serve as the continuing memory of Tasmania's government and people.

They can help you with your digital device (laptop, iPad, phone) and provide support for to you access online services, such as: the Australian Government's My Health Record; the Australian Government's Be Connected resources (free training resources through webinars and grant programs); and the Australian Bureau of Statistics for Census 2021. They also support individuals with online Consumer, Building and Occupational Licensing requirements.

Libraries Tasmania offers online and digital services through www.libraries.tas.gov.au as well as programs and services delivered across the state through their many locations.

Type here to search

3:20 PM 22/05/2023

From the information provided there is duplication of some services – our community can access both centres for some of the same services.

Summary

From the information provided from the St Helens Online Access Centre and Libraries Tasmania, we have identified the following:

- Duplication of some services that are offered by both Libraries Tasmania and the St Helens Online Access Centre;
- The St Helens Online Access Centre are requesting the additional funding to employ the current co-ordinator for an extra 6 hours so that they can open five days – the current co-ordinator works 2 days per week – 5 hours Monday and Tuesday 10 am – 3 pm and volunteers manage the other two days – they are currently open 4 days per week with Libraries Tasmania providing a similar service on Friday – so our community members are not necessarily missing out because the St Helens Online Access Centre is closed on a Friday.
- The comment – imminent closure - unsure as to where this is coming from as the St Helens Online Access Centre at the time of writing this report had over \$14,000 in their bank accounts.

While there may be some overlap in the services provided by Libraries Tasmania and the St Helens Online Access Centre, each organisation has its own role and functions within the community but is the current model sustainable – Council may be asked to provide funding next year to financially support the St Helens Online Access Centre.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (Amended March 2022)

Goal

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

Strategy

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

Annual Plan 2022 – 2023

Key Focus Area

Create a culture of volunteering and support to enable vibrant and sustainable events, activities and community groups.

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.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There would be budget implications to Council, as the requested \$15,000 has not been budgeted for in the 2022 – 2023 budget document.

VOTING REQUIREMENTS:

Absolute Majority

ATTACHMENT A

BREAK ODAY COUNCIL – REQUEST FOR INFORMATION - RESPONSES

\$15,000 SUBSIDY, May 2023. St Helens Online Access Centre

1. Please provide daily numbers for the St Helens Online Access Centre for the period 1 July 2022 to 12 May 2023;

Funding (2018-19) versus Visitors Numbers to Online Access Centres (2017-18).

Locations	Funding Allocation	Visitors/Quarter
Devonport	\$50,000	3226
Deloraine	\$46,000	1742
Lilydale	\$21,300	116
Spring Bay	\$22,000	263
St Helens (2017-18)	\$22,000	5,156
St Helens (2022-23)	\$25,500	9,766

The total numbers for 1 July 2022 to 12 May 2023 is 9,766 by the State Government provided door counter.

2. Please provide a bank statement or something similar showing the funds currently held by the St Helens Online Access Centre. If there is more than one bank account for the St Helens Online Access Centre that copies of all statements be provided;
Please refer to Attachment B.
3. Please provide a financial report for the period 1 July 2022 to 12 May 2023 - detailing income and expenditure for this period?
Please refer to Attachment C.
4. Does the St Helens Online Access Centre cover their own volunteer and public liability insurance or is this covered by a Government agency?
The St Helens Online Access Centre pays for the following Insurance Policies (they are NOT covered by any Government agency):
 - **Business Insurance (Public Liability);**
 - **Workers Compensation Insurance;**
 - **Cyber Liability Insurance;**

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- Association Liability Insurance;
- Voluntary Workers (Volunteers) Insurance.

5. How many paid up members does the organisation have and what is the current membership fee?
From 1 July 2022 to 30 June 2023 = 12 paid memberships – as we are only required through our Association Rules to ask members of the Association to be paid up members. We have registered users for OAC

6. How many volunteers are working at the St Helens Online Access Centre?
**Five (5) current volunteers plus Association Committee members who total seven (7).
 So the total number of Volunteers for the OAC is 12.**

7. Could you provide a detailed explanation and financial breakdown of how an allocation of \$15,000 will be utilised by the OAC.

Here is our current Profit and Loss Statement for the period July 2023-June 2024*:

St Helens Online Centre Budget for year July 2023-June 2024	Budget 23-24	Actual 22-23	Actual 21-22
		As at 12/5/23	
Income			
Donations	\$500		\$353
Digital training	\$3,500	\$2,438	\$3,956
Fund Raising			
Shave to Save		\$2,732	
Grants Rcd		\$1,459	
FRRR -security gear			
Digital Connection	\$25,500	\$25,500	\$30,350
Laminating	\$400	\$366	\$433
Printing	\$5,500	\$5,063	\$6,266
Registered user / Member	\$800	\$732	\$598
Scanning & Copying	\$250	\$229	\$93
Sundry income	\$350	\$109	\$332
Wage Subsidy (BODC?)			
Total Income	\$36,800	\$38,628	\$42,381
Less Operating Expenses			
Accounts, Audit & Permits	\$1,500	\$984	\$869
Advertising	\$500	\$48	\$460
EE - Wages	\$20,000	\$29,347	\$31,930
EE - On costs	\$4,500	\$3,140	\$3,366
Fax, Phone & Internet	\$1,000	\$594	\$872
Insurance	\$7,000	\$1,730	\$6,596
Office supplies	\$6,500	\$3,343	\$6,435
Repairs & Maintenance	\$500	\$198	\$301
Replacement equipment	\$2,500		\$2,417
Staff Training	\$2,500	\$395	\$2,350
		\$1,459 (to be installed)	
Surveillance cameras			
Total Expense	\$46,500	\$41,779	\$55,596
Profit / Loss	-\$9,700	-\$3,151	-\$13,215

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The main purpose for this allocation of \$15,000 would be to increase the working hours of our OAC Coordinator from 10 hours per week to her previous 16 hours per week. This would then enable the OAC to be open for five (5) days per week, instead of the current four (4) days per week.

Our Coordinator is the "specialist" when it comes to resolving IT and digital issues - she is an excellent trouble-shooter with the more technical problems and is sought after to resolve IT issues and problems. She is well respected by our community and beyond. Our Volunteers are also very good at resolving the general issues that arise, however due to the loss of some of our Volunteers in the last 12 months; we are requesting that funding be made available for the increased hours for our Coordinator.

Apart from the general day to day work in the Centre, our Coordinator is also responsible for the Centre reports (both to the Association Committee and Libraries Tasmania); she is the Public Liaison Officer on our Association Committee with the DoE; Tas TAFE/University of Tasmania course coordination; Volunteer induction/training; maintains the equipment and stationery requirements for the Centre, and amongst other duties, she is the central point of contact for the Centre.

On a daily basis the following are the services that we provide:

- MyGov set-up and access
- Linking services to MyGov
- Self-publishers printer
- Medicare Express app
- Assistance in Booking flights
- Assistance in Booking Spirit of Tasmania tickets
- National Parks and Wildlife Service Park admissions
- Assistance in Booking accommodation
- Assistance with Passport renewals
- Setting-up new mobile phone
- Assistance with Telstra recharge online
- Setting-up new iPad/Tablet
- Setting-up email accounts
- Sending emails for patrons
- Search for an NBN provider
- Online Shopping
- Transferring money overseas
- Writing emails for patrons
- Comb binding for self-publishers
- A-3 photocopying
- Glossy photograph printing
- Laminating and guillotine services
- Quiet space for home-schooled children and higher education students
- Typing up Resumes for patrons....and even more.

Additionally the other use of the \$15,000 to be used to maintain our financial situation so that our OAC can continue to remain open until the 2024 Digital Connections Grant allocation (\$25,500) is made at which point (according to the Minister's discussion with the Mayor and Acting General Manager in February 2023 that the model will be reviewed) – after we receive our 2023 allocation in mid-July of \$25,500, this will not be sufficient to enable our OAC to continue and restore our operating hours to five (5) days a week.

The diminishing financial situation is directly due to inflationary rate increases, CPI, salary increases; insurance premium increases, operating cost increases along with our remote location for the increased

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cost of delivery of important toners and paper for our printers etc. The Digital Connections Grant Allocation funding has not been increased for the last ten (10) years – whereas all our other operating costs have risen.

The \$15,000 would be used to pay for Salary, salary on costs, insurance costs, and operating costs (as per bank statements provided), which include internet, XERO fee, Star FM local community radio advertising/membership, annual audit, printing paper, stationery, toners, laminating pouches, photograph glossy paper, sanitising liquid/wipes, cleaning products for the desks and equipment, face masks, equipment replacement, printer repairs and maintenance (as per bank statements provided).

8. Does the St Helens Online Access Centre collaborate with LINC or Libraries Tasmania on the delivery of services or programs?

There has never been any collaboration with LINC or Libraries Tasmania. The only connection to Libraries Tasmania is through the Digital Connections Grant program (which issues the Grant Allocation Deed Agreement), which allocates the three yearly funding (\$25,500 pa) through the Grant Agreement which is signed every three years.

However, the staff in the St Helens Library often refers their Library patrons into our St Helens Online Access Centre for assistance – for digital help and this has been happening on a consistent basis. The Library staff know that we can assist with these enquiries and we welcome the opportunity to help.

9. Do LINC or Libraries Tasmania provide any services to the St Helens Online Centre, e.g., pay for internet connection, provide equipment etc.

NO.

The OAC space is rent free and the electricity is paid by Libraries Tasmania, under the current Digital Connections Deed Grant that is signed each year by the President of the St Helens Online Access Centre Association.

10. Given the Minister has alluded to the fact that the current OAC model is unlikely to continue beyond the current funding agreement, what vision does OAC have as to how the centre will survive and deliver services when the current funding agreement expires?

As the Minister has only “alluded” to his model and given the recent turn of events, and the State Government does not have a majority in the House which may affect the Minister’s plans of reviewing the current OAC model.

To appropriately answer this question, our ongoing commitment is to maintain the digital literacy and educational services are delivered to the community of Break O’Day and beyond.

However, even under difficult circumstances directly due to the lack of increase of our Digital Connections Grant allocation for the last ten (10) years, we have still kept our costs at a minimal and reduced these costs even further, in accordance with our Auditor’s recommendation in our 2021-2022 Audit and we have been struggling to survive but have still maintained the delivery of our service to the Break O’Day community.

We request to have some issues addressed, to determine what our OAC model and future vision encapsulates. These points of issue are:

As the Minister has advised (as per the Break O’Day Minutes for May 05/23.15.7, File Reference 018\019\078\ 4th dot point) that our OAC “has to cut their costs to fit”.

We wish to advise that we commenced a cut to costs in September 2022 by reducing our Coordinator's hours of work down from 16 hours to 10 hours per week. Additional due to COVID Work Safety regulations - we lost several volunteers, which meant that our operating hours were reduced down to four days a week. We have also cancelled our Cyber Liability Insurance as another measure of reducing our costs.

As the Minister has advised (as per the Break O'Day Minutes for May 05/23.15.7, File Reference 018\019\078\ 5th dot point) that "at the end of the 18 months a new model will be introduced".

As this seems to be the "vision" that the Minister has alluded to and consequently the St Helens Online Access Centre is unable to predict what our vision will be beyond the current funding agreement, consequently we are requesting this subsidy of \$15,000 to give us some "breathing space" in order to keep our doors open. Our main objective is to continue to provide the service provision delivery to our Break O'Day community and beyond – with what funds we have available.

Without additional funding we will not survive the 18 month period that the Minister is referencing.

As the Minister has advised (as per the Break O'Day Minutes for May 05/23.15.7, File Reference 018\019\078\ 6th dot point) "that the Break O'Day Council be in at the start of this planning to ensure a model which is designed to suit our Break O'Day community".

We respectfully request that our St Helens Online Access Centre be offered the opportunity to be involved in the consultation process for this model as the Minister states "one that is fit for purpose for Break O'Day".

However, as it was stated in the Minutes (as per the Break O'Day Minutes for May 05/23.15.7, File Reference 018\019\078\ 9th dot point) "the discussions around this new model are still at the "very high level".

Until the May Break O'Day Council, our St Helens Online Access Centre was unaware of the "very high level" discussion to change our operating arrangements.

We would welcome the opportunity to be involved in the consultation process at the appropriate time that the Break O'Day Council recommends.

As Mayor Tucker has advised 05/23.15.7, File Reference 018\019\078\ 10th dot point) that the "State Government has committed more money to ensure we have a hub which is supported by multiple different departments".

Our St Helens Online Access Centre would like the opportunity to be consulted as to which State Departments would be involved.

Mayor Tucker has advised 05/23.15.7, File Reference 018\019\078\ 13th dot point) that "the Manager Business Services needs to engage with advisers regarding the new hub mode".

Our St Helens Online Access Centre would like to be consulted as to who these advisers would represent.

** Profit and Loss Statement for the period July 2023-June 2024 prepared by Mr Matthew Osborne, Auditor.*

Response to BODC request for information prepared by the St Helens Online Access Centre Association, 2023

ATTACHMENT C

Profit and Loss

St Helens online Inc

For the period 1 July 2022 to 12 May 2023

1 JUL 2022-12 MAY
2023

Trading Income	
CD Burning	15.00
Digital Training	2,438.30
Faxing & Emailing	61.60
Grants Received	26,959.00
Laminating	365.90
Membership	23.00
Photocopying & Scanning	229.25
Printing	5,062.80
Registered User	709.40
Telephone Fees Received	15.50
Total Trading Income	35,879.75
Gross Profit	35,879.75
Other Income	
Fundraising Fees Received	2,732.25
Interest received	17.01
Total Other Income	2,749.26
Operating Expenses	
Accounting & Bookkeeping	983.50
Advertising	48.19
EE - Staff Amenities	58.56
EE - Superannuation	3,081.40
EE - Wages	29,346.66
Fax/Telephone	594.13
Insurance	1,730.00
Printing, Postage & Stationery	3,342.97
Repairs & Maintenance	198.00
Staff training	394.50
Total Operating Expenses	39,777.91
Net Profit	(1,148.90)

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	018\019\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER’S RECOMMENDATION:

That Council re-offer the sum of \$3,000 to the St Helens Online Centre, which had previously been offered as part of the Community Funding Program 2022 – 2023.

INTRODUCTION:

A Notice of Motion proposed by Clr Carter asked that Council review its decision to provide the St Helens Online Access Centre with \$3,000 from the recent Community Grants Program rather than the requested \$5,000.

PREVIOUS COUNCIL CONSIDERATION:

20 March, 2023 – Council meeting

15 May, 2023 - Notice of Motion: That Council review its decision to provide the St Helens Online Access Centre with \$3,000 from the recent Community Grants Program rather than the requested \$5,000.

OFFICER’S REPORT:

Councillors discussed the merits of all applications received under the Community Grant Program at the March workshop.

Feedback from that workshop in relation to the application lodged by the St Helens Online Centre was:

- That the Online Access Centre be funded for \$3,000 instead of \$5,000, as we should not be covering wages and insurance.
- Concerned about providing funding for the online access centre as we are unsure what direction the service is heading in.
- Questioned the online access centre request as they already have another project in as well, he felt we should drop the online centre funding to \$3,000 so not to include wages and insurance.

From these discussions, the Manager Community Services clarified with Councillors at the workshop that they would like to remove the bowls, athletics and motocross clubs submissions and reduce the online access centre to \$3000 – this was reflected in the motion that was put to Council at the March 2023 Council meeting which was ratified by Councillors.

An email was forwarded on 20 March 2023 to the St Helens Online Access Centre advising of Council's decision after the Council meeting. Council received an email from the St Helens Online Access Centre on 21 March 2023 – which was also forwarded to all Councillors that after a meeting of the Executive they had decided to decline the \$3,000 which had been awarded to the Centre to assist with the running of the program they were seeking funding for.

Council have again discussed this request to provide \$5,000 to the St Helens Online Access Centre as per the Notice of Motion put forward by Cllr Carter. After much discussion the sentiment in the room was not to support funding to cover wages and insurance for anyone organisation seeking funds for those purposes.

While the St Helens Online Access Centre provides valuable resources and services to our community, it is essential to consider the budget and allocate funds responsibly across various organisations. Council needs to maintain a balanced approach when distributing funds, taking into account the needs of all organisations and initiatives that are already being run/showcased within the community when considering applications for funding.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (Amended March 2022)

Goal

Community

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

Strategy

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

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Council has balance funds from the Community Grants budget that could cover this application.

VOTING REQUIREMENTS:

Absolute Majority

06/23.16.0 DEVELOPMENT SERVICES

06/23.16.1 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. Completed recruitment of Development Services Support Officer (Internal);
2. Ongoing Testing and Collation of feedback to State Government Department regarding implementation of Plan Build;
3. Finalised final draft of Municipal By-law;
4. Commenced consultation phase new proposed Strata Titles Policy;
5. Completed final draft of new Compliance Policy.

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	4		2	7		35	
Permitted	1	1	6	5	7	2	3	5	1		3		34	
Discretionary	17	22	5	13	11	13	15	10	10	9	14		139	
Amendment	3	1	3	2	1	2	1		1	1	2		17	
Strata	1				1		1		1		1		5	
Final Plan	1	6		1	2	1	2	1	2	1			17	
Adhesion					2						1		3	
Petition to Amend Sealed Plan			1		2								3	
Boundary Rectification														
Exemption														
Total applications	28	33	17	23	30	22	24	20	15	13	28		253	326

Ave Days to Approve Nett *	43.6 7	33.66	21.41	27.26	36.03	29.9	46.16	25.35	34.46	35	25.78		32.78
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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:

May 2023

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
284-2022	The Gardens	Demolish Dwelling & Sheds and New Dwelling, Deck & Shed/Carport	S57	169	41
081-2023	St Helens	Change of Use, Garage to Bedroom with Ensuite & New Veranda over Existing Deck	NPR	9	9
006-2023 AMEND	St Helens	Relocation of the Ancillary Dwelling 3.8m Closer to the Front Boundary	AMEND	12	12
089-2023	Akaroa	Dwelling Additions & Alterations, New Veranda over Existing Deck & Legalisation of Shipping Container	NPR	1	0
012-2022 AMEND	Binalong Bay	Partial Roof Over Deck Area	AMEND	4	4
071-2023	St Helens	Adhesion Order	ADHESION	18	18
037-2023	Binalong Bay	Single Dwelling	S57	71	49
248-2022	The Gardens	Dwelling (Visitor Accommodation), Deck and Associated Works	S57	210	41
099-2023	St Helens	Demolition of Sheds & Construction of Shed & Carport	NPR	8	8
315-2020	Fingal	Change of Use - Visitor Accommodation to Dwelling	S58	24	23
090-2023	St Marys	95500L Fire Tank	S58	4	4
190-2014 STRATA	Scamander	28 Lot - Multi-Residential Layout & Infrastructure	STRATA	152	3
246-2022	Scamander	Construction of a Second Dwelling (Multiple Dwellings)	S57	216	41
239-2022	St Helens	Construction of Dwelling	S57	218	62
255-2022	Beaumaris	Construction of Dwelling	S57	219	29

096-2023	Stieglitz	Construction of Carport & BBQ Area	NPR	15	0
113-2023	St Helens	Construction of Carport	NPR	2	2
051-2023	St Helens	Construction of a Dwelling	S57	43	42
005-2023	Stieglitz	Dwelling Additions, Carport, Veranda & Boundary Fence Wall (up to 2.1m high)	S57	150	73
029-2023	St Helens	Extractive Industry – Gravel Pit	S57	91	69
104-2023	St Helens	Additional Use Visitor Accommodation	S58	13	13
031-2023	Beaumaris	Front Fence (1.6m High)	S57	23	22
077-2023	Scamander	Dwelling Alterations (internal) & Un-roofed Deck	NPR	28	28
074-2023	Seymour	Shed & Attached Veranda	S57	37	22
060-2023	St Helens	Demolition of Existing Shed and Construction of a New Shed	S57	39	38
068-2023	St Helens	Covered Storage Racks	S57	40	39
101-2023	St Helens	Legalisation of Shed & Carport	NPR	13	0
072-2023	St Helens	Dwelling, Deck, Garage & Fence	S57	31	30

TOTAL 28

BUILDING PROJECTS REPORT

Projects Completed in the 2022/2023 financial year

Description	Location	Updates
New Accessible/Family Toileting Facility	St Marys Community Space	Completed and Opened to public 4 th October 2022
Building Improvements	St Helens Council Chambers	Completed November 2022
Installation of three drinking water fountains	Bendigo Community Stadium; St Marys Community Space; Scamander Reserve	Completed February 2023
New Lighting Towers	St Helens Sports Complex – Football Oval	Lights now operational, final adjustments still to be completed.
Marine Rescue Additions	St Helens Foreshore	Completed May 2023

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

Description	Location	Updates
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.
St Marys Waste Transfer Station Additions	St Marys Waste Transfer Station	<ul style="list-style-type: none"> • Nearing Completion; • Final earthworks to be completed.
New Solar Panels & Heating Improvements	St Marys Community Hall	<ul style="list-style-type: none"> • Re-roofing now completed
Sports Floor Replacement & New Backboard	Bendigo Bank Community Stadium	<ul style="list-style-type: none"> • Insurance Claim approved; • Backboard now replaced; • Flooring contractor booked to commence in October 2023.
Building upgrades	St Marys Railway Station	<ul style="list-style-type: none"> • Repainting identified as priority which has now commenced.

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

Description	Location	Updates
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.

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

Building Services Approvals Report May 2023


No.	BA No.	Town	Development	Value
1.	2020 / 00186 - U1 RE-ASSESS	St Helens	Re-assessment – New Visitor Accommodation	N/A – Re-assessment
2.	2023 / 00075	Fingal	New Farm Shed	\$300,000.00
3.	2022 / 00207	Scamander	New Shelter/Storage Room	\$18,000.00
4.	2023 / 00089	Akaroa	Alterations & Additions - Dwelling, Deck, Patio, Alfresco area & Shipping Container	\$60,000.00
5.	2023 / 00047	Fingal	New Shed	\$42,000.00
6.	2020 / 00039 - AMEND	Scamander	Amended building approval for internal alterations	N/A
7.	2021 / 00243	Binalong Bay	Change of Use and Additions/Alterations - Dwelling/Visitor Accommodation x 2	\$168,000.00
8.	2022 / 00293	St Marys	New Dwelling, Deck, Carport & Shed	\$632,000.00
9.	2022 / 00012 - AMEND	Binalong Bay	Amended building approval for inclusion of roof over deck	N/A
10.	2022 / 00177	Binalong Bay	New Visitor accommodation, deck, carport & garage	\$379,000.00
11.	2023 / 00025	St Helens	New Carport	\$11,400.00
12.	2020 / 00338 - AMEND	St Helens	Amended building approval for pergola frame and rammed earth - Visitor Accommodation	N/A
13.	2022 / 00098 - AMEND	Scamander	Amended roof plumbing design	N/A

ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2021/2022	2022/2023
	\$19,372,643.00	\$30,200,243.00

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2022	2023
	May	\$2,066,800.00	\$1,610,400.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2021/2022	2022/2023
	May	145	180

ENVIRONMENTAL REPORT

Description	Updates
Schools National Tree Day 2023	As part of their interest in taking on environmental projects the <i>Hands on Learning</i> student group at St Helens District High School is working with Council to plan and plant some native understory at a suitable location at the St Helens Sports Grounds.
Climate Change	Council joined other northern councils last year in forming a <i>Northern Region Climate Change Action Program</i> partnership and this July a program manager will begin providing support to member councils. At this Meeting, Council is considering a plan of activities it will tackle with the support of the regional initiative and program manager – priorities such as greenhouse gas accounting, corporate responsibility and climate-ready asset management.
NRM Committee	Break O’Day Council NRM Committee met in June and worked on the next five year Environment and NRM Action Plan and began investigating Georges Bay’s unique reefs of the native flat oyster (<i>Ostrea angasi</i>).
Weed Management	<p>Weed control on Council properties continues. Recent activity to support and advise landholders and land managers has focussed on control of pampas grass, Spanish heath and gorse. Community volunteer interest is being supported to control holly that infests Weldborough, including on a Council reserve.</p> 
Battery Recycling	The collection of used batteries for recycling in the foyer of Council’s St Helens office has been discontinued. Break O’Day’s supermarkets kindly provide our community with a better collection service for battery recycling across the municipality.

Recreational Water Quality

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

The 2022-23 sampling season has ended. Results for water samples for the season indicated conditions at the ten waters monitored were safe for swimming according to the Tasmanian Recreational Water Quality Guidelines. All natural waters may be subject to local poorer water quality from time to time due to weather or other conditions.

Immunisations

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

MONTH	2022/2023		2021/2022	
	Persons	Vaccinations	Persons	Vaccinations
July - December	60	64	43	45
January - June	54	54	155	156
TOTAL	114	118	198	201

Sharps Container Exchange Program as at 9 June 2023

Current Year	Previous Year
YTD 2022/23	YTD 2021/22
68	40

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 (Amended 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.

Strategy

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

LEGISLATION & POLICIES:

Not applicable

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
PROPONENT	Officer
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	017\023\001\
ASSOCIATED REPORTS AND DOCUMENTS	Climate Change Action 2023

OFFICER'S RECOMMENDATION:

Council endorse the Climate Change Action 2023 plan of Council activities, which it will implement with support from the regional council's Northern Climate Change Program.

INTRODUCTION:

The purpose of this report is for Council to endorse a plan of Climate Action activities: *Break O'Day Council Climate Change Action 2023*.

PREVIOUS COUNCIL CONSIDERATION:

At Council's June Workshop, it received an update on Climate Change Action and discussed the Climate Change Action 2023 plan of Council activities.

Council Meeting 16 May 2022

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

Council Meeting 16 December 2023

12/19.15.7.308 Moved: Clr K Chapple / Seconded: Clr G McGuinness

- (1) That Council receive the report reviewing the Climate Change MMP and updating priorities for action with a Climate Change Action Plan 2020.

(2) As Council considers Climate Change to be a serious concern for Break O’Day, that all Councillors participate in the implementation of the Climate Change Action Plan 2020 and development of future priorities for a Climate Change action.

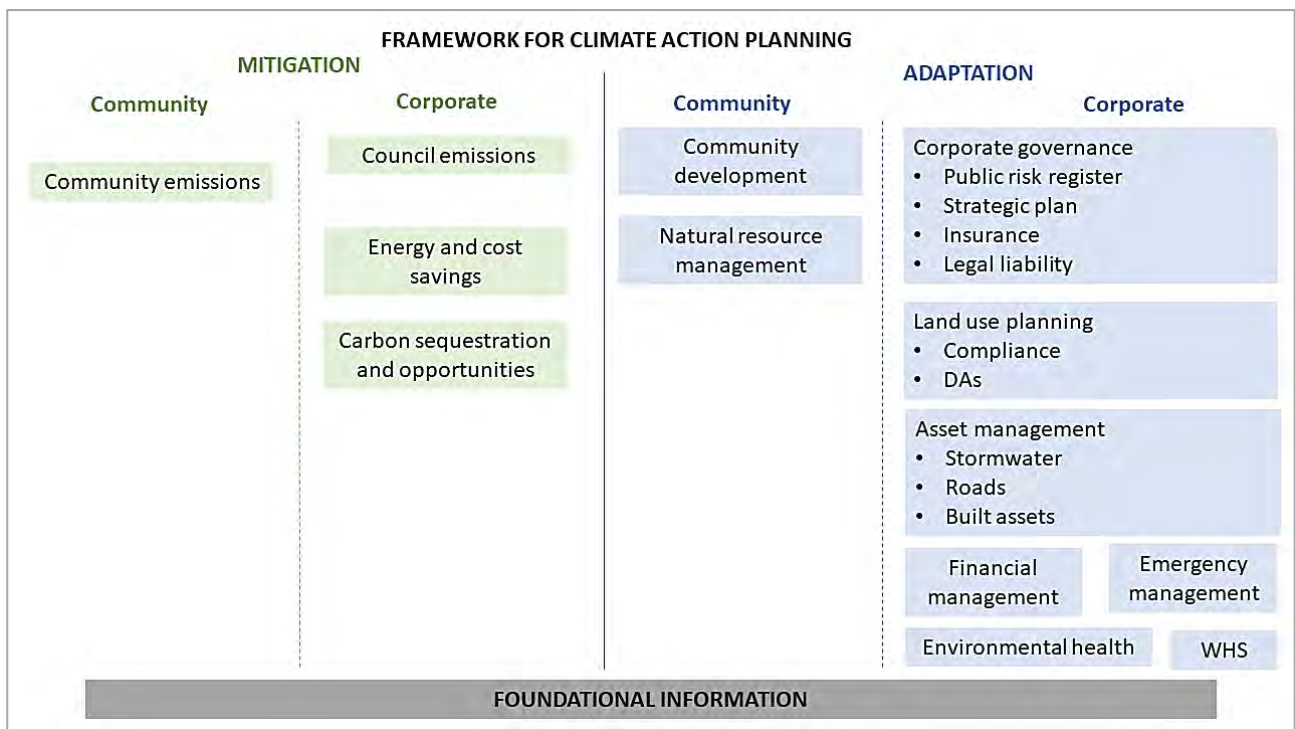
CARRIED UNANIMOUSLY

OFFICER’S REPORT:

Councils of the northern region established the *Northern Climate Change Program* together in 2022 for a three year period. The local government partnership brings opportunities for councils to collaborate on climate change priorities and benefits at local and regional levels and participation in state programs.

The partnership has appointed a regional Climate Change Program Manager (starting in June) who will work directly with member councils to provide individual support on their climate change action priorities and across the region and at state level.

In 2022, Council staff workshopped an Individual Support Plan of actions for Break O’Day Council with the interim coordinator of the *Northern Climate Change Program*. This work applied a framework for climate action planning (developed during formation of the regional partnership) to Break O’Day priorities, including Council’s earlier review of progress in 2020 (*Climate Change Action Plan 2020*).



The result is the *Break O’Day Council Climate Change Action 2023 plan* (attached).

The plan focuses on Council’s own climate change mitigation and adaptation actions, for its roles, functions and corporate responsibilities. Implementation will involve various Council staff, recognising Council is exposed to climate change issues and risks across the range of its roles and functions. In addition, they will rely on the leading role of Council and its management team and

support from the Northern Climate Change Program, its regional Manager and knowledge and resources.

Many of the actions in the plan are foundational or first steps – for example establishing a Council emissions accounting system, which will inform Council emissions reduction actions. Initial priorities include Council carbon emissions accounting, corporate risk and liability, asset management and flood risk. The activities in the plan will not all be completed in 2023–2024. As the plan progresses, priorities and activities will evolve for the continuing climate change action by Council in the years and decades to come.

This is a new initiative, across Council roles and functions and on top of ‘business as usual’ for Council and staff. The plan starts a strategic approach to climate change action by Council that is connected to coordinated regional action, support and shared resources.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (Amended 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.

Strategy

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. (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.

Annual Plan 2022 - 2023

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.

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.

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.

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.

LEGISLATION & POLICIES:

Climate Change (State Action) Act 2008 and Climate Change (State Action) Amendment Bill 2021

Forthcoming revised Tasmanian *Climate Change Action Plan*.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

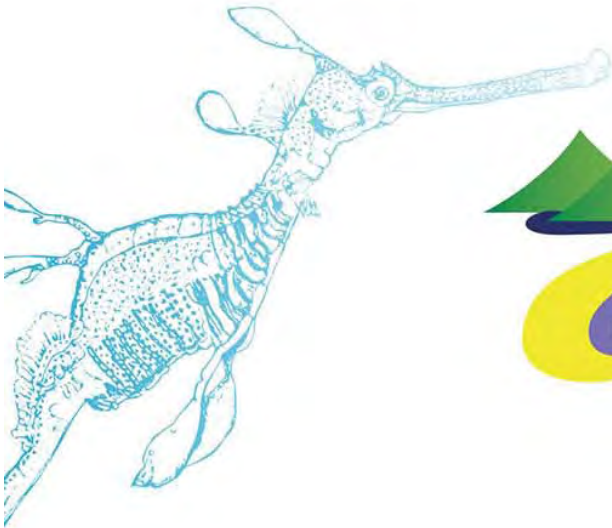
Northern councils are sharing the cost of the *Northern Regional Councils Climate Change Action Program* partnership and coordinator role. Council's contribution this year has been \$10,000 for regional coordination and \$12,000 for individual support.

Provision has been made in the draft 2023/2024 budget for continuation. Implementation of the plan activities may have cost implications - it includes as an action a pipeline of climate action projects that would require external funding, ready to seize grant opportunities.

A key priority for the partnership is a proposal for state-wide local government cooperation on climate change, including investment by the Tasmanian Government.

VOTING REQUIREMENTS:

Simple Majority



Climate Change Action 2023



May 2023

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

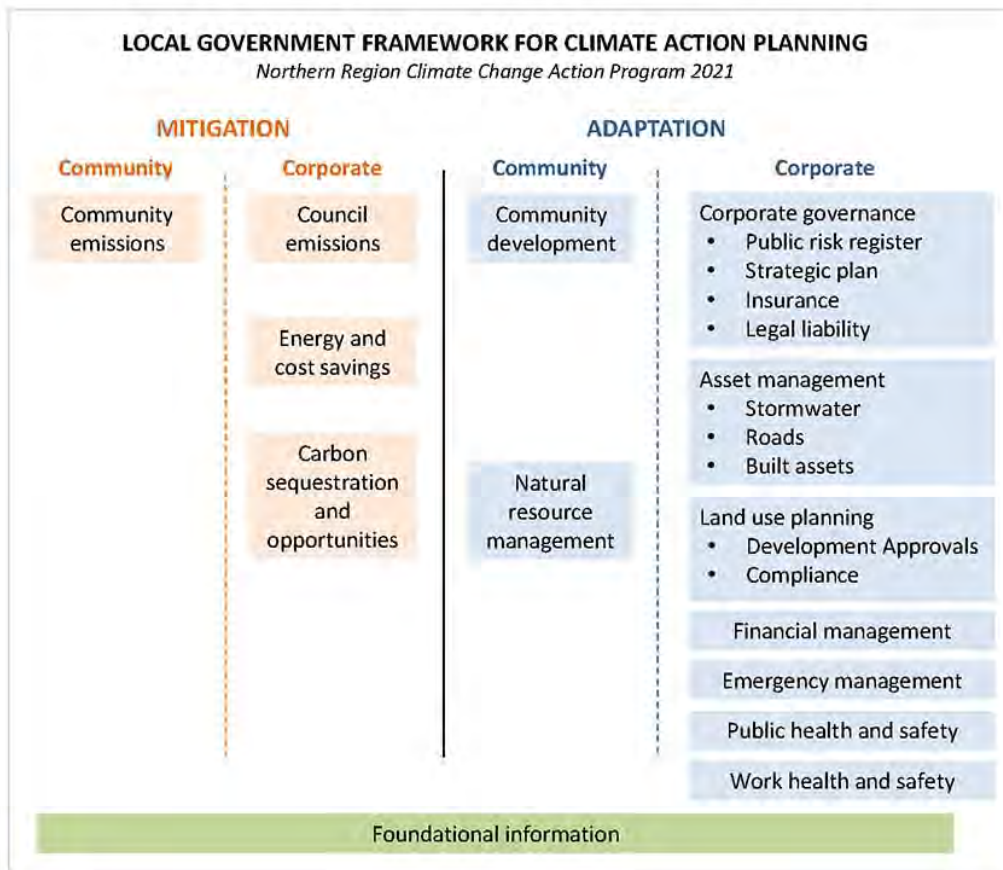
Climate change will affect Council and the people, families, businesses, economy and the natural environment of Break O'Day municipality.

Science has charted the development of climate change back over past decades and hundreds of years and is projecting impacts in the future, on higher or lower pathways depending on the action we all take now.

The two broad strategies for climate change action are *mitigation* and *adaptation*. Mitigation seeks to arrest greenhouse gas emissions and reduce global warming and its consequences. Adaptation is about responding to the present and future risks of impacts we face, how we plan to minimise future loss and harm, and recover as events unfold. The opportunities change can bring are also something to adapt to.

Climate change is a Key Focus Area of the Break O'Day Strategic Plan 2017-2027: *Understand, address and evaluate the challenges of Climate Change in Break O'Day and develop and implement mitigation strategies.*

This Climate Change Action Plan is the operational plan of activities Break O'Day Council it will undertake from 2023 for several years.



This plan focuses on where and how climate change affects Council's local government roles and functions. Council has a corporate responsibility to address how climate change affects it. It also has a leadership role, to support the wider community and industries with their responsibilities and the action they take.

This plan follows reviews in 2022 of the Break O'Day Strategic Plan 2017-2027 and of a 2013 climate change risk assessment, part of Council's Municipal Management Plan series. At the same time Council has been active in a new *Northern Climate Change Program* (NCCP) and with the other northern councils has committed to a three-year NCCP partnership.

Council staff have developed this plan with an interim coordinator for the NCCP. This regional partnership will continue to support Council and this plan. The specialist input and access to regional knowledge and influence NCCP provides will increase our capacity for the continuing action Break O'Day will need to take. The issues and activities in this plan lead to more work by Council and climate change action in the years and decades to come.

Climate actions

Councillors and Council's management team have important governance roles in this action plan.

- To provide leadership and support for the climate actions described below to be done and apply the results
- To oversee progress, measured on the Purpose and Outputs of the actions, to look to the next priorities and activities annually and to shape Break O'Day's longer-term climate change strategy.

This climate action governance will lead to stronger capacity and confidence within council and strategic direction on climate change action.

Implementation

The following actions address the climate change risks and challenges faced by the roles and functions Council already undertakes. The mitigation and adaptation responses council needs to make are within and across its operations, roles and functions, not separate from them.

Implementation of the actions will be by staff involved in those roles and functions, and with what time and space can be found to do the work over coming years. Priorities begin with the first-listed actions and will evolve as the plan and change climate issues progress. Council staff will be supported by the *Northern Climate Change Program*, its regional manager and knowledge networks. For example, by sharing tools for carbon emissions accounting developed by other councils to use here.

Through this plan's activities projects may emerge that Council will need external resources to implement. The last action - 'Project development' - provides a place for project proposals to be prepared and ready for funding and other resourcing opportunities.

1. Council carbon emissions

Council needs to do what it can to reduce its greenhouse gas emissions and help control global warming.

Purpose	Activities	Outputs
<ul style="list-style-type: none"> Effective greenhouse gas emissions reduction and energy efficiency initiatives. 	<ul style="list-style-type: none"> Develop a system for carbon emissions accounting and annual reporting. 	<ul style="list-style-type: none"> Council greenhouse gas emissions account and reporting.

2. Corporate risk and liability

Climate change will impact Council's responsibilities and functions and its material, financial and human assets.

Purpose	Activities	Outputs
<ul style="list-style-type: none"> Minimise corporate risk and loss due to climate change. 	<ul style="list-style-type: none"> Review the exposure of Council assets, governance and finance to climate change risks, referencing latest projections and industry guidance. Add new and amended climate change related hazards and risks to corporate Risk Register. 	<ul style="list-style-type: none"> Risk and liabilities assessment Updated corporate Risk Register.

3. Asset Management

Climate change threatens Council properties, facilities, roads, infrastructure and the services they deliver.

Purpose	Activities	Outputs
<ul style="list-style-type: none"> Asset management system that is climate-change ready Long term planning for vulnerable infrastructure and services investment. 	<ul style="list-style-type: none"> Develop Strategic Asset Management Plan (SAMP) methodology to include climate change risks Pilot/trial SAMP for climate adaptation planning on a 'precinct'/township scale. 	<ul style="list-style-type: none"> SAMP template and process Pilot SAMP on a precinct with vulnerable assets for a Climate Change Adaptation Infrastructure Management Plan.

4. Flood

Council has roles in avoiding flood risks and impacts through land use and development planning and, when floods happen, in emergency response and recovery.

Purpose	Activities	Outputs
<ul style="list-style-type: none"> Refined municipal flood risk mapping for development and land use planning Shared awareness and responsibility for future flood risks. 	<ul style="list-style-type: none"> Project design to include stormwater infrastructure in municipal flood modelling, and brief for funding opportunities Review Council’s prudent flood risk level for development planning and design Process for disclosure and sharing flood risk data and knowledge. 	<ul style="list-style-type: none"> Flood modelling project priorities, scope and costing (ready for funding opportunity) Consistent process for sharing of flood risk information.

5. Fire

Bushfire is a significant threat for the municipality, managed primarily at state and private levels, with risks increasing due to climate change.

Purpose	Activities	Outputs
<ul style="list-style-type: none"> Council actions make the community safer from bushfire. 	<ul style="list-style-type: none"> Review bushfire hazard management, future risks and Council roles - state agencies and land managers, effective planning and building controls, emergency management, and private landholders. 	<ul style="list-style-type: none"> List of priorities council can act on to meet future bushfire risks.

6. Heat stress

Heat stress is a threat nationally and was identified as a risk for Break O’Day to assess and plan for locally.

Purpose	Activities	Outputs
<ul style="list-style-type: none"> Cooler, safer future living environments in heatwaves. 	<ul style="list-style-type: none"> Heat stress risks assessment and mitigation options (such as green infrastructure). 	<ul style="list-style-type: none"> Heat stress risk mitigation priorities and action plan.

7. Community information and wellbeing

Council leadership will help our families, communities and economy meet their own climate change challenges.

Purpose	Activities	Outputs
<ul style="list-style-type: none"> Council facilitates a well informed and active community and business sector. 	<ul style="list-style-type: none"> Write Break O’ Day’s positive but responsible climate change action story Support community action on climate change. 	<ul style="list-style-type: none"> Council climate change action guideline for community engagement and public communications Community actions and events.

8. Emergency Management

Local government has a role with national and state governments in the Emergency Management system and is closest to the community.

Purpose	Activities	Outputs
<ul style="list-style-type: none"> Emergency Management anticipates climate change risks. 	<ul style="list-style-type: none"> Climate change implications for emergency management considered in update of the Break O'Day Emergency Management Plan. 	<ul style="list-style-type: none"> Revised Emergency Management Plan.

9. Community carbon emissions reduction

Households, businesses and services in Break O'Day have greenhouse gas emissions of their own to reduce.

Purpose	Activities	Outputs
<ul style="list-style-type: none"> Support the low-emissions transition of the municipality. 	<ul style="list-style-type: none"> Identify climate change mitigation opportunities and challenges for industry, community and services in the municipality Promote funding and other opportunities for community emissions reduction actions. 	<ul style="list-style-type: none"> Facilitation of carbon emissions reduction actions in the wider municipality.

10. Project development

Climate change actions in Break O'Day will often require major projects and need support and funding Council cannot afford on its own.

Purpose	Activities	Outputs
<ul style="list-style-type: none"> Funding opportunities secured; mitigation and adaptation priorities achieved. 	<ul style="list-style-type: none"> Plan and detail climate change action projects that would need external funding support. 	<ul style="list-style-type: none"> Pipeline of significant climate action projects, ready for grant opportunities and funding applications.

ACTION	INFORMATION
PROPONENT	Development Services Coordinator
OFFICER	Development Services Coordinator
FILE REFERENCE	002\024\006\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Municipal By-Law Regulatory Impact Statement

OFFICERS RECOMMENDATION:

1. In accordance with section 156 of the Local Government Act 1993, Council resolves to make a by-law for the regulation of refuse disposal sites, household refuse disposal, animal control, caravans and control of burning, and
2. Proceed to forward decision and draft documents to the Director of Local Government for certification under Section 156A(6) of the Local Government Act, and
3. Subsequent to the director of the office of local government certification, proceed to notification and seek community submissions for consideration.

INTRODUCTION:

Council officers have been drafting the new Municipal By-Law and received initial feedback on the draft from the Director, Office of Local Government. A New decision of Council is required as a result of the feedback, to ensure the decision to create the new By-Law correctly reflects the broader application of the by-law.

PREVIOUS COUNCIL CONSIDERATION:**09/21.16.5.208**Moved: Clr J McGiveron / Seconded: Clr B LeFevre

In accordance with section 156 of the *Local Government Act 1993*, Council resolves to make a by-law for the regulation of keeping roosters and other animals.

This body of work has been ongoing for many months with various department involvements. The purpose of the By-Law is to capture some of the gaps in legislative requirements so that Council has a head of power to ensure public safety and amenity – The attached regulatory impact statement provides the detail in this regard.

A presentation will be provided to Councillors to provide more insight in relation to the ‘hot topics’ and ensure Council officer proposed directions are acceptable to councillors.

In preparing the By-Law Council have now customised or created any additional requirements when compared to other Council By-Laws. Instead, we have kept terminology and the general approach consistent with other Tasmanian Councils.

This new By-Law will also replace Council existing caravan By-Law.

Initial legal advice has been provided which has supported the proposed as draft stage.

Step 1 – Submit the RIS to the Director

Once council has passed a resolution of intention to make the new by-law, the RIS must be submitted to the Director for certification under s.156A(6).

Step 2– Notification

Following receipt of the Director’s certificate, the General Manager must give notice in accordance with s.157. Regulation 36 of the Local Government (General) Regulations 2015 sets out prescribed matters that must be included in the notice.

Pursuant to 157(2) of the LGA, the notice must be:

(a) published at least once in a daily newspaper circulating in the municipal area; and

(b) made available for viewing at a website of the council from the day when the notice is first published in the newspaper until the end of the day specified in the notice as the earliest day by which the notice may be removed from the website; and

(c) displayed in a conspicuous place in the public office of the council from the day when the notice is first published in the newspaper until the end of the day specified in the notice.

Council must provide at least 21 days following the publishing of the notice to allow submissions to be lodged (s.157(4)).

Pursuant to section 158 of the LGA, the by-law must then be made available for inspection by the public until the end of the day specified in the abovementioned notice. This includes publication on the Council’s website and at the public office.

Step 3– Consideration of submissions

20. If any submissions are made by the public in relation to the by-law, then pursuant to section 159(2) of the LGA every proper submission must then be considered by the Council.

21. To ensure that this step is satisfied, a report will need to be prepared, setting out and annexing the submissions, for consideration and resolution by the Council. Any recommendation regarding such resolution should pre-empt the next step, which requires certification followed by the making of the by-law under the Council’s common seal.

Step 4 – Certification

22. Following the notification process and the consideration of any submission, pursuant to section 162 of the LGA, each by-law must then be certified by:

(a) a legal practitioner, that its provisions are in accordance with the law; and

(b) the General Manager of the Council, that it is made in accordance with the LGA,

OFFICER'S REPORT:

The intent of this report, subsequent to legal advice is to seek a further decision to extend the previous decision of Council.

Council officers have been working on the draft documents and contents. The intent of the document has not changed. The item is before Council to ensure the decision encompasses the entire scope of the by law.

The draft by-law has always covered various matters such as refuse disposal sites, household refuse disposal, animal control, caravans, and burning regulations. However, the Director of Local Government, Mathew Healey, believed that the previous decision did not encompass the full scope of the by-law as intended.

The recommendation has been considered by Councils lawyer Simmons Wolf Hagen and considered suitable to move the by-law forward.

LEGISLATION/STRATEGIC PLAN & POLICIES

Strategic Plan 2017 – 2027 (Amended 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.

Strategy

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

Section 199 of the Local Government Act 1993.

BUDGET AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS

Simple Majority

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DRAFT

BREAK O'DAY COUNCIL ENVIRONMENTAL HEALTH BY-LAW

By-Law No. 1 of 2023

A BY-LAW of the Break O'Day Council made under Section 145 of the *Local Government Act 1993* (Tas) for the purposes of regulating and controlling matters of environmental health.

PART 1 – PRELIMINARY

1. Short Title

This By-Law may be cited as the Environmental Health By-Law No 1 of 2023

2. Application

- (1) This By-law applies to the municipal area of the Break O'Day Council.
- (2) This By-law does not apply to a councillor or an employee of the Council or a contractor or agent of the Council where such person is carrying out activities in or on any Council land or waste facility in the course of their duties for and on behalf of the Council.

3. Interpretation

In this By-law:

Act means the *Local Government Act 1993* (Tas);

animal means an animal as defined in the *Animal Welfare Act 1993*;

Authorised Officer means an employee of the Council appointed by the Council or General Manager as an authorised officer for the purpose of this By-Law;

beehive means a modular framed housing for a honey bee colony, which normally contains either a nucleus colony or a standard size colony

By-Law is a reference to this Environmental Health By-Law No 1 of 2023;

Caravan means any object or structure having the general characteristics of a caravan, a house on wheels, a covered van or trailer, and any vehicle used or adapted for human habitation or occupation, whether the wheels or axles are removed or not and whether it is resting directly on the ground or is placed on blocks or other supports, and any structure, awning, veranda, lean-to, carport or other enclosed or partly enclosed area used or capable of being used in connection with or appurtenant to any caravan but does not include a building or temporary structure for which a permit is required under the *Building Act 2016* (Tas);

Caravan Licence means a valid and current licence to occupy a caravan issued by an Authorised Officer in accordance with **Form X in Schedule X** to this By-Law;

Council means the Break O'Day Council (ABN 96 017 131 248) constituted pursuant to the Act;

Environmental Health Officer means a person employed by Council from time to time holding the position of Environmental Health Officer;

General Manager means the General Manager appointed by the Council pursuant to section 61 of that Act.

Infringement Notice means a notice complying with section 149 of the Act;

mobile garbage bins mean mobile bins as approved and supplied by the Council for the collection of one of the following:

- (a) Domestic waste
- (b) Recyclables
- (c) Green waste; and
- (d) Any other waste as notified by the Council

Municipal Area means the municipal area of the Break O'Day Council defined in accordance with section 16 of the Act.

nuisance means as defined by section 199 of the Act;

Person means an individual, corporation or other legal entity (other than the crown)

proprietor includes the owner, occupier or any person having the control or management of land;

public land means land within the Municipal Area which is owned, vested in or managed by Council and includes any public place and any local highway;

public place has the meaning given to that term in section 3(1) of the *Police Offences Act 1935 (Tas)*;

Refuse means rubbish, waste and other similar articles or things including recyclable materials but does not include Trade Waste;

Refuse Disposal Attendant means a person who is employed by Council to work at one or more Refuse Disposal Sites;

Refuse Disposal Site means any land designated by Council for the disposal of Refuse and includes:

- (a) refuse disposal areas (i.e. tips);
- (b) waste transfer stations;
- (c) resource recovery facilities, and
- (d) recycling centres

residential zone means the General Residential Zone, Low Density Residential Zone, and Village Zone defined in a planning scheme applicable to the municipal area;

Trade Waste means liquid or solid waste produced or generated on commercial premises or as a result of commercial activities; and

Waste means as defined by section 3(1) of the Environmental Management and Pollution Control Act 1994

PART 2 - REFUSE DISPOSAL SITES

4. Depositing Refuse

A person must not deposit, or cause to be deposited, any Refuse at a Refuse Disposal Site other than in accordance with the directions set out in any signage or notice located at the Refuse Disposal Site or given by a Refuse Disposal Attendant.

Penalty: Fine not exceeding 5 penalty units.

5. Hours of operation

A person must not, without the permission of an Authorised Officer, deposit or cause to be deposited any Refuse at a Refuse Disposal Site other than during the operating hours of that Refuse Disposal Site as designated either by signage displayed at the entrance to the Refuse Disposal Site or on Council's website.

Penalty: Fine not exceeding 5 penalty units.

6. Fire safety

A person must not:

- (a) deposit any hot or incendiary materials including ashes, embers, or coals; or
 - (b) light any fire,
- at a Refuse Disposal Site.

Penalty: Fine not exceeding 5 penalty units.

7. Scavenging

A person must not, without the consent of an Authorised Officer, remove any article or thing deposited at a Refuse Disposal Site or interfere with an material, plant or equipment located at a Refuse Disposal Site.

Penalty: Fine not exceeding 5 penalty units.

8. Disposal of loose materials

A person must not deposit any loose paper, cardboard, plastic or similar materials at a Refuse Disposal Site other than by depositing such materials in disposal bins or area designated for that purpose.

Penalty: Fine not exceeding 5 penalty units.

9. Direction of Authorised Officer

- (1) Where a person (or persons) seeks to dispose of any item or material at a Refuse Disposal Site and an Authorised Officer forms the opinion that the relevant item or material:
 - (a) may pose a risk to the safety of Council employees, members of the public, or the environment if it were deposited at a Refuse Disposal Site; or
 - (b) is prohibited from being deposited at a Refuse Disposal Site,the Authorised Officer (as applicable) may direct that person (or persons):
 - (c) not to deposit the relevant item or material at the Refuse Disposal Site; or
 - (d) to deposit the relevant item or material in a specific manner.
- (2) A person (or persons) must not fail to comply with a direction given by an Authorised Officer under clause 9(1) of this By-Law.

Penalty: Fine not exceeding 5 penalty units.

PART 3 - HOUSEHOLD REFUSE DISPOSAL

10. Interpretation

In this Part 3 -

Kerbside Collection Service means a service provided by Council consisting of:

- (a) the provision of mobile garbage bins for the separate disposal of recyclable and non-recyclable domestic Refuse; and
- (b) the periodic collection of Refuse from those mobile garbage bins; and

Notice means a public Council notice displayed in a daily newspaper circulated in the Municipal Area and provided by Council to persons to whom Council supplies domestic kerbside collection services.

11. Kerbside Collection Service

- (1) The General Manager may determine by Notice the classes of materials deemed to be recyclable for the purpose of the Kerbside Collection Service.

- (2) A person must not collect Refuse stored in mobile garbage bins that form part of the Kerbside Collection Service unless they are authorised to do so by Council.

Penalty: Fine not exceeding 2 penalty units.

12. Use of mobile garbage bins

The proprietor (or proprietors) of land serviced by the Kerbside Collection Service must:

- (a) store the mobile garbage bins wholly within the boundaries of their land unless authorised by an Authorised Officer, excepting when placed on the kerbside for collection;
- (b) only deposit in the recyclable mobile garbage bin recyclable Refuse as determined by Council;
- (c) only deposit in the non-recyclable mobile garbage bin non-recyclable Refuse as determined by Council;
- (d) keep all mobile garbage bins in good repair and in a clean and sanitary condition;
- (e) clean and disinfect the mobile garbage bins if directed to do so by an Authorised Officer;
- (f) keep the lid of their mobile garbage bins closed except when waste is being deposited in them;
- (g) put the mobile garbage bins out for collection only at the times and in the manner and location notified by Council or as directed by an Authorised Officer;
- (h) ensure that the contents of any mobile garbage bin do not exceed fifty (50) kilograms;
- (i) remove the mobile garbage bins from the kerbside as soon as practicable following each collection;
- (j) Not deposit Trade Waste in any mobile garbage bins;

and

- (k) not deposit in any mobile garbage bins and material, item or substance which:
 - i. is hot, or is likely to become hot;
 - ii. may, or is likely to explode;
 - iii. may interact with other substances in the bin and generate toxic or poisonous gases or fumes;
 - iv. is corrosive or may otherwise damage the bin; or
 - v. contains sharps, hazardous waste or potentially infectious waste.
 - vi. Is controlled waste as defined by the *Environmental Management and Pollution Control Act 1994*

13. Penalties

- (1) A person must not fail to comply with any of sub-clauses 12(a), (b), (c), (d), (f), (g), (h), or (k), of this By-Law.

Penalty: in each case, a fine not exceeding 2 penalty units.

- (2) A person must not fail to comply with a direction given by an Authorised Officer under clause 12(e) of this By-Law.

Penalty: in each case, a fine not exceeding 2 penalty units.

- (3) A person must not fail to comply with any of sub-clauses 12(i), (j), or (l) of the By-law.

Penalty: in each case, a fine not exceeding 5 penalty units.

PART 4 – ANIMAL CONTROL

14. Interpretation

- (1) In this Part 4 -

domestic animal includes an animal or bird that is:

- (a) kept by an owner or some other person who has charge of the animal; and
- (b) reliant upon human contact to satisfy its welfare requirements;

farm animal means a horse, livestock or any other animal that is commonly being farmed or grazed but excludes poultry;

poultry includes chickens (including hens and roosters), ducks, fowl, geese, guinea fowl, peacocks, pheasants, pigeons and domestic birds including caged birds and any other domesticated bird that is kept for eggs or meat, or for display;

pest animal means a feral animal, vermin or vectors;

prepared food includes:

- (a) a product manufactured altered or modified for the purpose of consumption by animals; or
- (b) commercial products or household scraps used for the purpose of animal consumption, but does not include hay or straw of any type;

stock includes cattle, goats, deer, sheep, pigs, or a combination of two or more of them; and

vermin includes rats, mice, flies, fleas, lice, or any other animal or insect pest.

15. Maintenance of premises used by animals

(1) The proprietor of any land must:

- (a) keep any structures, buildings, enclosures or areas to which animals have access in a clean and sanitary condition;
- (b) keep any bedding or floor coverings used by animals, or to which animals have access, in a clean and sanitary condition;
- (c) regularly empty any container used for the keeping of animal waste, animal food or manure and keep such container in a clean and sanitary condition;
- (d) Not allow the animal to cause any nuisance, including through smell, noise, or the attraction of rodents or flies;
- (e) Take all the necessary steps to abate any nuisance that may arise as a result of keeping the animal

Penalty: Fine not exceeding 2 penalty units.

(2) A person must not discharge, deposit, or allow or permit to be discharged or deposited, any animal waste including but not limited to faeces:

- (a) on to any property excepting the property on which the relevant waste is produced; or
- (b) into any water course or drain.

Penalty: Fine not exceeding 5 penalty units.

16. Pest animals

(1) An Authorised Officer may direct a proprietor of land where pest animals are present to take steps to remove or eradicate the relevant pest animals.

(2) A person must not fail to comply with a direction given by an Authorised Officer pursuant to clause 16(1).

Penalty: Fine not exceeding 5 penalty units.

17. Storage of animal food

A person must not keep, store or allow to be kept or stored on any land, prepared animal food unless it is stored in a sealed receptacle constructed of a

material that is resistant to access by pest animals.

Penalty: Fine not exceeding 2 penalty units.

18. Keeping of poultry

- (1) A person must not keep any poultry within 5 metres of any dwelling house or 2 metres of a property boundary without the written authorisation of the General Manager and without complying with any direction given in writing by the General Manager

Penalty: Fine not exceeding 5 penalty units.

- (2) A person must not keep more than 6 poultry on a property within or partly within a residential zone as defined in a planning scheme applying to the area.

Penalty: Fine not exceeding 5 penalty units.

- (3) A person must not keep a rooster on a property within or partly within a residential zone without the written authorisation of the General Manager and without complying with any direction given in writing by the General Manager

Penalty: Fine not exceeding 5 penalty units.

- (4) If a person keeps a rooster on a property in accordance with the requirements of this By-law, the rooster must be kept and housed in such a manner to ensure it does not create a nuisance.

Penalty: Fine not exceeding 5 penalty units.

19. Prohibition on farm animals in General Residential Zone

A person must not keep, or allow to be kept, any farm animal on any land less than 1000 m² situated within the General Residential Zone as prescribed by the maps that form part of the planning scheme applying to the area without the written authorisation of the General Manager and without complying with any direction given in writing by the General Manager

Penalty: Fine not exceeding 5 penalty units.

20. Control of animals

- (1) An authorised officer may seize, detain and impound an animal where the authorised officer believes an offence against this By-law has been committed.
- (2) If an animal is seized and its owner is identifiable, the authorised officer is to notify

in writing the owner of the animal that:

- a. the animal has been seized and detained; and
 - b. the owner may reclaim the animal.
- (3) If, after five (5) working days after the notice has been given to the owner, the owner does not reclaim the animal, the General Manager may sell, destroy or otherwise dispose of the animal.
- (4) If an animal is seized and its owner is not identifiable, the General Manager, not less than 3 working days after its seizure, may sell, destroy or otherwise dispose of the animal.
- (5) The Council may recover from the owner of the animal the costs of any action taken under this clause and any costs incurred by the Council in moving, maintaining, selling, destroying or disposing of the animal as a debt due to it.
- (6) Clause 20 of this By-law does not apply to:
- a. domestic cats or domestic dogs; or
 - b. a situation where livestock are on a public road and are under the supervisions of a competent person.

Penalty: Fine not exceeding 5 penalty units.

21. Maximum number of bee hives

- (1) Unless authorised by a permit to do so, a person may keep a maximum number of bee hives specified in column 2, on land of size specified in column 1:

Column 1	Column 2
Land Size (m ²)	Maximum Number of Bee Hives
Less than 400	0
400 to 1,000	2
1,000 to 2,000	5
2,000 to 4,000	10

- (2) A person must not keep more than the maximum number of beehives specified in sub-clause (1) without a permit to do so

Penalty: Fine not exceeding 2 penalty units.

22. Keeping of bee hives

- (1) A person keeping bee hives must ensure:

- (a) the provision of a good and sufficient water supply on the land which is readily accessible by the bees on the land; and

Penalty: Fine not exceeding 5 penalty units.

23. Location of bee hives

A person must not keep bee hives within 3 metres of a property boundary unless a solid fence or impenetrable plant barrier, not less than two metres high, forms the property boundary or written authorisation of the General Manager has been obtained.

Penalty: Fine not exceeding 5 penalty units.

PART 5 - CARAVANS

24. Interpretation

- (1) In this Part 5 -

development has the meaning given to that term in section 3(1) of the *Land Use Planning and Approvals Act 1993* (Tas);

occupy includes to reside or live in for the purposes of shelter, entertainment, sleeping, resting, cooking, eating, or for any other similar use whether on a temporary or permanent basis;

permit has the meaning given to that term in section 3(1) of the *Land Use Planning and Approvals Act 1993* (Tas);

planning scheme has the meaning given to that term in section 3(1) of the *Land Use Planning and Approvals Act 1993* (Tas); and

use has the meaning given to that term in section 3(1) of the *Land Use Planning and Approvals Act 1993* (Tas).

- (2) This Part 5 does not apply to any Caravan (or Caravans):
 - (a) Located on an authorised caravan or RV park;
 - (b) involved with, or forming part of, any use or development (or both) of land for which:
 - i. a permit has been issued under the *Land Use Planning and Approvals Act 1993* (Tas), including without limitation a permit issued for the operation of a caravan park; or
 - ii. a permit under the *Land Use Planning and Approvals Act 1993* (Tas) is required in order to secure compliance with any planning

scheme applicable in the Municipal Area;

- (c) used on a temporary basis by persons engaged in a travelling show, including but not limited to a circus or some other form of public performance;
- (d) occupied for thirty (30) days or less in a calendar year;
- (e) used by work gangs or contractors involved in construction work authorised by Council.

25. Caravan Licence

- (1) A person must not have a caravan situated on private land within the Municipal Area for a period exceeding thirty (30) days (consecutive or otherwise) in each financial year without a current Caravan Licence issued by Council unless the caravan is situated at the person's principal place of residence solely for the purpose of storage.
- (2) A person may apply for a Caravan Licence by submitting to Council:
 - (a) an application made in accordance with **Form X in Schedule X** of this By-Law; and
 - (b) the application fee determined by Council.
- (3) Upon receipt of an application made in accordance with clause 25(2), an Authorised Officer may request that the applicant supply additional information for the purpose of assessing the application. If an applicant fails to comply with a request made pursuant to this clause 25(2) the relevant application will be refused.
- (4) Subject to sub-clause 25(5) of this By-Law, an Authorised Officer may grant or refuse an application made in accordance with sub-clause 25(2) and if an application is granted the Authorised Officer may impose reasonable terms and conditions upon a Caravan Licence, including but not limited to the siting of the Caravan on the relevant site.
- (5) A Caravan Licence will not to be granted unless an Authorised Officer has approved of the proposed method (or methods) for the disposal of refuse and wastewater during the period of occupancy.
- (6) When considering whether to grant an application made in accordance with sub-clause 25(2), the Authorised Officer must take into consideration the following matters:
 - (a) restricted to a maximum of 2 caravan licences per lot under 1000m² in the General Residential zone; and
 - (b) the current and future appearance of the site where the Caravan is to be located as viewed from adjoining land, public roads and any other public place;
 - (c) whether the Caravan will have a negative visual impact on the relevant

streetscape;

- (d) whether the proposed occupancy of the Caravan will negatively impact upon the amenity of the users of land in the vicinity of the site where the Caravan is to be located;
- (e) whether there is sufficient vehicular access to the site where the Caravan is to be located;
- (f) whether the site where the Caravan is to be located is subject to natural hazards including but not limited to flooding and bushfire;
- (g) the number of existing caravans on the site where the Caravan is to be located;
- (h) the need for the provision of smoke alarms and fire extinguishers;
- (i) any policy adopted by Council for the purposes of this By-Law.

26. Disallowance of occupation in exchange for rent

An owner or occupier of land must not approve or permit any person to occupy a caravan situated on that land in exchange for the payment of rent whether the rent is paid to the owner or occupier of that land or to some other person unless a planning permit has been for the use or development under the *Land Use Planning and Approvals Act 1993* (Tas).

Penalty: Fine not exceeding 5 penalty units.

27. Term of Caravan Licence

Once granted, a Caravan Licence will remain current up to and including the day falling on 30 June next occurring following the date on which the Caravan Licence was issued.

28. Non-compliance with Caravan Licence

The person to whom a Caravan Licence is granted must comply with the terms and conditions of that Caravan Licence.

Penalty: Fine not exceeding 5 penalty units.

29. No occupancy without Caravan Licence

- (1) A person (or persons) must not occupy a Caravan for a period exceeding thirty (30) days (consecutive or otherwise) in each calendar year on privately owned land without a Caravan Licence.

Penalty: Fine not exceeding 5 penalty units.

- (2) The proprietor of any land within the Municipal Area must not authorise, allow or otherwise permit any person to occupy a Caravan upon their land for a period exceeding thirty (30) days (consecutive or otherwise) in each calendar year unless such occupancy is authorised by a Caravan Licence.

Penalty: Fine not exceeding 5 penalty units.

30. No occupancy on public land

A person must not occupy a Caravan situated on any public land unless such land is authorised for that purpose.

Penalty: Fine not exceeding 5 penalty units.

31. Storage of caravans

A caravan being stored at a "principle place of residence" within the Municipal Area must not be occupied without a current licence.

Penalty: Fine not exceeding 5 penalty units.

PART 6 – CONTROL OF BURNING

32. Control of burning

(1) An Authorised Officer may direct an owner or occupier of land, or any other person, to extinguish a fire which has been lit for the burning of waste or fuel or for any other purpose.

(2) A person who receives a direction from an Authorised Officer to extinguish a fire pursuant to sub-clause 32(1) must not fail to comply with that direction.

Penalty: Fine not exceeding 10 penalty units

(3) A person must not burn any matter or allow any waste, material or substance to be burned in a manner or to an extent which causes a nuisance.

Penalty: Fine not exceeding 10 penalty units

(4) If an owner or occupier of land or a person who has lit a fire does not comply with a direction to extinguish the fire pursuant to sub-clause 32(1) an Authorised Officer may extinguish the fire or instruct the Tasmanian Fire Service to extinguish a fire.

(5) Council may recover all costs incurred by it as a result of any action taken pursuant to sub-clause 32(4) from the person who failed to comply with the direction given pursuant to sub-clause 32(1).

33. Access to water supply

A person must not light an open-air fire or allow an open-air fire to be lit or to remain alight unless:

- a. a water supply, or another suitable means of fire extinguishment, is provided

Penalty: Fine not exceeding 10 penalty units

PART 7 – INFRINGEMENT NOTICES & ENFORCEMENT

34. Interpretation of Part 7

In this Part 7, 'specified offence' means an offence against the clause of this By-Law specified in Column 1 of Schedule 1 to this By-Law.

35. Infringement notices - breach of By-Law

- (1) An Infringement Notice may be issued in respect of a specified offence and the monetary penalty set out adjacent to the offence in **Column 3 of Schedule 1** to this By-Law is the penalty payable under the Infringement Notice issued in respect of that offence.
- (2) An Authorised Officer may:
 - a. Issue an Infringement Notice to a person that the Authorised Officer has reason to believe is guilty of a specified offence; and
 - b. Issue one Infringement Notice in respect of more than one specified offence; and
 - c. Issue a monetary penalty for the specified offence in respect of which the Infringement Notice is issued.
- (3) In addition to any other method of service, an Infringement Notice alleging that a vehicle has been used in relation to a specified offence may be served by affixing it to that vehicle.
- (4) Payment of an Infringement Notice issued under this By-Law must be made to the General Manager within 28 days of the issue of the Infringement Notice to avoid the Infringement Notice being referred to the Director, Monetary Penalties Enforcement Service.
- (5) The *Monetary Penalties Enforcement Act 2005* (Tas) applies to an Infringement Notice issued under this By-Law.

36. Recovery of expenses

In addition to a penalty imposed in relation to a failure to comply with or a contravention of this By-Laws, an expense incurred by Council in consequence of that failure or contravention is recoverable by Council as a debt payable by the person so failing to comply or contravening.

37. Obstruction, threats and intimidation

- (1) A person must not obstruct or hinder an Authorised Officer or a Refuse Disposal Attendant engaged in the exercise of any of the powers conferred by this By-Law.
Penalty: Fine not exceeding 5 penalty units.

- (2) A person must not intimidate, threaten or abuse an Authorised Officer or a Refuse Disposal Attendance engaged in the exercise of any of the powers conferred by this By-law.

Penalty: Fine not exceeding 5 penalty units.

38. Power of entry

For the purposes of this By-Law, an Authorised Officer may enter and remain on land after giving the proprietor of the land notice of their intention to do so in accordance with s.20A of the Act other than where such notice is not required pursuant to s.20A(3) of the Act

DRAFT

Environmental Health By-law No. 1 of 2019

SCHEDULE 1

INFRINGEMENT NOTICES-PENALTIES

Column 1 CLAUSE	Column 2 OFFENCE	Column 3 PENALTY (Penalty Units)
4	Depositing Refuse	2
5	Hours of operation	2
6	Fire safety	2
7	Scavenging	2
8	Disposal of loose materials	2
9(2)	Failure to comply with direction	2
11(2)	Collection of refuse from mobile bins without authority	0.5
12(1)	Failure to comply with sub-clause 12(a), (b), (c), (d), (f),(g), (h), or (k), of this By-Law	0.5
13(2)	Failure to comply with sub-clause 12 (e) of By-Law	0.5
13(3)	Failure to comply with sub-clause 12(j), (j), or (l)	1.25
13(1)	Maintenance of premises used by animals	0.5
15(2)	Maintenance of premises used by animals - discharge of waste	2

16(2)	Failure to comply with direction re pest animals	2
17	Storage of animal food	0.5
18(1)	Keeping of poultry	0.5
18(2)	Keeping of poultry	2
18(3)	Keeping of poultry	2
18(4)	Keeping of roosters	2
19	Farm animals in General Residential Zone	2
20(1)	Control of animals	2
21(2)	Maximum number of beehives	1
22(1)	Keeping of beehives	1
23	Location of beehives	1
26	Disallowance of occupancy in exchange for rent	2
28	Non-compliance with Caravan Licence	2
29(1)	No occupancy without Caravan Licence – occupier	2
29(2)	No occupancy without Caravan Licence – proprietor	2
30	No occupancy on public land	2
31	Storage of Caravans	2
32(2)	Control of burning	2
32(3)	Burn matter dangerous to health or nuisance	2

33	Light an open air fire without water supply	2
37(1)	Obstruct or hinder an Authorised Officer or Refuse Disposal Attendant	2
37(2)	Intimidate, threat or abuse an Authorised Officer of Refuse Disposal Attendant	2



Regulatory Impact Statement

Environmental Health By-law

By-law No. X/XXXX

*Environmental Health By-law XXXX
Regulatory Impact Statement*

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*Environmental Health By-law XXXX
Regulatory Impact Statement*

1. Purpose and process of Regulatory Impact Statement

When a Council seeks to make a new or significant By-law amendment, the Local Government Act 1993 (the Act), requires that a Regulatory Impact Statement (RIS) be prepared.

The preparation of an RIS requires Council to analyse the most efficient and effective options available to address a particular issue. The RIS is also required to identify whether the benefits provided by the new By-law outweigh the costs of any restrictions on competition or the potential adverse impacts on business. This requires an assessment of direct and indirect social, economic and environmental impacts of the proposed By-law and the alternatives considered.

The Act, under Section 156A, requires that, once the RIS has been prepared, Council must submit it to the Director of Local Government, Department of Premier and Cabinet for assessment. If the Director is satisfied that the RIS meets the statutory requirements, they will issue a certificate to that effect and Council may then commence the public consultation process.

Pursuant to Section 158 of the Act, copies of the By-law and the RIS are available by contacting Council by any of the following means:

Telephone:	(03) 6376 7900
E-mail:	admin@bodc.tas.gov.au
Website:	https://www.bodc.tas.gov.au/
In person:	Break O' Day Council
Mail:	32-34 Georges Bay Esplanade ST HELENS TAS 7216
Office hours	Monday to Friday - 9.00am to 5.00pm

Copies of the documents are available upon request or may be viewed at the Council's office.

2. By-law objectives

The Health and Environmental Services By-law is designed to act as a mechanism for ensuring that Council can provide protection for the community in matters relating to public and environmental health.

Under Section 156A(2)(a) of the Act Councils are specifically required to outline the objectives of the By-law and the means of achieving those objectives.

The following table summarises the various issues being addressed by the By-law, what the By-law will do to address these issues (the objectives) and how the By-law will achieve these objectives.

*Environmental Health By-law XXXX
Regulatory Impact Statement*

Issue	Objective	Means to achieve Objective
Use of Council's waste disposal facilities	To ensure that materials delivered to Council's waste disposal facilities are disposed of correctly.	The By-law includes provisions ensuring that persons must dispose of waste correctly by setting of operational times, the ability to prohibit the disposal of certain articles and protection of the disposal facilities by prohibiting fires.
Disposal of household refuse and/or recyclable materials.	To ensure that Council's kerbside household waste and recycling services operate in an effective manner and residents do not create a nuisance through improper usage of mobile garbage and recycling bins.	The By-law includes provisions for the placement of bins at the kerbside and the materials that may be placed in the respective wheelie bins.
Animal control	To ensure that animals and poultry are not kept whereby they create a nuisance and that the animals and poultry are housed correctly.	<p>The By-law requires farm animals only to be kept on properties that have an area greater than 1000 square metres within the General Residential Zone.</p> <p>Also, the number of poultry kept is restricted within the residential zone and poultry must be a minimum distance from neighbouring properties.</p> <p>The By-law requires animals (other than cats and dogs) must not be allowed to stray onto neighbouring properties.</p> <p>The By-law prohibits the keeping of roosters in residential zones and requires the keeper of animals and poultry to ensure that they are housed</p>

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		<p>in a clean and sanitary environment.</p> <p>The By-law also limits the number of beehives that can be kept on a property with respect to the size of the lot.</p>
Control of habitation of caravans outside caravan parks	<p>To ensure that where caravans are being occupied for extended periods that there is no impact on local amenity, public health or the environment.</p> <p>Where occupancy is permitted there are minimum standards of sanitation.</p>	<p>The By-law provides for the issuing of permits for the occupation of caravans provided that minimum standards of sanitation are met and that there are minimal impacts on local amenity.</p> <p>Caravans are not to be occupied for more than 30 days without a permit.</p>
Control of burning	<p>To protect the health of the community and ensure fires do not cause nuisance from smoke emissions.</p> <p>The By-law provides clarity on what type of burning is prohibited and allows for easier enforcement rather than relying on proving that a fire is creating a nuisance.</p>	<p>Allow an Authorised Officer to direct a person to extinguish a fire that is being burnt contrary to the <i>Environmental Management & Pollution Control Act 1993</i>.</p> <p>If a person refuses to put out a fire an authorised officer may use water, soil and materials on the property to extinguish the fire.</p> <p>The authorised officer may request the fire brigade to extinguish the fire at the owner's expense.</p> <p>This Part does not apply to fire hazard reduction burning.</p>
Infringement Notices and Enforcement	To provide for the enforcement of the By-law	The By-law sets out that an infringement notice may be

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Regulatory Impact Statement*

	and setting penalties for breaches of the By-law provisions	issued for breaches of specified offences in the By-law.
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3. Background

The purpose of the by-law is for the regulation and control of matters of environmental health so acceptable levels of health, amenity and environmental quality are maintained in the Break O’Day Municipal Area. The By-law ensures that there are additional powers relating to the protection of public and environmental health that are not addressed in existing legislation.

In addition to current State legislation, Break O’Day Council currently controls Caravan License matters via the existing Caravan By-Law No. 1 of 2012. This existing By-law expires in April 2023 and a new By-law is required prior to the expiration of the current By-law to ensure continuity of Caravan licenses within the municipality.

The development of this By-law has come about through consultation with stakeholders and feedback from the community. The By-law reflects areas where Council has identified opportunity for improvement or to create more consistency with other Tasmanian Councils in order to provide better outcomes for the community and the environment.

For example, the By-law would provide Council with an ability to control circumstances such as:

- Preventing the disposal of hazardous wastes at Council’s waste transfer station and in Council’s kerbside waste collection service.
- Minimising nuisance from livestock and roosters by ensuring they are not kept in residential areas.
- Ensuring that the occupation of caravans outside caravan parks does not impact on local amenity or cause public health risks.

It is essential that sufficient controls are in place to ensure the public's general safety and well-being. Without the By-law there is limited existing State legislation that effectively enables the regulation and control of activities relating to public and environmental health.

4. Potential restriction on competition

The By-law creates minimal restrictions on competition of business. Whilst there are no restrictions on market entry (eg. licencing or registration requirements), competitive conduct, product/service innovation or administrative discretion, the By-law does create potential impacts on business through restrictions on waste management, animal management, occupation of caravans outside of caravan parks and waste management. These potential impacts are assessed in section 5.

5. Assessment of costs/benefits of restriction on competition and conduct

Issue	Costs	Benefits
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Regulatory Impact Statement*

Limitation of times for disposal at waste facilities.	The limitation does not place any restriction on competition as waste facilities are operated under an environmental licence.	The restriction of hours reduces the operational costs for Council, which has a direct benefit to business through lower waste disposal fees.
Use of mobile household waste & recycling bins.	The limitations on the size of household refuse and recycling bins means that some businesses need to utilise private contractors (eg. skip bin contracts).	The regulation of usage of mobile bins reduces the cost of collection thus providing a service at a lower annual cost to business.
Control of livestock, poultry and other animals.	The limitations on keeping of livestock and other animals has no direct cost to business	There are no direct benefits as a result of the limitations.
Limitation on number of beehives that can be kept on a property.	The By-law may limit the number of hives that a commercial honey producer can keep on a property. However the By-law provisions have been drafted in line with advice from the Tasmanian Beekeepers Association to ensure that there would be no impediment on beekeeping on large rural properties.	The By-law provisions will ensure that the business is suitably scaled to fit within the local neighbourhood and will ensure that bees from the beehives do not cause a nuisance to neighbouring properties, protecting the brand of the business.
Use of caravans outside caravan parks.	The restriction of use of caravans outside caravan parks may have a small cost through the potential reduction in tourism numbers.	The limitation on use of caravans outside caravan parks has a direct benefit to business by ensuring that only commercial facilities are used.

The above costs and benefits have not been quantified as it is difficult to determine the exact nature of the potential impacts on the conduct of business. Nevertheless, an analysis of the abovementioned costs and benefits indicates that the benefits outweigh the costs associated with any potential impact on the conduct of business.

6. Assessment of economic, environmental or social impacts

	Direct Impacts	Indirect Impacts
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Regulatory Impact Statement*

Economic	Benefits	<ul style="list-style-type: none"> • Provision of waste collection and disposal services reduces cost of collection of dumped wastes. • Reduce administrative costs to Council by more efficient response and action to complaints. 	<ul style="list-style-type: none"> • Improved regulatory controls allow for more efficient enforcement by Council. • Protection of amenity maintains property value and attraction.
	Cost	<ul style="list-style-type: none"> • Caravan controls may impact on tourism numbers due to insufficient space in caravan parks. • 'Upfront' administrative costs of receiving and issuing licenses 	<ul style="list-style-type: none"> • Increased enforcement costs for Council in following up more complaints and responding to higher community expectations.
Environmental	Benefits	<ul style="list-style-type: none"> • A reduction in rubbish dumping and potentially polluting activities through provision of waste collection and disposal services. • Reduced burning of waste and noise from animals. • Better air and water quality • Improved health outcomes for residents impacted from waste burning • Controls to promote responsible waste disposal. • Human effluent disposed appropriately through regulation of occupation of caravans 	<ul style="list-style-type: none"> • Fewer odour/noise complaints • Fewer public amenity complaints. • Encourages improvement of local amenity.
	Cost	Nil	Nil
Social	Benefit	<ul style="list-style-type: none"> • A reduction in risks to public health and safety through control of animals and nuisance • Reduces the potential for conflict between neighbouring residents because of nuisance complaints. • Reduces the risk of lower amenity of areas through influx of caravans being used for occupation. 	<ul style="list-style-type: none"> • Discourages inappropriate behaviour from occurring in the first place. • Improved waste management controls result in cleaner public/private spaces.
	Cost	Nil	Nil

7. Discussion of alternatives

Rather than preparing an Environmental By-law there are other alternatives.

Council could do nothing, although this is not considered a viable option. Council has an obligation to ensure that appropriate health and environmental controls are provided in support of State legislation.

It is a responsibility of Council to provide suitable controls and measures that ensure an acceptable community safety and amenity standards. It is also a responsibility of Council to maintain these standards and ensure that the controls are enforced.

In the instance of no regulatory controls, individuals determine their own standards and this will progress to an immediate or cumulative reduction in both public health and environmental health standards.

Another alternative is to rely on existing legislation. This is not sought for a number of reasons.

Examples of legislation in this regard include enforcement of environmental nuisance provisions (Environmental Management and Pollution Control Act 1993), or issuing of abatement notices (under the Local Government Act 1993). Abatement Notices are issued in circumstances when a person is required to abate a nuisance – such as carrying out the necessary work to remove the nuisance.

The existing regulatory alternatives are not adequate to address the purpose of the By-law in controlling particular uses and activities that ensure acceptable community safety and amenity standards. There are clear benefits in defining the specific activities (within the By-law) that are to be controlled as indicators of community standards. Relying upon very general provisions within other legislation does not outline to users what is expected or acceptable. Identifying these activities and standards (within the By-law) reduces arguments and conflicts. It provides clarity required for effective enforcement.

8. Assessment of public costs and benefits

The outcome of preparing an Environmental Health By-law is to minimise nuisance and risks to both public and environmental health.

Without a By-law, the reduction of community standards will increase costs to the community in various ways including Council's rates and charges. A likely increased damage to the environment and other negative public health impacts will also result in an increase to State Government costs and charges.

The most feasible option to achieve the By-law's objective is regulation. This By-law has endeavoured to minimise regulation burden on the community. The potential costs on the community that would be required to manage uncontrolled activities that adversely impact the environment and broader community standards offsets the direct cost related to the implementation of regulatory control.

9. Proposed public consultation process

The proposed future public consultation is to occur following certification by the Director of Local Government, in accordance with Section 156A(6) of the Local Government Act 1993.

This public consultation will entail:

*Environmental Health By-law XXXX
Regulatory Impact Statement*

- Copies of the By-law will be sent to relevant State Government Departments for their review - including the Environment Protection Authority (Department of Primary Industries, Parks, Water and the Environment), Department of Police and Emergency Management, Department of Justice and Department of Health;
- Advertisements will be placed in the Mercury and Examiner newspaper advising of Council's intention and seeking public comment;
- An article will be published in a local Break O' Day newspaper — such as the Valley Voice and The Coastal Column
- Council will display the proposal on its website, social media and at the Council office at St Helens
- Any person may make a submission to Council regarding the proposed new By-law; and
- Council will consider each submission as part of the consultation process

ACTION	DECISION
PROPONENT	Development Services Coordinator
OFFICER	Development Services Coordinator
FILE REFERENCE	002\024\006\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Compliance Policy

OFFICER'S RECOMMENDATION:

1. That Council replace the current Planning Enforcement Policy (EP02) with the attached new Compliance Policy.

INTRODUCTION:

Occasionally, concerns are raised within the community in relation to Council's approach to Compliance Matters. A review has been conducted of the existing policy and Council officers have embarked on drafting a new Compliance Policy with an associated compliance matrix to guide Council's General Manager or delegated officers in taking appropriate action against offenders.

PREVIOUS COUNCIL CONSIDERATION:

Nil

OFFICER'S REPORT:

Concerns have been raised in relation to the processing of retrospective applications including Council's approach to offences, particularly under the *Land Use Planning and Approvals Act 1993*. Council officers have conducted a substantial review of Council's current policy to provide the suggested changes for consideration.

The policy has been somewhat simplified and broadened to apply to all Council activities in relation to its approach in dealing with compliance against relevant legislation for which Council is responsible for administering.

Council's current approach is to issue infringement notices where serious breaches are made as often this approach results in a disincentive for offenders to apply and creates a divide between the owner and Council. Instead, Council's current schedule of Fees and Charges applies a retrospective fee, which is double the applicable assessment fee.

The current amount for infringement under the Act is 15 penalty units or \$2,715 (\$181 per penalty unit)

An identical approach is taken for building and plumbing fees where the offender is penalised upon application and fees payable, that is double the applicable assessment fees.

It is intended that the Compliance Policy will guide all council officers in deciding the necessary course of action against any person(s) or businesses who are in breach of legislative requirements. It is also intended that the policy will guide officers' enforcement of the impending draft by-law.

The appendix to the policy provides for a decision-making matrix to guide Council officers' decision-making processes in whether informal or formal action will be taken. Further guidance is also provided in relation to the type of formal action depending upon:

- (a) The compliance history and/or willingness and capacity to apply/comply, together with;
- (b) The Actual or Potential Harm of the offence committed.

LEGISLATION/STRATEGIC PLAN & POLICIES

Strategic Plan 2017 – 2027 (Amended March 2022)

Goal

Services

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

Strategies

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

BUDGET AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS

Simple Majority

POLICY NO EP02 COMPLIANCE POLICY

DEPARTMENT:	All Departments
RESPONSIBLE OFFICER:	Development Services Coordinator
LINK TO STRATEGIC PLAN:	Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.
STATUTORY AUTHORITY:	<ul style="list-style-type: none"> • Local Government Act 1993 • Building Act 2016 and associated regulations • Dog Control Act 2000 and associated regulations • <i>Environmental Management and Pollution Control Act 1994 and associated regulations</i> • Food Act 2003 and associated regulations and guidelines • Land Use Planning and Approvals Act 1993 • Local Government (Highways) Act 1982 • Public Health Act 1997 • Litter Act 2007 • Weed Management Act 1999 • Traffic Act 1925 • Road Rules 2019 • Council By-laws
OBJECTIVE:	In recognition of Council's obligations established by State Government legislation this policy aims to establish a framework for how compliance matters are to be enforced and minimise Council's legal liability and risk to the community

POLICY

1. INTRODUCTION

Council is committed to ensure enforcement is carried out in the public interest and is transparent, fair, efficient and consistent.

This Enforcement Policy defines the standards and expectations set by Council, for the exercise of duties, functions and responsibilities involved in carrying out any enforcement in the Break O'Day Municipal Area.

2. DEFINITIONS

- 2.1 "Authorised Officer" means a person appointed by the General Manager, Minister or the Council for the purposes of administering and enforcing legislation.
- 2.2 Relevant to law "Authorised Person" has the same meaning as Authorised Officer.
- 2.3 "Council Officer" means an employee of a council appointed under section 21 of the Environmental Management and Pollution Control Act 1994.
- 2.4 "Council" means Break O'Day Council.
- 2.5 "Enforcement" means to make people obey something, or to compel obedience to a law, regulation or command.

3. OBJECTIVE

- 3.1 To provide consistency in enforcement action in matters of non-compliance;
- 3.2 To ensure transparency, procedural fairness and natural justice principles are applied; and
- 3.3 To ensure that enforcement action is proportionate to the alleged offence in each case.

4. SCOPE

4.1 The Policy applies to Council's responsibility for administration and enforcement of legislation including, but not limited to;

- Local Government Act 1993
- Building Act 2016 and associated regulations
- Dog Control Act 2000 and associated regulations
- Environmental Management and Pollution Control Act 1994 and associated regulations
- Food Act 2003 and associated regulations and guidelines
- Land Use Planning and Approvals Act 1993
- Local Government (Highways) Act 1982
- Public Health Act 1997
- Litter Act 2007
- Weed Management Act 1999
- Traffic Act 1925
- Road Rules 2019
- Council By-laws

4.2 Specific provisions within legislation that require Council to ensure or take reasonable steps to ensure that legislation is complied with and enforced include:

- Section 41 of the Building Act 2016
- Section 20A of the Environmental Management and Pollution Control Act 1994
- Section 97 of the Food Act 2003
- Section 48 and 63A of the Land Use Planning and Approvals Act 1993
- Section 27 of the Public Health Act 1997

4.3 Council's enforcement actions will be underpinned by the following principles:

- (i) Proportionality
Enforcement action will be prioritised based on the seriousness of the offence assessed in accordance with Councils Compliance Matrix (see Appendix 1).
- (ii) Public Interest
Public interest or benefits will be weighed up against the cost to the Council of enforcement action. In considering the public interest Council will have regard to whether the unlawful activity:
 - Impacts a significant number of people;
 - Will disadvantage the community;
 - Has attracted sustained public attention and no resolution is proposed or is likely;

- Creates public health and safety hazards and/or exposure of legal liability to the Council; and
 - Is consistent or inconsistent with the environment in which the activity is being undertaken.
- (iii) Consistency
Council will take a similar approach in similar matters to achieve similar outcomes. While decisions on enforcement require the use of judgement and discretion to assess varying circumstances, officers will: follow standard operating procedures wherever possible; ensure fair, equitable and non-discriminatory treatment; and record any deviation from standard operating procedures and the reasons.
- (iv) Transparency
Council will be open and transparent about compliance actions where there is a requirement to do so. When remedial action is needed Council will explain why the action is necessary and will provide advice on the process for seeking a review of, or how to appeal against a decision.
- (v) Natural Justice
Natural justice and procedural fairness will be ensured to any person to whom a complaint relates.
- (vi) Independence
Authorised Officers will investigate compliance issues impartially and undertake enforcement action in a manner that is free from undue interference.

5. PROCEDURE

5.1 Delegations

Authorised Officers will be appointed such that they may respond to routine compliance and enforcement requests and meet Council's service standards and the provision of statutory obligations.

5.2 Powers of Authorised Officers

An Authorised Officer may exercise powers and functions in accordance with their relevant delegation. For the purposes of this Policy, powers may include, but are not limited to:

- Power of entry;
- Inspection and investigation;
- Examine and inspect any works, plant or other article;
- Questioning and interview;
- Take photographs, films, audio and video;
- Require records to be produced for inspection;
- Examine, copy and inspect any records;
- Issuing of Infringement Notices;
- Issuing of Notices; and
- Commencing a prosecution process.

5.3 Staff Training

Council will ensure that Authorised Officers are competent to use procedures that support the Policy.

5.4 Compliance and Enforcement Options

An Authorised Officer may use the following compliance enforcement options to achieve an appropriate outcome for breaches of legislation:

(i) No Action:

No action will be taken when, after investigation, no breaches of the legislation are discovered. It may also be appropriate to take no action when:

- The complaint is frivolous, anonymous, vexatious or trivial in nature;
- The alleged offence is outside Council's area of authority; or
- Taking action may prejudice other major investigations.

(ii) Informal Action:

Informal action to achieve compliance with legislation may include offering verbal or written warning or a request for action. The circumstances in which informal action may be appropriate include:

- The act or omission is not serious enough to warrant formal action;
- Past history reasonably suggests that informal action will secure compliance;
- The consequences of non-compliance will not pose a risk; or
- Where informal action may prove more effective than a formal approach.

(iii) Formal Action

Formal action may take the form of the service of a Notice, Order together with an infringement notice and/or prosecution.

(a) Service of Notices, Orders and Directions

Various pieces of legislation require a notice, order or direction to be issued to remedy a breach. When legally required, Council will provide an opportunity to make representations concerning a notice, order or direction.

(b) Service of an Infringement Notice

Infringement Notices will be served in accordance with this policy for any contravention of Council's By-laws or any Legislation that Council is authorised to enforce, in instances where prosecution has not commenced.

(c) Prosecution

Without limiting discretionary power provisions, Council will commence or continue a prosecution when:

- It is in the public interest to do so; or
- The offence is of a serious nature; or
- There has been an intent to gain; or
- The offence was intentionally committed.

The following factors will be taken into consideration in relation to this enforcement option:

- The need to maintain the rule of law (e.g. an offence which is a community safety issue);
- The need for deterrence, (e.g. an offence that represents a negative impact on the environment);
- The need to reduce the risk of a continuation of an offence of adverse impact; and
- The need to maintain public confidence in the Council acting in the interest of the community and as a regulator, and
- The offender has committed a similar previous offence.

6. GUIDELINES

6.1 Discretionary Power

The requirement to enforce compliance with the law is a mandatory obligation of most of the Acts that Council administers. These Acts provide the specific legislative framework for Council to enforce rules and regulations. While these Acts provide the enforcement tool, how Council chooses to enforce remains at its discretion.

6.2 Priority for Enforcement Action

Council's response to non-compliance will be prioritised in accordance with Break O' Day's Compliance Matrix (see Appendix 1). This matrix aims to balance the offender's 'appetite' to comply with regulatory and legislative requirements with the seriousness of the offence.

Investigation will determine the nature and seriousness of the breach and the nature of the response will be determined on the following considerations:

- The degree of harm or potential harm resulting from the breach;
- The extent to which the breach endangers human health, safety or the environment;
- Whether the harm caused by the breach is temporary or long lasting;
- The resource implications associated with investigating the breach;
- Whether there has been an intent to gain;
- Whether the offence was intentionally committed;
- Whether the breach is likely to create a liability for Council;
- Whether the offender has committed previous offences;
- The offender's likelihood of compliance.

Any decision to commence an investigation will also be prioritised on the basis of the above considerations, along with other factors including the source and validity of the initial information.

6.3 Options for dealing with an Infringement Notice

Council acknowledges the right of people issued with infringement notices to make an application for variation/withdrawal or lodge a notice of election to have the matter heard and determined by a court in accordance with relevant legislation. Any application or election must be provided in writing to the General Manager or in accordance with the instructions contained within the infringement notice. Any request in writing should set out the circumstances and

mitigations for disputing the alleged offence or specific details including any relevant expert advice detailing why an offence has not been committed.

The review of any applications or elections shall be undertaken by Council's Development Services Coordinator and a recommendation made to General Manager.

A recommendation to withdraw an infringement notice (either partially or wholly) shall only be made in circumstances in which there has been an error of law or mistaken identity or at the discretion of the General Manager. In instances where relevant mitigations are present and the likelihood of a successful prosecution is compromised, a cautioned infringement notice letter of direction or signed undertaking may be issued on review.

6.4 Infringement Recovery

Infringements that have not been actioned within appropriate time frames will be subject to a recovery process. Depending on the circumstances of the infringement, this may entail referral to one of the following:

- The Monetary Penalty Enforcement Service;
- A private collection agency;
- Council's solicitors; or
- The Magistrates Court.

6.5 Disclosure and Confidentiality

Details of Council's enforcement action will remain confidential in accordance with the provisions of Council's Privacy Policy (LG29), the Personal Information Protection Act 2004 and the Right to Information Act 2009. However, Council reserves the right to disclose enforcement information when it is in the public interest to do so and will provide disclosure in accordance with common legal practices.

7. COMMUNICATION

- 7.1 Members of the public, Authorised Officers, Councillors and staff

8. LEGISLATION

- 8.1 The following legislation is applicable to this policy:
- Local Government Act 1993
 - Building Act 2016
 - Dog Control Act 2000
 - Environmental Management and Pollution Control Act 1994
 - Food Act 2003
 - Land Use Planning and Approvals Act 1993
 - Urban Drainage Act 2013
 - Local Government (Highways) Act 1982
 - *Public Health Act 1997*
 - Litter Act 2007
 - Weed Management Act 1999
 - Traffic Act 1925
 - Road Rules 2019
 - *Council By-laws*



Appendix 1 – Break O'Day Compliance Matrix

Break O Day Council Compliance Matrix		Escalation of Human Health or Safety and Environmental Harm (Actual or Potential)				
		LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Categories of Likely Compliance (Compliance History/Willingness and Capacity to Apply)	CAT A (High)	Verbal Advice & Education Required	Discretionary action with a written request for explanation and intentions	Formal Action Taken without Infringement	Formal Action Taken, issue of Notice & associated Infringement	Formal Action Taken, issue of Notice & associated Infringement
	CAT B	Discretionary action with a written request for explanation and intentions	Discretionary action with a written request for explanation and intentions	Formal Action Taken without Infringement	Formal Action Taken, issue of Notice & associated Infringement	Formal Action Taken, issue of Notice & associated Infringement
	CAT C	Formal Action Taken without Infringement	Formal Action Taken without Infringement	Formal Action Taken without Infringement	Formal Action Taken, issue of Notice & associated Infringement	Requires immediate action, Order & Infringement followed up with Legal proceedings
	CAT D	Formal Action Taken without Infringement	Formal Action Taken without Infringement	Formal Action Taken, issue of Notice & associated Infringement	Requires immediate action, Order & Infringement followed up with Legal proceedings	Requires immediate action, Order & Infringement followed up with Legal proceedings
	CAT E (Low)	Formal Action Taken without Infringement	Formal Action Taken without Infringement	Formal Action Taken, issue of Notice & associated Infringement	Requires immediate action, Order & Infringement followed up with Legal proceedings	Requires immediate action, Order & Infringement followed up with Legal proceedings

	Verbal Advice and Education Required - More likely to be a honest mistake or error
	Discretionary action with a written request for explanation and intentions in relation to the matter. May result in issue of Building Notice where offender becomes questionable or capacity to comply is unclear.
	Formal Action Taken without Infringement - Offence results in written letter requesting application to be made or demolition of any approved works (where appropriate) including the issue of notice or order (where required)
	Formal Action Taken, issue of Notice & associated Infringement- Compliance File Raised and onsite compliance Investigation carried out. Infringement recommended in these instances
	Requires immediate action, Order & Infringement followed up with Legal proceedings- Compliance file raised, Building Notice and Infringement Notice to be issued. If compliance and cooperation is not achieved then Legal Action and/or Criminal proceedings to be taken against offender. May require council to undertake works and recover costs.

CAT A (High)	<p>Indications of future and ongoing compliance are very high</p> <ul style="list-style-type: none"> • No previous occurrences of non-compliance; • Good demonstrated awareness of and/or capacity to meet regulatory requirement; and/or • Offender has a reasonable and cooperative attitude.
CAT B	<p>Indications of future and ongoing compliance are uncertain</p> <ul style="list-style-type: none"> • Few previous occurrences of non-compliance; and/or • Questionable awareness of and/or capacity to meet regulatory requirement.
CAT C	<p>Indications of future and ongoing compliance are unlikely</p> <ul style="list-style-type: none"> • Numerous previous occurrences of non-compliance; and/or • Little or no awareness of and/or capacity to meet regulatory requirement.
CAT D	<p>No indication of future and ongoing compliance</p> <ul style="list-style-type: none"> • Willful violation of council regulatory requirement; and/or • Little or no demonstrated willingness or capacity to meet regulatory requirement.
CAT E (Low)	<p>Indications of obstruction and ongoing or future non-compliance</p> <ul style="list-style-type: none"> • Hindering or obstructing a council official; • Refusing to furnish required information; and/or • Intentionally including false or misleading information in any required document.



LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<ul style="list-style-type: none"> • Non-compliance that does not result or is unlikely to result in any environmental, human health or safety impact or financial gain for the offender; or • Minor administrative non-compliance. 	<ul style="list-style-type: none"> • Non-compliance resulting in a minor, temporary impact to the environment or minor, temporary threat to human health or safety or limited financial gain for the offender; or • Significant administrative non-compliance. 	<ul style="list-style-type: none"> • Non-compliance resulting in a moderate, temporary impact to the environment or moderate, temporary threat to human health or safety or moderate financial gain for the offender. 	<ul style="list-style-type: none"> • Non-compliance resulting in a significant impact to the environment or significant threat to human health or safety (may be temporary or permanent) or significant financial gain. 	<ul style="list-style-type: none"> • Known or likely human health impact that is severe in effect, i.e. resulting in death or multiple deaths, hospitalization and/or long term human health consequences.

DRAFT

ACTION	DISCUSSION
PROPONENT	Break O Day Council
OFFICER	Senior Town Planner
FILE REFERENCE	23/13503
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council:

1. Note that at this stage development of a Policy regulating Short Stay Accommodation is premature; and
2. Accept this report as an Interim Report in response to Cr. Drummonds motion concerning regulation of short stay accommodation (20/02/2023) and that Development Services continue to analyse relevant data as part of the 2023/2024 financial year strategic planning programme with the view to formulating recommendations based on relevant data.
3. Continues to participate in Local Government Association Tasmania discussions initiated by Clarence City Council and Launceston City Council, around member councils and short stay accommodation.

PREVIOUS COUNCIL CONSIDERATION

Council meeting on 20 February 2023,

02/23.9.1.017 Moved: Clr J Drummond/ Seconded: Clr K Wright

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

That Council develop a Short Stay Accommodation policy.

An amendment was moved:

02/23.9.1.018 Moved: Clr B LeFevre/ Seconded: Clr L Johnstone

That Council discuss a short stay accommodation policy at a workshop.

CARRIED UNANIMOUSLY

The amendment becomes the motion:

CARRIED UNANIMOUSLY

INTRODUCTION:

In Tasmania, Short Stay Accommodation (SSA) refers to premises that are let out to paying guests for overnight accommodation. Short-term accommodation may be for overnight or may extend to longer periods e.g. a number of weeks. The definition of SSA includes medium term. This is differentiated from long-term accommodation by differentiating the regulatory practice from the *Residential Tenancy Act 1997* or any other arrangement under which a person uses the premises as their primary place of residence. Short stay accommodation is generally for the purposes of holiday or vacation.

Short Stay Accommodation Act 2019, Planning Directive No.6 & Break O’Day Planning Instruments

The Break O’Day Council has been accepting, assessing and approving planning permits for short stay accommodation since approximately 2002 and has been a part of the Break O’Day visitor economy for some time.

In Tasmania, Short Stay Accommodation is regulated by the *Short Stay Accommodation Act 2019 (SSA Act)*, which commenced on 4 June 2019. The *SSA Act* serves two important roles. The first being it ensures that everyone is ‘playing by the rules’ by relating planning requirements for short stay accommodation and outlines the extent that housing may be used for short stay accommodation in Tasmania.

The *SSA Act* applies to short stay accommodation let out to guests through a dedicated booking platform if located within the following planning scheme zones:

- General Residential Zone
- Inner Residential Zone
- Low Density Residential Zone
- Rural Living Zone
- Environmental Living Zone; and
- Village Zone.

Importantly, the *SSA Act* requires new and existing short stay premises providers to supply information to give a clearer indication of the extent that housing is used for short stay accommodation. This is provided quarterly to Consumer, Building and Occupation Services (CBOS). It is important to note that data reporting does not include those premises operating as Short Stay Accommodation and meeting the exemption requirements of Planning Directive No 6 or the Tasmanian Planning Scheme.

The *SSA Act* is aligned with Planning Directive No 6 – Exemption and Standards for Visitor Accommodation in Planning Schemes (PD6). The Use Class assigned to SSA within Planning Schemes, is Visitor Accommodation. PD6 was introduced by the Tasmanian State Government in July 2018 and provides for exemptions and use standards for visitor accommodation in Interim Planning Schemes. Importantly it provides for home sharing exemptions within the listed zones and those that don’t meet the exemption, they may be able to meet the requirements to be a ‘Permitted’ use. Ultimately those applications for Visitor Accommodation in an existing dwelling (whole of dwelling) are a Permitted Use within a residential zone. A peculiarity of our Interim Planning Scheme is that often applications become discretionary on onsite wastewater

management only, otherwise if they meet the Use Standards contained within PD6, Council is required to issue a planning permit.

Local Government planning

Hobart City Council

The Hobart City Council sought to stop any new permits for whole-house short stay accommodation/development in residential areas through seeking an amendment to their Interim Planning Scheme (PSA-22-1). The amendment to the interim planning scheme sought to restrict Visitor Accommodation use if the use is wholly within a single dwelling or dwelling (excluding ancillary dwellings) if it was in the General Residential Zone, the Inner Residential Zone and the Low Density Residential Zone. Similar to the Break O'Day Council, the HCC is still operating as a planning authority under its Interim Scheme and as a result is bound by Planning Directive No. 6.

The Tasmanian Planning Commission in its decision of 17 February 2023 determined that it would not proceed with an assessment of the proposed draft amendment to the interim scheme, as there was a legislative impediment that applies to a planning authority seeking to establish planning rules that are contrary to the provisions of Planning Directive No. 6. That is, there was no legal mechanism to amend the Interim Scheme to be contrary to PD6. The merit of the proposed amendment was not assessed or decided on.

Once a planning authority moves to the Tasmanian Planning Scheme, options to restrict Visitor Accommodation in residential zones will be able to be considered through a Specific Area Plan primarily or Site Specific Qualifications possibly.

Launceston City Council

Launceston at its meeting on 23/03/2023 resolved to (amended motion):

1. Requests the CEO investigate the introduction of a differential rate for short stay accommodation providers in Launceston and provide options for Council to consider;
2. Immediately lobbies the State Government to require more transparent data be provided on short stay accommodations and the interactions on the long-term rental market. Specifically, it must be easier to track the number of long term rentals that transition to short stay accommodations;
3. Prioritises actions to create additional residential land within the City of Launceston;
4. Continues to monitor the City's rental market with a specific focus on the number of short stay accommodations that are available within Launceston; and
5. Requests the Local Government Association of Tasmania investigate and report on the implementation of a vacant residential land tax for unoccupied homes within the state.

The above recommendations were borne out of an investigation and subsequent report into short stay accommodation within the Launceston local government area. Their investigation found:

- Median weekly cost of long term rental accommodation \$450;
- LT Rental cost increased 12% in past year;
- LT rental availability is 0.8%;
- Short Stay Accommodation (SSA) – 516 properties
- 2% of the available residential market of 31, 274 properties;
- Not Principle Place Residence (entire houses etc.) SSA is 294 properties and represents 1% of available residential market;

- Proportion of rental to overall private dwellings has remained at around 29-30% over 11 years;
- Residential rental market (LT) has grown fast enough to offset any that are converting to short stay accommodation;
- Short stay accommodation is not considered to be the major driver of the housing stress experience in Launceston;
- Much of the issue is being caused by demand that is currently outstripping supply.
- Launceston strategic planning staff have identified a potential for approximately 7500 residential lots that is likely to be 25% higher when including higher density dwellings e.g. multiple dwellings;
- Focus is to be on accelerating efforts to create residential land within local government area;
- There does not appear to be a compelling need to regulate the market as it is not having a significant impact on the Launceston rental market. Instead is making a positive contribution to the local economy.
- There is however real potential for SSA to increase to a level whereby it can adversely impact upon the local rental market.
- Short stay accommodation providers are currently not paying any additional rates to operate businesses within residential dwellings;
 - In the interests of equity consideration of a differential rate for SSA providers, which could prevent a saturation of the SSA, sector occurring. Appropriate differentiation may cause owners to consider returning residences to the local rental market;
 - Also identified is the large number of unoccupied dwellings within the local government area. Council request the Local Government Association of Tasmania to investigate and report on the implementation of a tax or similar such as empty homes levy from a local government perspective.

Break O’Day Council – Relevant Statistics

The following tables provide relevant statistics that assist in considering short stay accommodation in the Break O’Day Local Government area.

2021 Census All Private Dwellings	4850
2021 Census – Dwellings	91.2% of dwellings are separate house as opposed to medium density or caravan/cabin etc. From 2016 there has been 203 new dwellings reflecting an increase of 4.9%.
2021 Census Home Ownership	76.6% of residents owned their home, either outright or with a mortgage. From 2016 the rate of home ownership has increased by 17.1%
2021 Census Unoccupied Private Dwellings	1,519 (31.32%)
2021 Census Occupied Private Dwellings	3,311 (68.27%)
Active Short Stay Accommodation (STA) (2022 Qtr 1) CBOS Data PPR Principle Place Residence	Total 333 (7.15% of BODC available residential market (all dwellings)). Not PPR 248 Is PPR 85 Not PPR share of total 74.5% Not PPR % of total dwellings: 5.1% of all dwellings. Much higher than the state average

	<p>of 1.3% and the second highest in the State behind Glamorgan-Spring Bay. Total % of total dwellings: 6.9% of all dwellings</p>
<p>Inside AirBnB</p> <p>Only Entire Homes/Apartments</p> <p>Only recent and frequently booked</p>	<p>347 (Total Tasmania 5,577 listings, 6.2%)</p> <p>303 (5.4% of Tasmanian Listings) 6.2% of all dwellings</p> <p>189 (3.4% of Tasmanian Listings) 3.9% of all dwellings.</p> <p><i>For properties that are 'entire homes/apartments' & 'only recent and frequently booked' the average nights booked per listing is 167 and the average income per listing is \$40,382 (this is effectively data that relates to the 189 dwellings). When looking at the data for 'only entire homes/apartments' that is the pool of 303 dwellings, the average nights booked per listing is 113 and the average income per listing drops to \$27, 989 (may reflect 'shacks').</i></p>

STATISTICS – Source Profile	
2020/21 Total Tourism Sales in BODC area	\$36.2M
2020/21 Total Value Added	\$15.2M
2020/21 Total Employment in Tourism	305 jobs or 15.9% total industry; This consists of direct employment in tourism (124 jobs – 6.5%); and indirect employment in tourism (181 jobs – 9.4% of the total industry).
2020/21 Domestic Visitor Nights	653, 775

STATISTICS – Source Tourism Research Australia (Glamorgan/BODC)	
Tourism Contribution to Gross Regional Product – East Coast Tasmania	\$222.9M
Tourism Share of Regional Economy – East Coast	50%
Importantly the East Coast regional economy remains one of the highest dependent upon tourism in the nation, ranked second of 82 national tourism regions for its dependence on tourism (total effects from direct and indirect contribution).	
Tourism Consumption 20/21- East Coast Region	\$411 M

VISITOR ACCOMMODATION APPROVALS – BODC

Further analysis of Break O’Day data within Regulatory Applications is currently progressing. Relevant trends and findings will be further conveyed to Council.

INTERIM DATA

Calendar Year	Applications Received	Approved	Other e.g. withdrawn/invalid
2019	47	45	2
2020	40	34	6
2021	45	41	4
2022	51	41	10
TOTAL	183	161	

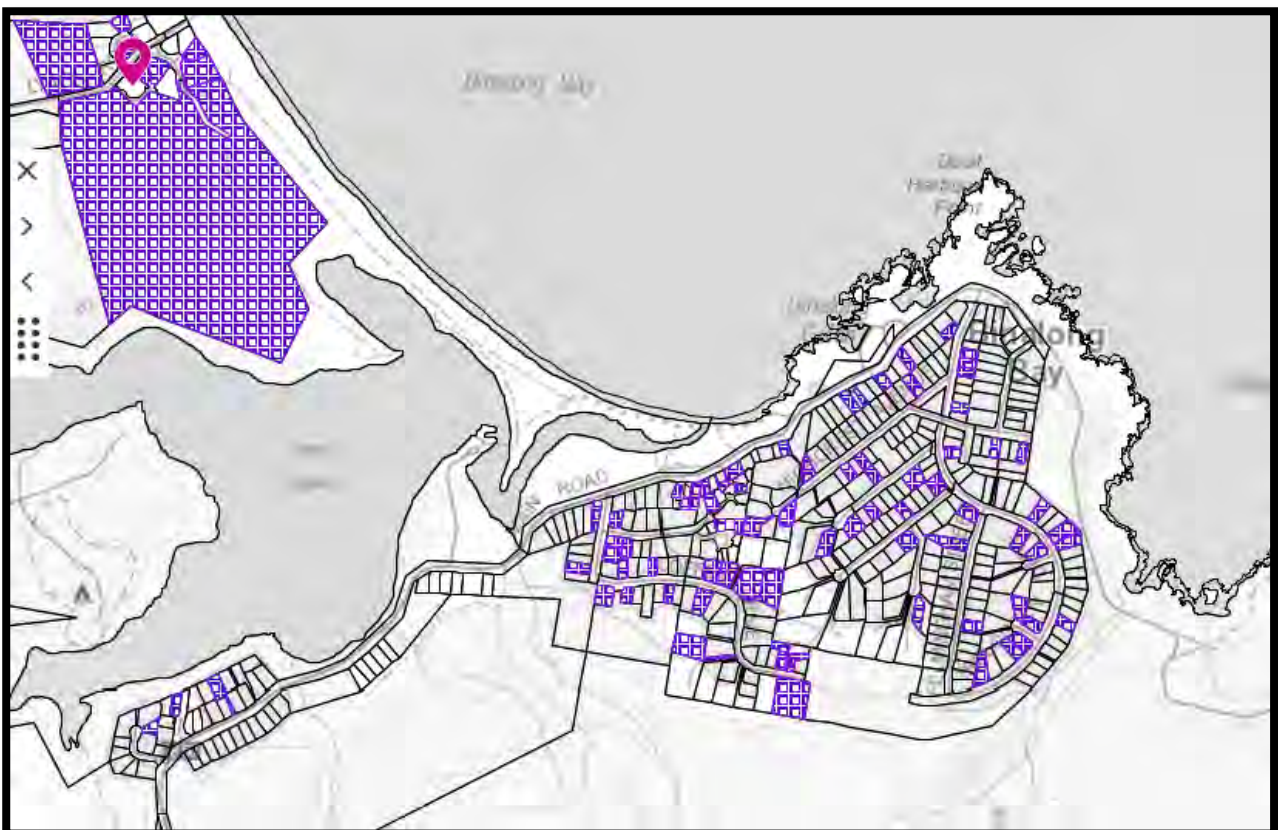
N.B Figures do not include Visitor Accommodation that did not require a planning permit, such as those meeting relevant exemptions.

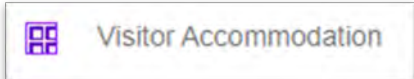
Comparatively, for two Councils we have data on but do not reflect comparative local government areas, the following information is presented.

Local Government	Permits Issued per Calendar Year				TOTAL
	2019	2020	2021	2022	
Clarence City Council	78	19	37	52	186
Launceston City Council	87	39	57	42	225

SPATIAL DISTRIBUTION OF VISITOR ACCOMMODATION

The spatial distribution of premises with permits for short stay accommodation has been configured within Spectrum, Council’s mapping platform, however it doesn’t differentiate on status of application.





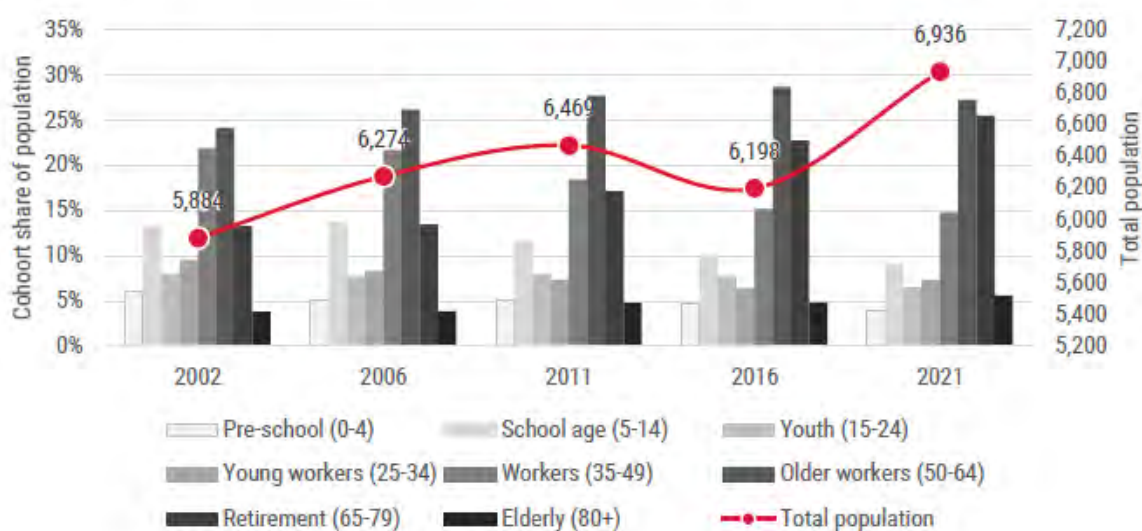
Example: Binalong Bay

DISCUSSION

What do we know and understand?

1. Break O’Day has experienced high population growth with a noticeable increase in population from 2020 -2021

Break O’Day



2. There has been a steady increase in the total number of dwellings within the Break O’Day area with a consistently high percentage of unoccupied dwellings:

	Occupied	Unoccupied	Total
2006	2622	1609	4231
2011	2729	1607	4336
2016	2819	1688	4507
2021	3313	1522	4833

3. The number of rental properties has been fairly consistent with an overall growth in rental properties. Non PPR STA is a high percentage of rental properties:

	Rental Properties	Non PPR short stay relative to all rented dwellings
2006	518	Data not yet sourced
2011	546	Data not yet sourced
2016	542	Data not yet sourced
2021	632	39% (CBOS Q3 2021)

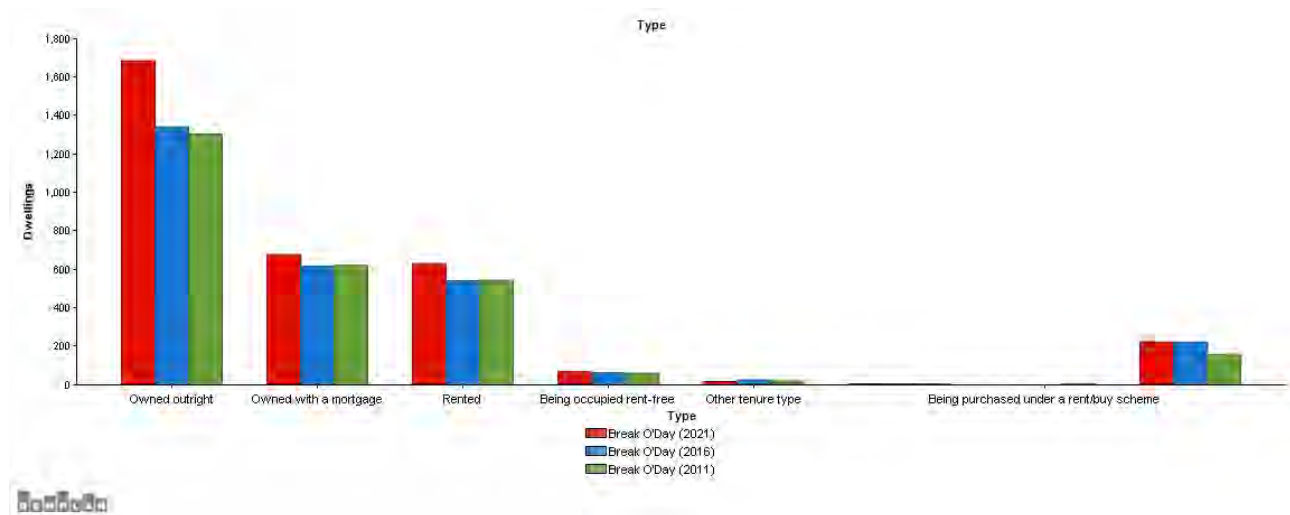
2006-2021 Growth: 22%

Note rental properties includes short stay accommodation

When this is compared to other municipalities in the Northern region and to the State average, the high proportion of Short Term Accommodation as a component of the total rented private dwellings in 2021 is considerably higher in the Break O’Day local government area.

4. Baseline analysis of 2011, 2016 and 2021 census data for owner occupied dwellings and rentals. N.B. Housing Tenure from the 2021 Census refers to occupied private dwellings and so is an indicator of owner occupied vs rented. Rentals includes both long term and short-term rentals. The chart above helps put in context the proportion of short stay relative to rented dwellings.

The chart below demonstrates the number of owner –occupiers relative to Rental Properties, with the chart below giving the percentage as it relates to total number of dwellings. This has been consistent across the various time period but there has been an increase in owner occupied vs a decrease in rental in 2021 (proportion of total dwellings).



REPLAN

Type	Break O'Day (2021)		Break O'Day (2016)		Break O'Day (Change from 2016 to 2021)		Break O'Day (2011)	
	Dwellings	%	Dwellings	%	Dwellings	%	Dwellings	%
Owned outright	1,686	50.91%	1,342	47.61%	344	25.63%	1,305	47.85%
Owned with a mortgage	678	20.47%	618	21.92%	60	9.71%	623	22.85%
Rented	632	19.08%	542	19.23%	90	16.61%	546	20.02%
Being occupied rent-free	69	2.08%	63	2.23%	6	9.52%	61	2.24%
Other tenure type	18	0.54%	25	0.89%	-7	-28.00%	21	0.77%
Being occupied under a life tenure scheme	5	0.15%	5	0.18%	0	0.00%	7	0.26%
Being purchased under a rent/buy scheme	0	0.00%	0	0.00%	0	n/a	5	0.18%
Not stated	224	6.76%	224	7.95%	0	0.00%	159	5.83%
Total	3,312	100.00%	2,819	100.00%	493	17.49%	2,727	100.00%
Additional cohorts not included in totals								
Not applicable	1,538		1,708		-170		1,635	

5. The Break O'Day Council has granted approximately 202 (including 2023 YTD) short stay accommodation planning permits since the SSA Act came into effect in 2019. Note this does not include those operating who are exempt from requiring a planning permit. Development Services is currently in the process of further refining and checking this data and analysing trends over years. More work is required in this space and is continuing.

What instruments are available to us to address any identified issue?

Consideration will be given to the following:

1. Ensure supply meets demand for tourism sector; be able to monitor this and respond; data capture and data analysis;
 - a. Spatial application of data;
 - b. Data analysis – trends
 - c. Response within the planning scheme – SAP, Structure Plans,
 - d. Incentives – differential rating if wanting to limit or incentives to get more product for tourism sector i.e. Hotel / Motel typology; large tourism development etc.
2. Long term residential – ensure supply meets demand including workplace specific demand/supply (e.g. essential services; tourism sector workers accommodation)
 - a. Understanding vacant land data and trends
 - b. Understanding vacant housing data and trends
 - c. Incentives to get product built on vacant land that goes to long term residential market
3. Amendments to the Local Provisions Schedule once we move to the Tasmanian Planning Scheme. As we transition to the Tasmanian Planning Scheme, legislation provides for mechanism to amend the Local Provisions Schedule to consider regulatory controls through a Specific Area Plan, if the data demonstrates it is needed.
4. Further work through the Local Government Association Tasmania identifying changes that may be required to manage Short Stay Accommodation.

For the consideration of Council.

PREVIOUS COUNCIL CONSIDERATION:

Nil

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (Amended March 2022)

Goal

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

Strategy

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

Key Focus Areas

Encourage sensible and sustainable development through sound land use planning, building and design.

LEGISLATION & POLICIES:

Planning Directive No. 6 – Exemption and Standards for Visitor Accommodation in Planning Schemes
Break O’Day Interim Planning Scheme 2013
Short Stay Accommodation Act 2019
Land Use Planning and Approvals Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

06/23.17.0 GOVERNANCE

06/23.17.1 General Manager's Report

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

OFFICER'S RECOMMENDATION:

That the General Manager's report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

Meeting and Events attended:

17.05.2023	St Helens	– Break O'Day Employment Connect, Board meeting
19.05.2023	Bicheno	– Future of Local Government Review, meeting with Glamorgan-Spring Bay Council Mayor and GM to discuss the review process. General discussion about the thoughts of the respective Councils and the discussions which were occurring with the Councils in the various community catchments.
22.05.2023	St Helens	– Council Workshop - Future of Local Government Review
23.05.2023	MS Teams	– Tasmania Police, introductory meeting with new northern region Commander Kate Chambers which included a general discussion about local issues and the approach that the Commander takes in her role.
26.05.2023	Launceston	– NTDC Strategy Workshop
30&31.05.23	Bridport	– LGAT GMs Workshop, 6 monthly workshop where the main focus was on the Future of local government Review and activities which were occurring within the sector.
05.06.2023	St Helens	– Council Workshop
06.06.2023	St Helens	– Bendigo Community Bank, Dividend Announcement
13-16.06.23	Canberra	– ALGA NGA

Meetings & Events Not Yet Attended:

20.06.2023	St Helens	– FoLGR - NE Community Catchment employee session
22.06.2023	Pontville	– Regional Jobs Hub Community of Policy and Practice
23.06.2023	Pontville	– SWN Regional Job Hub & Employer Site Visits
23.06.2023	Launceston	– Northern GMs Meeting
26.06.2023	St Helens	– Council Meeting

General:

The General Manager held regular meetings with Departmental Managers and individual staff when required addressing operational issues and project development. Meetings with community members included Emily Jaksch and Simon Holmes (The Collective), Elizabeth Nicholson, Hans Georg Zorn (The Collective), and Adriana Sorman.

Brief Updates:

2022 Council Elections

Following the elections, the Government undertook a public consultation process in December 2022 to hear about people’s experiences and perspectives on what worked well and what could be improved for future local government elections. A range of challenges and directions for improvement were also identified throughout the consultation, including enhancements to absentee and assisted voting, and a range of possibilities for a hybrid voting format suggested. The information from this process will form part of the formal review of local government electoral arrangements currently being undertaken by the Office of Local Government.

Communications Report – MAY 2023

TOPIC	ACTIVITY	PROGRESS
GENERAL COMMS	BODC Newsletter	Sent out first week of June. Included stories on: <ul style="list-style-type: none"> • Parkrun • Sculpture Trail Update • Jack Jumper clinic 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"> • St Marys Op Shop and school puffer jacket initiative • The Lighthouse safe space and hot food community event • St Marys Car Show • Navy Cadets
	Government Events and Activities	Govt. Activities promoted including but not limited to: <ul style="list-style-type: none"> • Fuel Reduction burns

		<ul style="list-style-type: none"> • Tasmanian Government's wellbeing survey • Future of Local Government Review • Breast Screening Bus etc
	Most engaged with post	Lost dog post – Reach = 6204 Engagement = 842
	Promotion of Council Activities	<ul style="list-style-type: none"> • Newsletter • Christmas Committee • Aquatic Committee • Live Well Live Long • Draft Township Plans and more
Marketing	St Helens MTB Off Season	Working with East Coast Tourism on ensuring our area is represented in the Off Season Campaign.
EMAIL DATABASES	Developing	Continuing to grow the EDMs through the new resident survey, Facebook and newsletter promotion as well as engagement activities.
Community Engagement	FoLGR	Working on community engagement plan.
	Aquatic Committee	Compiling EOI submissions ready for Council to determine committee members.
Correspondence	General	Working with Managers on outgoing correspondence to ensure it is in accordance with our Style and Communication Guides.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
153 Felmingham Street, Binalong Bay Boundary adjustment	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
Northern Tasmania Development Corporation LTD	Affixing Common Seal	Member's Agreement	Number 21 – Miscellaneous Powers and Functions to the General Manager
The Crown in Right of Tasmania- Sport and Recreation	Affixing Common Seal	Grant Deed	Number 21 – Miscellaneous Powers and Functions to the General Manager
Lot 4 40 Beaulieu Street, St Helens Subdivision	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager

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

DATE	DOCUMENT	ADDRESS	PID OR DA
02.05.2023	337 Certificate	2 Cobrooga Drive, St Helens	7371330
02.05.2023	337 Certificate	1/7 Cameron Street, St Helens	6812026
03.05.2023	337 Certificate	49 Scamander Avenue, Scamander	6784002
04.05.2023	337 Certificate	3/41-43 Beaulieu Street, St Helens	3078719
04.05.2023	337 Certificate	3a Tully Street, St Helens	1709417
04.05.2023	337 Certificate	64 Tully Street, St Helens	6800658
08.05.2023	337 Certificate	285 Tasman Highway, Beaumaris	6791528
15.05.2023	337 Certificate	King Street (234253/1), Mathinna	6415813
17.05.2023	337 Certificate	228 Binalong Bay Road, St Helens	9829746
17.05.2023	337 Certificate	5 Medea Street, St Helens	6794657
22.05.2023	337 Certificate	20 Quail Street, St Helens	7255575
22.05.2023	337 Certificate	9 Mimosa Street, St Helens	6781602
31.05.2023	337 Certificate	Unit 9/36 Franks Street (CT183241/10), Falmouth	9084932
31.05.2023	337 Certificate	34 Kiama Parade, Akaroa	2242046
31.05.2023	337 Certificate	31 Quail Street, St Helens	6795035
31.05.2023	337 Certificate	89 Upper Scamander Road (CT26754/1), Scamander	2598982
31.05.2023	337 Certificate	276 St Helens Point Road, Stieglitz	6786673
31.05.2023	337 Certificate	12 Alma Court, St Helens	2253845
31.05.2023	337 Certificate	38 Annie Street, St Helens	9217090
31.05.2023	337 Certificate	1 Wigram Street, Scamander	6409923
31.05.2023	337 Certificate	16 Talbot Street, Fingal	6412647
31.05.2023	337 Certificate	10/6 Wattle Drive, Scamander	2633856
31.05.2023	337 Certificate	Lottah Road (CT219794/2, 89409/1, 89409/3), Goulds Country	3404414

Tenders and Contracts Awarded:

Nil

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027 (Amended March 2022)

Goal

Services

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\036\002\
ASSOCIATED REPORTS AND DOCUMENTS	Draft 2023-2024 Annual Plan

OFFICER'S RECOMMENDATION:

That the 2023-2024 Annual Plan be adopted.

INTRODUCTION:

Council's management team have prepared a draft 2023 – 2024 Annual Plan based on discussions that have occurred through Council workshops and the normal budget/planning process. The Annual Plan has been prepared to take into account these items as well as the broad factors that are impacting Council; and reflecting continuity of existing projects and activities where this exists.

PREVIOUS COUNCIL CONSIDERATION:

June 2024 Council workshop

OFFICER'S REPORT:

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

The key factors and themes for 2023 - 2024 include:

- Future of Local Government Review process.
- Focus on waste minimisation and circular economy.
- Understanding and addressing Climate Change.
- Strategic land use planning at the regional and local level.
- Understanding our Population and addressing the challenges.
- Housing challenges within Break O'Day and pursuing solutions in a number of directions.

Other significant areas of attention in 2023 - 2024 include:

- Cyber Security – addressing the increasing challenges being faced
- Delivery of additional projects arising from Government Funding commitments, Local Roads & Community Infrastructure Program and Black Summer Bushfire Program.
- Finalisation and implementation of a number of Master Plans and Strategies including Recreational Trails, Bay of Fires, Georges Bay Marine Facilities, St Helens Foreshore and St Helens Sports Complex.
- Financial sustainability.
- Community Engagement Framework.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (Amended March 2022)

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 2023 - 2024 Annual Plan are detailed in Council's adopted budget.

VOTING REQUIREMENTS:

Simple Majority

Strategy and KFA	Owner	Co-owners	ACTIVITY - 2022-2023	ACTIVITY 2023-2024	Start Date	End Date
Strategy 1.1 Create an informed and involved community by developing channels of communication. : 30% to 100%	John Brown					
Key Focus Area 1.1.1 Communication: Improve and develop communication processes that lead to the community feeling more informed and involved.	John Brown					
	Jayne Richardson	Chris Hughes	Actions 1.1.1.1 Community Engagement Strategy - Report back to the community on the finalisation of the Community Engagement Strategy.	Community Engagement Strategy - Ensure that the Community Engagement Strategy is embedded into Council activities, understood by the community and review for efficiencies.	1/07/2023	30/06/2024
	Jayne Richardson		Actions 1.1.1.2 Communications - Ensure communication methods are diverse so to reach a broad range of community members.	Communications - Review communication methods to ensure they are diverse so as to reach a broad range of community members.	1/07/2023	30/06/2023
	Jayne Richardson		Actions 1.1.1.3 Email Databases - Continue to grow and develop email databases to be used for direct communication with our community.	<i>Discontinue, business as usual activity</i>		
	Jayne Richardson	Anna Williams	Actions 1.1.1.4 Website - Review website content to ensure it is accessible and easy to understand	Website - Undertake a review of the entire BODC website to look for improvements that will lead to a	1/11/2023	30/04/2024

			with a focus on Planning, Building and Economy sections.	more accessible and easy to navigate website		
Strategy 1.2 Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.	John Brown					
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.	Chris Hughes					
	Jayne Richardson	Polly Buchhorn	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.	Environmental Awareness - Encourage and improve the sustainable enjoyment, use and care of the natural environment with communications and support for activities.	1/07/2023	30/06/2024
	Chris Hughes	Jenna Bailey	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.	Community Event Support - Assist the community with event delivery by providing support and assistance with planning, approvals processes, compliance and arrangements for Council assistance and resources.	1/07/2023	30/06/2024
	Erica McKinnell	Anna Williams	Actions 1.2.1.3 Event Attraction - Actively promote the Break O'Day Municipality as an event destination and work with event organisers and	Event Attraction - Actively promote the Break O'Day Municipality as an event destination and work with event organisers and organisations to	1/07/2023	30/06/2024

			organisations to develop and attract new events to the area.	develop and attract new events to the area.		
	Chris Hughes	Jayne Richardson	Actions 1.2.1.4 Sustainable Events - Promote and support best practice sustainable events and implementation of the Soft Plastics policy on Council land.	Sustainable Events - Promote and support best practice sustainable events and implementation of the Soft Plastics policy on Council land.	1/07/2023	30/06/2024
	Leah Page		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 - Support the development and delivery of the Festival of Wellbeing, designed with our community to meet shared aims.	1/07/2023	30/06/2024
	Erica McKinnell		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.	Mountain Bike Events - Work with interested organisations to develop a sustainable Mountain Bike event for the St Helens Network.	1/07/2023	30/06/2024
Key Focus Area 1.2.2 Volunteering - Build community sustainability and inclusion through a culture of volunteering and support within our community.	Chris Hughes					
	Chris Hughes	Jenna Bailey	Actions 1.2.2.1 Volunteer Strategy - Develop and adopt a Volunteer Strategy developed through a co-design process with the community.	<i>Remove - action completed 2022 - 2023</i>		
	Chris Hughes	Jenna Bailey	Actions 1.2.2.2 Strategy Implementation - Implement and promote the Volunteer Strategy for Break O'Day.	Strategy Implementation - Implement the Volunteer Strategy and build the volunteer base through promoting opportunities to volunteer.	1/07/2023	30/06/2024
	Chris Hughes	Jayne Richardson	Actions 1.2.2.3 Opportunity Promotion - Promote volunteering opportunities and the stories of volunteers.	<i>Remove - combined into Strategy Implementation action</i>	1/07/2023	30/06/2024

	Chris Hughes	Angela Matthews	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.	Emergency Management Volunteers - Develop Council's base of volunteers to provide support in an emergency situation including provision of training.	1/11/2023	20/04/2024
Strategy 1.3 Foster and support leadership within the community to share the responsibility for securing the future we desire. : 30 to 100	John Brown					
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%	John Brown					
	Jayne Richardson		Actions 1.3.1.1 Implement Community Engagement Strategy - Ensure the Community Engagement Strategy is accessible to the public and processes understood.	<i>Remove, This is covered in KFA 1.1.1</i>		
	Jayne Richardson		Actions 1.3.1.2 Customer Feedback - Develop and promote methods for easy customer feedback and contact with Council.	Customer Feedback - Develop and promote methods for easy customer feedback and contact with Council.	1/07/2023	30/06/2024
	Chris Hughes		Actions 1.3.1.3 Local Township Plans - Complete the development of new Local Township Plans in consultation with the communities.	Local Township Plans - Finalise Plans and implement the activities from the Township Plans, report back to the community on progress.	1/07/2023	30/06/2024

	Chris Hughes	Leah Page	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.	Arts & Cultural Strategy - Work with the community group to review the Strategy and reflect changes in an update of the document.	1/07/2023	26/04/2024
	Chris Hughes	Leah Page	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.	Portland Court Building - Develop the use of the former Hub 4 Health building through a co-design process with the community.	1/07/2023	30/06/2024
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	John Brown					
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.	John Brown					
	Leah Page		Actions 1.4.1.1 Wellbeing Pilot Project - Support the implementation of the Break O'Day Community Wellbeing Pilot Project and related project activities.	Wellbeing Pilot Project - Refine the project delivery approach to reflect participant feedback and support the implementation of the Break O'Day Community Wellbeing Pilot Project and related project activities.	1/07/2023	30/06/2024
	Leah Page		Actions 1.4.1.2 Wellbeing Actions - Partner with the community to	Wellbeing Actions - Partner with the community to identify, design and	1/07/2023	30/06/2024

			identify, design and deliver wellbeing actions and activities.	deliver wellbeing actions and activities.		
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	John Brown					
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%	John Brown					
	Jayne Richardson	Anna Williams	Actions 2.1.1.1 Prospectus - Update the Prospectus with latest Census data and promote.	<i>Remove - action completed</i>		
	Anna Williams			Opportunity Promotion - Identify platforms to promote BOD as a desirable location for economic development.	1/07/2023	30/06/2024
	Anna Williams		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.	Economic Strategy - develop new Strategy based on the review completed in 2022-23 and the process agreed by Council.	1/07/2023	30/06/2023

				Tourism Strategy - undertake a review of the existing Tourism Strategy for Council consideration	1/07/2023	30/12/2023
	Anna Williams	Jayne Richardson	Actions 2.1.1.3 Business Opportunities - Research and examine opportunities that could create jobs in Break O'Day (BOD).	Business Opportunities - Research and examine opportunities that could create jobs in Break O'Day (BOD).	1/07/2023	30/06/2024
	Anna Williams	Jayne Richardson	Actions 2.1.1.4 Review website information on the Break O'Day Council website and establish a 'Business Development' page.	<i>Remove - action completed</i>		
	Anna Williams			Economic Leadership - nurture and support development of local leadership and participation in projects which support this including the Gastronomy project	1/07/2023	30/06/2024
	Anna Williams		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.	Understanding Local Business - assess the usefulness of a regular business survey regarding the needs of businesses and local economic trends and decide whether to continue.	1/07/2023	30/12/2023
	Anna Williams		Actions 2.1.1.6 Economic Development Assistance - Provide support for new and existing businesses wishing to establish or expand activities.	<i>Delete - Business as Usual activity</i>		
	Anna Williams	David Jolly	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.	Circular Economy - Examine opportunities to participate in projects focused on developing the Circular Economy at the regional and local level.	1/07/2023	30/06/2024

	John Brown	Erica McKinnell	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.	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.	1/07/2023	30/03/2024
	Deb Szekely	Anna Williams	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 Study -Complete Industrial Land Use Strategy which identifies Demand, Needs, Limitations and Opportunities for Industrial Expansion for Break O'Day Council.	1/07/2023	30/03/2024
	Jayne Richardson	Anna Williams	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.	Marketing - Work with East Coast Tourism, Tourism agencies and Break O'Day Chamber of Commerce and Tourism to promote our area as a desirable tourism destination.	1/07/2023	30/06/2024
	John Brown	Jayne Richardson	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.	Visitor Information Provision - Work with ECTT to complete a review of the St Helens Visitor Information services having regard to the Review initiated by the Tasmanian Government.	1/07/2023	30/06/2024
	Chris Hughes		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.	Bay of Fires Master Plan - Support and participate in the process to develop a Master Plan for the Bay of Fires area, lobby for increased funding.	1/07/2023	5/01/2024
Strategy 2.2 Provision of relevant training and skills development	John Brown					

programs to create a workforce for the future that meets the changing needs of business.. : 30 to 100						
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	John Brown					
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%	John Brown	Jayne Richardson				
	Jayne Richardson	Anna Williams	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.	Township Brand - Engage with Township communities in order to understand the uniqueness of their communities and develop a brand identity.	1/01/2024	30/06/2024
	Jayne Richardson	Anna Williams	Actions 2.3.1.2 Communications - Communicate individual township identities to Tourism bodies and other stakeholders.	Communications - Communicate individual township identities to Tourism bodies and other stakeholders.	1/01/2024	30/06/2024

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	John Brown					
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%	John Brown					
	John Brown		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.	Population Analysis - complete review of information from 2021 Census with presentation to Council, stakeholders and the community	1/07/2023	30/09/2023
	John Brown	Anna Williams	Actions 2.4.1.2 Population Strategy - Develop Strategy to address BODC's Ageing Population.	Population Strategy - Develop Strategy to address BODC's Ageing Population.	1/07/2023	31/03/2024
Key Focus Area 2.4.2 Housing - Develop an understanding of housing needs; advocate for and facilitate the construction of a	John Brown					
	John Brown	Anna Williams	Actions 2.4.2.1 Housing Strategy - Develop a strategy that examines what the housing opportunities and challenges are in Break O'Day.	<i>Delete - will be addressed through the Housing Needs Assessment</i>		

range of housing solutions. : 100%	John Brown	Anna Williams	Actions 2.4.2.2 Housing Needs Assessment - advocate for the Tasmanian Government to complete a housing needs assessment for the East Coast.	Housing Needs Assessment - advocate for the Tasmanian Government to complete a housing needs assessment for the East Coast. Which feeds into developing a housing strategy	1/07/2023	30/06/2024
	Anna Williams		Actions 2.4.2.3 State Housing Strategy - Participate in the development of the Tasmanian Government's Housing Strategy.	State Housing Strategy - Participate in the development of the Tasmanian Government's Housing Strategy.	1/07/2023	30/03/2024
	Anna Williams		Actions 2.4.2.4 Aged Housing - Pursue investment in construction of Independent Living Units in the area.	Aged Housing - Pursue investment in construction of Independent Living Units in the area.	1/07/2023	30/03/2024
	Anna Williams		Actions 2.4.2.5 Council Investment - Examine opportunities for greater Council involvement in the provision of housing.	Council Investment - Examine and pursue opportunities for greater Council involvement in the provision of housing.	1/07/2023	30/03/2024
	John Brown	Anna Williams	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.	Public and Emergency Housing - Lobby and work with the State Government and housing providers to build new affordable housing and emergency housing.	1/07/2023	30/06/2024
Strategy 3.1 Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.	John Brown					

Key Focus Area 3.1.1 Appropriate Development: Encourage sensible and sustainable development through sound land use planning, building and design.	Jake Ihnen					
	Jake Ihnen	Deb Szekely, David Jolly Polly Buchhorn	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.	Flood Prone Areas- Work with the State Emergency Service to improve flood risk mapping for land use development and incorporate in strategy, controls and associated procedures to ensure flood-prone hazard areas are developed and used appropriately.	1/07/2023	30/06/2024
	Deb Szekely	Jake Ihnen	Actions 3.1.1.2 Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy.	Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy.	1/07/2023	30/06/2024
	Deb Szekely	Jake Ihnen	Actions 3.1.1.3 Progress the Approval of the Local Provisions Schedule in accordance with requirements of the Tasmanian Planning Commission.	Local Provisions Schedule - Progress the Approval of the LPS in accordance with requirements of the Tasmanian Planning Commission, and subsequent implementation actions once approved.	1/07/2023	31/12/2023
	Deb Szekely	Jake Ihnen		Strata Policy - Implement a Strata Policy including Communication Strategy which provides inclusion of appropriate development controls	1/07/2023	30/11/2023
	Deb Szekely	Jake Ihnen		Low Density Residential review - Review land area within the Low Density Residential Zone and quantify impact of State Planning Policy in relation to minimum lot size on supply	1/07/2023	30/04/2024

	Deb Szekely	Jake Ihnen		Scamander/Beaumaris Township Structure Plans - commence process for a detailed examination of the structure of this area to address growth which is occurring	1/01/2023	30/06/2024
	Deb Szekely	Jake Ihnen		Break O'Day Council Land Use Strategy 2015 - review Strategy including progression of recommendations applicable to the Low Density Residential and Rural Living Zones.	1/07/2023	30/04/2024
	Deb Szekely	Jake Ihnen		Vacant Residential Land - complete a comprehensive review to gain an understanding of life cycle of current lots and development trends	1/07/2023	31/12/2024
	Deb Szekely	Jake Ihnen	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.	<i>Delete - subsequent actions included.</i>		
	Deb Szekely	Jake Ihnen	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.	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.	1/07/2023	30/06/2024
Strategy 3.2 Increase the community's awareness of the natural environment, the pressures it faces	John Brown					

and actions we can take to sustain it and what it provides. :						
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.	John Brown					
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%	Jake Ihnen					
	Polly Buchhorn		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.	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.	1/07/2023	30/06/2024
	Polly Buchhorn	Jayne Richardson	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.	Weed Management and Biosecurity - Undertake priority weed control on Council properties; coordinating with other land managers; providing weed and biosecurity advice, education, communication and compliance services and support.	1/07/2023	30/06/2024

	Polly Buchhorn		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.	Weed Action Plan - Update and review weed priorities and strategies for Break O'Day and the community and deliver programs such as the serrated tussock control project..	1/07/2023	30/06/2024
	Polly Buchhorn		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.	Cat Management - Implement local priorities with community and regional partners to achieve Responsible Cat Ownership outcomes using the Northern Tasmania Regional Cat Management Strategy.	1/07/2023	30/06/2024
	Polly Buchhorn		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.	Dog Management - Review Dog Management Policy collaboratively with Parks & Wildlife Service, interest groups and the community and continue implementation.	1/07/2023	30/06/2024
	Polly Buchhorn		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.	Catchment, River and Water Quality Management - identify priorities and facilitate action in catchments, including for Georges Bay, to improve water quality, rivercare, soil management and landholder involvement and action.	1/01/2024	30/06/2024
	Polly Buchhorn		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.	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.	1/07/2023	31/12/2023

	Polly Buchhorn	Jayne Richardson	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.	<i>Delete, action completed and future activities will occur as part of Business as Usual.</i>		
	Polly Buchhorn		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.	Natural Resource Management Committee - support activities of Committee to address objectives and priorities of the Environment and NRM Strategy and 5 Year Action Plan.	1/07/2023	30/06/2024
	Polly Buchhorn			Coastal Management – Work with community and government agencies on coastal issues such as shorebird conservation and off road vehicle management.	1/11/2023	30/04/2024
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).	John Brown					
Key Focus Area 3.4.1 Climate Change - Understand, address and	Polly Buchhorn	David Jolly		Scamander Coastal Hazard and Flood Management - Implement first stage of coastal adaptation and flood risk mitigation and pathways planning project with community.	1/07/2023	30/06/2024

evaluate the challenges of climate change in Break O'Day and develop and implement mitigation strategies.	Polly Buchhorn		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.	Council Climate Change Action Plan - Coordinate implementation of mitigation and adaptation priorities, including carbon emissions accounting, corporate risk and liability review, climate ready asset management and flood-safe land development.	1/07/2023	30/06/2024
	Polly Buchhorn		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.	<i>Delete, included in Council Climate Change Action Plan activity</i>		
	Polly Buchhorn	Jayne Richardson	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.	Activating Break O'Day - Communicate with the community, industry and governments to raise awareness of Climate Change challenges facing everyone and the strategies, cooperation needed and shared risks.	1/10/2024	30/06/2024
	Polly Buchhorn		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.	Responding to Climate Change - participate in the northern Councils Climate Change Action partnership to develop local priorities and opportunities for climate change mitigation and adaptation projects locally and regionally.	1/07/2023	30/06/2024

Strategy 4.1 Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area.	John Brown					
Key Focus Area 4.1.1 Community Facilities: Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers.	David Jolly					
	Chris Hughes	David Jolly Jake Ihnen	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.	St Helens Sports Complex Master Plan - engage a landscape architect to design connectivity between all users identifying what amenities are required to service this area and to address vegetation management	1/07/2023	26/04/2024
	David Jolly	Chris Hughes Jake Ihnen	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	<i>Delete - activity complete</i>		
				Georges Bay Activation Strategy - commence implementation of the Strategy in line with identified priorities		

	David Jolly	Chris Hughes	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.	St Helens Foreshore Activation Plan - Complete a review of existing St Helens Foreshore Master Plans and consolidate taking into account the outcome of the Georges Bay Activation Strategy.	1/09/2023	30/06/2024
	Jake Ihnen		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.	BSBR Fingal Community Shed - undertake procurement processes and complete construction.	1/07/2023	30/06/2024
Strategy 4.2 Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle. : 30 to 100	John Brown					
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.	John Brown					
	David Jolly		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 (LRCI) Program - Phase 3 project.	St Helens Streetscape - Undertake construction of the next stage of the St Helens Streetscape Project, the upgrade of The Esplanade / Cecilia Street road junction.	1/10/2023	30/11/2023

	David Jolly		Actions 4.2.1.2 Streetscape Design - Develop a streetscape design and costing for the northern end of Cecilia Street, St Helens.	Streetscape Design - Develop a streetscape design and costing for the northern end of Cecilia Street, St Helens.	1/07/2023	31/12/2023
	David Jolly		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.	St Marys Parking Strategy - Develop a car parking strategy for St Marys providing a long term plan for off-street parking.	1/07/2023	31/03/2024
	David Jolly		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.	St Helens Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for off-street parking.	1/07/2023	31/03/2024
Strategy 4.3 Develop and maintain infrastructure assets in line with affordable long-term strategies.	David Jolly	Raoul Harper		Road Asset Management Plan - Update the Plan based on new condition data and information	1/09/2023	30/06/2024
	David Jolly		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.	St Helens to Binalong Bay Link - Update project cost estimates completing the project to a shovel ready stage and pursue funding opportunities to enable construction.	1/07/2023	31/10/2023
	Raoul Harper		Actions 4.3.3.2 St Helens MTB Network - Examine opportunities to evolve the network to enhance its attractiveness.	St Helens MTB Network - Work with the Collective and key stakeholders to examine opportunities to evolve the network to enhance its attractiveness.	7/01/2023	30/6/2024
	Jayne Richardson	Raoul Harper	Actions 4.3.3.3 St Helens Pump Track - Examine the options for the construction of a Pump Track and progress construction.	St Helens MTB Flagstaff Pumptrack, undertake design and construct a pumptrack at the Flagstaff Trailhead	1/07/2023	12/12/2023

	Raoul Harper	Jayne Richardson		St Helens Pumptrack, complete engagement process for the siting and design of a pumptrack in St Helens, progress with design and construction	1/07/2023	12/12/2023
	Jake Ihnen		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.	BSBR St Marys Recreation & Evacuation Building - undertake procurement process and complete construction .	1/07/2023	30/06/2024
	Chris Hughes	Jayne Richardson	Actions 4.3.3.5 Recreational Trails Strategy - Complete the development of the Strategy including adoption by Council.	Recreational Trails Strategy - commence implementation of the outcomes of the Strategy including seeking external grant funding to commence activities listed in the Recreational Trails Strategy identified as a high priority	1/07/2023	31/06/2024
	Vacant Trails Project Manager		Actions 4.3.3.6 MTB Network - Develop and implement an operational and maintenance plan for the MTB trail networks	<i>Delete, activity completed and now Business as Usual</i>		
	Raoul Harper		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	Aquatic Facility - 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 hydratherapy pool	1/08/2023	30/06/2024

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.	John Brown					
	David Jolly		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.	State Road Network - Pursue upgrades to State Government road infrastructure assets (Tasman Highway, Esk Main Road & Binalong Bay Road) to improve safety and reliability.	1/07/2023	30/06/2024
	David Jolly		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.	Blackspot Projects, complete funded project at Circassian Street/Medea Street St Helens, prepare submissions for funding where opportunities exist.	1/02/2024	30/04/2024
	David Jolly		Actions 4.3.1.3 Transport Master Plan - Update the Transport Master Plan 2013-2018.	Transport Master Plan - Update the Transport Master Plan 2013-2018.	1/07/2023	30/04/2024
Key Focus Area 4.3.2 Waste Management - Provide access to affordable services and facilities that foster a circular economy approach	John Brown					
	Jayne Richardson	David Jolly	Actions 4.3.2.1 Waste Education - Develop communications that fosters the Reduce, Reuse and Recycle principals.	Waste Education - undertake communication activities that foster the principals of Reduce, Reuse and Recycle.	1/07/2023	30/06/2024

to Waste Management. : 100%	David Jolly		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.	Re-Use and Recycling Options - Investigate the feasibility and cost effectiveness to recover bulk rubble and clean materials and re-use in civil construction activity.	1/07/2023	31/03/2024
	David Jolly		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.	<i>Delete, no activity to occur. Reliant on the direction that the NTWVG strategy may or may not take in relation to plastics recycling. Currently the primary volume of plastic being recovered is via the JJ'sWaste kerbside comingled recyleables collecction service and bins placed at the St Helens WTS. The pending CDS is likely to improve plastic bottle recovery rates as there is an associated monetary payment to containers collected.</i>		
	David Jolly		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.	State Waste Action Plan – participate at a regional level to progress resource recovery initiatives that support and drive a Circular Economy.	1/07/2023	30/06/2024
	John Brown	David Jolly		Northern Tasmania Waste Management Group, Participate at a regional level to develop and implement the Northern Tasmanian Waste Management Group five year strategic plan.	1/07/2023	31/12/2023
	David Jolly		Actions 4.3.2.5 Scamander Inert Waste Landfill - Develop Scamander Waste Transfer as an Inert Landfill Site - secure environmental regulatory approvals to enable	Scamander Inert Waste Landfill - complete development of the Scamander Waste Transfer Station as an Inert Landfill Site and commence operations.	1/04/2024	30/06/2024

			progression to the landfill design and costing.			
	David Jolly			Scamander Waste Compactor - Prepare a funding submission for the replacement of the Scamander WTS waste compactor in 2024/2025.	1/07/2023	31/03/2024
	David Jolly		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.	Container Deposit Scheme - Partner with State Government endorsed CSR Network operators for the establishment of a receiving site at St Helens.	1/07/2023	30/06/2024
	David Jolly			Waste Management Strategy - develop a Waste Management Strategy to guide Council's operations and overall direction including infrastructure, service delivery and circular economy approach.	1/07/2023	31/05/2024
	David Jolly	Chris Hughes	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.	<i>Delete, now Business as Usual</i>		
Strategy 5.1 Improve accessibility to a range of quality services and programs by advocating and	John Brown					

pursuing for local delivery.						
Key Focus Area 5.1.1 Youth - Understand the needs of Break O'Day young people to better support and advocate for them.	Chris Hughes					
	Leah Page	Jenna Bailey	Actions 5.1.1.1 YCNECT & Council - Participate as the Council Representative on the YCNECT Working Group, providing support, facilitation & encouraging the participation/engagement of young people. Learning the functions of Local Government & how to influence Council decisions.	YCNECT & Council - Establish a youth voice to Council, learning the functions of Local Government and how to influence Council decisions. Work in partnership with YCNECT and support youth network meetings in Break O'Day.	1/07/2023	30/06/2024
	Chris Hughes	Leah Page	Actions 5.1.1.2 Youth Strategy - Co-Design a Youth Strategy with community for Break O'Day.	Youth Strategy - Co-Design a Youth Strategy with the community for Break O'Day.	1/07/2023	30/05/2024
	Chris Hughes	Leah Page	Actions 5.1.1.3 THRIVE - Maintain working relationship with THRIVE and participate in the activities which benefit the community.	THRIVE - Work with community to reform THRIVE to delivery activities which benefit the community	1/07/2023	30/06/2024
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%	John Brown					
	Chris Hughes		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.	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.	1/07/2023	26/04/2024

	Leah Page	Chris Hughes	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.	Mental Health - Participate in networks and activities to advocate for, and support delivery of, mental health initiatives and outcomes for our community.	1/07/2023	30/06/2024
	Chris Hughes	Leah Page Jenna Bailey	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.	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.	1/07/2023	30/06/2024
Strategy 5.2 Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community.	John Brown					
Key Focus Area 5.2.1 Education Skills and Training - Improve employment pathways and outcomes and greater personal development through delivery of programs locally	John Brown					
	John Brown	Erica McKinnell	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.	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.	1/07/2023	30/06/2024

which meet the needs of Industry and the community.	John Brown		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.	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.	1/07/2023	30/06/2024
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.	John Brown					
	Chris Hughes	Leah Page Jenna Bailey	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.	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.	1/07/2023	30/06/2024
	Chris Hughes	Leah Page Jenna Bailey		Reconciliation Action Plan - Work with Reconciliation Tasmania to develop a Local Reconciliation Action Plan for Break O'Day	1/07/2023	30/06/2024
	Chris Hughes	Leah Page Jenna Bailey	Actions 5.2.2.2 Equitable Access - Advocate for, support, and facilitate actions to improve access to services, information and opportunities.	Equitable Access - Advocate for, support, and facilitate actions to improve access to services, information and opportunities.	1/07/2023	30/06/2024
Strategy 5.3 Ensure Council services support the betterment of the community while balancing statutory requirements with	John Brown					

community and customer needs. : 30 to 100						
Financial Sustainability	Raoul Harper					
	Angela Matthews		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%.	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%.	1/07/2023	30/06/2024
	Raoul Harper	Raoul Harper		Urban Stormwater Charge - Undertake modelling and report to Council on the introduction of an urban stormwater charge.	1/02/2024	3/03/2024
	Raoul Harper	Sheryl DeBomford		Rates and Charges - Undertake a detailed review of the Rates and Charges Policy	10/01/2024	1/03/2024
	Raoul Harper		Revenue Generation - Identify opportunities to generate alternative revenue sources and secure a better return on the Cash holdings of Council.	Revenue Generation - Identify opportunities to generate alternative revenue sources and secure a better return on the Cash holdings of Council.	1/09/2023	1/12/2023
	David Jolly			WTS Operational Analysis - Undertake an analysis of the operation of Council's WTS including costs and extent of cost recovery (JB)	1/07/2023	31/11/23
	Raoul Harper		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.	Value for Money Reviews - Undertake reviews of operational activities to identify revenue opportunities, cost savings of \$40,000.	1/07/2023	30/06/2023

Financial Management	Raoul Harper					
	Angela Matthews	Raoul Harper		Contracts and Service Level Agreements - Review existing contractual arrangements and establish where necessary Contracts and service level Agreements for all key contractors including Financial and IT Services.	01.07.2023	30.06.2024
	Raoul Harper		Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel.	Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel.	1/07/2023	30/06/2023
	Raoul Harper	David Jolly	Long Term Financial Plan (LTFP) - Review of the Plan completed to reflect updated Four (4) Year Capital Works & Projects Budget and Asset Management Plan and updated Plan adopted by Council.	Long Term Financial Plan (LTFP) - Refine the Long Term Financial Plan (LTFP) and the (4) Year Capital Works & Projects Budget.	1/02/2024	30/04/2024
	Chris Hughes	Raoul Harper		Undertake a review of the Community Grants program and guidelines.	1/07/2023	31/10/2023
	Angela Matthews	Raoul Harper		Depreciable Lives - Undertake a review of depreciable lives for all assets and report as required to Audit Panel and GM.	1/07/2023	30/06/2024
	Raoul Harper	Angela Matthews	Internal Audit - System audits scheduled are completed, recorded and reported for the following: Annual maintenance statement; Community grants; Wages & HR; Planning advice.	Internal Audit - System audits scheduled are completed, recorded, reported and implemented for Cyber Security, Risk Management and IT.	1/07/2023	30/06/2024
Workforce Plan change to	John Brown					

Workforce Development	John Brown		Following completion of the Works Department service delivery review, complete and commence implementation of the Plan to address succession requirements and an ageing workforce.	<i>Delete, completed and follow through activity listed in Break O'Day Organisation</i>		
	Erica McKinnell			Employee Development - Develop and implement departmental programs that support employee development through the people matter survey process	1/07/2023	30/06/2024
	Erica McKinnell			Review Processes - develop and implement an Employee Review & Development system for Council's workforce	1/07/2023	30/06/2024
	Erica McKinnell			Psychosocial Safety - develop and build our approach within the workplace responding to this change to WHS	1/07/2023	31/12/2023
Elected Members	John Brown					
	John Brown	Molli Brown	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.	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.	1/07/2023	30/06/2024
	John Brown		Councillor Induction - develop and deliver an induction program for Councillors following the Council elections.	<i>Delete, activity completed</i>		
Council Advocacy	John Brown					

	John Brown		State Budget - Provide a submission to the 2023 - 2024 State Budget community consultation process advocating for local priorities.	State Budget - Provide a submission to the 2024 - 2025 State Budget community consultation process advocating for local priorities.	1/07/2023	31/12/2023
	John Brown			Federal & State Elections - identify and develop list of projects which will be lobbied for in forthcoming election campaigns	1/07/2023	30/06/2024
Wellbeing Program	Leah Page					
	Leah Page	Simone Ewald-Rist Erica McKinnell	Workplace Wellbeing - Finalise and implement a Mental Health and Wellbeing Plan for Council staff that creates a mentally safe workplace.	Workplace Wellbeing - Finalise and implement a Mental Health and Wellbeing Plan for Council staff that creates a mentally safe workplace.	1/07/2023	30/06/2024
	Leah Page	Simone Ewald-Rist Erica McKinnell	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.	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 and the People Matter survey.	1/07/2023	30/06/2024
Risk Management/Work Health & Safety	Raoul Harper					
	Simone Ewald-Rist		Risk Register Review - Review risk register twice a year for high risks, annually for all others.	Risk Register Review - Review risk register twice a year for high risks, annually for all others.	1/07/2023	30/06/2024
	Simone Ewald-Rist		Workplace Safety - Ensure that Risk Management processes identify and manage psychological risk.	Workplace Safety - Ensure that Risk Management processes identify and manage psychological risk.	1/07/2023	30/06/2024
	Raoul Harper		Risk Management Framework - undertake an external review of Risk Management and report on implementation of recommendations.	Risk Management Framework - undertake an external review of Risk Management.	1/10/2023	1/02/2023

	Raoul Harper		Risk Reporting - Risk updates and activities are regularly reported to management, Council and Audit Panel.	<i>Delete, Business as Usual activity</i>		
	Simone Ewald-Rist		Workplace Safety - Ensure that the necessary systems are in place to reduce the likelihood of incidents of injury and illness in the workplace.	<i>Delete, Business as Usual activity</i>		
Local Government Reform	John Brown					
	John Brown		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.	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.	1/07/2023	30/06/2024
	John Brown		Northern Region Shared Services - Pursue joint procurement opportunities involving Northern Region Councils.	Northern Region Shared Services - Pursue joint procurement opportunities involving Northern Region Councils.	1/07/2023	30/06/2024
Break O'Day Organisation	John Brown					
	Jake Ihnen	Erica McKinnell	Service Delivery Review Development Services - examine the opportunity to undertake a service delivery review focussed on development related activities.	Service Delivery Review Development Services - examine the opportunity to undertake a service delivery review focussed on development related systems and processes following implementation of PlanBuild	1/07/2023	31/12/2023
	David Jolly	Erica McKinnell	Service Delivery Review Works Department - complete a review of Works Department activities and implement the outcomes.	Works Department Service Delivery Review - Review and implement the outcomes of the Review with a focus on addressing succession requirements and an ageing workforce.	1/07/2023	31/03/2024

	John Brown		Community Engagement Strategy - Ensure Community Engagement Strategy is embedded in Council's engagement activities.	<i>Delete, activity complete</i>		
	Jayne Richardson		Plain English Communication - Ensure all staff are aware of plain english guides and tools and are using the Style and Communication Guides.	<i>Delete, now Business as Usual</i>		
Management Systems	John Brown					
	Angela Matthews		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 implementation of the Project Management Plan within Cascade	1/07/2023	30/06/2024
	Jayne Richardson		Cascade Community Dashboard - ensure the community dashboard is operating on Council's website.	<i>Delete, activity complete</i>		
	Jake Ihnen			PlanBuild - Carry out Live Testing & Implementation of State Government PlanBuild Project	1/07/2023	31/03/2024
	Raoul Harper	Angela Matthews		Software Systems - Transition from PropertyWise to CouncilWise and implement improvements to rating and property related procedures and processes.	1/09/2023	1/11/2023
	Jayne Richardson		Welcome Pack - Review and redevelop the welcome pack for new residents.	<i>Delete, Business as Usual activity</i>		
Customer Service	Raoul Harper					
	Jayne Richardson		Access to Information - Ensure staff understand where they and customers can access Council information.	Access to Information - Ensure staff understand where they and customers can access Council information.	1/07/2023	30/06/2023

	Angela Matthews		Customer Service - Investigate and report on options for improving customer service telephone enquiries, particularly with staff Working From Home.	Customer Service - implement, monitor and report on "Closing the Loop" process to guide processes and options for improving customer service	01/07./2023	30/06/2024
	Angela Matthews		Customer Satisfaction - Research and develop a report in relation to options to monitor customer satisfaction.	<i>Delete, now encompassed in Customer Service activity</i>		
Asset Management	David Jolly					
	David Jolly	Raoul Harper	System Refinement - Develop and Refine Asset Management System including integration of all Council assets.	System Refinement - Develop and Refine Asset Management System including integration of all Council assets.	1/07/2023	30/06/2024
	Raoul Harper	David Jolly		Asset Management Plan - Review the Asset Management Plan and revise where required to align with the paramaters of the LTFFP and Financial Management Strategy.	1/11/2023	30/03/2024
	David Jolly	Raoul Harper		Stormwater System Management Plan - Review the 2019 Plan and integrate urban drainage into Plan providing a 5 year investment and renewal program	1/09/2023	30/06/2024
	David Jolly		MTB Asset Management Plan - develop 10 year asset management plan.	<i>Delete, activity completed and now Business as Usual</i>		
Public & Environmental Health	Jake Ihnen					
	Jake Ihnen	Anna Williams	New Municipal By-Law - Progress Development of Municipal By-Law which controls Keeping of Life Stock,	New Municipal By-Law - Progress Development & Implementation of Municipal By-Law which controls	1/07/2023	31/12/2024

			Waste Disposal Site Controls & Caravans within the Municipality.	Animals, Waste Disposal Site Controls & Caravans within the Municipality.		
	Jake Ihnen		Food Premises - Deliver a regular program of Food Premises inspections.	Food Premises - Deliver a regular program of Food Premises inspections.	1/07/2023	30/06/2024
Stakeholder Management	Jake Ihnen		Water Quality Monitoring - Undertake monitoring and reporting in recreational waters.	Water Quality Monitoring - Undertake monitoring and reporting in recreational waters.	1/10/2023	30/04/2024
	John Brown					
	John Brown		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.	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.	1/07/2023	30/06/2024
	John Brown		Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy.	Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy.	1/07/2023	30/06/2024
	John Brown		Legislative Reviews - Participate in reviews of legislation affecting Local Government.	Legislative Reviews - Participate in reviews of legislation affecting Local Government.	1/07/2023	30/06/2024
	Jake Ihnen		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.	<i>Delete, activity completed</i>		

Emergency Management	John Brown					
	Chris Hughes		Municipal Emergency Management Plan - Review and adopt the Plan in line with the Tasmanian Emergency Management Plan	Municipal Emergency Management Plan - Adopt the Plan in line with the Tasmanian Emergency Management Plan	1/07/2023	30/08/2023

ACTION	DISCUSSION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\006\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER’S RECOMMENDATION:

That Council note the General Manager’s update on the Future of Local Government Review.

INTRODUCTION:

The Future of Local Government Review has now entered the third phase of activity following the release by the Local Government Board of its Stage 2 Interim Report of the Review. The Report has been developed by the Board following research and engagement to identify, develop and test a package of reform options.

The formal consultation period on the Report is open until 2 August 2023 and apart from Council preparing a submission it is important that we do all we can to encourage the community to provide their thoughts.

PREVIOUS COUNCIL CONSIDERATION:

January, March and August 2022

OFFICER’S REPORT:

The Local Government Board provided the North-East Community Catchment Information Pack and a number of Supporting Papers relating to the Information Pack on Monday 30 May 2023.

- Methods and Technical Background
- Shared Services Models
- State Government partnership opportunities for Local Government
- Supporting Strong and Empowered Local Communities

The Information Pack provided three (3) scenarios for consideration and pointed out that these scenarios are not the only options for reform.

Scenario 1 – Establishing three new councils: A. the existing Break O’Day council area (potentially with Bicheno); B. a council encompassing George Town and Dorset, extending to incorporate Lebrina, and; C. retaining the current Flinders council.

Scenario 2 – Establishing two new councils comprising A. the ‘mainland’ portion of the Community Catchment and B. retaining the current Flinders council.

Scenario 3 – *Establishing a consolidated North-East council comprising the whole North-East Community Catchment, including Flinders Island.*

Response to the Stage 2 Interim Report

The Board in providing this information asked Councils and communities to consider four fundamental questions:

1. *What are the strengths?*
2. *What are the weaknesses or challenges?*
3. *Are there any adjustments that could be made to maximise the strengths and minimise the weaknesses?*
4. *Are there any other entirely different scenarios the Board should consider, which would still deliver against the Board's criteria and structural reform principles?*

Council through its discussions at the last Council Meeting and recent Workshops has been working towards the development of a position in relation to a formal response to the *Stage 2 Interim Report*. From these discussions, the response will:

1. Critique the adequacy of the Foundations of Structural Reform and Criteria to Assess Proposals in the Stage 2 Interim Report
2. Demonstrate the connection to Dorset/George Town/Flinders as detailed in the North-East Community Catchment does not exist and is illogical
3. Argue for detailed consideration of an East Coast Council involving the Break O'Day and Glamorgan-Spring Bay areas that includes the communities of Coles Bay and Bicheno
4. Address extent of community engagement including by the Board

Council officers have now had the opportunity to work through the information provided with a focus on the Catchment Information and our initial observations include:

- a. There are inaccuracies within the data they are quoting in a number of areas, which reflects a lack of Quality Assurance. This undermines confidence in the reliability of the data provided and their funding modelling.
- b. Broad assumptions and observations as to how communities connect are incorrect in many ways and are made without evidence to substantiate these claims.
- c. The scenarios include potential boundary adjustment with Bicheno within the new areas but not Coles Bay which is illogical. The Coles Bay area has been included in the South-East Catchment and its linkage to Bicheno and to the north is ignored (or not understood).
- d. Demonstrate a lack of knowledge of other factors in play, which might shape how services are delivered. For example, the Board states, "Neither Break O'Day nor Dorset have active landfills, meaning waste must be transported over significant distances and at considerable expense." Yes this is correct as the focus of the Environment Protection Agency (EPA) has been towards regional waste facilities that all Councils access. This statement by the Board undermines the credibility of their information. Amalgamating Councils will not solve this issue or create shorter cartage distances. I note that a number of the large City Councils do not have a landfill site themselves.
- e. Rationale and evidence supporting the scenarios

Engagement Activities

As the General Manager has noted in previous reports, the Board is not intending to run any on-ground community engagement activities in local communities, effectively they have handpassed this responsibility to Councils asking them to provide to the Board the views of their communities. Instead, the Board is running an online engagement process, which community members can access through the Future of local Government review website:

Community Catchment Surveys | Your Voice Future Local

The Local Government Board has failed to provide the information necessary for the community to understand the benefits and impacts (advantages and disadvantages) of amalgamations leaving people uninformed, confused, and concerned.

The Local Government Association of Tasmania is taking the lead in engaging with elected members and employees through a series of workshops in each community catchment. Each workshop will be focused on the scenarios presented for each community catchment by the Local Government Board, and also what alternative options should be considered.

Sessions for elected representatives and council staff both in person and online, for the North-East community Catchment occurred on 20 and 21 June 2023.

Council officers have been developing a community engagement process and have commenced implementing a plan to assist our communities to be informed and participate in the current process. A key part of the activities we undertake will be to gain an understanding of the communities' views in relation to potential boundary adjustments as and how communities feel these changes will affect their representation and service level expectations. We will also ask a series of questions around where communities access services so we can better understand and identify community connections and synergies. This will also allow us to test some of the FoLGR Board thinking around the proposed community catchments.

In broad terms, the engagement will:

- Use a broad range of engagement methods including, online survey; paper based survey; and face-to-face interactions
- Aim to cover a broad cross-section of the community in terms of demographic, geography etc.
- Enable both residents and people who live outside Break O'Day but own property in Break O'Day to participate
- Allow communities outside Break O'Day who wish to provide their thoughts on the proposed three scenarios to do so. We will ensure however that they are identifiable by location.

The General Manager notes that it will be necessary to engage external assistance to undertake this work alongside available Council resources. The use of external assistance also provides a degree of separation and independence from Council ensuring that any perception of Council 'flavouring' of the Engagement report is avoided.

A separate report on the Community Engagement will be prepared and provided to the Board for their consideration

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (Amended March 2022)

Achieving the Vision

Leadership/Ownership – Council Role

- We will be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.
- We will make decisions for the greater good of Break O’Day by being accessible and listening to our community.

Annual Plan 2022-2023

Management Team Objectives – Local Government Reform

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

LEGISLATION & POLICIES:

Local Government Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not quantified at this stage. Very substantial human resources are required to actively participate in the process.

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Economic Development Officer – Anna Williams
FILE REFERENCE	039\011\003\
ASSOCIATED REPORTS AND DOCUMENTS	A report and submission to continue funding for the 2023-24 work of Launceston and Northern Tasmania Gastronomy; Regional Gastronomy Tables and the Activities for 2023-24.

OFFICER’S RECOMMENDATION:

That Council approve funding in the 2023/2024 budget to provide the requested funding of \$3,457.96 to the Launceston Gastronomy project

INTRODUCTION:

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

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

UNESCO takes a broad definition of gastronomy to include all stages of the food supply chain. The focus is on using the region's unique cultural and creative identity in the area of gastronomy to address issues of economic, social and environmental sustainability within the broader Launceston region. Food plays a vital role in culture, creativity, social exchange and mental wellbeing.

The following documentation has been provided in support of the funding request:

- 1) A report and submission to continue funding for the 2023-24 work of Launceston and Northern Tasmania Gastronomy; and
- 2) Regional Gastronomy Tables and the Activities for 2023-24.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop February 2021 Presentation – NTDC re City of Gastronomy Project

Council Meeting July 2022 - The Council approved funding in the 2022/2023 at the same level of funding as the 2021/2022 of \$2,311.53 to the Launceston Gastronomy project.

OFFICER’S REPORT:

The request for funding for 2023 - 2024 is to enable the community to maximise the opportunity presented by the UNESCO designation as a City of Gastronomy for the region.

The request for funding is at a greater level than 2022 – 2023, which for Break O’Day was \$2,311.53. The requested amount is \$3,457.96.

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

In May 2023, the Launceston Gastronomy team undertook a ‘Gastronomy round table’ in order to raise awareness of the designation and brand opportunities and discuss each municipality’s gastronomic activities and key strengths. The round table brought about a positive discussion by the Break O’Day attendants in relation to how the Launceston Gastronomy can encourage the development of a local producer’s network and other opportunities.

Progress Report

Strategic Intent 1	Global Network: Build on collaborations, report back to UNESCO, attend mandatory global conferences
Progress	<p>UCCN events</p> <ul style="list-style-type: none"> • Attend monthly meetings. • Attending Creative Cities Event Australia and New Zealand being held Bendigo, Victoria. • Gastronomy Travel Fair Macau - working with State Growth on participating to promote our food and visitor experiences. • Annual UCCN meeting scheduled for Istanbul in September. Dates as yet not confirmed. • All reporting requirements met. • Planning for Gastronomy Symposium 25 to be held 2024. • Launceston Airport as gateway to Gastronomy Region. Signage welcoming residents and visitors to Launceston and Northern Tasmania City and Region of Gastronomy. • Video clips highlighting regional producers and gastronomic experiences in baggage collection area.
Strategic Intent 2	Social Prosperity: Food security, education and skill development of children and young adults in growing and preparing food, urban greening, and edible gardens
Progress	<ul style="list-style-type: none"> • Signed MOU with FaRM project which focuses on food security and resilience. • Meeting with stakeholders to consider re-applying for funding for school lunch program Deloraine High School. • Visited community gardens George Town, Westbury, and Deloraine. • Following meeting with Mayor and General Manager Launceston will now run educational campaign on verge gardening and what plants are suitable for low-maintenance gardens.

	<ul style="list-style-type: none"> • Advocating and promoting the work of School Food Matters school lunch program and 24 Carrot school gardening. • Advocating for cooking skills to be re-introduced into curriculum.
Strategic Intent 3	Cultural Prosperity: Work with others to promote the region as having innovative and creative food culture, promote local produce and indigenous foods, and work with events to leverage designation.
Progress	<ul style="list-style-type: none"> • agriCULTURED 2023 planning is underway with the event now auspiced by Launceston and Northern Tasmania Gastronomy. • Working with Festivale on gastronomy focus for next year's event. • Meeting with Junction to leverage designation and encourage local food produce including indigenous foods. • Discussion around events will be part of each Gastronomy Table session.
Strategic Intent 4	Environmental Prosperity: Minimising food waste, sustainable agricultural practices, promoting local food production, circular economy.
Progress	<ul style="list-style-type: none"> • Social campaign on educating on seasonal produce to be followed by campaign on seasonal signature dishes and how to cook them. • Advocating for circular economy activities.
Strategic Intent 5:	Economic Prosperity: Promote and sustain diversity, innovation and entrepreneurship, skilled workforce, investment.
Progress	<ul style="list-style-type: none"> • Following the speaking engagement of Chair in Kuching in Borneo Malaysia 2022 a Nuffield study tour including local primary producers will be led by Kuching Gastronomy. • Increasing traction of Melbourne and Sydney markets to social media promotions on City and Region of Gastronomy. • Brand presence at business function to welcome new president of Hawthorn Football Club. • Meeting with Visit Northern Tasmania on skill development within emerging Agri-tourism sector.

Launceston Gastronomy has also provided a report on the progress and submission to continue funding the 2023-24 work of Launceston and Northern Tasmania Gastronomy. This is attached for reference.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (March 2022 Amended)

Goal

Economy

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

Strategies

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

Key Focus Area

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

LEGISLATION & POLICIES:

Not Applicable

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The request is \$3,457.96 to the Launceston Gastronomy project

VOTING REQUIREMENTS:

Simple Majority

A report on progress and submission to continue funding the 2023-24 work of Launceston and Northern Tasmania Gastronomy.

To the General Managers
City of Launceston
and the Councils of Break O' Day,
Dorset,
George Town,
Northern Midlands,
Meander Valley and
West Tamar

What does gastronomy mean to you?

“ Everyone having a seat at a kitchen table to share...a good meal, recipes, and stories.”



Our winner: Kathryn Kahl from Ravenswood



The overarching goal of the 2021 application for the UNESCO Creative City of Gastronomy designation was to gain official recognition of the City and Region's food system and culture.

We are an agrarian community, and our food system provides the foundation for our identity and prosperity. Our food culture has evolved to a level of depth and sophistication that is now internationally recognised.

The UNESCO acknowledgment provides a vehicle for us to talk with confidence about the value proposition and competitive advantage of our 'place'. This includes mature food system and culture of production, trade, value adding, eating, drinking, events, learning, sharing, skill development but also the "Tasmanian paradox" of food insecurity amongst abundant production.

We are building strategic networks with other 'gastronomy' cities where there is the potential to learn, share and trade. China's southern island state of Macau is hosting a

gastronomy travel fair which offers a chef and producer from our city and region the opportunity to attend and promote our culinary skills and food products. Local Macau businesses who stock our foods will also be involved. We are presently developing this opportunity with State Growth, one that would not have come about without the gastronomy designation.

Our primary role is to advocate for funding for others who align with the sustainable development goals and to respond where there is a genuine gap. An example is agriCULTURED, the four-day event that brings the agri-food and cultural sectors together in our city and region. agriCULTURED needed a credible governance structure to secure funding from Events Tasmania for the next three years. agriCULTURED is now an event of Launceston and Northern Tasmania Gastronomy.

An example of a genuine gap, is an app-based 'seasonal gastronomic map' that can influ-

ence people to explore further, buy differently and share surplus throughout our region. There is no comparable product available, while the outcome has the potential to benefit the region's entire food system.

Launceston and Northern Tasmania Gastronomy is a volunteer board. Our budget is modest with each dollar considered and strategically placed. There are some project grants available that the board helps other groups access, but there is no funding to cover operating costs.

The board is committed to the international recognition of our city and region, the sustainable development goals, and influencing change within our communities to grow environmental, cultural, social, and economic prosperity. We hope you will continue to support this work through helping to support the boards operating costs.

Jane Bennett
Chair,
Launceston and
Northern Tasmania Gastronomy

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- 2** Action Plan 2023-24 *page 4*
- 3** Enabling Success *page 5*
- 4** Strategic Intents and Actions December 2022 to March 2023 *page 8*
- 5** Our Wins *page 10*
- 6** Funding Ask *page 15*

1

The role of Launceston and Northern Tasmania Gastronomy

Our role with the UNESCO Creative Cities Network:

- Be a conduit between the City and Region of designation and the UNESCO Creative Cities Network and international members.
- Share learnings and global best practice.

Our role with our City and Region:

- Amplify the region's gastronomic value proposition.
- Elevate existing and emerging activities and projects.
- Attract funding for gastronomic activities and projects.
- Advocate for issues and activities relevant to the Sustainable Development Goals.
- Facilitate bringing groups together to work on gastronomy activities that matter to them.
- Partner with groups and organisations who share gastronomic aspirations and want to make change around the Sustainable Development Goals.
- Oversee the City and Region's Gastronomy Brand.

Launceston & Northern Tasmania Gastronomy:

- * **Is not a funding body**
- * **Does not duplicate the programs or activities of existing groups.**

3



Launceston City of Gastronomy Action Plan 2023-24



PROJECT	1 Gastronomy Table Program	2 Communications	3 Right to Food	4 Gastronomic Mapping	5 agriCULTURED	Supporting: SAG 25	Supporting: FaRM	Supporting the: Fermentation Hub
	Gastronomy Table Program - place-based conversations on gastronomic strengths and activities	Communications for change and impact	Right To Food Movement of the City and Region to share learnings and insights of need and change	Gastronomic Mapping - what gastronomic activities are happening in our city and region	agriCULTURED - 4 day event focusing on our city and region's rich agricultural production and culture	Development and promotion of the 25th Symposium of Australian Gastronomy 2024	FaRM: A sustainable Food and Resilience Movement	Fermentation Tasmania Ltd (Fermentas) - hub incubator and fermentation education and training
OUTCOME	Six regional Table sessions (Twice yearly) Raise awareness System Data gathering	Raise awareness of the SDGs through Gastronomy Influence Change behaviour	Four sessions annually Exchange knowledge Advocate policy changes	Raise awareness of the food system and gastronomic offerings across the region Influence Change behaviour	Promote innovation Celebrate our food culture	Sharing knowledge and insights Contributing to the Creative Cities Network	Healthy living Pathways to employment in agriculture and hospitality	Research and Innovation Training
PARTNERS	Northern Councils : City of Launceston, West Tamar, George Town, Dorset, Break O'Day, Northern Midlands and Meander Valley.	City of Launceston Northern Councils Launceston Central City Launceston Airport	Northern Suburbs Community Centre, University of Tasmania, City of Launceston, Launceston Gastronomy, Ravenswood Neighbourhood House, Ufas	City of Launceston, Launceston Gastronomy and Northern Councils, University of Tasmania, Food system representatives	City of Launceston, Launceston Gastronomy, Visit Northern Tasmania, OVMAG, Events Tasmania, Tourism Tasmania, Launceston City Council, NRM, Ufas, TIA, Community Gardens Australia, 'A' Carrot Gardens, Harvest Market, Launceston Central City	Launceston Gastronomy, City of Launceston, Visit Northern Tasmania, Harvest Launceston Community Farmers Market, Ferment Tasmania, Business Events Tasmania, Sustain Australia	Northern Suburbs Community Centre, University of Tasmania, City of Launceston, Launceston Gastronomy, Ravenswood Neighbourhood House	City of Launceston, Launceston Gastronomy, Tasmanian Government, Australian Gastronomy, UTAS, TIA, TasTAFE, Institute of Brewers and Distillers agriCULTURED.
Sustainable Development Goals	9 (Industry, Innovation and Infrastructure) 12 (Responsible Consumption and Production)	17 (Partnerships for Goals)	2 (Zero Hunger)	17 (Partnerships for Goals)	9 (Industry, Innovation and Infrastructure) 11 (Sustainable Cities and Communities) 12 (Responsible Consumption and Production)	9 (Industry, Innovation and Infrastructure) 11 (Sustainable Cities and Communities) 17 (Partnerships for Goals)	3 (Good Health and Well-being)	9 (Industry, Innovation and Infrastructure) 12 (Responsible Consumption and Production)

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Enabling Success

3.1 Our Theory of Change

OUR APPROACH

Our *Theory of Change* looks for opportunities in our challenges with the aim of positively impacting the city and region's prosperity.

WHEN:

- OUR INVESTORS AND FUNDERS,
- SOCIAL, CULTURAL AND ENVIRONMENTAL GROUPS AND ORGANISATIONS,
- OUR INTERNATIONAL, NATIONAL AND LOCAL CREATIVE CITIES NETWORKS,
- OUR BOARD AND SMALL SUPPORT TEAM;

apply: →

- • Systems thinking
- • Focused initiatives and communications for purpose
- • Place and strengths - based approaches
- • Learning, collaboration, and advocacy
- • Measurement against the Sustainable Development Goals;

to: →

the issues and opportunities of our food system and culture:

- Production Value adding
- Trade
- Health and Wellbeing
- Agri-tourism Events
- A Clean and productive environment

THE IMPACT

will be growing and enriching our City and Region's economic, social, cultural and environmental prosperity.

3

Enabling Success

3.2 Measuring Progress

Within the Creative Cities of Gastronomy Network there is a formal progress measurement process. The work of the international Creative Cities Network is aligned to and seeks to advance the Sustainable Development Goals.

Each activity, program or project of Gastronomy is linked to the goals. Assessment is undertaken through Membership Monitoring and Reporting where peers from around the world rate progress. Launceston took part in the assessment of three cities last year which proved a great learning experience of innovations, best practice and alignment to the Sustainable Development Goals.

Launceston and Northern Tasmania Gastronomy is also developing a local measurement framework to assess the impact of initiatives. This is being led by board member, Rayne van den Berg, who recently attended COP 27 as part of the Australian Government delegation.

Each initiative will report on progress against our theory of change, strategic intents and the Sustainable Development Goals. This is a complex measurement project but one that has the potential to engage not only our communities but also the broader Creative Cities Network.

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Enabling Success (Cont)

3.3 Regional Gastronomy Tables: the Right To Food Movement and Municipal Areas



Our 'Gastronomy Tables' are about bringing people together to learn, understand and work on issues that matter.

A 'table' was held with representatives of the Right to Food Movement. With food insecurity affecting so many people and so much going on in the space the benefit of getting everyone together from beyond the specific Launceston Northern Suburbs project was tested. Fifteen people representing all aspects of this vexed issue attended. High on their agenda is having information on what each is doing;

quarterly meetings; advocacy to government on policy change in land availability for community gardens; advocacy on teaching cooking skills in schools; working on relevant 'edible plantings' in neighbourhoods.

This concept has been extended to an inaugural round of regional gastronomy tables, about to take place. A 'table session' will be held in each of the six regional councils. All but the Break O' Day session will be held the week beginning 26 March. Break O' Day will be scheduled for end April.

The tables will enable awareness raising, collection of information on strengths particularly to inform the development of the gastronomic maps and the associated app and motivation around community-lead initiatives. They also enable the development of stronger connections and relationships between the board, the strategic intents, and communities of each municipality.

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Strategic Intents and Action Plan December 2022 to March 2023

Strategic Intent 1: Global Network

Global Network Focal point, build collaborations, report back to UNESCO, attend mandatory global conferences

Actions

UCCN events

- Attend monthly meetings.
- Attending Creative Cities Event Australia and New Zealand being held Bendigo, Victoria.
- Gastronomy Travel Fair Macau - working with State Growth on participating to promote our food and visitor experiences.
- Annual UCCN meeting scheduled for Istanbul in September. Dates as yet not confirmed.
- All reporting requirements met.
- Planning for Gastronomy Symposium 25 to be held 2024.
- Launceston Airport as gateway to Gastronomy Region. Signage welcoming residents and visitors to Launceston and Northern Tasmania City and Region of Gastronomy.
- Video clips highlighting regional producers and gastronomic experiences in baggage collection area.

Strategic Intent 2: Social Prosperity

Food security, education and skill development of children and young adults in growing and preparing food, urban greening, and edible gardens

Actions

- Signed MOU with FaRM project which focuses on food security and resilience.
- Meeting with stakeholders to consider re-applying for funding for school lunch program Deloraine High School.
- Visited community gardens George Town, Westbury, and Deloraine.
- Following meeting with Mayor and General Manager Launceston will now run educational campaign on verge gardening and what plants are suitable for low maintenance gardens.
- Advocating and promoting the work of School Food Matters school lunch program and 24 Carrot school gardening.
- Advocating for cooking skills to be re-introduced into curriculum.

Strategic Intent 3: Cultural Prosperity

Work with others to promote region as innovative and creative food culture, promote local produce and indigenous foods, work with events to leverage designation.

Actions

- agriCULTURED 2023 planning underway with the event now auspiced by Launceston and Northern Tasmania Gastronomy.
- Working with Festivale on gastronomy focus for next year's event.
- Meeting with Junction to leverage designation and encourage local food produce including indigenous foods.
- Discussion around events will be part of each Gastronomy Table session.

4 Strategic Intents activities December 2022 to March 2023 (Cont)

Strategic Intent 4: Environmental Prosperity

Minimising food waste, sustainable agricultural practices, promoting local food production, circular economy

Actions

- Advocating for circular economy activities.
- Social campaign on educating on seasonal produce to be followed by campaign on seasonal signature dishes and how to cook them.

Strategic Intent 5: Economic Prosperity

Promote and sustain diversity, innovation and entrepreneurship, skilled workforce, investment

Actions

- Following the speaking engagement of Chair in Kuching in Borneo Malaysia 2022 a Nuffield study tour including local primary producers will be lead by Kuching Gastronomy.
- Increasing traction of Melbourne and Sydney markets to social media promotions on City and Region of Gastronomy.
- Brand presence at business function to welcome new president of Hawthorn Football Club.
- Meeting with Visit Northern Tasmania on skill development within emerging Agri-tourism sector.

5 Our Wins

2.1 Our new landmarks

A pivotal point was the development and launch of a gastronomy brand for the City and Region July 2022.

Under the UNESCO Creative Cities guidelines, the approved logo identifies Launceston as a Member of the Creative Cities Network and a City of Gastronomy. There are strict rules as to how the official UNESCO designation brand may be used.



Official Designation Logo

However, a key aspect of Launceston receiving the designation is the international acknowledgement that the City is the centre of a region that has a vibrant food and beverage culture. Consequently, we have developed a brand to work alongside the official UNESCO landmark that can be extended to the whole region, identifying outlets and experiences as part of our city and region's rich gastronomic offerings.



Regional Brandmark

“This... presents us with many exciting opportunities to further promote our food and producer credentials, to support food education and agri-food initiatives, and develop programs and projects that foster greater understanding of where our Gastronomic journey can take us.”

Jeremy Rockliff,
Premier of Tasmania

Brand launch, July 2022

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Our Wins (cont)

2.2 An 'Arrival Gateway' - a City AND Region brand presence at Launceston Airport



Highlighting the UNESCO designation at the point of arrival will give visitors a sense of the gastronomic experiences they can expect in Northern Tasmania. It will also give residents arriving back home a sense of pride.

Launceston Airport shares these aspirations. The first outcomes of the collaboration between our organisations will be seen in the first week of April 2023. The images show the arrival security hall. Videos and other signage is scheduled for installation through May 2023.



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We were approached by Launceston and Northern Tasmania Gastronomy to establish the airport as the 'gateway' to the City and Region's gastronomic experiences. We have always been excited by the UNESCO international acknowledgement for Launceston and feel it is a perfect message to have within the airport where we welcome large numbers of visitors to our region each day. We look forward to the opportunity of working together to raise the profile of both the destination and the airport.

”

Launceston Airport

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Our Wins (cont)

2.3 agriCULTURED

Launceston and the region are rich in events. Each gathering, in some way or another, features regional produce. The goal of the four-day event, agriCULTURED, is to link agricultural heritage and cultural endeavours.

agriCULTURED brings the agri-food and artistic sectors together for learning and sharing through conversations, food, art, landscapes, and community celebrations.

agriCULTURED required a credible governance structure to enable funding certainty. Stakeholders came together to examine governance models along with 'wants and offers' between the two organisations.

agriCULTURED has now become an event of Launceston and Northern Tasmania Gastronomy and the funding has been secured. The 2023 program is still in development, but Conversations in the City will once again be held in Launceston along with a variety of cultural events and activities in the region.

Some of the statistics on the 4 to 7 August 2022 agriCULTURED event emphasise its enormous potential.

Activity	Numbers
Audience all events	3,018
Visitors	357
93% of survey respondents rated the event as:	<ul style="list-style-type: none">• Outstanding: 43%• Very Good: 36%• Good: 14%
The marketing digital strategy has increased traffic and to website, facebook and Instagram	
Publicity generated	48 press/digital articles
Reach of 2.45m	
\$295,000 advertising rate value	
Zero waste management for the event	Just over 50%

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Our Wins (Cont)

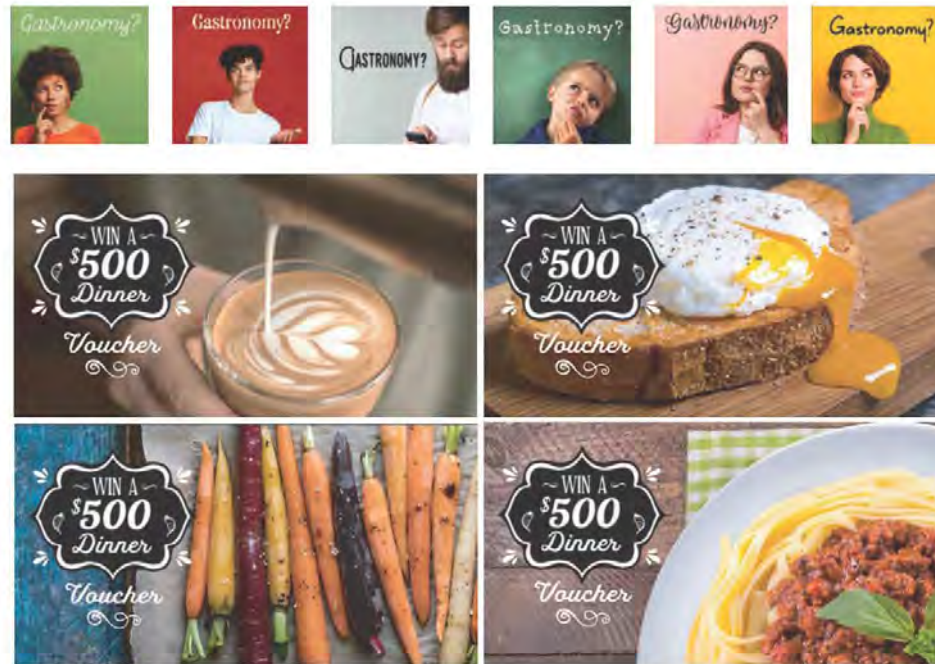
3.3 Strategic Communications: increasing regional understanding of 'gastronomy'.

The UNESCO Designation is not simply an acknowledgment. It is also a commitment to the Sustainable Development Goals. Essential to understanding the significance of the designation and how we can leverage it is understanding what 'gastronomy' means.

'Gastronomy' means far more than fine dining. It is the interplay between food and a regional culture. It can refer to any aspect of the food system: from where and how we grow, distribute, package, prepare and how we share it. It also includes the issue of food justice and how much we waste.

Our first campaign in the second half of 2022 targeted Northern Tasmanians and focused on the question 'what does gastronomy mean to you?'

Between September and December 2022 the campaign reached 127,213 Facebook and Instagram users in Northern Tasmania, engaging around 10,000 people.



Screen grabs from the social media campaign. Gastronomy can be as simple as a great cup of coffee or a perfectly poached egg on home-made bread. Participants were encouraged to write in 20 words or less what gastronomy meant to them. The best entry received a \$500 voucher that could be spent at a venue of their choice anywhere in Northern Tasmania.

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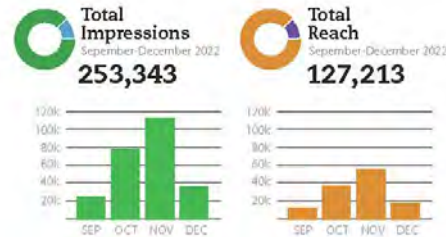
Our Wins (Cont)

3.3 Strategic Communications: increasing regional understanding of 'gastronomy'.

Nearly 200 Northern Tasmanians from all over the region submitted entries. Twenty finalists were chosen and put to a public vote. In collaboration with Launceston Central City, the finalists were displayed in the Brisbane St Mall in the City. Three weeks and 200 + votes later Kathryn Kahl from Ravenswood topped the poll. *Kathryn chose to spend her \$500 voucher at Timbre in West Tamar.*

Although the campaign only targeted Northern Tasmania, 80% of the website traffic generated by the campaign came from Melbourne, Hobart and Sydney.

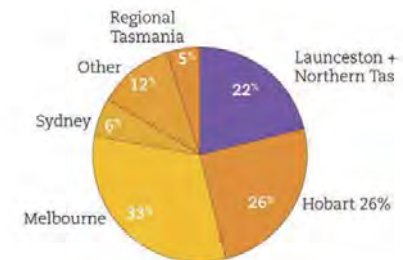
Social Media



Collated Social Media Summary September- December (from a standing start)

Web traffic sources

www.cityofgastronomy.com.au



80% of the 3.5k unique visitors to the website came from outside the region.

“

“I have said it many times but the food, beverage and experience offerings Tasmania provides are world class and they continue to prove a big lure for both tourists and locals wanting to explore their own backyard.”

Steve Old
CEO

Tasmanian Hospitality Association

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The 'Voting Wall' in Brisbane St Mall

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Funding Request 2023-2024

There is an opportunity to further define the identity of the City and Northern Region locally, nationally, and globally through the Gastronomy lens. This will encourage the growth of local business and innovation, build local pride in produce and products and enhance the visitor experience.

The UNESCO recognition puts us on a world stage. We must make the most of this opportunity. Achieving success will not come without a focused and collaborative effort that is resourced.

The Board is extremely grateful for the initial support you have all provided this financial year and hope you have sufficient confidence in our work to contribute the following amounts for the 2023 /24 financial year.

Council	Funding 2022-23	Requested Funding 2023-24
George Town Council	\$2585.63	\$3878.45
Meander Valley Council	\$7,279.51	\$10,919.25
Break O'Day Council	\$2,305.52	\$3457.96
City of Launceston	\$25,000.00	\$37,500.00
City of Launceston – event grant to agricULTURED	\$12,500.00	\$20,000.00
Dorset Council	\$2,428.68	\$3,643.00
Northern Midlands Council	\$4,940.20	\$7,410.30
West Tamar Council	\$8,872.96	\$13,309.44



Supplement

to the Report on Progress and Submission to Continue
Funding the 2023-24 work of Launceston and
Northern Tasmania Gastronomy

Regional Gastronomy Tables and the activities for 2023-24



**Launceston
& Northern Tasmania**
Gastronomy

Snapshot: the Regional Gastronomy Tables



We have almost completed our inaugural round of Regional Gastronomy Tables.

Break O'Day is scheduled for early May.

Locations:

Held in the Northern Midlands at Longford;
Meander Valley at Deloraine;
West Tamar at Exeter;
George Town at George Town;
Dorset at Scottsdale.
Break O'Day - venue to be decided.

Purpose:

Raise awareness of the designation and brand opportunities; discuss each municipality's gastronomic activities and key strengths.

What we have heard so far:

Produce:

The Region's produce is a mix of traditional large scale and emerging specialise small scale ventures. Combined we have a diverse range of local, quality produce and that needs to be highlighted in our gastronomy stories.

Value adding:

Small scale and specialised experiences are attractive to visitors. Each municipality has a unique focus. In the Northern Midlands food is connected to heritage and history. In the West Tamar, cellar doors and artisanal producer are emphasised.

Right to Food:

We confront the paradox of producing fresh, seasonal produce but an increasing number of our residents including our children are hungry and families are experiencing difficulty in putting food on the table each day.

Tourism and Agri-Tourism:

Experiences are rapidly emerging throughout the region.

Workforce:

A growing concern. The agricultural workforce requires the housing support for seasonal workers and hospitality needs an increase in skilled workers

Waste management:

Also an issue of growing concern to people and event organisers across the region.

For events the call is **'No plastics'**

These highlighted regional issues will translate into initiatives and projects that will benefit both the City of Launceston and the Northern Region in our Action Plan.



**Launceston
& Northern Tasmania**
Gastronomy

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

| 06/23.17.4

Launceston Gastronomy

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IN CONFIDENCE

- 06/23.18.0 **CLOSED COUNCIL**
- 06/23.18.1 **Confirmation of Closed Council Minutes – Council Meeting 15 May 2023**
- 06/23.18.2 **Outstanding Actions List for Closed Council**
- 06/23.18.3 **General Manager Annual Leave Closed Council Item Pursuant to Section 15(2)A of the Local Government (Meeting Procedures) Regulations 2015**

Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2005 that Council move out of Closed Council.