

# COUNCIL MEETING AGENDA

Monday 15 May 2023  
Council Chambers, St Helens

John Brown, General Manager  
Break O'Day Council  
8 May 2023

**This page left blank intentionally**

## NOTICE OF MEETING

Notice is hereby given that the next meeting of the Break O'Day Council will be held at the St Helens Council Chambers on Monday 15 May 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: 8 May 2023

**This page left blank intentionally**

## CONTENTS

NOTICE OF MEETING .....	3
CONTENTS	5
AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL .....	7
OPENING	7
ACKNOWLEDGEMENT OF COUNTRY .....	7
05/23.1.0 ATTENDANCE .....	8
05/23.1.1 Present.....	8
05/23.1.2 Apologies .....	8
05/23.1.3 Leave of Absence.....	8
05/23.1.4 Staff in Attendance .....	8
05/23.2.0 PUBLIC QUESTION TIME .....	9
05/23.3.0 DECLARATION OF INTERESTS OF A COUNCILLOR OR CLOSE ASSOCIATE .....	10
05/23.4.0 CONFIRMATION OF MINUTES .....	11
05/23.4.1 Confirmation of Minutes – Council Meeting 17 April 2023 .....	11
05/23.5.0 COUNCIL WORKSHOPS HELD SINCE 17 APRIL 2023 COUNCIL MEETING .....	12
05/23.5.1 Workshop 1 May 2023.....	12
05/23.6.0 PLANNING AUTHORITY .....	13
05/23.6.1 DA 005-23 - Residential - Dwelling Additions, Carport, Veranda & Boundary Fence Wall (up to 2.1m high) .....	13
05/23.6.2 DA 029-2023 – Extractive Industry – Gravel Pit.....	26
05/23.7.0 COUNCIL MEETING ACTIONS.....	43
05/23.7.1 Outstanding Matters.....	43
05/23.8.0 PETITIONS .....	51
05/23.9.0 NOTICES OF MOTION.....	51
05/23.9.1 Submission from St Helens Online Access Centre – Clr Carter.....	51
05/23.10.0 COUNCILLOR’S QUESTIONS ON NOTICE.....	52
05/23.11.0 COUNCILLOR’S QUESTIONS WITHOUT NOTICE .....	52
05/23.12.0 MAYOR’S & COUNCILLOR’S COMMUNICATIONS.....	53
05/23.12.1 Mayor’s Communications for Period Ending 15 May 2023 .....	53
05/23.12.2 Councillor’s Reports for Period Ending 15 May 2023 .....	53
05/23.13.0 BUSINESS AND CORPORATE SERVICES.....	54
05/23.13.1 Corporate Services Department Report .....	54
05/23.13.2 Monthly Financial Report.....	57
05/23.13.3 Visitor Information Centre Report .....	69
05/23.13.4 Audit Panel Meeting Minutes – 20 March 2023 .....	72
05/23.14.0 WORKS AND INFRASTRUCTURE.....	87

05/23.14.1	Works and Infrastructure Report.....	87
05/23.14.2	Animal Control Report .....	91
05/23.15.0	COMMUNITY DEVELOPMENT.....	94
05/23.15.1	Community Services Report .....	94
05/23.15.2	Mathinna – Local Township Plan .....	99
05/23.15.3	Cornwall – Local Township Plan.....	109
05/23.15.4	Fingal – Local Township Plan .....	118
05/23.15.5	Change of committee name from Access Advisory Committee to Access and Inclusion Advisory Committee.....	128
05/23.15.6	Lease of Public Land under S.178 Local Government Act – Elizabeth Street, Mangana Pending Development Application Updates.....	130
05/23.15.7	A Further Request for Financial Support – St Helens Online Access Centre .....	134
05/23.16.0	DEVELOPMENT SERVICES.....	138
05/23.16.1	Development Services Report .....	138
05/23.17.0	GOVERNANCE .....	145
05/23.17.1	General Manager’s Report .....	145
05/23.17.2	2022-2023 Annual Plan Review .....	151
05/23.17.3	Future of Local Government Review – Stage 2 Interim Report.....	186
05/23.17.4	Northern Tasmania Development Corporation Governance .....	189
05/23.17.6	Economic Development Strategy Review.....	275
05/23.18.0	CLOSED COUNCIL .....	286
05/23.18.1	Confirmation of Closed Council Minutes – Council Meeting 17 April 2023 .....	286
05/23.18.2	Outstanding Actions List for Closed Council .....	286
05/23.18.3	Clr Janet Drummond Leave of Absence - Closed Council Item Pursuant to Section 15(2)(h) of the Local Government (Meeting Procedures) Regulations 2015 .....	286
05/23.18.4	2023 Election of Committee Member of the General Management Committee (GMC) and President of the Local Government Association of Tasmania (LGAT - Closed Council Item Pursuant to Section 15(2)(g) of the Local Government (Meeting Procedures) Regulations 2015.....	286

## 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.*

**05/23.1.0 ATTENDANCE**

**05/23.1.1 Present**

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

**05/23.1.2 Apologies**

Nil

**05/23.1.3 Leave of Absence**

**05/23.1.4 Staff in Attendance**

General Manager, John Brown  
Executive Assistant, Bec Wood



## 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.*

## 05/23.4.0 CONFIRMATION OF MINUTES

### 05/23.4.1 Confirmation of Minutes – Council Meeting 17 April 2023

#### OFFICER'S RECOMMENDATION:

That the Minutes of the Council Meeting held on the 17 April 2023 be confirmed.

## 05/23.5.0 COUNCIL WORKSHOPS HELD SINCE 17 APRIL 2023 COUNCIL MEETING

### 05/23.5.1 Workshop 1 May 2023

There was a Workshop held on Monday 1 May 2023 and the following items were listed for discussion.

- 2022-2023 Annual Plan Review
- 2023-2024 Annual Plan
- Future of Local Government Review – Stage 2 Interim Report
- Animal Control Report April 2023
- Cecilia Street (Streetscape Project) – Upgrade of Georges Bay Esplanade/Cecilia Street junction
- Briefing Notes – St Marys Pass Alternative Route
- Cornwall – Local Township Plan
- Fingal – Local Township Plan
- Change of committee name from Access Advisory Committee to Access and Inclusion Advisory Committee
- Lease of Public Land under S.178 Local Government Act – Elizabeth Street, Mangana Pending Development Application Updates
- A Further Request for Financial Support – St Helens Online Access Centre
- Pending Development Application Updates
- Draft Policy No EP11 – Strata Development Policy
- Land Use Studies Review – Strategic Planning
- Short Stay Accommodation (STA) – Short term Rental Accommodation (NSW Term) – Visitor Accommodation – Break O Day Local Government
- Economic Development Strategy Review
- Northern Tasmania Development Corporation Governance
- Community Engagement Framework
- Wellbeing Project

## 05/23.6.0 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.

### 05/23.6.1 DA 005-23 - Residential - Dwelling Additions, Carport, Veranda & Boundary Fence Wall (up to 2.1m high)

ACTION	DECISION
PROPONENT	Design To Live
OFFICER	Planning Officer
FILE REFERENCE	DA 005-23
ASSOCIATED REPORTS AND DOCUMENTS	Attachment A - Plans Attachment B – Stormwater Assessment (RK Consulting) Attachment C - Responsible Officer Assessment Attachment D – Representations (1)

#### 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 RESIDENTIAL - DWELLING ADDITIONS, CARPORT, VERANDA & BOUNDARY FENCE WALL (UP TO 2.1M HIGH) on land situated at 189 ST HELENS POINT ROAD, STIEGLITZ described in Certificate of Title 242348/1 be APPROVED subject to the following conditions:

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

Approved Plans / Documents			
Plan / Document Name	Reference Number	Prepared By	Dated
Cover Sheet	1/9 Rev 4	Design To Live	10/01/2023
Site Plan	2/9 Rev 4	Design To Live	10/01/2023
Demolition Floor Plan	3/9 Rev 4	Design To Live	10/01/2023
Proposed Floor Plan	4/9 Rev 4	Design To Live	10/01/2023
External Services	5/9 Rev 4	Design To Live	10/01/2023
Elevations (x2)	6/9, 7/9 Rev 4	Design To Live	10/01/2023
Proposed Carport	8/9 Rev 4	Design To Live	10/01/2023
Perspectives	9/9 Rev 4	Design To Live	10/01/2023
Stormwater Assessment	22/23 TAS 141	RK Consulting Engineers	23 February 2023

2. A plan showing the section detail of the stormwater soakage trench is required to be submitted as part of the Building application.

3. 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.
4. Use of the development must not create a nuisance as defined by the Environmental Management and Pollution Control Act 1994.
5. During the period of construction, works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.
6. All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works. Any works to be undertaken within 2 metres of any Council owned infrastructure must be done in consultation with Council's Works Operations Manager.
7. All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.

#### ADVICE

8. 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 dwelling additions, a carport and verandah extension to an existing shed, and a 2.1m high double brick side boundary wall, at 189 St Helens Point Road, Stieglitz.

A copy of the plans and associated documentation is contained in **Attachment A**.

#### PREVIOUS COUNCIL CONSIDERATION:

Nil

#### OFFICER'S REPORT:

##### 1. The Proposal

The proposal is for the following:

- Single storey addition to an existing single storey dwelling;
- Carport extension (14.44m<sup>2</sup>) located to the front (south-eastern side) an existing shed;
- Verandah extension (25.45m<sup>2</sup>) located between the existing shed and proposed carport, and the north-eastern (side) boundary;
- 2.1m high double brick boundary wall located along the north-eastern (side) boundary and tapering down to 1.3m and 1.5m at each end; and
- New stormwater soakage pits to provide on-site stormwater disposal.

The proposed addition increases the floor area of the dwelling by 28.81m<sup>2</sup>, to a total floor area of 178.83m<sup>2</sup>, including outdoor areas. It will provide an ensuite and walk-in robe, and increase the size of bedrooms 1 and 3. The construction will be a mix of brick veneer (to match the existing brick), 'Modwood' wall cladding, and Colorbond roof sheeting. The roof will follow the existing roof-line, with the overall height being 4.214m from ground level.

The proposed carport addition is 3.8m x 3.8m with an overall height of 2.6m.

The proposed verandah will provide a covered area extending for a length of 13.8m between the shed/carport and the boundary fence. The height on the boundary will be 2.1m, and up to 2.28m where it joins the shed/carport. The roof sheeting will be Laserlite and run-off will be managed via a box gutter draining into a new rainwater tank located at the rear of the shed.

The proposed double brick boundary wall is to extend the entire length of the north-eastern (side) boundary of the property (adjacent to number 191 St Helens Point Road). Within the General Residential Zone side and rear boundary fencing is exempt from requiring planning approval if it satisfies the following:

*It is not more than 2.1m in height from natural ground level and, within 4.5m of a frontage, or where it adjoins a road reserve or public reserve, not more than 1.2m in height above natural ground level.* In this case, each end of the wall exceeds the exemption requirement, being 1.5m high within 4.5m of the road frontage, and between 1.30m – 1.34m high within 4.5m of the public reserve frontage.

As the site does not have access to Council's reticulated stormwater management system, new stormwater soakage trenches are to be located on the south-western and north-western side of the dwelling as per the report prepared by RK Consulting which is contained in **Attachment B**.

Wastewater from the new ensuite will connect into the existing sewer line running adjacent to the northern boundary of the property.

The subject land is located on the northern side of St Helens Point Road and is bounded by Crown Reserve to the west, north and north-west and residential land to the east, south-east and south. The land is not mapped as being flood or bushfire prone.



Aerial photo



Zoning

**2. Applicable Planning Assessment**

- 10 General Residential Zone;
- E6 Car Parking and Sustainable Transport Code.

**3. Referrals**

- Council Works Department

**4. Assessment**

The application met the acceptable solutions for all issues except for reliance upon the three (3) performance criteria detailed below:

Break O’Day Interim Planning Scheme 2013- Version 18:

- 10.4.2 P3 - General Residential Zone – Development Standards – *Setbacks and Building Envelope for all dwellings*
- 10.4.7 P1 - General Residential Zone – Development Standards – *Frontage fences for all dwellings*
- 10.4.13.1 P1 - General Residential Zone – Development Standards - *Stormwater Disposal*

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

A copy of the Responsible Officer (RO) Assessment is contained in **Attachment C**.

**Planning Assessment**

**10 General Residential Zone**

10.4 Development Standards for Dwellings

*10.4.2 Setbacks and Building Envelope for all dwellings*

Acceptable Solutions	Performance Criteria
<p>A3 A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions that extend not more than 0.9m horizontally beyond the building envelope, must:</p> <ul style="list-style-type: none"> <li>(a) be contained within a building envelope (refer to Figures 10.1, 10.2 and 10.3) determined by:               <ul style="list-style-type: none"> <li>(i) a distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a property with an adjoining frontage; and</li> <li>(ii) projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above existing ground</li> </ul> </li> </ul>	<p>P3 The siting and scale of a dwelling must:</p> <ul style="list-style-type: none"> <li>(a) not cause an unreasonable loss of amenity to adjoining properties, having regard to:               <ul style="list-style-type: none"> <li>(i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property;</li> <li>(ii) overshadowing the private open space of a dwelling on an adjoining property;</li> <li>(iii) overshadowing of an adjoining vacant property; or</li> <li>(iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining property;</li> </ul> </li> </ul>

<p>level at the side and rear boundaries to a building height of not more than 8.5m above existing ground level; and</p> <p>(b) only have a setback of less than 1.5m from a side or rear boundary if the dwelling:</p> <p>(i) does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining property; or</p> <p>(ii) does not exceed a total length of 9m or one third the length of the side boundary (whichever is the lesser).</p>	<p>(b) provide separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area; and</p> <p>(c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on:</p> <p>(i) an adjoining property; or</p> <p>(ii) another dwelling on the same site.</p>
---	--

**Performance Criteria Assessment**

*The dwelling extension, carport and verandah are fully contained within the building envelope illustrated in Figure 10.1, therefore acceptable solution part a) is satisfied.*

*The proposed verandah between the shed/carport and the boundary does not have a setback of 1.5m from the side boundary and the length exceeds 9m. The length of the verandah along this boundary is 13.8m and the height on the boundary is 2.1m. Therefore acceptable solution part b) is not satisfied and the following assessment against P3 is provided:*

*The verandah will not:*

- a) - Cause a reduction in sunlight to any neighbouring habitable room windows;*
- Overshadow the private open space of the neighbouring dwelling (191 St Helens Point Road) to any significant degree, given the low height of the structure and its siting to the west and south west of the property at 191 St Helens Point Road;*
- Overshadow vacant adjoining property (Crown reserve);*
- The neighbour located at 191 St Helens Point Road will experience the most visual impact from the proposed boundary wall. That said, the wall will replace an existing boundary fence and the overall height will not exceed 2.1m, which is an acceptable height for privacy fencing. The verandah will have Laserlite roofing and will be sited adjacent to neighbouring outbuildings so will not be highly visible.*
  
- b) The verandah is a low roofed structure between the shed/carport and the fence and is adjacent to shed structures sited close to the same boundary on the neighbour's side. It is not considered that the siting of the verandah on the boundary disrupts the pattern of separation between buildings within the locality, where there are many examples of outbuildings and similar structures built close to side and rear boundaries.*
  
- c) No solar installations are affected.*

Overall, it is considered that the lesser side set-back of the verandah will not cause an unreasonable loss of amenity to adjoining properties with regard to the above. It is considered that the performance criteria is satisfied.

#### 10.4.7 Frontage fences for all dwellings

Acceptable Solutions	Performance Criteria
<p>A1 No Acceptable Solution .</p>	<p>P1 A fence (including a free-standing wall) for a dwelling within 4.5m of a frontage must: (a) provide for security and privacy while allowing for passive surveillance of the road; and (b) be compatible with the height and transparency of fences in the street, having regard to: (i) the topography of the site; and (ii) traffic volumes on the adjoining road.</p>
<p><b>Performance Criteria Assessment</b>  <i>The boundary wall is technically not a 'front' fence but a section of the wall is within 4.5m of the St Helens Point Road frontage and does not meet the exemption requirements under 5.6.3 of the Planning Scheme as it does not have a height of 1.2m or less for the first 4.5m (in this case the proposed height is 1.5m for the first 3m). Therefore the following assessment against P1 is provided:</i></p> <p>a) <i>The siting of side boundary wall within 4.5m of the frontage will not affect privacy or security and does not impede passive surveillance of the road.</i></p> <p>b) <i>Most properties along St Helens Point Road have side and rear boundary fencing. While most are of timber paling or steel construction, they are solid and of a height to provide reasonable privacy. Although brick construction is not typical for boundary fencing, the height and transparency is compatible with other fencing in the locality. The topography of the site and traffic volumes on adjoining roads have no bearing on the siting and height of the proposed side fence.</i></p> <p><i>It is considered that the performance criteria is satisfied.</i></p>	

#### 10.4.16.1 Stormwater Disposal

Acceptable Solutions	Performance Criteria
<p>A1 All run off from buildings must be directed into on-site water storage tanks and the overflow from the tanks disposed of into the Council maintained roadside drain or the reticulated stormwater system.</p>	<p>P1 Stormwater must be managed on the site so that it does not cause pollution, soil erosion or flooding to adjacent lots.</p>

### Performance Criteria Assessment

The site does not have access to the Council maintained roadside stormwater system and relies on on-site stormwater disposal, therefore the following assessment against P1 is provided:

The Applicant has provided a stormwater assessment report (**Attachment B**) which recommends requirements for stormwater soakage pits, which will ensure that all stormwater is contained on site. This will ensure that stormwater is managed so that it does not cause pollution, soil erosion or flooding to adjacent lots. The report has been reviewed by the Council's consulting plumber who has provided support for the proposal.

It is considered that the performance criteria is satisfied.

### 5. Representations

The application was advertised from 18 March 2023 to 31 March 2023 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining land owners. One (1) representation was received prior to the closing date and time. A copy of the representation is contained in **Attachment D**.

A summary of the key issues and response is outlined below:

Issue	Response
<p>The concerns raised in the representation are summarised below:</p> <ol style="list-style-type: none"><li>1. Impact on valuation of surrounding properties.</li><li>2. Loss of enjoyment and 3 metre reduction of existing view caused by the proposed extension of the existing dwelling – applicant should at least consider a flat roof style to lessen the impact on the view.</li><li>3. Height and material (brick) of the wall is out of character with Stieglitz. Would not like to see similar height wall replacing existing fencing on other boundaries.</li></ol>	<ol style="list-style-type: none"><li>1. Impacts of development on the value of surrounding properties is not a consideration under the Planning Scheme.</li><li>2. The dwelling extension meets all relevant acceptable solutions for size, height and set-backs. The extension adds 28.21m of floor area and has an overall height of 4.214m, which matches the existing roof-line. The visual impact of dwelling extension is not a discretionary matter in this assessment.</li><li>3. The assessment of the boundary wall has been discussed under the previous section of this report and it has been concluded that the performance criteria is satisfied. While brick is not a typical material for fencing, the height and transparency are reasonably typical for side and rear fencing. For this proposal, the only parts of the fence which are not exempt under 5.6.2 and 5.6.3 of the Planning Scheme, are the short 3m</li></ol>

	lengths at each end where it meets the street and public reserve frontages, as these sections are slightly higher than 1.2m (between 1.3m and 1.5m).
--	--

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

**6. Mediation**

Prior to the receipt of the representation, the Planning Officer had a telephone discussion and email correspondence with the representor regarding their concerns. It was explained that the fence proposal is only for the side boundary fence and that, except for the short end sections, the fence would be exempt under sections 5.6.2 and 5.6.3 of the Planning Scheme (no matter what construction material is used). It was also explained that the only matters under consideration are the discretionary matters, and that the dwelling extension in itself, does not trigger any discretionary matters.

**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 General Residential Zone, and all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and Performance Criterion and the received representations have been considered. It is recommended for approval with conditions normally set to this type of development.

**LEGISLATION & POLICIES:**

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

**BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

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

**VOTING REQUIREMENTS:**

Simple Majority



**PROPOSED EXTENSION & CARPORT**  
 189 ST. HELENS POINT ROAD,  
 STIEGLITZ, TAS, 7216.



**DRAWING # DRAWING**

STH189-1	COVER PAGE
STH189-2	SITE PLAN
STH189-3	DEMOLITION FLOOR PLAN
STH189-4	PROPOSED FLOOR PLAN
STH189-5	EXTERNAL SERVICES
STH189-6	ELEVATIONS NTH-STH
STH189-7	ELEVATIONS EST-WST
STH189-8	PROPOSED CARPORT
STH189-9	PERSPECTIVES

COUNCIL		ZONE		ENERGY STAR RATING	
BREAK O'DAY	(m <sup>2</sup> )				
EXISTING ALFRESCO	25.38	GENERAL RESIDENTIAL		TBC	
EXISTING CARPORT	38.84		BAL RATING	TBC	
EXISTING DWELLING	98.69	LAND TITLE REFERENCE	242348/1	DESIGN WIND CLASS	TBC
EXISTING SHED	38.00	PROPERTY ID	6786008	SOIL CLASSIFICATION	TBC
EXISTING VERANDAH	25.95	LOT SIZE (M <sup>2</sup> )	1186	CLIMATE ZONE	7
PROP. COVERED AREA	25.45	PLANNING OVERLAY	N/A	ALPINE AREA	N/A
PROPOSED CARPORT	14.44	SITE HAZARDS	N/A	CORROSION ENVIRONMENT	SEVERE
PROPOSED EXTENSION	28.81				

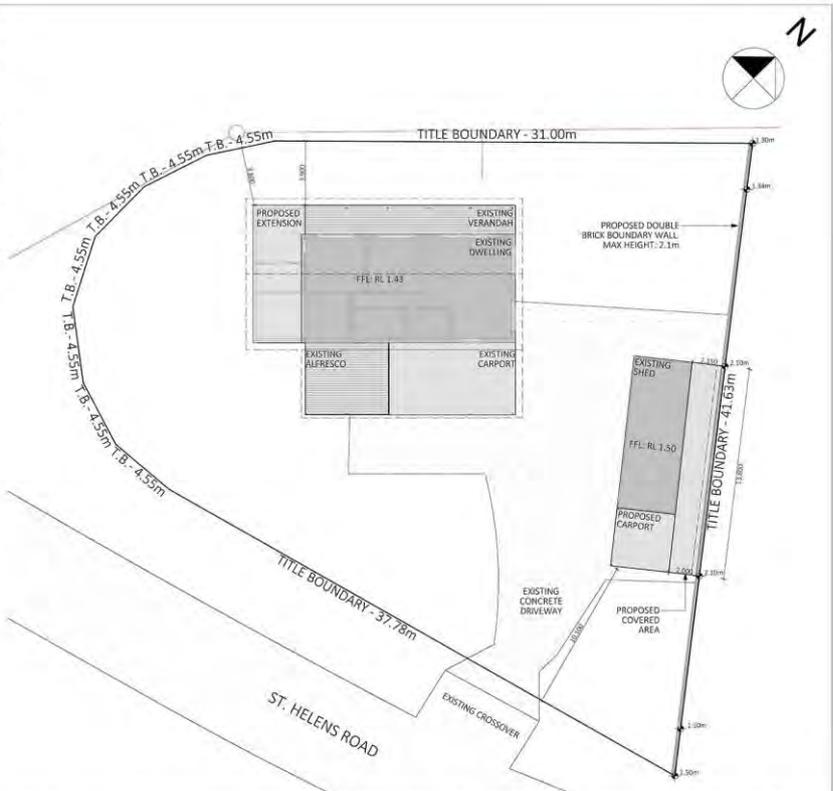
**ATTACHMENTS**

22/23 TAS 141 ON-SITE DETENTION REPORT

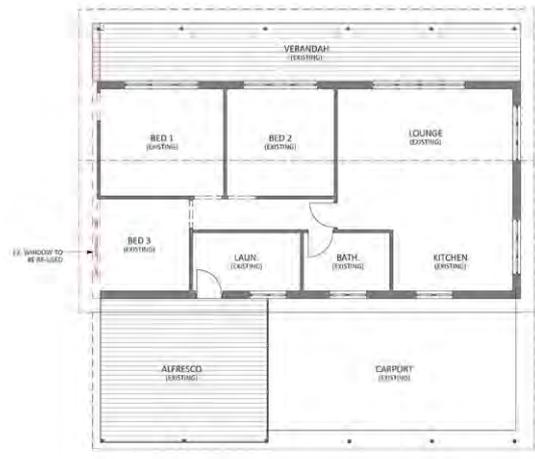
ACC # 371799313 ABN: 71 615 812 747 PH. 6344 7319 E. info@designtolive.com.au W. designtolive.com.au	<b>CLIENT/S:</b> H & G. BRINKMAN	<b>DRAWING</b> COVER PAGE	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT.	<b>COPYRIGHT:</b> This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person's infringing the copyright.	<b>REV.</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>DESIGNER</b>	<b>M.L.</b>	<b>JOB NUMBER</b>	<b>STH189</b>
	<b>SITE ADDRESS:</b> 189 ST. HELENS POINT ROAD, STIEGLITZ, TAS, 7216.		<b>SIGNATURE:</b>		<b>DATE:</b>	R1 10/11/2022 FOR REVIEW	<b>DRAWN</b>	<b>J.L.</b>	<b>DRAWING</b>	<b>1/9</b>	
			<b>SIGNATURE:</b>		<b>DATE:</b>	R2 21/11/2022 FOR REVIEW	<b>CHECKED</b>	<b>M.L.</b>	<b>SCALE (@A3)</b>	<b>NTS</b>	
						R3 22/11/2022 FOR REVIEW					



AREA	m <sup>2</sup>
EXISTING ALFRESCO	25.38
EXISTING CARPORT	38.84
EXISTING DWELLING	98.69
EXISTING SHED	38.00
EXISTING VERANDAH	25.95
PROP. COVERED AREA	25.45
PROPOSED CARPORT	14.44
PROPOSED EXTENSION	28.81

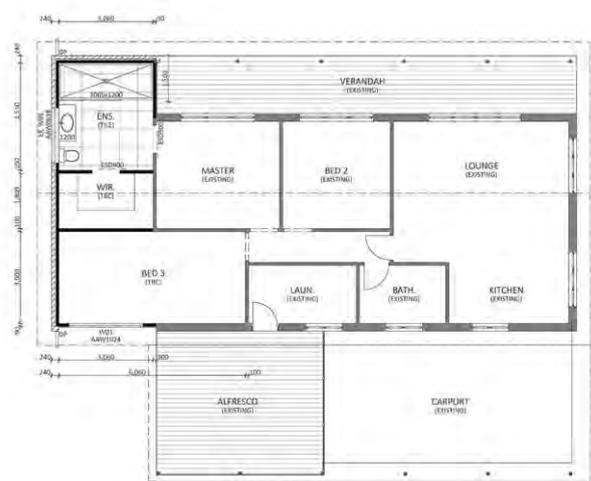


ACC # 371799313 ABN: 71 615 812 747 PH. 6344 7319 E. info@designtolive.com.au W. designtolive.com.au	<b>CLIENT/S:</b> H & G. BRINKMAN	<b>DRAWING</b> SITE PLAN	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT.	<b>COPYRIGHT:</b> This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person's infringing the copyright.	<b>REV.</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>DESIGNER</b>	<b>M.L.</b>	<b>JOB NUMBER</b>	<b>STH189</b>
	<b>SITE ADDRESS:</b> 189 ST. HELENS POINT ROAD, STIEGLITZ, TAS, 7216.		<b>SIGNATURE:</b>		<b>DATE:</b>	R1 10/11/2022 FOR REVIEW	<b>DRAWN</b>	<b>J.L.</b>	<b>DRAWING</b>	<b>2/9</b>	
			<b>SIGNATURE:</b>		<b>DATE:</b>	R2 21/11/2022 FOR REVIEW	<b>CHECKED</b>	<b>M.L.</b>	<b>SCALE (@A3)</b>	<b>1:200</b>	
						R3 22/11/2022 FOR REVIEW					



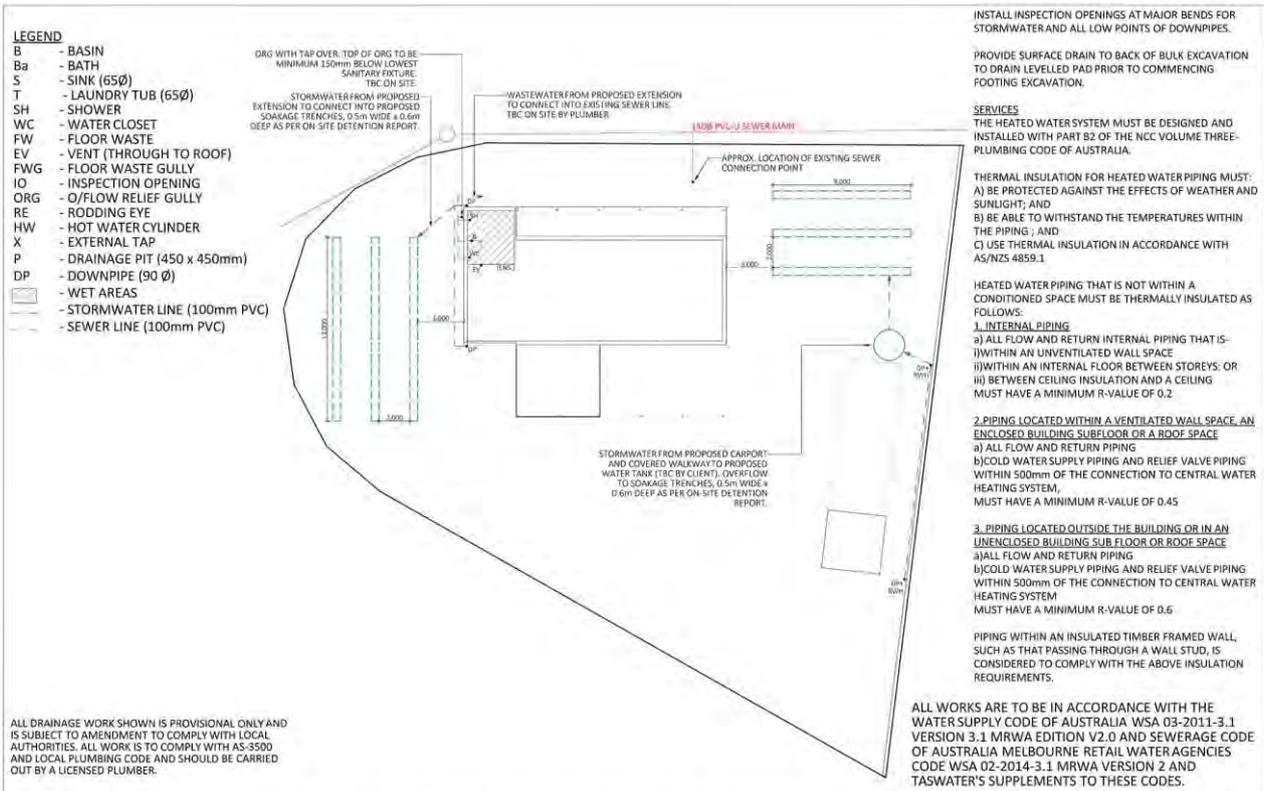
KEY:  
 - - - - - WALL TO BE REMOVED  
 ——— EXISTING / UNMODIFIED

ACC # 371799313 ABN 71 615 812 747 PH. 6344 7319 E. info@designative.com.au W. designative.com.au	<b>CLIENT/S:</b> H & G. BRINKMAN	<b>DRAWING</b> DEMOLITION FLOOR PLAN	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT.		<b>COPYRIGHT:</b> This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person's infringing the copyright.	<b>REV.</b> R1	<b>DATE</b> 10/11/2022	<b>DESCRIPTION</b> FOR REVIEW	<b>DESIGNER</b> J.L.	<b>M.L.</b> J.L.	<b>JOB NUMBER</b> STH189	<b>STH</b> 189
	<b>SITE ADDRESS:</b> 189 ST. HELENS POINT ROAD, STREGLITZ, TAS. 7216		<b>SIGNATURE:</b>	<b>DATE:</b>		<b>REV.</b> R2	<b>DATE</b> 21/11/2022	<b>DESCRIPTION</b> FOR REVIEW	<b>DESIGNER</b> J.L.	<b>M.L.</b> J.L.	<b>JOB NUMBER</b> STH189	<b>STH</b> 189
			<b>SIGNATURE:</b>	<b>DATE:</b>		<b>REV.</b> R3	<b>DATE</b> 22/11/2022	<b>DESCRIPTION</b> FOR REVIEW	<b>DESIGNER</b> J.L.	<b>M.L.</b> J.L.	<b>JOB NUMBER</b> STH189	<b>STH</b> 189
						<b>REV.</b> R4	<b>DATE</b> 10/01/2023	<b>DESCRIPTION</b> FOR DA	<b>DESIGNER</b> J.L.	<b>M.L.</b> J.L.	<b>JOB NUMBER</b> STH189	<b>STH</b> 189

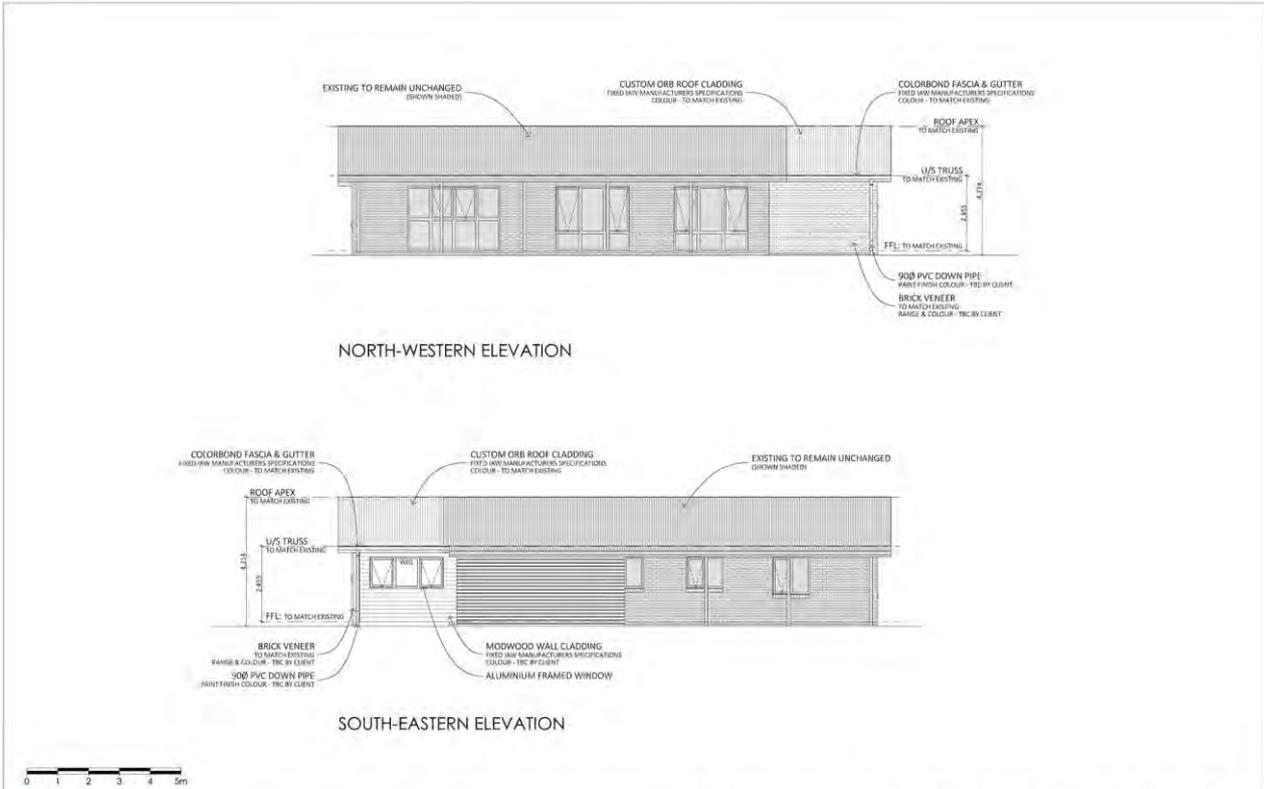


KEY:  
 ——— NEW WALL  
 - - - - - EXISTING / UNMODIFIED

ACC # 371799313 ABN 71 615 812 747 PH. 6344 7319 E. info@designative.com.au W. designative.com.au	<b>CLIENT/S:</b> H & G. BRINKMAN	<b>DRAWING</b> PROPOSED FLOOR PLAN	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT.		<b>COPYRIGHT:</b> This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person's infringing the copyright.	<b>REV.</b> R1	<b>DATE</b> 10/11/2022	<b>DESCRIPTION</b> FOR REVIEW	<b>DESIGNER</b> J.L.	<b>M.L.</b> J.L.	<b>JOB NUMBER</b> STH189	<b>STH</b> 189
	<b>SITE ADDRESS:</b> 189 ST. HELENS POINT ROAD, STREGLITZ, TAS. 7216		<b>SIGNATURE:</b>	<b>DATE:</b>		<b>REV.</b> R2	<b>DATE</b> 21/11/2022	<b>DESCRIPTION</b> FOR REVIEW	<b>DESIGNER</b> J.L.	<b>M.L.</b> J.L.	<b>JOB NUMBER</b> STH189	<b>STH</b> 189
			<b>SIGNATURE:</b>	<b>DATE:</b>		<b>REV.</b> R3	<b>DATE</b> 22/11/2022	<b>DESCRIPTION</b> FOR REVIEW	<b>DESIGNER</b> J.L.	<b>M.L.</b> J.L.	<b>JOB NUMBER</b> STH189	<b>STH</b> 189
						<b>REV.</b> R4	<b>DATE</b> 10/01/2023	<b>DESCRIPTION</b> FOR DA	<b>DESIGNER</b> J.L.	<b>M.L.</b> J.L.	<b>JOB NUMBER</b> STH189	<b>STH</b> 189



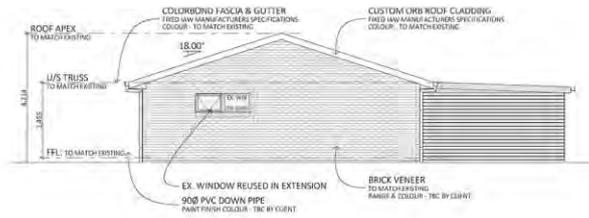
	ACC # 371799313 ABN 71 615 812 747 PH. 6344 7319 E. info@designalive.com.au W. designalive.com.au	<b>CLIENT/S:</b> H & G. BRINKMAN  <b>SITE ADDRESS:</b> 189 ST. HELENS POINT ROAD, STREGLITZ, TAS. 7216	<b>DRAWING EXTERNAL SERVICES</b>	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT.  <b>SIGNATURE:</b> _____ <b>DATE:</b> _____ <b>SIGNATURE:</b> _____ <b>DATE:</b> _____	<b>COPYRIGHT:</b> This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person's violating this copyright.	<table border="1"> <thead> <tr> <th>REV.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>R1</td> <td>10/11/2022</td> <td>FOR REVIEW</td> </tr> <tr> <td>R2</td> <td>21/11/2022</td> <td>FOR REVIEW</td> </tr> <tr> <td>R3</td> <td>22/11/2022</td> <td>FOR REVIEW</td> </tr> <tr> <td>R4</td> <td>10/01/2023</td> <td>FOR DA</td> </tr> </tbody> </table>	REV.	DATE	DESCRIPTION	R1	10/11/2022	FOR REVIEW	R2	21/11/2022	FOR REVIEW	R3	22/11/2022	FOR REVIEW	R4	10/01/2023	FOR DA	<table border="1"> <thead> <tr> <th>DESIGNER</th> <th>M.L.</th> <th>JOB NUMBER</th> <th>STH189</th> </tr> </thead> <tbody> <tr> <td>DRAWN</td> <td>J.L.</td> <td>DRAWING</td> <td>5/9</td> </tr> <tr> <td>CHECKED</td> <td>M.L.</td> <td>SCALE (@A3)</td> <td>1:200</td> </tr> </tbody> </table>	DESIGNER	M.L.	JOB NUMBER	STH189	DRAWN	J.L.	DRAWING	5/9	CHECKED	M.L.	SCALE (@A3)	1:200
	REV.	DATE	DESCRIPTION																															
R1	10/11/2022	FOR REVIEW																																
R2	21/11/2022	FOR REVIEW																																
R3	22/11/2022	FOR REVIEW																																
R4	10/01/2023	FOR DA																																
DESIGNER	M.L.	JOB NUMBER	STH189																															
DRAWN	J.L.	DRAWING	5/9																															
CHECKED	M.L.	SCALE (@A3)	1:200																															



	ACC # 371799313 ABN 71 615 812 747 PH. 6344 7319 E. info@designalive.com.au W. designalive.com.au	<b>CLIENT/S:</b> H & G. BRINKMAN  <b>SITE ADDRESS:</b> 189 ST. HELENS POINT ROAD, STREGLITZ, TAS. 7216	<b>DRAWING ELEVATIONS NTH-STH</b>	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT.  <b>SIGNATURE:</b> _____ <b>DATE:</b> _____ <b>SIGNATURE:</b> _____ <b>DATE:</b> _____	<b>COPYRIGHT:</b> This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person's violating this copyright.	<table border="1"> <thead> <tr> <th>REV.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>R1</td> <td>10/11/2022</td> <td>FOR REVIEW</td> </tr> <tr> <td>R2</td> <td>21/11/2022</td> <td>FOR REVIEW</td> </tr> <tr> <td>R3</td> <td>22/11/2022</td> <td>FOR REVIEW</td> </tr> <tr> <td>R4</td> <td>10/01/2023</td> <td>FOR DA</td> </tr> </tbody> </table>	REV.	DATE	DESCRIPTION	R1	10/11/2022	FOR REVIEW	R2	21/11/2022	FOR REVIEW	R3	22/11/2022	FOR REVIEW	R4	10/01/2023	FOR DA	<table border="1"> <thead> <tr> <th>DESIGNER</th> <th>M.L.</th> <th>JOB NUMBER</th> <th>STH189</th> </tr> </thead> <tbody> <tr> <td>DRAWN</td> <td>J.L.</td> <td>DRAWING</td> <td>6/9</td> </tr> <tr> <td>CHECKED</td> <td>M.L.</td> <td>SCALE (@A3)</td> <td>1:100</td> </tr> </tbody> </table>	DESIGNER	M.L.	JOB NUMBER	STH189	DRAWN	J.L.	DRAWING	6/9	CHECKED	M.L.	SCALE (@A3)	1:100
	REV.	DATE	DESCRIPTION																															
R1	10/11/2022	FOR REVIEW																																
R2	21/11/2022	FOR REVIEW																																
R3	22/11/2022	FOR REVIEW																																
R4	10/01/2023	FOR DA																																
DESIGNER	M.L.	JOB NUMBER	STH189																															
DRAWN	J.L.	DRAWING	6/9																															
CHECKED	M.L.	SCALE (@A3)	1:100																															



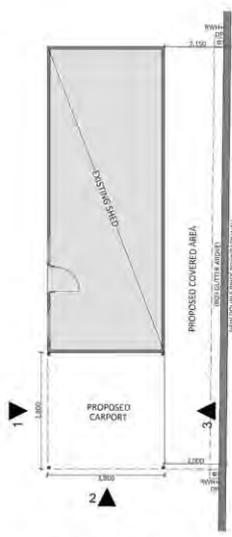
NORTH-EASTERN ELEVATION



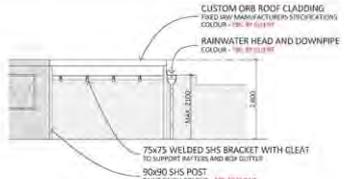
SOUTH-WESTERN ELEVATION



<p>ACC # 371799313 ABN 71 615 812 747 PH. 6344 7319 E. info@designative.com.au W. designative.com.au</p>	<p>CLIENT/S: H &amp; G. BRINKMAN</p>	<p>DRAWING ELEVATIONS EST-WST</p>	<p>I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT.</p>		<p>COPYRIGHT: This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person's infringing the copyright.</p>	<p>REV. DATE DESCRIPTION</p>	DESIGNER	M.L.	JOB NUMBER	STH189
	<p>SITE ADDRESS: 189 ST. HELENS POINT ROAD, STREGLITZ, TAS. 7216</p>		<p>SIGNATURE: _____ DATE: _____</p>	<p>R1 10/11/2022 FOR REVIEW</p>		DRAWN	J.L.	DRAWING	7/9	
			<p>SIGNATURE: _____ DATE: _____</p>	<p>R2 21/11/2022 FOR REVIEW</p>		CHECKED	M.L.	SCALE (@A3)	1:100	
				<p>R3 22/11/2022 FOR REVIEW</p>						
					<p>R4 10/01/2023 FOR DA</p>					



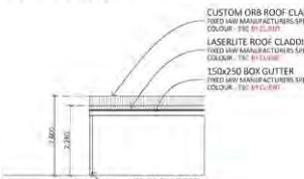
GROUND PLAN



ELEVATION 1



ELEVATION 2



ELEVATION 3

NOTE: DIMENSIONS ARE APPROXIMATE. CARPORT TO MATCH EXISTING SHED ROOF HEIGHT & PITCH. BUILDER TO CONFIRM ON SITE PRIOR TO CONSTRUCTION.

<p>ACC # 371799313 ABN 71 615 812 747 PH. 6344 7319 E. info@designative.com.au W. designative.com.au</p>	<p>CLIENT/S: H &amp; G. BRINKMAN</p>	<p>DRAWING PROPOSED CARPORT</p>	<p>I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT.</p>		<p>COPYRIGHT: This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person's infringing the copyright.</p>	<p>REV. DATE DESCRIPTION</p>	DESIGNER	M.L.	JOB NUMBER	STH189
	<p>SITE ADDRESS: 189 ST. HELENS POINT ROAD, STREGLITZ, TAS. 7216</p>		<p>SIGNATURE: _____ DATE: _____</p>	<p>R1 10/11/2022 FOR REVIEW</p>		DRAWN	J.L.	DRAWING	8/9	
			<p>SIGNATURE: _____ DATE: _____</p>	<p>R2 21/11/2022 FOR REVIEW</p>		CHECKED	M.L.	SCALE (@A3)	1:100	
				<p>R3 22/11/2022 FOR REVIEW</p>						
					<p>R4 10/01/2023 FOR DA</p>					



ACC # 371799313  
 ABN: 71 615 812 747  
 PH. 6344 7319  
 E. info@designtolive.com.au  
 W. designtolive.com.au

**CLIENT/S:**  
 H & G. BRINKMAN

**SITE ADDRESS:**  
 189 ST. HELENS POINT ROAD,  
 STEGLITZ, TAS. 7216.

**DRAWING  
 PERSPECTIVES**

I/WE APPROVE THESE DRAWING TO BE  
 CORRECT PER CONTRACT.

**SIGNATURE:**  
**SIGNATURE:**

**DATE:**  
**DATE:**

**COPYRIGHT:**  
 This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person infringing the copyright.

REV.	DATE	DESCRIPTION
R1	10/11/2022	FOR REVIEW
R2	21/11/2022	FOR REVIEW
R3	22/11/2022	FOR REVIEW
R4	10/01/2023	FOR DA

DESIGNER	M.L.	JOB NUMBER	STH189
<b>DRAWN</b>	J.L.	<b>DRAWING</b>	<b>9/9</b>
<b>CHECKED</b>	M.L.	<b>SCALE (@A3)</b>	<b>NTS</b>

<b>ACTION</b>	<b>DECISION</b>
<b>PROPONENT</b>	Jon Healy
<b>OFFICER</b>	Senior Town Planner
<b>FILE REFERENCE</b>	DA 029-2023
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	1. Approved plans 2. Approved documents Circulated under separate cover: A) Planning Information and Environmental Effects Report B) Traffic Impact Assessment Circulated under separate cover: C) Flora and Fauna Report 3. Representation (1) 4. Applicant response to representation 5. RO Completed Planning Scheme Assessment

**OFFICER'S RECOMMENDATION:**

After due consideration of the application received and Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Interim Planning Scheme 2013* that the application for EXTRACTIVE INDUSTRY – GRAVEL PIT on land situated at TASMAN HIGHWAY, ST HELENS described in Certificate of Title 235820/1 and 229499/1 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.

<b>APPROVED PLANS &amp; DOCUMENTS</b>			
<b>PLAN / DOCUMENT NAME</b>	<b>REFERENCE NUMBER</b>	<b>PREPARED BY</b>	<b>DATED</b>
Location of the Healey Gravel Pit (Mining Lease 2131 P/M)	Figure 1	Van Diemen Consulting	3/01/2023
Detailed Location of the Land (Healey Gravel Pit ML 2131 P/M) with access road	Figure 2	Van Diemen Consulting	3/01/2023
Natural Drainage and Sediment Control Systems	Figure 3	Van Diemen Consulting	3/01/2023
Mining Plan (1 Year)	Figure 4A	Van Diemen Consulting	3/01/2023
Mining Plan (4 Years)	Figure 4B	Van Diemen Consulting	3/01/2023
Mining Plan (12 Years)	Figure 4C	Van Diemen Consulting	3/01/2023
Maximum Extraction Area	Figure 4D	Van Diemen Consulting	3/01/2023

Planning Information and Environmental Effects Report	Healey Gravel Pit, Tasman Highway, St Helens Version 2	Van Diemen Consulting	25/02/2023
Traffic Impact Assessment	Healey Gravel Pit, Tasman Highway, St Helens	Van Diemen Consulting	February 2023
Flora and Fauna Report	Healey Gravel Pit, Tasman Highway, St Helens Revision 2	Van Diemen Consulting	8/03/2023

2. The activity must not exceed the annual extraction of rock or gravel limited to a Level 1 activity as defined in *Environmental Management and Pollution Control Act 1994*, at all times.
3. Extractive Industry development is limited to land area defined in approved Figures 4A – 4C at all times. Further Extractive activities outside of the approved area will require further planning approval in accordance with relevant legislation and relevant planning instruments.
4. The extractive activity and associated works and infrastructure, including access and internal tracks and site management is to be designed and operated strictly in accordance with the recommendations of the *Quarry Code of Practice 2017* or as amended by the Environment Protection Authority, Tasmania or its State Government equivalent.
5. The developer shall comply with the following operating hour limits at all times:
  - 0700 to 1900 hrs Monday to Friday;
  - 0800 to 1600 hrs Saturday; and
  - Closed Sunday and Public holidays (gazetted state wide).
6. Vehicles carrying loads containing material must be equipped with effective control devices to prevent the escape of materials from vehicles when leaving the site or travelling on public roads, at all times.
7. The vehicle crossover from the carriageway to the property boundary must be upgraded in accordance with the vehicular crossing requirements of the Department of State Growth, Tasmania and must be financed by the applicant. Specifically, the access is to be sealed from the edge of the road seal to the property boundary in accordance with the requirements of the Department of State Growth.

No works are to commence on the crossover until an Access Works Permit has been issued by the Department of State Growth, Tasmania for the crossover upgrade.
8. All car parking, access strips manoeuvring and circulation spaces must be readily identifiable and constructed to ensure that they are useable in all weather conditions.
9. Use of the development must not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*.

10. The driveway / internal tracks must be constructed in a manner that ensures sediment is neither tracked nor eroded across the property boundary.
11. Drainage, associated with the access track in proximity to the quarrying operations (Figures 4A – 4C) must drain to a sediment trap and not rely on direction from road surface to vegetation, at all times.
12. Standard *Phytophthora* hygiene measures must be implemented for the construction and maintenance of works in accordance with and using the *Weed and Disease Planning and Hygiene Guidelines - Preventing the spread of weeds and diseases in Tasmania* (DPIPWE 2015, Eds. K. Stewart & M. Askey-Doran. DPIPWE, Hobart, TAS). A copy of the Weed and Disease Management Plan prepared from these Guidelines is to be provided to Council prior to works beginning, including commissioning of the work site.
13. Native vegetation must not be removed outside that necessitated by the proposed development (this includes the clearing of vegetation to retain or expand views or vistas) unless consented to by Council.
14. Clearing of the site is only permissible in respect of the area identified for each stage of the development as such development is undertaken, and must be the minimum amount to permit that particular stage to proceed.
15. If utilised, chemical toilet waste is to be disposed of within an approved waste water facility.
16. Any grey water generated in association with the quarry activities, is to be disposed of in a manner that does not cause an environmental nuisance on-site or to adjoining properties.
17. A copy of any conditions imposed by the Mineral Resources Tasmania, relating to Extractive Industries on Mining Lease 2131 P/M is to be forwarded to the Break O’Day Council within 30 days of receipt of the same and will form part of the Approved Plans and Documents listed in Condition 1.

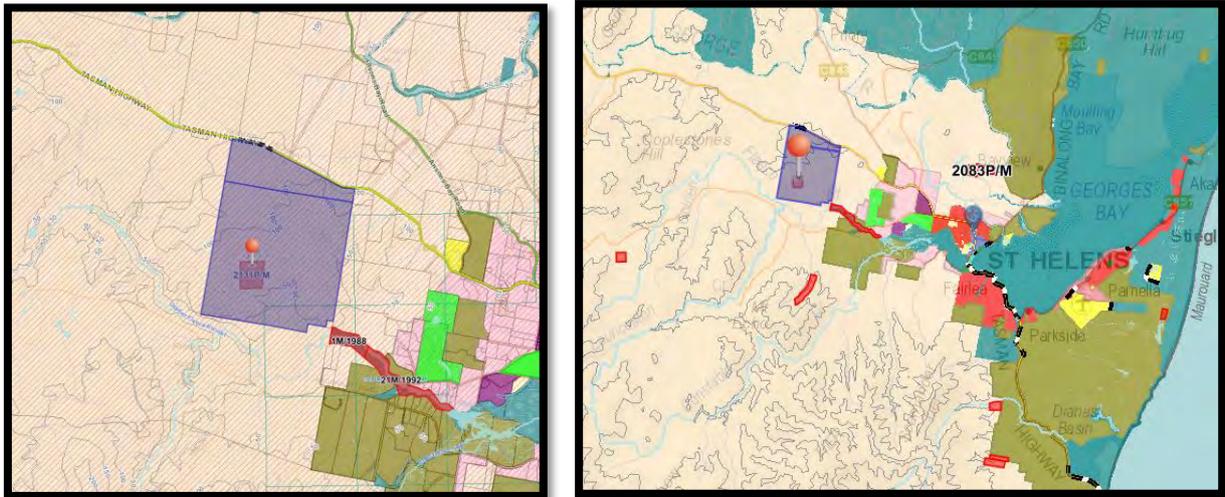
## ADVICE

18. 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.
19. The introduction of non-native plant species and plant species not of local provenance should be avoided and environmental weeds regularly monitored and targeted for removal.

## INTRODUCTION:

The applicant is seeking approval for a Gravel Pit (Extractive Industry) within Mining Lease (ML 2131 P/M) on private land situated at Tasman Highway, St Helens and described as CT229499/1 and CT235820/1. The proposed development includes the extraction of up to 4,999 cubic metres per annum of resource (gravel) from operations within the mining lease area depicted in approved Figures 4A to 4C and contained within a mining lease with a land area of approximately 7.65ha. The

mining lease is contained within CT 229499/1; however, the development includes the access track situated within both titles.



Development Site

**PREVIOUS COUNCIL CONSIDERATION:**

Nil

**OFFICER'S REPORT:**

**1. The Proposal**

Annual production within the proposed Gravel Pit operations (Extractive Industry) will not exceed 4,999 cubic metres of product per annum, which equates to approximately 9,000 tonnes per annum. This quantity ensures it satisfies the definition of a Level 1 Activity pursuant to section 24 of the *Environmental Management and Pollution Control Act 1994*. The development was referred to the Environment Protection Authority (EPA) to clarify agency interest in the matter with no advice of Authority interest received.

A site inspection confirmed that gravel extraction has occurred on the property without the necessary approvals from the planning authority and it is assumed, Mineral Resources Tasmania (MRT). The applicant is now seeking necessary assessment by the planning authority and it is understood by planning authority conversation with a representative of the MRT that necessary permits are being sought from the state simultaneously.

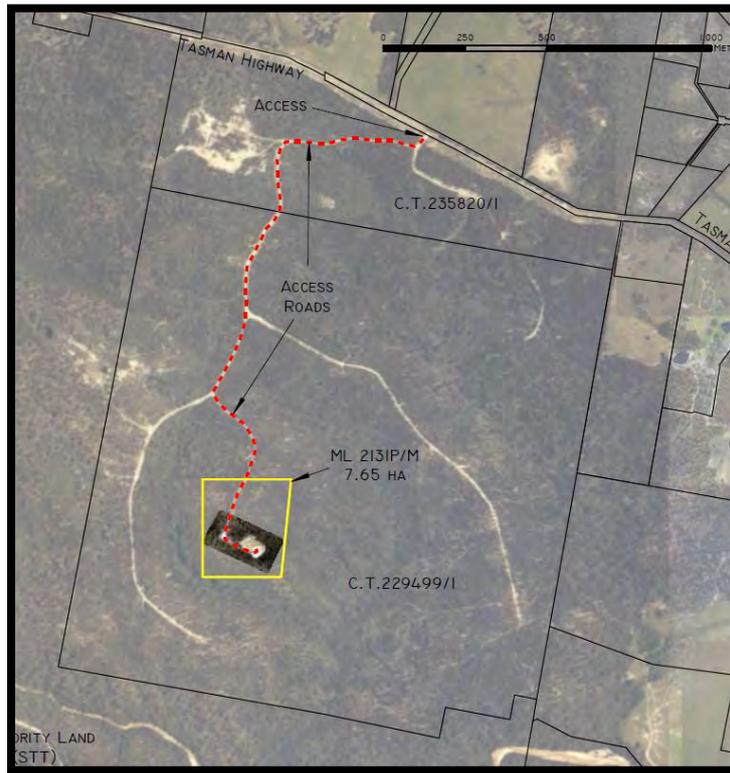
The use and development will include the activities listed below:

- stripping of vegetation cover and stockpiling of logs (when trees are present),
- stripping and stockpiling of topsoil (when present),
- ripping and excavation of in situ gravels using an excavator, front end-loader or similar machinery,
- stockpiling of gravel ready for collection and delivery,
- loading trucks with gravel using a front-end loader, and the
- transport of gravel by truck from the property.

The applicant has confirmed that the development does not include drilling, blasting, crushing or vibratory screening.

The development will be conducted in accordance with the Quarry Code of Practice 2017 (3<sup>rd</sup> Edition) developed by the Environment Protection Authority which documents acceptable environmental guidelines for quarrying. The Code is aimed at environmental assessment and management of quarries and comprises elements for both the proposed use and development of land for extractive purposes. The development has been conditioned to comply with the Code of Practice. The Code of Practice addresses:

- Operation Planning;
- Environmental Management; and
- Rehabilitation of the site.



**Detailed Location of Land with Access Road**

## **2. Applicable Planning Assessment**

- 26 Rural Resource Zone
- E4 Road and Rail Assets Code
- E6 Car Parking and Sustainable Transport Code
- E8 Biodiversity Code
- E9 Water Quality Code
- E11 Environmental Impacts and Attenuation Code

## **3. Referrals**

- Application materials were referred to the Environmental Protection Agency to ensure no interest – no interest confirmed;
- Application material were referred to the Department of State Growth (DSG) as the proposed development will enter and exit from a state road (Level 4). The Department of State Growth reviewed the Traffic Impact Assessment and proposed a condition of upgrading the crossover servicing the site in accordance with DSG requirements. The development has been conditioned accordingly.

- The submitted Flora and Fauna Report was reviewed by Council’s NRM Facilitator which resulted in an amended report submitted that addressed identified concerns.

#### 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:

- E4.6.1 Use and road or rail infrastructure P3
- E6.7.1 Construction of Car Parking Spaces and Access Strips P1
- E6.7.2 Design and Layout of Car Parking P2
- E8.6.1 Habitat and Vegetation Management P2
- E9.6.2 Water Quality Management P3

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

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

#### Planning Assessment

##### 26 Rural Resource Zone

The proposed use and development has been determined to satisfy all relevant Use Standards and Development Standards of the Rural Resource Zone.

##### E4 Road and Railway Assets Code

##### E4.6 Use Standards

##### E4.6.1 Use and Road or Rail Infrastructure

Acceptable Solutions	Performance Criteria
A3 For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic (AADT) movements at the existing access or junction by more than 10%.	P3 For limited access roads and roads with a speed limit of more than 60km/h: a) access to a category 1 road or limited access road must only be via an existing access or junction or the use or development must provide a significant social and economic benefit to the State or region; and b) any increase in use of an existing access or junction or development of a new access or junction to a limited access road or a category 1, 2 or 3 road must be for a use that is dependent on the site for its unique resources, characteristics or locational attributes and an alternate site or access to a category 4 or 5 road is not practicable; and c) an access or junction which is increased in use or is a new access or junction must be designed and located to maintain an adequate level of safety and efficiency for all road users.

**Assessment against the Performance Criteria is required.**

**Performance Criteria Assessment**

The proposed development is sited on a lot with a frontage to the Tasman Highway with a posted speed limit of 100 km/hr.

The proposed quarry is expected to increase vehicle movement by more than 10% (Annual Average Daily Traffic AADT).

- a) The Tasman Highway is not a category 1 road and therefore subsection a) is not applicable.
- b) The development site has an existing access that enters the Tasman Highway a Category 4 road and therefore subsection b) is not applicable.
- c) The existing access to Tasman Highway (Category 4 road) is required to maintain an adequate level of safety and efficiency for all road users. The applicant has provided a Traffic Impact Assessment (TIA) that has been referred to and accepted by the relevant road authority, Department State Growth (DSG). The DSG has advised:

“Following a review of the related development, the Traffic Impact Assessment (TIA) indicated that there will be no adverse impacts on the Tasman Highway due to the proposed mining. Therefore, the Department has no objections to this proposed development, however, as the proposed development represents an intensification of use for the existing access, the access is to be sealed from the edge of the road seal to the property gate. A permit from the Department will be required prior to any access works are undertaken within the State Road reservation.”

The TIA states that the existing access can accommodate heavy articulated vehicles with no widening or upgrading needed. Sight distance on either side of the access along the Tasman Highway satisfy the SISD requirements.

The proposed development is able to satisfy the performance criteria.

**E6 Car Parking and Sustainable Transport Code**

**E6.7 Development Standards**

**E6.7.1 Construction of Car Parking Spaces and Access Strips**

<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
A1 All car parking, access strips manoeuvring and circulation spaces must be: a) formed to an adequate level and drained; and b) except for a single dwelling, provided with an impervious all weather seal; and c) except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces.	P1 All car parking, access strips manoeuvring and circulation spaces must be readily identifiable and constructed to ensure that they are useable in all weather conditions.

**Assessment against the Performance Criteria is required.**

**Performance Criteria Assessment**

The proposed development does not include an impervious access road. Rather the existing gravel road will be maintained. The proposed development will be conditioned to maintain access as useable in all weather conditions.

The proposed development will be conditioned to satisfy the performance criteria.

### E6.7.2 Design and Layout of Car Parking

Acceptable Solutions	Performance Criteria
<p>A2.1 Car parking and manoeuvring space must:</p> <ul style="list-style-type: none"> <li>a) have a gradient of 10% or less; and</li> <li>b) where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction; and</li> <li>c) have a width of vehicular access no less than prescribed in Table E6.2; and</li> <li>d) have a combined width of access and manoeuvring space adjacent to parking spaces not less than as prescribed in Table E6.3 where any of the following apply:               <ul style="list-style-type: none"> <li>i) there are three or more car parking spaces; and</li> <li>ii) where parking is more than 30m driving distance from the road; or</li> <li>iii) where the sole vehicle access is to a category 1, 2, 3 or 4 road; and</li> </ul> </li> </ul> <p>A2.2 The layout of car spaces and access ways must be designed in accordance with Australian Standards AS 2890.1 - 2004 Parking Facilities, Part 1: Off Road Car Parking.</p>	<p>P2 Car parking and manoeuvring space must:</p> <ul style="list-style-type: none"> <li>a) be convenient, safe and efficient to use having regard to matters such as slope, dimensions, layout and the expected number and type of vehicles; and</li> <li>b) provide adequate space to turn within the site unless reversing from the site would not adversely affect the safety and convenience of users and passing traffic.</li> </ul>
<p><b>Assessment against the Performance Criteria is required.</b></p> <p><b>Performance Criteria Assessment</b></p> <p>The internal access road has a gradient less than 10% and is able to satisfy part a) of the acceptable solution.</p> <p>b) This component of the acceptable solution is not relevant to the proposal, however vehicles associated with the development will be entering and exiting the site in a forward direction.</p> <p>c) The internal access way has a width that is able to service a single vehicle and does not presently provide a passing bay every 30m. It may be determined that due to the length of internal access way (in excess of 1km) traffic control may be proposed that satisfies the performance criteria. The site is not open to the public with users of the access way limited to the conduct of the operations. All vehicles will be required to exit in a forward direction.</p> <p>The proposed development will be conditioned to provide passing bays or alternate traffic control measures, necessary to service the development.</p>	

### E7 Scenic Management Code

The proposed development site is affected by the Scenic Road Corridor, however the proposed development is located greater than 100m from the road reserve. The internal access is existing with the majority of the site screened by existing vegetation from the road. No further assessment against the Code is required.



**Access to the site and land within the Scenic Corridor**

**E8 Biodiversity Code**

**E8.6 Development Standards**

**E8.6.1 Habitat and Vegetation Management**

Acceptable Solutions	Performance Criteria
<p>A2 Clearance or disturbance of native vegetation is in accordance with a certified Forest Practices Plan.</p>	<p>P2.1 Clearance or disturbance of native vegetation must be consistent with the purpose of this Code and not unduly compromise the representation of species or vegetation communities of significance in the bioregion having regard to the:</p> <ul style="list-style-type: none"> <li>a) quality and extent of the vegetation or habitat affected by the proposal, including the maintenance of species diversity and its value as a wildlife corridor; and</li> <li>b) means of removal; and</li> <li>c) value of riparian vegetation in protecting habitat values; and</li> <li>d) impacts of siting of development (including effluent disposal) and vegetation clearance or excavations, , in proximity to habitat or vegetation; and</li> <li>e) need for and adequacy of proposed vegetation or habitat management; and</li> <li>f) conservation outcomes and long-term security of any offset in accordance with the General Offset Principles for the RMPS, Department of Primary Industries, Parks, Water and Environment.</li> </ul>

**Assessment against the Performance Criteria is required.**

**Performance Criteria Assessment**

The proposed development will require the removal of native vegetation and a Forest Practices Plan does not form part of the submitted materials.

The applicant has provided a Flora and Fauna Report prepared by a suitably qualified person and has assessed:

- Vegetation communities;
- Presence of threatened flora species;
- Weeds and Pathogen Management
- Threatened fauna and their management; and
- Assessment against the planning scheme requirements

The submitted assessment has determined that native vegetation, within the Mining Lease area is not:

- Threatened vegetation;
- Old growth;
- Critical habitat or
- Within a reserve system

The two titles servicing the use and development have a land area of greater than 260 hectares. The Mining Lease area has a land area of 7.65 hectares. Accordingly potential cleared area over the life of the Extractive Industry represents approximately 3% of the site. The vegetation to be cleared, as part of the Mining Lease requirements, will be rehabilitated with the vegetation communities well represented in the area.

The property will still be able to provide for movement of fauna and establishment of flora communities.

Areas to be cleared for gravel extraction and infrastructure will be marked in the field prior to any clearing works being conducted and will be staged with no more than 3 hectares of vegetation disturbed or cleared at any one time.

The internal access road is comparatively narrow in width and will not create any barrier to the movement of fauna.

The Mining Lease area will be subject to rehabilitation requirements imposed by the Department of Mineral Resources with the staged removal of vegetation within the lease area in accordance with the Quarry Code of Practice.

The clearing will be small scale in relation to the land area of the titles and has been cleared historically. Assisted rehabilitation will be possible due to the remaining extensive vegetation cover. The Mining Lease will require the mining activity post-closure to be rehabilitated to native forest cover and as such there will be a small-scale and temporary loss of forest cover.

The submitted flora and fauna report prepared by a qualified and experience ecologist has adequately addressed the performance criteria relating to E8.6.1 Habitat and Vegetation Management.

The proposed development will be conditioned to exclude works within 40m of the mapped watercourse traversing the eastern side boundary of the mining lease (mapped watercourse – minor tributary)

The proposed development is able to satisfy the performance criteria.

**E9 Water Quality Code**

**E9.6 Development Standards**

**E93.6.2 Water Quality Management**

Acceptable Solutions	Performance Criteria
A3 No acceptable solution.	P3 Quarries and borrow pits must not have a detrimental effect on water quality or natural processes.
<p><b>Assessment against the Performance Criteria is required.</b></p> <p><b>Performance Criteria Assessment</b></p> <p>The submitted material confirms ground surface runoff from the working area of the Extractive Industry will be collected, diverted through a sediment trap prior to being discharged into the environment which will report to a natural watercourse. Sediment ponds and systems will be designed per the Quarry Code of Practice 2017.</p> <p>The proposed development will be conditioned to comply with the Quarry Code of Practice 2017 where relevant. Additional conditioning has been provided to ensure the access road in proximity to the gravel pit is serviced by a sediment basin (s).</p> <p>The proposed development is able to satisfy the performant criteria.</p>	

### E11 Environmental Impacts and Attenuation Code

The proposed use and development has been determined to satisfy all relevant Use Standards of the Environmental Impacts and Attenuation Code.

### 5. Representations

The application was advertised 18 March 2023 until 5pm 31 March 2023 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. One (1) representation was received prior to the closing date and time. The issues raised within the representation are as follows:-

Issue	Response
Traffic Impact Assessment – authority and accuracy	The Traffic Impact Assessment was referred to the Department State Growth and determined adequate and accepted. The DSG has provided a condition in relation to the access which has been included in the listed conditions.
Responsibility – Council should investigate probity with economic and social values of the resource.	Council is the planning authority and use and development is assessed against the Break O’Day Interim Planning Scheme 2013 Version 19. Extractive Industry is a permitted use within the Zone. The use and development has demonstrated it is able to satisfy the planning scheme.
Operation	<p>The proposed use and development has been assessed against the Environmental Impacts and Attenuation Code and satisfies the acceptable solution. The proposed operations are situated in excess of the Code requirements.</p> <p>The proposed development has been conditioned to satisfy the Quarry Code of Practice (EPA).</p>

	<p>The proposed development does not include blasting, crushing or vibratory screening.</p> <p>The operations are located within the Mining Lease which is not visible from the road or adjoining lots due to dense vegetation cover and distance to lot boundaries.</p>
Existing Vegetation and Fauna	<p>The proposed development application materials included a Flora and Fauna Report. The submitted Flora and Fauna Report was reviewed by Council's NRM Facilitator which resulted in an amended report submitted that addressed identified concerns which consisted of further information.</p> <p>The proposed development does not include forest harvesting and cannot be considered as part of this application.</p> <p>The proposed development permit conditions limit the area of operation in accordance with Figures 4A to 4C. Any further expansion of the Quarry will require a further development application at which time a revised report will be required.</p>
Clearing and Progressive Rehabilitation	<p>The proposed development has been conditioned to comply with the Quarry Code of Practice. Additionally any conditions imposed by the MRT must be forwarded to the planning authority and become part of the conditions of the development. This will include clearing and progressive rehabilitation. The submitted Flora and Fauna Report addresses the issue of clearing.</p>
Cultural Heritage	<p>Cultural Heritage matters do not form part of the Planning Scheme. The applicant has responsibilities in this regard and liaises directly with Aboriginal Heritage Tasmania.</p>
Noise and Dust	<p>The proposed development has been conditioned effectively.</p>
Noxious Weeds and Plants	<p>The proposed development has been conditioned effectively</p>
Drainage and Erosion Control	<p>The proposed development has been conditioned effectively including the Quarry Code of Practice.</p>

Waste Disposal and Storage	The proposed development has been conditioned to comply with the Quarry Code of Practice and has been conditioned effectively.
----------------------------	--

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

**6. Mediations**

No mediation was conducted in relation to the representation.

**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 five (5) 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

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:**

*Break O’Day Interim Planning Scheme 2013*

*Land Use Planning and Approvals Act 1993,*

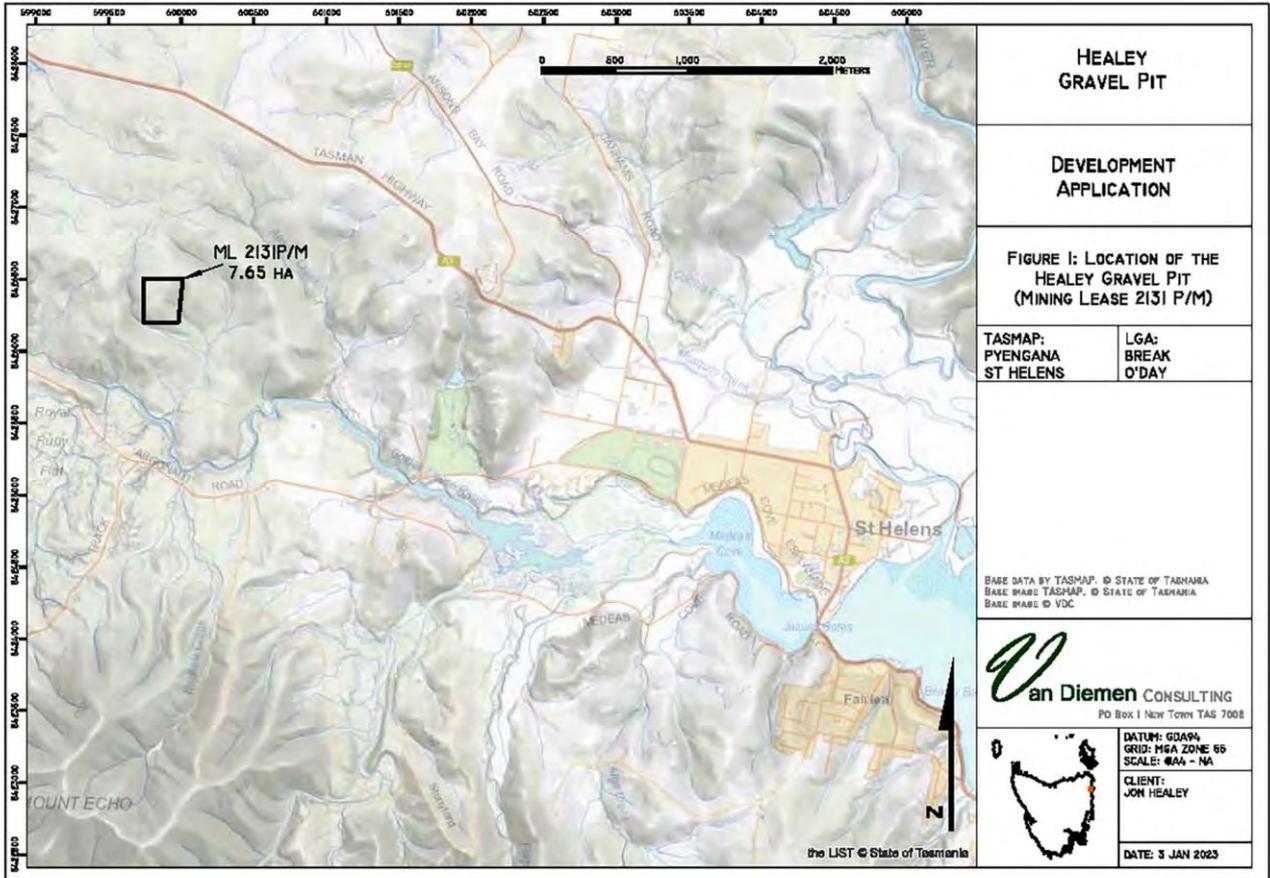
*Local Government (Building and Miscellaneous Provisions) Act 1993*

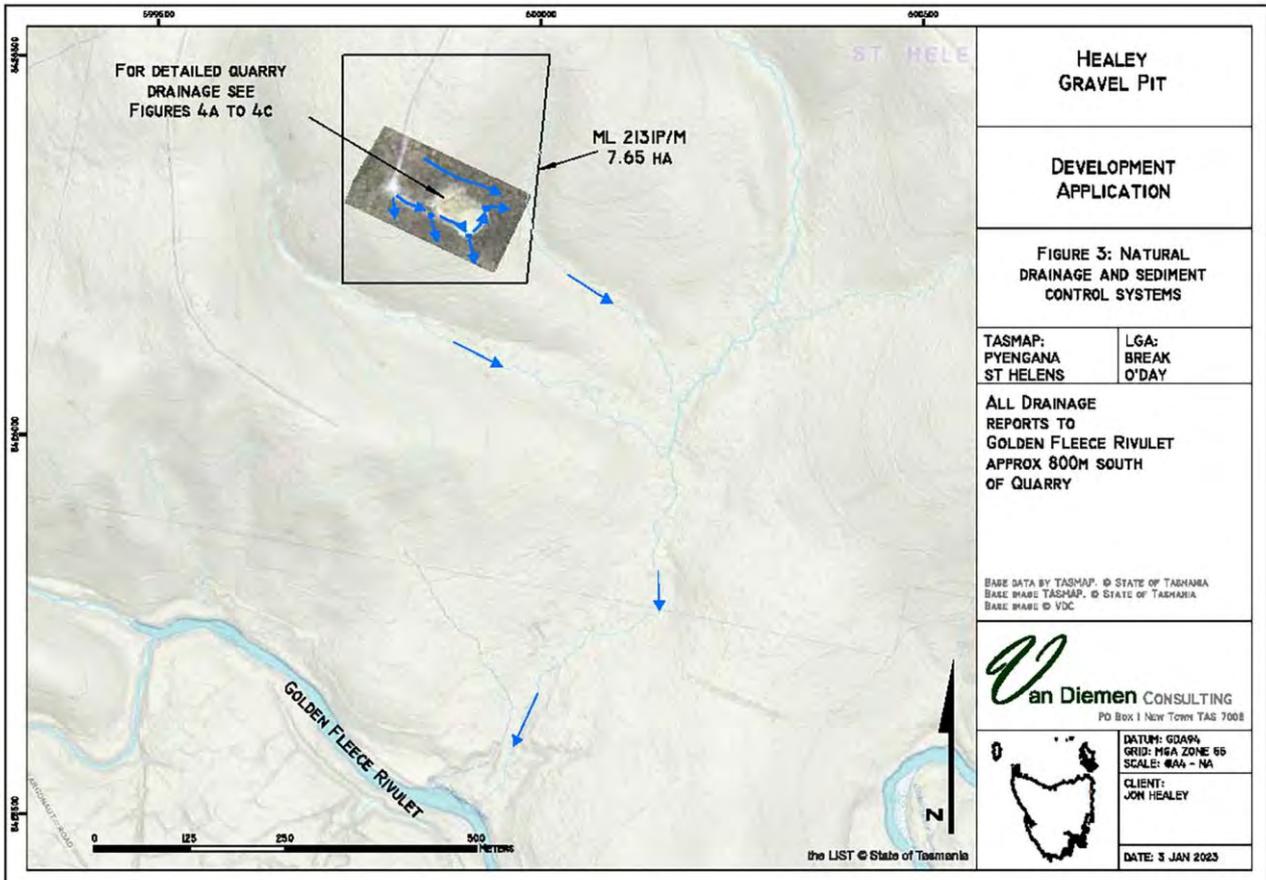
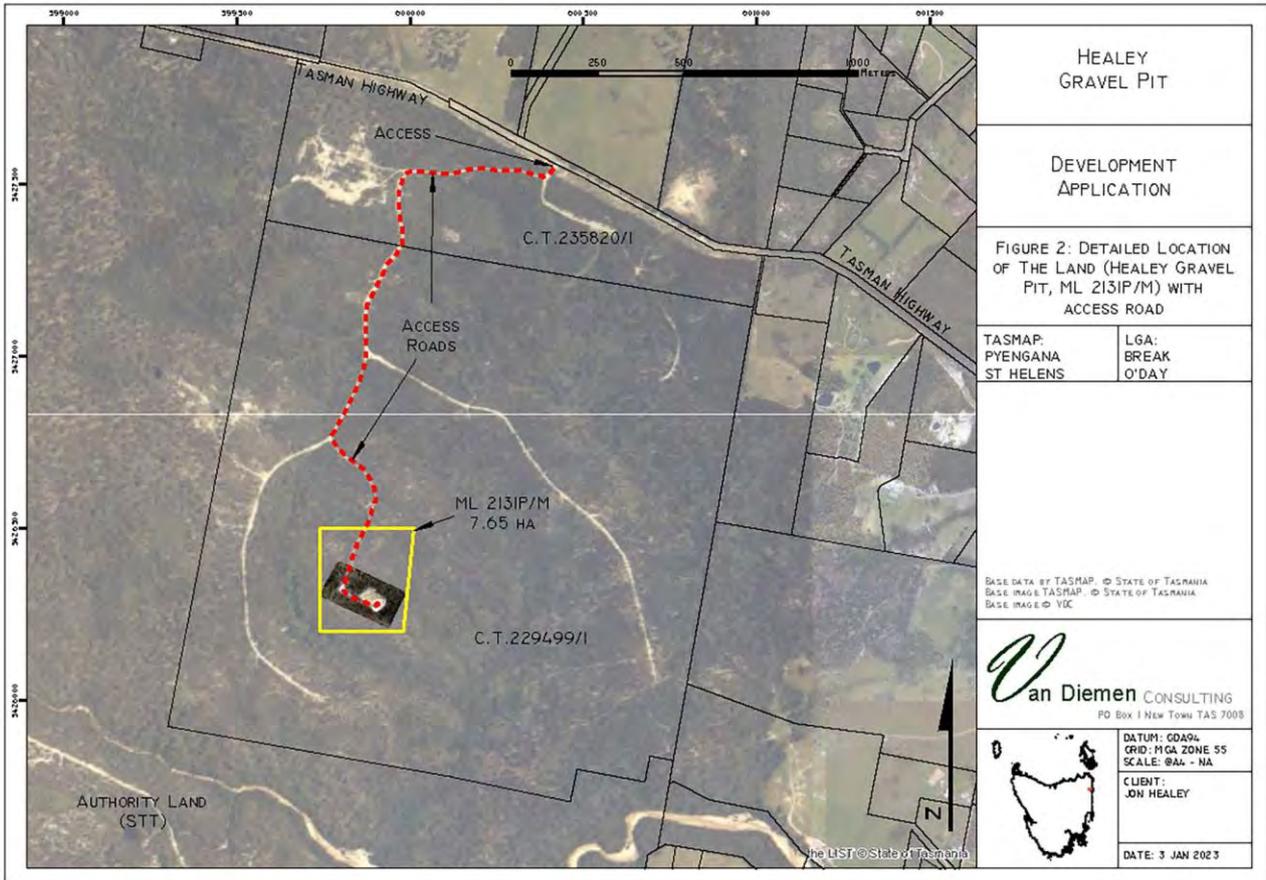
**BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

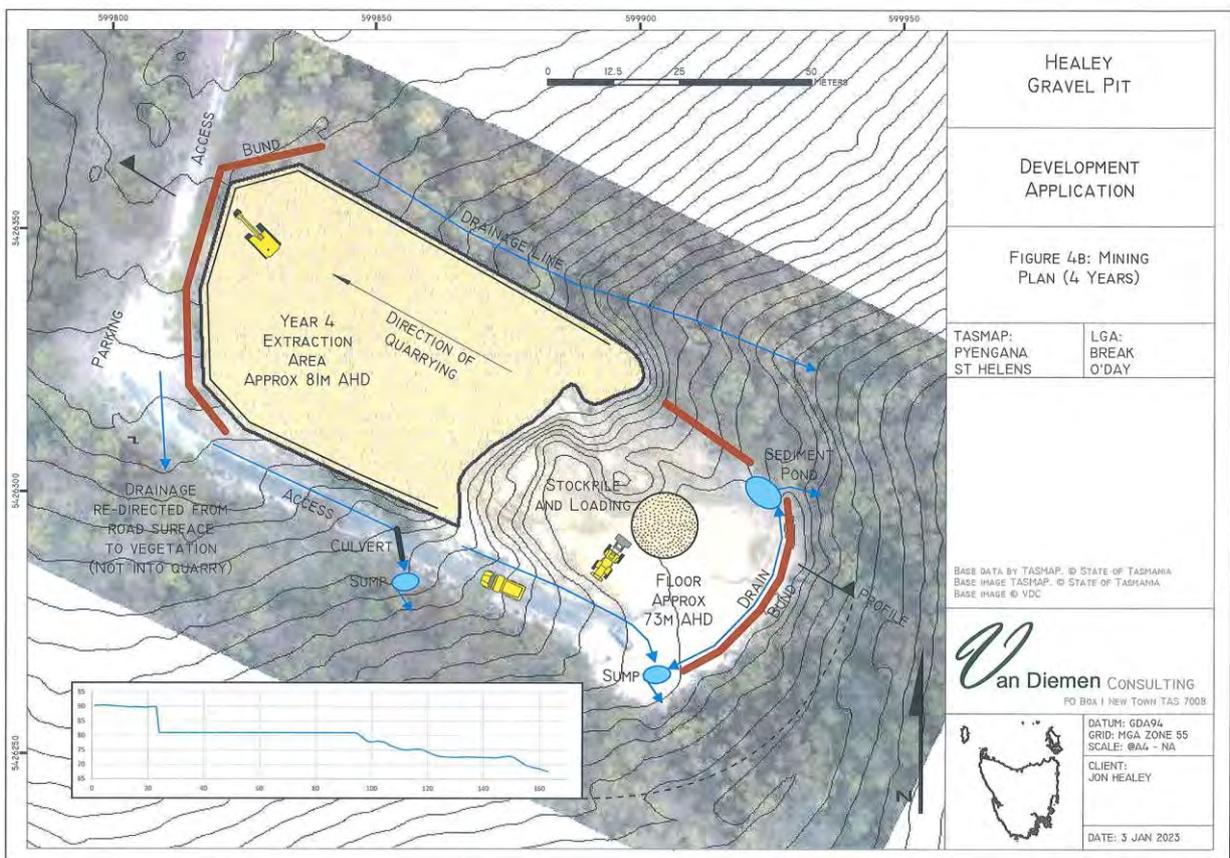
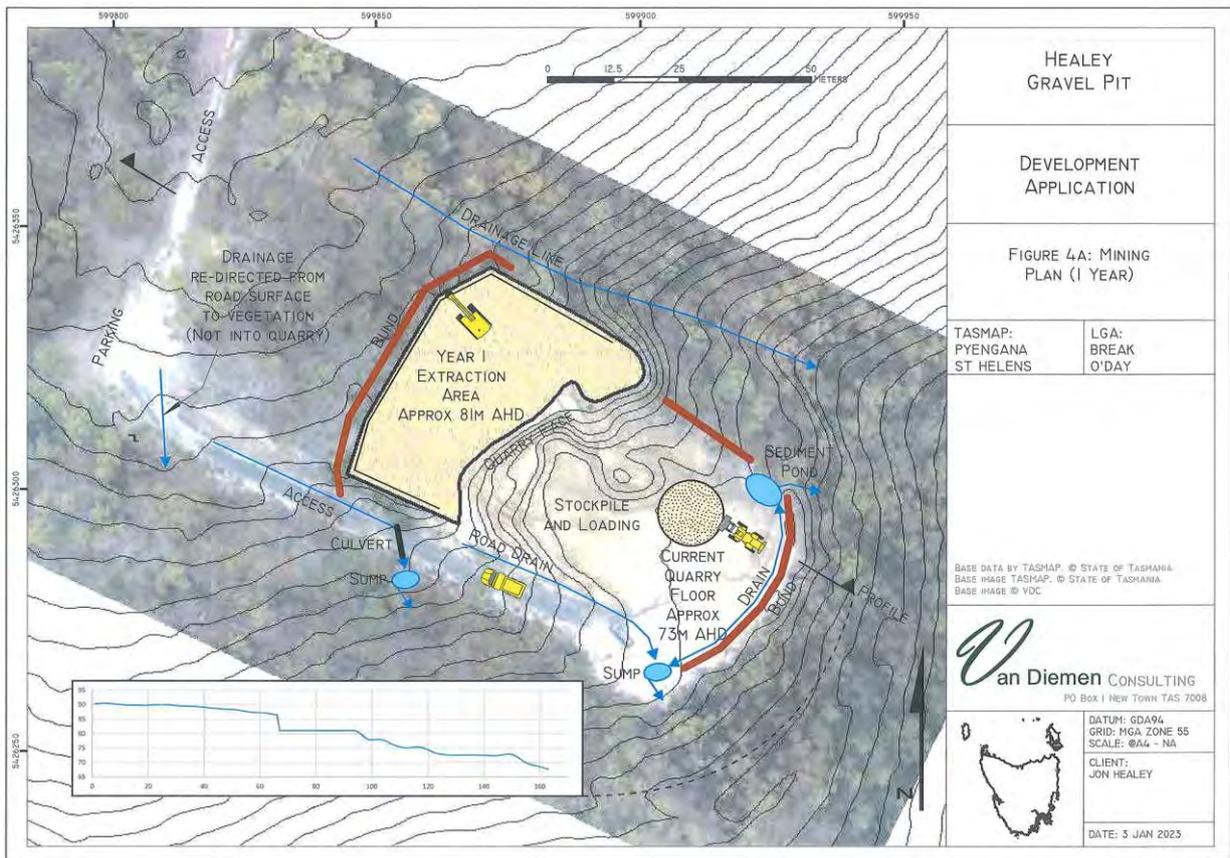
Not applicable, all costs of the development are the responsibility of the developer.

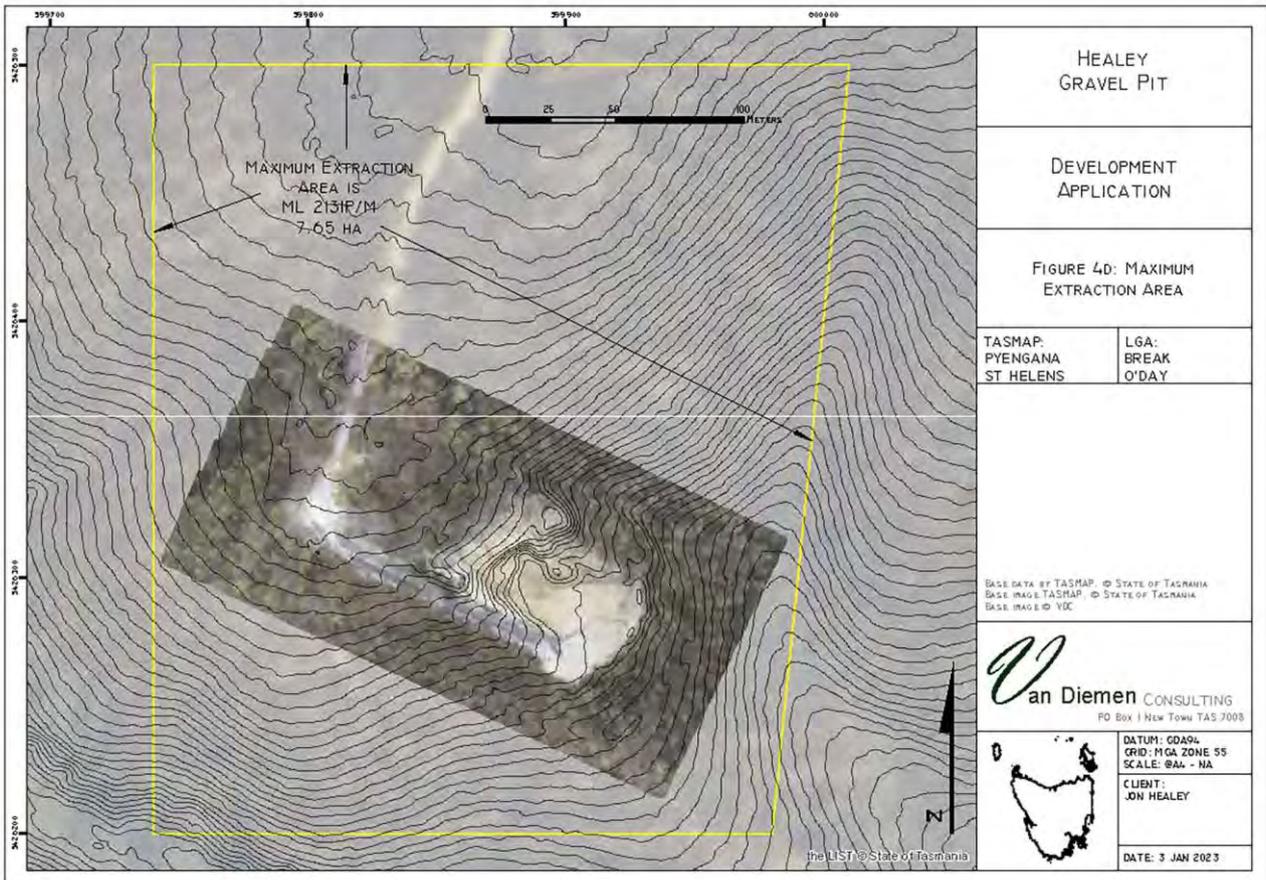
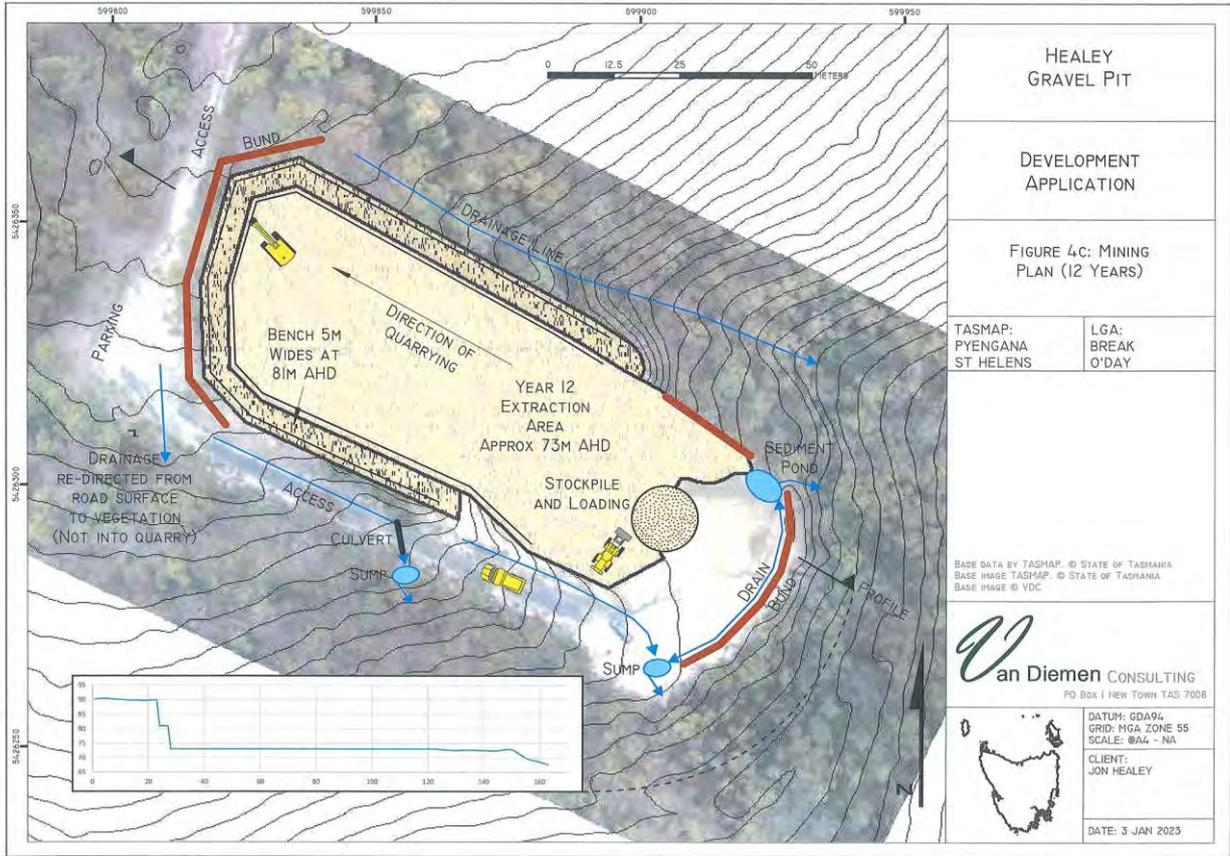
**VOTING REQUIREMENTS:**

Simple Majority









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  
08/05/2023



COUNCIL RESOLUTIONS PLAN

COUNCIL RESOLUTIONS APRIL 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	17/04/2023	30/04/2023	04/23.6.1 DA 305-2022 – 14 Heather Place, St Helens - Residential - Multiple dwellings (2 dwellings)	After due consideration of the application received and Pursuant to Section 57 of the <i>Land Use Planning &amp; Approvals Act 1993</i> and the <i>Break O'Day Interim Planning Scheme 2013</i> that the application for Residential - Multiple dwellings (2 dwellings) on land situated at 14 Heather Place, St Helens described in Certificate of Title 142222/7 be APPROVED subject to conditions.	Planning Permit issued 24th April 2023	Development Services Coordinator
100%	17/04/2023	30/04/2023	04/23.6.2 DA 250-2022 – 40 Trelloggen Drive, Binalong Bay - Residential - Construction of Dwelling, Decks & Carport	After due consideration of the application received and Pursuant to Section 57 of the <i>Land Use Planning &amp; Approvals Act 1993</i> and the <i>Break O'Day Interim Planning Scheme 2013</i> that the application for Residential - Construction of Dwelling, Decks & Carport on land situated at 40 Trelloggen Drive, Binalong Bay described in Certificate of Title 199954/1 be APPROVED subject to conditions.	Planning Permit issued 21st April 2023	Development Services Coordinator
80%	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.	Policies currently being updated.	Corporate Services Coordinator
80%	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.	Policies currently being updated.	Corporate Services Coordinator
80%	17/04/2023	30/04/2023	04/23.13.7 Whistle Blower Policy	That Council adopt the Whistle Blower Policy.	Policies currently being updated.	Corporate Services Coordinator
80%	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.	2023/2024 Fees & Charges currently being finalised and will be placed on Council's website.	Corporate Services Coordinator

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	17/04/2023	30/04/2023	<b>04/23.15.2 Reconciliation Action Plan</b>	<p>1. That Council seek a quote from Reconciliation Tasmania to develop a Reconciliation Action Plan for the Break O'Day Municipality.</p> <p>1. That the cost of developing a Reconciliation Plan be included in the 2023 – 2024 Budget.</p>	A quote to develop a Reconciliation Act Plan has been requested from Reconciliation Tasmania. Once this has been received, same will be included in the 20223 - 2024 budget and Councillors informed of the cost through the Community Services Report.	Manager Community Services
40%	17/04/2023	30/04/2023	<b>04/23.15.3 Review of the Community Facility Hire Policy – CB07</b>	That Council nominate Councillors Drummond, Oldham, Johnstone, Carter, Wright to work with Community Services staff to review Policy CB07 – Section 2 – Hirer Categories & Concessions.	Meeting organised for the 5 Councillors who put their names forward for 26 April, 2023. Unfortunately only 1 Councillor turned up - a new meeting time to be arranged.	Manager Community Services
100%	17/04/2023	30/04/2023	<b>04/23.15.4 Request for Sponsorship – Suncoast Pony and Riding Club</b>	<p>1. That Council provide \$500 to assist the Suncoast Pony and Riding Club with their event, which is being held on 20 May, 2023.</p> <p>1. If this is to become an annual event, that Council include the sum of \$500 in any future budgets for this event as Council sponsorship.</p>	Sponsorship funding forwarded to the organisation and item listed for consideration as part of the Budget.	Manager Community Services
100%	17/04/2023	30/04/2023	<b>04/23.15.5 St Marys – Local Township Plan</b>	That Council receive the St Marys Township Plan 2022 – 2025 which has been developed with the community listing actions/projects that the community can work with Council to develop and forward to the St Marys community for comment.	Draft St Marys Township plan emailed to St Marys community members for their feedback and comments - comments to be received by Council no later than Thursday 11 May, 2023.	Manager Community Services
100%	17/04/2023	30/04/2023	<b>04/23.15.6 Ansons Bay – Local Township Plan</b>	That Council receive the Ansons Bay Township Plan 2022 – 2025 which has been developed with the community listing actions/projects that the community can work with Council to develop and forward to the Ansons Bay community for comment.	Draft Ansons Bay Township plan emailed to Ansons Bay community members for their feedback and comments - comments to be received by Council no later than Thursday 11 May, 2023.	Manager Community Services
100%	17/04/2023	30/04/2023	<b>04/23.15.7 Scamander – Local Township Plan</b>	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
100%	17/04/2023	30/04/2023	<b>04/23.15.8 Falmouth – Local Township Plan</b>	That Council adopt the second Falmouth Township Plan, which has been developed with the community listing actions/projects that the community can work with Council to develop.	Council adopted the Falmouth Township Plan at the Council meeting on Monday 17 April, 2023. The Falmouth Township Plan has been forwarded to the Management Team for actioning and is placed on Council's website.	Manager Community Services
100%	17/04/2023	30/04/2023	<b>04/23.15.9 Binalong Bay – Local Township Plan</b>	That Council adopt the second Binalong Bay Township Plan, which has been developed with the community listing actions/projects that the community can work with Council to develop.	Council adopted the Binalong Bay Township Plan at the Council meeting on Monday 17 April, 2023. The Binalong Bay Township Plan has been forwarded to the Management Team for actioning and is placed on Council's website.	Manager Community Services

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	17/04/2023	30/04/2023	<b>04/23.15.10 St Helens – Local Township Plan</b>	That Council receive the St Helens Township Plan 2022 – 2025 which has been developed with the community listing actions/projects that the community can work with Council to develop and forward to the St Helens community for comment.	Draft St Helens Township plan emailed to St Helens community members for their feedback and comments - comments to be received by Council no later than Thursday 11 May, 2023.	Manager Community Services
100%	17/04/2023	30/04/2023	<b>04/23.16.2 NRM – Committee Meeting Minutes 7 March 2023</b>	That Council receive the Minutes of the NRM Committee Meeting held on 7 March 2023 and consider items from the Committee for further Council attention, including the Committee's recommendation of priorities to include in Council's 2023-2024 Annual Plan and budget.	NRM Committee Minutes received at the April Council Meeting	NRM Facilitator
100%	17/04/2023	30/04/2023	<b>04/23.16.3 Appointment of Break O'Day Council Natural Resource Management Committee Representative.</b>	That Council appoint Mrs Anne Bennet to its Natural Resource Management (NRM) Committee, as a new member representing the Education sector.	Council appointed a Education/schools representative to its NRM Committe at the April Council Meeting.	NRM Facilitator
100%	17/04/2023	30/04/2023	<b>04/23.17.2 Discussion paper – Merit-Based Recruitment in Councils</b>	Council make a submission based on the comments being made.	Submission lodged with Office of Local Government.	General Manager
100%	17/04/2023	30/04/2023	<b>04/23.17.3 Discussion Paper - Addressing Councillor Misconduct</b>	A submission be made based on the discussion.	Submission lodged with Office of Local Government	General Manager
100%	17/04/2023	30/04/2023	<b>04/23 17.4 2023 Election of Committee Member of the General Management Committee (GMC) of the Local Government Association of Tasmania (LGAT)</b>	That Council nominate Mayor Mick Tucker for Committee Member of the General Management Committee of the Local Government Association of Tasmania (LGAT) and as President of the Local Government Association of Tasmania.	Nomination lodged with the Tasmanian Electoral Commission and confirmed.	General Manager

**COUNCIL RESOLUTIONS - MARCH 2023**

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
11%	20/03/2023	30/06/2023	<b>03/23.9.1 Submission from St Marys Dog Group – Clr Drummond</b>	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.	Acknowledgement letter posted to the St Marys Dog group for their submission of the preferred dog exercise areas, in St Marys; and request for Council to consider including the proposed areas as part of the municipal Dog Management Policy.	Manager Infrastructure and Development Services
75%	20/03/2023	30/06/2023	<b>03/23.14.3 Pedestrian Crossing Points – Main Street, St Marys</b>	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.	Funding submission made to the Department of State Growth. Capital allocation of \$10,000 to be included in draft capital budget.	Manager Infrastructure and Development Services
38%	20/03/2023	30/06/2023	<b>03/23.15.7 St Helens Sports Complex</b>	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
50%	20/02/2023	30/06/2023	<b>02/23.9.1 - Short Stay Accommodation Policy – Cllr J Drummond</b>	That Council discuss a short stay accommodation policy at a workshop.	A report is currently being drafted by Councils Senior Planner with an aim to have this presented at the May council Workshop and following meeting.	Development Services Coordinator
75%	20/02/2023	31/03/2023	<b>02/23.15.6 Policy AM21 – Single Use Plastics Policy</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	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	<b>02/23.16.4 Binalong Bay Foreshore Weed Management</b>	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	<b>02/23.17.4 Future Aquatic Facility Investigation</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopt the Break O'Day Council Future Aquatic Facility Strategy Project Methodology (January 2023) for implementation</li> <li>2. Endorse the Terms of Reference for the Aquatic Facility Investigation Working Group and seek expressions of interest to fill the positions</li> </ol>	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	<b>02/23.17.5 Live Streaming of Council Meetings</b>	<ol style="list-style-type: none"> <li>1. That Council resolve to implement Live Streaming of Council Meetings; and</li> <li>2. That the cost for the implementation for associated hardware and software be considered as part of the 2023-2024 budget deliberations.</li> </ol>		Governance Officer

## COUNCIL RESOLUTIONS - JANUARY 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
90%	16/01/2023	30/06/2023	<b>01/23.13.4 Upgrade Cricket Pitch Surface and Relocation of Cricket Practice Nets – St Helens Sports Complex</b>	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	<b>02/22.16.5.39 - Management of Freshwater Resources and Water Quality</b>	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	<b>06/22.15.3.123 - Outdoor Exercise Equipment - Scamander</b>	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	<b>11/22.16.6 Community Communications support for Off Road Vehicle Management</b>	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	<b>12/22.15.3 St Marys Theatre Group – Request for Fee Waiver</b>	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	<b>02/21.16.4.50 - Draft Policy LG55 – Use of Conferencing Technology to Attend Council Meetings and Workshops Policy</b>	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
98%	19/04/2021	30/06/2021	<b>04/21.14.3.88 - St Marys Recreation Ground Lighting</b>	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.	Manager Infrastructure and Development Services
100%	16/08/2021	14/02/2022	<b>08/21.13.4.178 - Electric Vehicle Charging Station Proposal for Fingal</b>	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	<b>09/21.16.5.208 - Intention to Make a New By-Law - Keeping of Roosters and Other Animals</b>	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
90%	15/11/2021	31/01/2022	<b>11/21.14.5.249 - Terrys Hill Road, Goshen</b>	Council pursue DPIPW to fulfil their maintenance responsibilities on Terry Hills Road and that Council approach the State Government with the view of potentially providing the State a road maintenance service paid for by the State Government.	Normal government procurement processes apply. The road was upgraded in the latter part of 2021 via open tender process.  The matter of how PWS will undertake ongoing road maintenance remains open for general discussion with the Secretary of Natural Resources and Environment Tasmania (NRET) - yet to be scheduled.	Manager Infrastructure and Development Services

## 05/23.8.0 PETITIONS

Nil

## 05/23.9.0 NOTICES OF MOTION

### 05/23.9.1 Submission from St Helens Online Access Centre – Clr Carter

#### **MOTION:**

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

That Council 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.

#### **SUBMISSION IN SUPPORT OF MOTION:**

The application intention is to provide vital support to our broader community, particularly the elderly and disadvantaged. These people need face to face contact and patient guidance.

We are all experiencing challenge when using technology and particularly so with cyber security such an issue. The whole community can benefit.

An original factor when considering the application was council providing financial support to a State funded program. Council supporting this application would not create a precedent.

Potentially volunteers from the other two OAC's could access the training support.

**05/23.10.0**

## **COUNCILLOR'S QUESTIONS ON NOTICE**

Nil

**05/23.11.0**

## **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.*

**05/23.12.0****MAYOR'S & COUNCILLOR'S COMMUNICATIONS****05/23.12.1****Mayor's Communications for Period Ending 15 May 2023**

17.04.2023	<b>St Helens</b>	– Council Meeting/Citizenship Ceremony
18.04.2023	<b>St Helens</b>	– Briefing on Future of Local Government Review Interim Report 2 Meeting
24.04.2023	<b>St Helens</b>	– ABC - Mayoral Moments
25.04.2023	<b>St Helens</b>	– ANZAC Day Service and Wreath Laying
26.04.2023	<b>Fingal</b>	– Fingal Housing Project Community Meeting
26.04.2023	<b>St Helens</b>	– TICT Tourism Ambassador Launch
27.04.2023	<b>Longford</b>	– Northern Flood Recovery Advisory Group
28.04.2023	<b>Devonport</b>	– LGAT Planning Authority and Managing Growth Professional Development
28.04.2023	<b>St Helens</b>	– Client Information Session - Local Government
01.05.2023	<b>St Helens</b>	– Council Workshop
02.05.2023	<b>St Helens</b>	– Meeting with John Tucker regarding Alternate Route to St Marys Pass
03.05.2023	<b>Launceston</b>	– Northern Tasmania Development Corporation - Regional Collaboration Forum
04.05.2023	<b>St Helens</b>	– Meeting with Mayor Cheryl Arnol - LG Review
09.05.2023	<b>St Helens</b>	– Break O'Day Gastronomy Table
08.05.2023	<b>Scottsdale</b>	– Meeting with Mayor Greg Howard and GM John Marik – LG Review
14.05.2023	<b>Mathinna</b>	– Opening of the Mathinna Church
15.05.2023	<b>St Helens</b>	– Council Meeting

**05/23.12.2****Councillor's Reports for Period Ending 15 May 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

## 05/23.13.0 BUSINESS AND CORPORATE SERVICES

### 05/23.13.1 Corporate Services Department Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Manager Business Services
FILE REFERENCE	018\018\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

#### OFFICER'S RECOMMENDATION:

That the report be received.

#### INTRODUCTION:

The purpose of this report is to provide Councillors with an update on activities of the Business and Corporate Service Department since the previous Council Meeting.

#### PREVIOUS COUNCIL CONSIDERATION:

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

#### OFFICER'S REPORT:

##### 2023/2024 Budget Estimates

Post the adoption of the Financial Management Strategy and the Rates and Charges Policy, staff are currently preparing a draft budget for next financial year. This is informed by the Long Term Financial Plan, Strategic Plan and Annual Plan which outlines our goals for service provision and capital works for our community. Balancing increases in the costs of materials, services and contractors with the equitable application of rates and charges to fund Council operations in the year ahead is challenging and work will continue on the refinement of the draft budget in the time ahead.

##### Tasmanian Audit Office (TAO) Interim Visit

TAO Auditors have now finished their interim visit and assessment of Council prior to the end of financial year. Thank you to all staff who gave their time to assist with their enquiries.

##### Investments

\$ 1,100,000 4.55% Maturing 25/01/2024  
\$ 1,500,000.00 4.34% Maturing 1/12/2023  
\$ 1,008,843.21 4.27% Maturing 10/11/2023  
\$ 1,007,022.43 4.27% Maturing 10/11/2023  
\$1,003,964.11 3.94% Maturing 19/6/2023  
\$2,008,166.58 3.84% Maturing 14/6/2023

**Rates Summary - 3 May 2023**

	<b>2022/2023</b>		<b>2021/2022</b>	
<b>Rates Brought Forward</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>
Outstanding Rate Debtors		470,736.59		390,871.07
Less Rates in Credit		-280,014.02		-227,512.36
<b>Net Rates Outstanding at 30 June</b>	<b>1.70</b>	<b>190,722.57</b>	<b>1.53</b>	<b>163,358.71</b>
Rates and Charges Levied	97.45	10,929,816.80	97.62	10,402,626.28
Interest and Penalty Charged	0.84	94,761.22	0.84	89,901.74
<b>Total Rates and Charges Demanded</b>	<b>100.00</b>	<b>11,024,578.02</b>	<b>100.00</b>	<b>10,492,528.02</b>
Less Rates and Charges Collected	86.54	9,706,040.63	86.82	9,251,718.36
Less Credit Journals and Supp Credits	0.76	85,774.84	1.73	184,596.01
Remissions and Discount	5.02	563,429.09	5.15	549,004.82
<b>Unpaid Rates and Charges 3 May</b>	<b>7.67</b>	<b>860,056.03</b>	<b>6.29</b>	<b>507,208.83</b>

<b>Remissions and Discounts</b>	<b>2022/2023</b>	<b>2021/2022</b>
Early Payment Discount	106,588.65	105,029.29
Pensioner Rebates	456,840.44	444,606.19
	<b>563,429.09</b>	<b>549,635.48</b>

<b>Number Rateable Properties</b>	6766
<b>Number Unpaid Rateable Properties</b>	2093
<b>% Properties Not fully paid</b>	<b>30.93</b>

**Right to Information (RTI) Requests**

Nil

**132 and 337 Certificates**

	<b>132</b>	<b>337</b>
<b>April 2023</b>	16	16
<b>April 2022</b>	52	16
<b>March 2023</b>	46	21

## Debtors/Creditors @ 3 May 2023

### DEBTORS INFORMATION

#### Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD 22/23	Month	YTD 21/22
74	\$ 124,556.01	694	47	773

### CREDITORS INFORMATION

#### Payments Made

Current			Previous Year	
Month	Mth Value	YTD 22/23	Month	YTD 21/22
209	\$ 603,475.15	2350	284	3626

## 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:

Nil

## VOTING REQUIREMENTS:

Simple Majority

<b>ACTION</b>	<b>INFORMATION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	Raoul Harper, Manager Business Services
<b>FILE REFERENCE</b>	018\018\001\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Financial Reports

**OFFICER'S RECOMMENDATION:**

That the following reports for the month ending 30 April 2023 be received:

1. Profit and Loss Statements
2. Balance Sheet
3. Capital Works 2022-2023

**INTRODUCTION:**

Presented to Council are the monthly financial statements.

**PREVIOUS COUNCIL CONSIDERATION:**

Council considers financial reports on a monthly basis.

**OFFICER'S REPORT:**

The financial statements as shown below show the financial position of Council as at 30 April 2023.

# Profit and Loss

Break O'Day Council

For the 10 months ended 30 April 2023

Account	Actual YTD	Budget YTD	Budget Variance % YTD	2023 Annual Budget	Notes
<b>Trading Income</b>					
Rates	10,894,228	10,840,244	0%	10,840,244	
User Fees	1,178,995	1,166,434	1%	1,399,726	
Operating Grants	994,841	629,008	58%	2,423,090	1
Interest & Investment Income	537,374	469,477	14%	563,369	2
Contributions	57,550	16,668	245%	20,000	
Other Revenue	106,299	26,668	299%	32,000	3
<b>Total Trading Income</b>	<b>13,769,287</b>	<b>13,148,499</b>	<b>5%</b>	<b>15,278,429</b>	
<b>Gross Profit</b>	<b>13,769,287</b>	<b>13,148,499</b>	<b>5%</b>	<b>15,278,429</b>	
<b>Capital Grants</b>					
Grants - Commonwealth Capital	1,315,799	2,245,785	-41%	2,994,381	
Grants - Roads to Recovery	159,536	485,250	-67%	647,000	
Grants - State Capital	176,424	416,668	-58%	500,000	
<b>Total Capital Grants</b>	<b>1,651,759</b>	<b>3,147,703</b>	<b>-48%</b>	<b>4,141,381</b>	4
<b>Other Non Operating Income</b>					
Net Gain/Loss on Disposal of Assets	14,087	100,000	-86%	120,000	5
<b>Total Other Non Operating Income</b>	<b>14,087</b>	<b>100,000</b>	<b>-86%</b>	<b>120,000</b>	
<b>Total Non Operating Revenue</b>	<b>1,665,846</b>	<b>3,247,703</b>	<b>-49%</b>	<b>4,261,381</b>	
<b>Operating Expenses</b>					
Employee Costs	4,450,369	4,764,095	-7%	5,839,111	
Materials & Services	4,751,821	5,134,825	-7%	6,128,348	
Interest Expense	160,535	226,119	-29%	271,341	6
Depreciation	3,527,161	3,265,526	8%	3,918,626	
Other Expenses	279,274	202,984	38%	246,584	7
<b>Total Operating Expenses</b>	<b>13,169,160</b>	<b>13,593,549</b>	<b>-3%</b>	<b>16,404,010</b>	
<b>Operating Net Profit</b>	<b>600,126</b>	<b>(445,050)</b>	<b>-235%</b>	<b>(1,125,581)</b>	
<b>Net Profit (Including Non Operating Revenue)</b>	<b>2,265,972</b>	<b>2,802,653</b>	<b>-19%</b>	<b>3,135,800</b>	
<b>Work in Progress</b>					
Capital Work in Progress	3,244,675	0	0%	0	
<b>Total Work in Progress</b>	<b>3,244,675</b>	<b>0</b>	<b>0%</b>	<b>0</b>	

## Notes

- Operating grants are up \$366k (58%) on budget YTD, this is primarily due to carry forward grants unspent in the prior year and increase in the Financial Assistance Grants allocation.
- Interest and investment income is up \$68k (14%) on budget YTD, primarily due to higher interest rates on investments generating higher returns.
- 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 \$1.5m (48%) 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 \$86k down on budget YTD, with some plant still to be disposed of. Some items have needed to be disposed of during the year at a loss due to damage and is somewhat offset by insurance recoveries. It is likely that the budget item was over estimated.
- Interest expense is down \$66k (29%) on budget YTD, primarily due to the timing of loan payments still to come.
- Other expenses are up \$76k (38%) on budget YTD, primarily due to election costs of \$60k.

# Profit and Loss

Break O'Day Council

For the 10 months ended 30 April 2023

Account	Apr 2023	Actual YTD	Budget YTD	2023 Annual Budget	% Annual Budget Consumed
<b>Trading Income</b>					
<b>Rates</b>					
Rates - Fire Levy	246	383,686	374,853	374,853	102%
Rates - Waste Management	(259)	1,498,395	1,487,984	1,487,984	101%
Rates - General	6,981	8,036,463	8,010,311	8,010,311	100%
Rates - Waste Collection	(203)	975,684	967,096	967,096	101%
<b>Total Rates</b>	<b>6,765</b>	<b>10,894,228</b>	<b>10,840,244</b>	<b>10,840,244</b>	<b>100%</b>
<b>User Fees</b>					
B.C.I Training Levy	1,514	55,407	37,993	45,593	122%
Building Fees (Permit Authority)	3,510	41,530	37,892	45,471	91%
Building Inspections	0	0	45,676	54,810	0%
Building Levy	757	27,705	18,999	22,797	122%
Building Surveying Fees	3,953	114,195	41,252	49,504	231%
Caravan Fees and Fines	43	67,347	58,332	70,000	96%
Cemetery Fees	1,058	17,289	21,170	25,402	68%
Commission	427	14,193	16,401	19,683	72%
Development Application Fees	6,202	124,580	98,882	118,660	105%
Dog Infringements	442	1,110	2,082	2,500	44%
Dog Registration Fees	272	11,332	42,750	51,300	22%
Donations and Other Contributions	107	60,482	50,000	60,000	101%
Engineering Fees	880	10,834	9,920	11,903	91%
Environment Fees - Other	150	3,904	5,000	6,000	65%
Equipment Hire	0	436	0	0	0%
Facilities Hire	5,344	40,450	34,379	41,253	98%
Facilities Leases	7,948	65,606	62,500	75,000	87%
Fire Abatement Charges	0	0	1,668	2,000	0%
Health Licence Fees and Fines	50	1,946	11,668	14,000	14%
Immunisations	0	1,994	832	1,000	199%
Infringements	0	1,810	8,332	10,000	18%
Permit Administration	0	0	35,139	42,165	0%
Planning - Advertising Fee	5,200	55,400	70,701	84,843	65%
Plumbing Fees	1,820	41,245	33,332	40,000	103%
Private Works	1,216	19,200	54,168	65,000	30%
Property Certificates	1,891	73,341	119,970	143,966	51%
Public Liability Cover	0	18	0	0	0%
Sales	18,271	103,532	56,360	67,833	153%
Subdivision Fees	0	0	7,180	8,617	0%
Waste Charges - User Fees	14,964	224,110	183,856	220,626	102%
<b>Total User Fees</b>	<b>76,018</b>	<b>1,178,995</b>	<b>1,166,434</b>	<b>1,399,726</b>	<b>84%</b>
<b>Operating Grants</b>					
Grants - Financial Assistance	0	786,635	587,340	2,373,090	33%
Grants - Heavy Vehicle Motor Tax	0	48,822	0	0	0%
Grants - Operational State	500	159,383	41,668	50,000	319%
<b>Total Operating Grants</b>	<b>500</b>	<b>994,841</b>	<b>629,008</b>	<b>2,423,090</b>	<b>41%</b>
<b>Interest &amp; Investment Income</b>					
Interest & Penalties on Overdue Rates	3,343	86,936	66,668	80,000	109%
Interest Income	40,181	159,438	15,309	18,369	868%
TasWater - Tax Equiv & Dividends	0	291,000	387,500	465,000	63%
<b>Total Interest &amp; Investment Income</b>	<b>43,524</b>	<b>537,374</b>	<b>469,477</b>	<b>563,369</b>	<b>95%</b>
<b>Contributions</b>					
Public Open Space	0	57,550	16,668	20,000	288%
<b>Total Contributions</b>	<b>0</b>	<b>57,550</b>	<b>16,668</b>	<b>20,000</b>	<b>288%</b>
<b>Other Revenue</b>					
Fuel Credit	0	0	25,000	30,000	0%
Insurance Recoveries	2,815	10,974	1,668	2,000	549%
Other Revenue	0	16,386	0	0	0%
Reimbursements	2,383	36,149	0	0	0%
Section 137 Unclaimed funds	0	42,791	0	0	0%
<b>Total Other Revenue</b>	<b>5,198</b>	<b>106,299</b>	<b>26,668</b>	<b>32,000</b>	<b>332%</b>
<b>Total Trading Income</b>	<b>132,004</b>	<b>13,769,287</b>	<b>13,148,499</b>	<b>15,278,429</b>	<b>90%</b>

<b>Gross Profit</b>	<b>132,004</b>	<b>13,769,287</b>	<b>13,148,499</b>	<b>15,278,429</b>	<b>90%</b>
---------------------	----------------	-------------------	-------------------	-------------------	------------

#### Capital Grants

Grants - Commonwealth Capital	30,000	1,315,799	2,245,765	2,994,381	44%
Grants - Roads to Recovery	0	159,536	485,250	647,000	25%
Grants - State Capital	0	176,424	416,668	500,000	35%
<b>Total Capital Grants</b>	<b>30,000</b>	<b>1,651,759</b>	<b>3,147,703</b>	<b>4,141,381</b>	<b>40%</b>

#### Other Non Operating Income

Net Gain/Loss on Disposal of Assets	0	14,087	100,000	120,000	12%
<b>Total Other Non Operating Income</b>	<b>0</b>	<b>14,087</b>	<b>100,000</b>	<b>120,000</b>	<b>12%</b>

<b>Total Non Operating Revenue</b>	<b>30,000</b>	<b>1,665,846</b>	<b>3,247,703</b>	<b>4,261,381</b>	<b>39%</b>
------------------------------------	---------------	------------------	------------------	------------------	------------

#### Operating Expenses

Employee Costs	378,235	4,450,369	4,764,095	5,839,111	76%
<b>Materials &amp; Services</b>					
Advertising	0	32,738	45,000	54,000	61%
Amortisation on Municipal Revaluation	2,102	21,025	20,832	25,000	84%
Bank Charges	1,335	35,782	26,832	32,200	111%
BCI Training Levy	0	54,093	37,993	45,593	119%
Building Permit Levy	1,827	28,236	18,999	22,797	124%
Catering	1,230	17,092	12,832	15,400	111%
Cleaning	3,088	165,675	209,200	251,039	66%
Community Grants & Contributions	(18,105)	68,601	152,168	182,600	38%
Consulting Services	18,464	343,965	420,516	504,618	68%
Contractor Services	98,299	1,745,796	1,812,993	2,175,591	80%
Contributions In-kind	0	0	1,213	1,457	0%
Debt Recovery Fees	91	1,846	13,332	16,000	12%
Fire Service Levy	0	286,571	279,471	372,628	77%
Fuel & Oil	17,305	212,308	328,220	393,862	54%
Gravel Material - Internal Recharge	0	109,189	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	226,119	271,341	59%
Internal Audit Fees	1,479	2,848	5,247	6,996	41%
IT Expenses	13,676	204,012	186,000	223,200	91%
Land Tax	1,193	71,195	47,343	56,813	125%
Leases	3,997	32,282	73,750	88,500	36%
Legal Expenses	5,494	55,389	54,168	85,000	85%
Licence Fees	2,266	61,424	116,066	139,278	44%
Materials	10,752	280,822	339,400	407,282	69%
Pensioner Rate Remissions	(13,133)	(1,373)	0	0	0%
Plant Hire - External	0	29,502	4,582	5,500	536%
Plant Hire - Internal Recharge	20,913	482,982	469,036	562,842	86%
Plant Hire Clearing - Recovered	(46,158)	(620,690)	(621,000)	(745,200)	83%
Postage & Freight	1,108	26,675	14,340	17,208	155%
Printing & Stationery	540	16,813	20,880	25,057	67%
Rates Remissions	0	68,509	74,234	74,234	92%
Refunds & Reimbursements	557	(6,713)	0	0	0%
Registration & MAIB - (Vehicle & Plant)	0	42,472	39,630	47,554	89%
Repairs & Maintenance	0	7,986	8,790	10,550	76%
Repairs & Maintenance - (Vehicle & Plant)	28,528	254,907	191,498	229,797	111%
Royalties and Production Licenses	779	26,218	4,168	5,000	524%
Settlement Discount - Rates Payments	652	106,374	108,103	108,103	98%
Stock Purchases for Resale	949	32,131	25,000	30,000	107%
Subscriptions/Publications/Memberships	295	136,156	134,351	161,223	84%
Supplementary Revaluations	0	14,300	23,332	28,000	51%
Telephone & Internet	3,457	34,073	40,132	48,160	71%
Travel Expenses	618	4,236	602	724	585%
Utility Costs (Gas, Electricity & Water)	14,684	209,594	219,810	263,770	79%
Venue Hire	0	2,127	1,040	1,250	170%
Waste Levy	0	4,824	0	0	0%
<b>Total Materials &amp; Services</b>	<b>178,279</b>	<b>4,912,356</b>	<b>5,360,944</b>	<b>6,399,689</b>	<b>77%</b>
<b>Depreciation</b>					
Depreciation - Bridges	37,022	370,220	385,070	462,082	80%
Depreciation - Building	37,450	379,683	360,148	432,176	88%
Depreciation - Coastal Assets	2,328	23,591	0	0	0%
Depreciation - Furniture & Fittings	10,335	106,926	115,071	138,087	77%
Depreciation - Land Improvements	4,794	48,580	171,809	206,169	24%
Depreciation - Plant & Equipment	33,952	378,501	343,677	412,411	92%

Depreciation - Recreation	14,495	148,115	0	0	0%
Depreciation - Roads	173,170	1,731,700	1,578,098	1,893,716	91%
Depreciation - Stormwater Infrastructure	31,658	316,580	311,653	373,985	85%
Depreciation - Waste Infrastructure	2,290	23,264	0	0	0%
<b>Total Depreciation</b>	<b>347,493</b>	<b>3,527,161</b>	<b>3,265,526</b>	<b>3,918,626</b>	<b>90%</b>
<b>Other Expenses</b>					
Councillor Allowances	14,486	143,234	144,652	173,584	83%
Councillor Expenses	3,658	19,262	23,332	28,000	69%
Councillor Training & Development	2,923	16,633	0	0	0%
Election Costs	0	60,786	0	0	0%
External Audit Fees	0	39,360	35,000	45,000	87%
<b>Total Other Expenses</b>	<b>21,067</b>	<b>279,274</b>	<b>202,984</b>	<b>246,584</b>	<b>113%</b>
<b>Total Operating Expenses</b>	<b>925,074</b>	<b>13,169,160</b>	<b>13,593,549</b>	<b>16,404,010</b>	<b>80%</b>
<b>Operating Net Profit</b>	<b>(793,070)</b>	<b>600,126</b>	<b>(445,050)</b>	<b>(1,125,581)</b>	<b>-53%</b>
<b>Net Profit (Including Non Operating Revenue)</b>	<b>(763,070)</b>	<b>2,265,972</b>	<b>2,802,653</b>	<b>3,135,800</b>	<b>72%</b>

#### Work in Progress

WIP Current - Contractors & Consultants	130,523	1,445,555	0	0	0%
WIP Current - Employee Oncosts	32,447	120,338	0	0	0%
WIP Current - External Plant Hire	9,840	16,075	0	0	0%
WIP Current - Internal Plant Hire	25,246	137,455	0	0	0%
WIP Current - Materials & Services	219,924	877,737	0	0	0%
WIP Current - Other	0	2,629	0	0	0%
WIP Current - Plant/Equipment Purchases	122,256	437,223	0	0	0%
WIP Current - Salary & Wages	31,953	207,661	0	0	0%
<b>Total Work in Progress</b>	<b>572,189</b>	<b>3,244,675</b>	<b>0</b>	<b>0</b>	<b>0%</b>

# Balance Sheet

Break O'Day Council  
As at 30 April 2023

Account	30 Apr 2023	30 Jun 2022
<b>Assets</b>		
<b>Current Assets</b>		
Cash & Cash Equivalents	11,646,775	11,813,436
Trade & Other Receivables	1,382,540	657,289
Inventory	259,276	325,193
<b>Total Current Assets</b>	<b>13,288,591</b>	<b>12,795,919</b>
<b>Non-current Assets</b>		
Property, Plant & Equipment	178,057,860	181,797,388
Right of Use Asset	17,734	17,734
Intangible Assets	50,352	71,377
Investment in Water Corporation	32,937,531	32,937,531
Other Investments	30,000	30,000
<b>Total Non-current Assets</b>	<b>211,093,477</b>	<b>214,854,029</b>
<b>Total Assets</b>	<b>224,382,068</b>	<b>227,649,948</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Trade & Other Payables	434,123	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	648,867	676,031
<b>Total Current Liabilities</b>	<b>2,134,135</b>	<b>4,280,710</b>
<b>Non-current Liabilities</b>		
Lease Liabilities	17,734	17,734
Interest Bearing Loans & Borrowings	5,866,821	5,866,821
Provisions	551,270	551,270
<b>Total Non-current Liabilities</b>	<b>6,435,825</b>	<b>6,435,825</b>
<b>Total Liabilities</b>	<b>8,569,961</b>	<b>10,716,536</b>
<b>Net Assets</b>	<b>215,812,107</b>	<b>216,933,412</b>
<b>Equity</b>		
Accumulated Surplus	40,028,236	41,049,730
Reserves	175,783,871	175,883,682
<b>Total Equity</b>	<b>215,812,107</b>	<b>216,933,412</b>

# Statement of Cash Flows

Break O'Day Council

For the 10 months ended 30 April 2023

Account	YTD	2022
<b>Operating Activities</b>		
Receipts from customers	1,206,204	1,352,000
Receipts from rates	9,932,920	10,203,000
Receipts from Operational Grants	996,582	4,316,000
Contributions	118,051	97,000
Interest received	246,374	118,000
Dividends received	291,000	466,000
Payments to employees	(4,589,838)	(5,354,000)
Payments to suppliers	(5,729,645)	(7,471,000)
Finance Costs	(160,535)	(303,000)
Cash receipts from other operating activities	724,448	730,000
Cash payments from other operating activities	7,555	0
<b>Net Cash Flows from Operating Activities</b>	<b>3,043,116</b>	<b>4,154,000</b>
<b>Investing Activities</b>		
Payment for property, plant and equipment	(3,536,436)	(4,737,000)
Capital Grants received	490,821	3,500,000
Proceeds from sale of property, plant and equipment	84,555	217,000
<b>Net Cash Flows from Investing Activities</b>	<b>(2,961,061)</b>	<b>(1,020,000)</b>
<b>Financing Activities</b>		
Proceeds of trust funds and deposits	(25,643)	24,000
Repayment of loans	(223,073)	(1,882,000)
Repayment of leases	0	(11,000)
<b>Net Cash Flows from Financing Activities</b>	<b>(248,716)</b>	<b>(1,869,000)</b>
<b>Net Cash Flows</b>	<b>(166,661)</b>	<b>1,265,000</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	11,813,436	10,548,436
Net change in cash for period	(166,661)	1,265,000
Cash and cash equivalents at end of period	11,646,775	11,813,436

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

Project Details	YTD	Revised 2023 Budget	Comments
<b>Plant &amp; Equipment</b>	-	-	
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
1321 Fuso Fighter	110,000	130,000	Truck with HYAB (on-board crane)
1219 Street Sweeper	-	150,000	
Mower Trailer	-	20,000	
1084 - Box Trailer	-	3,000	
1252 Box Trailer	-	3,000	
1080 Box Trailer	-	3,000	
1097 - Pavement Roller (self propelled)	-	30,000	
Mobile Porta-loo	-	4,000	Additional unit
Small Plant - VARIOUS	22,641	40,000	
<b>Total Plant &amp; Equipment</b>	<b>332,105</b>	<b>670,000</b>	
<b>Furniture &amp; IT</b>			
Additional sit down/stand up desks	-	1,500	
IT - Exchange Upgrade 2022/23	-	20,000	
Spatial Upgrade	-	10,000	
IT - SANS Server	22,260	30,000	
Air Conditioner - Council Building Incl Server Room	17,333	13,750	
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	
<b>Total Furniture &amp; IT</b>	<b>96,120</b>	<b>159,505</b>	
<b>Buildings</b>			
Marine Rescue Building - Additions	-	-	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 Manys 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	YTD	Revised 2023	
		Budget	Comments
St Marys Hall Upgrades	67	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	18,540	45,000	
<b>Small Projects</b>	<b>3,697</b>	<b>7,000</b>	<b>Bus Shelters/Small projects and improvements that cannot be considered maintenance</b>
Aerodrome Hanger	10,959	-	
Police Station & Health - 1 Annie St	16,563	-	
Police Station Acquisition	2,550	-	
History Room - Projector replacement	14,019	11,000	
Stadium repaint of floors and replace damaged equipment	95,074	-	Insurance to cover
Council Chambers additions and improvements	1,343	47,934	New Indoor/Outdoor Kitchen/Lunch Room Extension, Painting outside.
<b>Total Buildings</b>	<b>285,624</b>	<b>1,891,867</b>	
<b>Parks, Reserves &amp; Other</b>			
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	18,182	33,000	
Playground equipment replacement program - Cornwall	-	60,000	
Playground equipment replacement program	-	64,261	
Dog exercise area St Helens Improvements	2,197	10,000	
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	-	60,000	
St Marys Cemetery Master Plan - Columbarium Wall & garden	-	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	9,614	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	-	30,000	
<b>Totals Parks, Reserves &amp; Other</b>	<b>300,300</b>	<b>1,672,804</b>	
<b>Roads - Streetscapes</b>			
LRCI Round 3 - Cecilia St St Helens	76,990	320,000	Bayside section - Circassian St down, and intersection with Esplanade
Quail St Parking Bay	-	50,000	

Project Details	YTD	Revised 2023	
		Budget	Comments
Fingal Streetscape	3,409	-	
<b>Total Streetscapes</b>	<b>80,399</b>	<b>370,000</b>	
<b>Roads - Footpaths</b>			
Annual replacement of damaged footpaths	5,584	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	69,686	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	
<b>Total Footpaths</b>	<b>297,187</b>	<b>577,522</b>	
<b>Roads - Kerb &amp; Channel</b>			
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
Treloggen Drive, Binalong Bay	-	-	
St Helens Pt Rd, near Cunningham St	169	-	To be expensed
Replacements TBA	43,752	50,000	
<b>Total Kerb &amp; Channel</b>	<b>43,920</b>	<b>50,000</b>	
<b>Roads - Resheeting</b>			
1214 - Roses Tier Rd	121,091	60,000	
1215 - Roses Tier Rd	-	60,000	
Eddystone Rd	-	50,000	
Policemans Point Road	-	30,000	
St Mary's Area	60,383	100,000	
Upper Scamander Road, Scamander	55,397	70,000	
41 - Anchor Rd	-	37,000	
2258 - McKerchers Rd	4,853	8,190	
2259 - McKerchers Rd	5,702	9,623	
2260 - McKerchers Rd	1,577	2,662	
2380 - Tims Creek Rd	4,077	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	4,058	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	-	

Project Details	YTD	Revised 2023	
		Budget	Comments
Fingal Streets	12,272	6,500	
85 - Forest Lodge Rd	-	50,000	
Tyne Rd	4,992	-	
Kennel Hill Rd	1,765	-	
Evercreech Rd	1,710	-	
October Flood Event - Renewals	664,757	-	
<b>Total Resheeting</b>	<b>968,451</b>	<b>538,056</b>	
<b>Roads - Reseals</b>			
St Marys - Story Street Esk Main Road to Groom Street	-	55,084	Subject to State Growth resealing Story St
70 - St Columba Falls Rd	-	42,874	
166 - Mathinna Rd	24,013	25,901	
251 - Upper Esk Rd	-	16,096	
252 - Upper Esk Rd	-	57,245	
274 - Rossarden Rd	-	18,852	
275 - Rossarden Rd	-	27,882	
324 - Cornwall Rd	-	21,268	
341 - Posiedon St	-	15,638	
342 - Posiedon St	-	801	
343 - Perseus St	-	11,308	
352 - Lawry Heights	-	1,776	
378 - Kings Park	-	2,971	
383 - Cobrooga Dve	-	4,784	
436 - Circassian St	-	8,234	
491 - Beaulieu St	-	13,280	
492 - History Room C/P	-	6,735	
529 - Targett St	-	12,995	
530 - George St	-	18,144	
694 - St Helens Point Rd	-	10,420	
759 - Hilltop Dr	-	6,092	
768 - Highcrest Ave	-	8,806	
789 - Coffey Ct	-	9,867	
891 - Nicks Cl	-	4,186	
913 - Ansons Bay Rd (Priory Rd)	-	5,233	
1001 - Champ St Fingal	-	8,244	
1089 - Seymour St	-	4,196	
1090 - Seymour St	-	17,657	
1155 - North Ansons Bay Rd	-	79,115	
<b>Totals Reseals</b>	<b>24,013</b>	<b>515,684</b>	
<b>Roads - Construction, Digouts &amp; Other</b>			
Mathinna Road	3,552	100,000	Reduction to fund increased digouts below
St Helens Pt Rd - Parkside	1,547	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	7,460	25,000	
218 - Mathina Plains Road	-	-	Sealing - Stage 3 works. Defer to 23/24
LRCI Phase 3 Projects allocated to 22/23	-	76,000	Projects determined for 22/23 amount to be carried forward. Projects to be fully funded under the AG Local Roads & Community Infrastructure Program.

Project Details	Revised 2023		Comments
	YTD	Budget	
LRCI Phase 3 North Ansons Bay Sealing	353,040	539,000	
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	48,902	65,000	Carried Forward
<b>Totals - Roads Construction, Digouts &amp; Other</b>	<b>633,755</b>	<b>1,335,056</b>	
<b>Totals Roads &amp; Footpaths</b>	<b>2,047,725</b>	<b>3,386,318</b>	
<b>Bridges</b>			
B1605 - St Columba Falls Rd	6,693	215,571	Replace timber bridge with concrete structure to SM1600
B2293 - Cecilia St	6,881	224,000	Replace bridge with concrete structure to SM1600
B63 Gardiners Creek Road	-	47,000	renew timber deck and runners
B7027 - Mathina 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
<b>Total Bridges</b>	<b>16,538</b>	<b>560,054</b>	
<b>Stormwater</b>			
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	41,264	69,595	C/fwd project
Beaumaris Ave	-	25,000	
Freshwater St/Lade Crt Beaumaris	20,499	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	-	
<b>Total Stormwater</b>	<b>164,354</b>	<b>375,327</b>	
<b>Waste Management</b>			
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
<b>Total Waste Management</b>	<b>1,909</b>	<b>14,283</b>	
<b>Total Capital</b>	<b>3,244,675</b>	<b>8,700,158</b>	

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

**OFFICER'S RECOMMENDATION:**

That the report be received.

**INTRODUCTION:**

The purpose of this report is to provide Councillors with an update on the activities and services the delivered by the Visitor Information Centre since the previous Council Meeting.

**PREVIOUS COUNCIL CONSIDERATION:**

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

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

Staffing is normal for this time of year.

**Visitor Information Centre Report:**

VIC staff noted:

- Main tourists this month were Vic and NSW plus we had a few overseas tourists mainly from the US and UK.

**The History Room Curator Report:**

- **Ships of St Helens:** Latest local exhibition now on show in the museum until July 2023
- **Dorset Historical Society Address:** This went well with lots of interest generated between the two municipal areas. Subsequent digital images of portraits held at the St Helens History Room sent to Dorset members and a request from them regarding the Brewer diaries held here that will be digitised for them for their purposes. The Brewer Estate was the historic BOWOOD property near Bridport.
- **New Volunteer:** Wendy has decided not to continue with her volunteering duties here.
- **Foyer Display:** With school term resuming a display of school days was curated for the foyer cabinet.
- **Valley Voice:** Digital copies of historic editions being forwarded on to the editor for its readership.

- **Hard Drive Replacement:** This has been rectified on the cataloguing workstation with little loss of data. Thank you to Brad from PEAK Computers.
- **The Chinese Experience:** Intermittent problem with audio still after working beautifully so have contact Adrian Barret from 808 to see what we can do.
- **USB to Maritime Museum of Tasmania:** Historic images of fishing scenes in and around St Helens has been forwarded to the Maritime Museum of Hobart for their next newsletter.
- **Fingal Historical Society:** This group is visiting on Sunday 7<sup>th</sup> May 2023 at 1030 am and our volunteer genealogists are meeting with them to go through the museum and the family archives with them.
- **Flu Vacccs:** Staff and volunteers are taking up the offer of flu vaccinations through Council.
- **Statistics:** Numbers have dropped off significantly as is the case for this time year although numbers are comparable for previous years. Volunteers contributed 109.7 hours per month averaging out to 27.4 hours per week – very consistent.

## Statistics:

### Door Counts:

Month/Year	Visitor Numbers	Daily Average	History Room
April 2013	3,297	109.90	115
April 2014	3,344	115.31	152
April 2015	4,030	138.97	149
April 2016	2,847	94.90	100
April 2017	2,849	94.96	87
April 2018	2,958	98.60	114
April 2019	2,850	98.28	123
April 2020	NIL	NIL	NIL
April 2021	2,224	76.69	111
April 2022	2,278	78.55	99
April 2023	2,103	70.1	87

### 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

### 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:

Nil

### VOTING REQUIREMENTS:

Simple Majority

<b>ACTION</b>	<b>DECISION</b>
<b>PROPONENT</b>	Secretary to the Audit Panel
<b>OFFICER</b>	Raoul Harper, Manager Business Services
<b>FILE REFERENCE</b>	018\005\024\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Minutes of the Audit Panel Meeting 20 <sup>th</sup> of March 2023

**OFFICER'S RECOMMENDATION:**

That Council receive the minutes of the Audit Panel meeting of the 20 March 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 to be provided to Council.

Significant matters from the minutes include:

- 1) Endorsed the draft Financial Management Strategy
- 2) Endorsed the revised Rates and Charges Policy (LG40)
- 3) Endorsed the revised Conservation Covenant Support Policy (EP03)
- 4) Endorsed the revised Fraud and Corruption Control Policy and Plan
- 5) Endorsed the Whistle Blower Policy
- 6) Reviewed the MTB Asset Management Plan
- 7) Reviewed the Financial Reports for the period
- 8) Received the quarterly report on the risk register
- 9) Reviewed the Tas Audit Office – Audit Strategy noting that the following areas will be a key focus for the Audit:
  - a) Valuation of property and infrastructure assets
  - b) Management override of controls
  - c) Existence and accuracy of capital expenditure
  - d) Accuracy and valuation of depreciation expense
  - e) Risks arising from the use of information technology

Council endorsed the following at its April Ordinary meeting:

- 1) Financial Management Strategy
- 2) Rates and Charges Policy (LG40)
- 3) Conservation Covenant Support Policy (EP03)
- 4) Fraud and Corruption Control Policy and Plan
- 5) Whistle Blower Policy

#### **STRATEGIC PLAN & ANNUAL PLAN:**

Strategic Plan 2017-2027 (Amended March 2022)

#### **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 AGENDA

Monday 20 March 2023  
Council Library, St Helens

from the **mountains** to the **sea** | [www.bodc.tas.gov.au](http://www.bodc.tas.gov.au)

## CONTENTS

CONTENTS .....	2
03/23.1.0 ATTENDANCE .....	4
03/23.1.1 Present .....	4
03/23.1.2 Others in Attendance.....	4
03/23.1.3 Apologies.....	4
03/23.2.0 DECLARATION OF PECUNIARY INTERESTS / CONFLICT OF INTEREST .....	4
03/23.3.0 ADOPTION OF PREVIOUS MINUTES.....	5
03/23.4.0 BUSINESS ARISING .....	5
03/23.5.0 OUTSTANDING FROM PREVIOUS MEETING – ACTION SHEET .....	5
03/23.6.0 GOVERNANCE AND STRATEGY.....	5
03/23.6.1 Review 10 Year Financial Plan.....	5
03/23.6.2 Review Financial Management Strategy – Sustainability .....	5
03/23.6.3 Review Preliminary Budget Parameters and Assumptions .....	6
03/23.6.4 Review of Policy LG40 - Rates and Charges .....	6
03/23.6.4 Review of Policy EP03 – Conservation Covenant Support Policy .....	6
03/23.6.5 Review Fraud and Corruption Control Policy and Plan.....	6
03/23.6.6 Review Whistle Blower Policy.....	7
03/23.6.7 Review MTB Asset Management Plan .....	9
03/23.7.0 FINANCIAL AND MANAGEMENT REPORTING .....	10
03/23.7.1 Financial Reports.....	10
03/23.7.2 Review any Special Reports .....	11
03/23.8.0 INTERNAL AUDIT .....	11
03/23.8.1 Internal Audit Reports.....	11
03/23.8.2 Review Managements Implementation of Audit Recommendations .....	11
03/23.8.3 Review the Adequacy of Internal Audit Resources for Consideration in Councils Annual budget and Review Performance of Internal Auditors .....	11
03/23.9.0 EXTERNAL AUDIT.....	11
03/23.9.1 External Audit Reports.....	11
03/23.9.2 Consider any performance audit reports that will be undertaken by the Tas Audit Office and Address Implications for the Council .....	12
03/23.10 RISK MANAGEMENT AND COMPLIANCE.....	12
03/23.10.1 Receive Material Risk Management Reports – Risk Profile, Risk Management and Treatment and Periodical/Rotational Risk Review .....	12
03/23.10.2 Review the Procedure for Councils compliance with relevant Laws, Legislation and Councils Policies .....	12
03/23.10.3 Review Internal, Anti-Fraud and Anti-Corruption Management Controls .....	12

03/23.10.4	Review Processes to Manage Insurable Risks and Existing Insurance Cover .....	12
03/23.10.5	Review Delegation Processes and Exercise of these .....	12
03/23.10.6	Review Tendering Arrangements and Advise Council – Policy No LG07 .....	13
03/23.10.7	Monitor any Major Claims or Lawsuits by or against the Council and Complaints against the Council.....	13
03/23.10.8	Oversee the Investigation of any Instances of Suspected Cases of Fraud or other Illegal and Unethical Behaviour .....	13
03/23.11.0	OTHER BUSINESS.....	13
03/23.11.1	Review Issues Relating to National Competition Policy .....	13
03/23.12.0	MEETING CLOSE / NEXT MEETING DATE .....	13

**03/23.1.0 ATTENDANCE**

**03/23.1.1 Present**

Mr A Gray (Chair)  
Clr B LeFevre

**03/23.1.2 Others in Attendance**

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

**03/23.1.3 Apologies**

Nil

**03/23.2.0 DECLARATION OF PECUNIARY INTERESTS / CONFLICT OF INTEREST**

Nil

### **03/23.3.0 ADOPTION OF PREVIOUS MINUTES**

Minutes of December 2022 Audit Panel meeting received by Council minute number 12/22.13.4.

The Audit Panel noted the adoption of the previous minutes by Council.

### **03/23.4.0 BUSINESS ARISING**

No business arising from the previous minutes.

### **03/23.5.0 OUTSTANDING FROM PREVIOUS MEETING – ACTION SHEET**

- 1) Mountain Bike Asset Management Plan – draft now collated and presented in this agenda.
- 2) Audit Panel meetings now aligned with Council meeting dates
- 3) Review of policies in order of priority continuing.
- 4) Draft Fraud and Corruption Control Policy and control plan included in this agenda
- 5) Draft Whistle Blower Policy included in this agenda.
- 6) Draft MTB Asset Management Plan included in this agenda.

The Audit Panel noted the previous action sheet and that the agenda included many of the items above for consideration.

### **03/23.6.0 GOVERNANCE AND STRATEGY**

#### **03/23.6.1 Review 10 Year Financial Plan**

The 10 year financial plan is currently under development in conjunction with the Long Term Financial Plan. The revised Financial Management Strategy, listed for discussion at this meeting, will inform these important documents.

The Audit Panel noted the update.

#### **03/23.6.2 Review Financial Management Strategy – Sustainability**

The Audit Panel endorsed the draft Financial Management Strategy for Council adoption.

**03/23.6.3            Review Preliminary Budget Parameters and Assumptions**

The Audit Panel noted the update provided.

**03/23.6.4            Review of Policy LG40 - Rates and Charges**

The Audit Panel endorsed the Policy review for Council adoption.

**03/23.6.4    Review of Policy EP03 – Conservation Covenant Support Policy**

The Audit Panel endorsed the Policy for Council adoption.

**03/23.6.5            Review Fraud and Corruption Control Policy and Plan**

The Audit Panel endorsed the Policy for Council adoption.

The Tasmanian Audit Office and external auditor Synectic have recommended Council develop and implement a specific Whistle Blower Policy to clearly articulate to whom a disclosure should be made based on the officer or public body the disclosure or complaint relates to in accordance with the requirements of the Local Government Act and the Public Interest Disclosures Act 2002.

**PREVIOUS COUNCIL CONSIDERATION:**

Nil. Council does not had a specific Whistle Blower Policy at this time.

**OFFICER'S REPORT:**

Council does not have a standalone Whistle-blower Policy. The *Public Interest Disclosures Act 2002* is Tasmania's whistleblowing legislation, the purpose is to:

- Encourage and facilitate disclosures of improper conduct by Tasmanian public officers and bodies
- Protect person making those disclosures and others from reprisals
- Provide for the matters disclosed to be properly investigated and dealt with
- Provide all parties involved in those disclosures with natural justice

Whistle-blower protections extend beyond fraud and corruption to provide protections to whistle-blowers when making disclosures or complaints about serious or significant improper conduct by a public officer. The provision of a stand-alone policy is supported by the Tasmanian Audit Office and is recommended for implementation. The draft Policy is now presented for Audit Panel consideration.

**STRATEGIC PLAN & ANNUAL PLAN:**

Annual Plan 2022/2023 – Financial Management: Audit Panel meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel.

**LEGISLATION & POLICIES:**

Local Government Act 1993.  
Public Interest Disclosures Act 2002  
Integrity Commission Act 2009

**BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

Not applicable.

**VOTING REQUIREMENTS:**

Simple Majority.

The Audit Panel discussed the policy and recommended the flow chart be removed given it is more an operational matter not required in the policy itself.  
The Audit Panel endorsed the Policy for Council adoption.

<b>ACTION</b>	<b>DECISION</b>
<b>PROPONENT</b>	Manager Business Services
<b>OFFICER</b>	Raoul Harper
<b>FILE REFERENCE</b>	
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	MTB Asset Management Plan

**OFFICER'S RECOMMENDATION:**

That the Audit Panel endorse the MTB Asset Management Plan.

**INTRODUCTION:**

This Asset Management Plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and the required funding to provide the appropriate levels of service over the planning period.

The Asset Management Plan is to be read in conjunction and with reference to the Break O' Day Council Asset Management Policy, Asset Management Strategy and the Long Term Financial Plan.

**PREVIOUS COUNCIL CONSIDERATION:**

Nil

**OFFICER'S REPORT:**

The MTB Asset Management Plan presented is a well-considered and accurate document that clearly describes the assets and references current levels of service, future demand, lifecycle management planning, financial summary and asset management practices to be employed.

The Plan provides a reliable basis to inform budget allocations for maintenance and renewal over the life of the plan.

It should be noted that the plan does not include any specific allocations for new trail development at this time. Asset management planning is an ongoing process and any commitment by Council for new trail development is a separate process that if approved would necessitate a revision to the plan as presented.

The MTB Asset Management Plan is an operational document.

#### STRATEGIC PLAN & ANNUAL PLAN:

Annual Plan 2022/2023 – Financial Management: Audit Panel meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel.

Break O’Day Council Strategic Plan 2017 - 2027

Break O’Day Council Annual Plan 2022 – 2023

Break O’Day Council Strategic Asset Management Plan 2020-2029

Break O’Day Council Long Term Financial Plan

#### LEGISLATION & POLICIES:

Local Government Act 1993

#### BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable

#### VOTING REQUIREMENTS:

Simple Majority

The Audit Panel endorsed the MTB Asset Management Plan.

#### INTRODUCTION:

### 03/23.7.0 FINANCIAL AND MANAGEMENT REPORTING

#### 03/23.7.1 Financial Reports

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 28 February 2023 be reviewed:

1. Balance Sheet
2. Cash Flow
3. Profit and Loss Statement Summary and Detailed
4. Capital Works 2022-2023

## **INTRODUCTION:**

The Audit Panel review the financial statements.

## **OFFICER'S REPORT:**

The financial statements as at 28 February 2023 are provided for Audit Panel review and assessment.

Please note that Council approved a revised Capital Works program and budget at its February meeting.

The Audit Panel reviewed the following:

5. Balance Sheet
6. Cash Flow
7. Profit and Loss Statement Summary and Detailed
8. Capital Works 2022-2023

### **03/23.7.2      Review any Special Reports**

Nil.

### **03/23.8.0      INTERNAL AUDIT**

#### **03/23.8.1      Internal Audit Reports**

NIL

#### **03/23.8.2      Review Managements Implementation of Audit Recommendations**

The Audit Panel reviewed the TAO Memorandum of Audit Findings and noted progress on previously reported audit findings.

Excessive Leave balances continue to be addressed and will require ongoing management to reduce.

#### **03/23.8.3      Review the Adequacy of Internal Audit Resources for Consideration in Councils Annual budget and Review Performance of Internal Auditors**

Verbal update to the Audit Panel meeting.

### **03/23.9.0      EXTERNAL AUDIT**

#### **03/23.9.1      External Audit Reports**

---

| 03/23.7.2

Review any Special Reports

**11**

NIL

**03/23.9.2 Consider any performance audit reports that will be undertaken by the Tas Audit Office and Address Implications for the Council**

Simone Lee and David Bond from the Tas Audit Office presented the TAO Audit Strategy for the upcoming audit to the Audit Panel.

Key items for the audit include:

Valuation of property and infrastructure assets  
Management override of controls  
Existence and accuracy of capital expenditure  
Accuracy and valuation of depreciation expense  
Risks arising from the use of information technology

The Panel Chair thanked the Audit Office staff for their attendance.

**03/23.10 RISK MANAGEMENT AND COMPLIANCE**

**03/23.10.1 Receive Material Risk Management Reports – Risk Profile, Risk Management and Treatment and Periodical/Rotational Risk Review**

The Audit Panel received the risk register review and associated reports.

**03/23.10.2 Review the Procedure for Councils compliance with relevant Laws, Legislation and Councils Policies**

The Audit Panel noted the verbal report.

**03/23.10.3 Review Internal, Anti-Fraud and Anti-Corruption Management Controls**

The Audit Panel noted that the Fraud and Corruption Policy and Control Plan inclusive of Whistle Blower Policy had been endorsed.

**03/23.10.4 Review Processes to Manage Insurable Risks and Existing Insurance Cover**

The Audit Panel noted the verbal report.

**03/23.10.5 Review Delegation Processes and Exercise of these**

The Audit Panel noted the verbal report.

---

| 03/23.9.2 Consider any performance audit reports that will be undertaken by the Tas Audit Office and Address Implications for the Council

12

**03/23.10.6          Review Tendering Arrangements and Advise Council – Policy No LG07**

The Audit Panel noted the review of the existing policy and advise that the policy remains fit for purpose.

**03/23.10.7 Monitor any Major Claims or Lawsuits by or against the Council and Complaints against the Council**

Nil.

**03/23.10.8          Oversee the Investigation of any Instances of Suspected Cases of Fraud or other Illegal and Unethical Behaviour**

Nil.

**03/23.11.0          OTHER BUSINESS**

**03/23.11.1          Review Issues Relating to National Competition Policy**

No issues to report.

**03/23.12.0          MEETING CLOSE / NEXT MEETING DATE**

The next meeting of the Audit Panel is the 5 June 2023

## 05/23.14.0 WORKS AND INFRASTRUCTURE

### 05/23.14.1 Works and Infrastructure Report

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

#### OFFICER'S RECOMMENDATION:

That the report be received by Council.

#### INTRODUCTION:

This report provides summary detail relating to Asset Maintenance, Weed Control, Waste Management, Capital Project updates and other general activity for the reporting period April 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"><li>Preventative Maintenance Inspections (PMI) of Council owned buildings and playgrounds.</li></ul>
Town & Parks	<ul style="list-style-type: none"><li>Mowing/ground maintenance.</li><li>Garden/tree maintenance and weeding.</li><li>Footpath maintenance and repairs.</li><li>Boat Ramp – monthly inspections and cleaning undertaken.</li><li>Level 1 footpath inspections completed.</li><li>Routine playground inspections completed and ongoing.</li></ul>
Roads	<ul style="list-style-type: none"><li>Sealed road patching – all areas.</li><li>Stormwater system pit cleaning and pipe unblocking.</li><li>Flood damage.</li><li>Kerb cleaning/sweeping where required.</li><li>Maintenance grading on Eddystone Point Rd, Mathinna Plains Rd, Upper Scamander Rd</li></ul>
MTB	<ul style="list-style-type: none"><li>Routine track maintenance.</li></ul>

Weed Management – Targeted weeds for April 2023	
Akaroa	<ul style="list-style-type: none"> <li>• Thistles</li> </ul>
Binalong Bay	<ul style="list-style-type: none"> <li>• Blackberry, thistles, bridal creeper, Kniphofia uvaria, multiple weed varieties</li> </ul>
St Helens	<ul style="list-style-type: none"> <li>• Broadleaf, thistles, blackberry, multiple weed varieties</li> </ul>
St Marys	<ul style="list-style-type: none"> <li>• Broadleaf, multiple weed varieties</li> </ul>
Stieglitz	<ul style="list-style-type: none"> <li>• Thistles, Spanish Heath, Fleabane, mullein</li> </ul>
Weldborough	<ul style="list-style-type: none"> <li>• Holly</li> </ul>
	<p>Holly (<i>Ilex aquifolium</i>) is a <b>declared weed</b> under the Tasmanian <i>Weed Management Act 1999</i>. Native to northern Africa, western and southern Europe and western Asia, the importation, sale and distribution of Holly is prohibited in Tasmania. Birds and other animals disperse the seed into bushland while people also spread the seed primarily in dumped garden waste. Plants may spread laterally by suckering and layering to form dense thickets, replacing native plants and shrubs. For information or help in identifying holly, contact Biosecurity Tasmania on 03 6165 3777.</p>

## Waste Management – General Information

General Waste to Copping Landfill													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	Total
2022/23 (T)	194	243	226	206	250	262	388	197	267	TBA			2,233
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	TBA			584
2021/22 (T)	48	53	52	53	52	70	73	60	53	60	55	68	687

## CAPITAL WORKS

Activity	Update
Bridge 1605 replacement – St Columba Falls Road	Replacement confirmed May/June 2023.
Bridge 2293 replacement – Cecilia Street, St Helens	Deferred to 2023/2024.
Bridge 7010 - Rattrays Road	Timber deck replacement scheduled May 2023. Timber components being prepared for installation.
Bridge 63 - Gardiners Creek Road	Timber deck replacement scheduled May/June 2023. Timber components being prepared for installation.
Road resealing program 2022/2023	Work in progress.
Unsealed road resheeting program 2022/2023	Work in progress. Sheeting larapuna/Eddystone Point Rd to be followed by Policemans Point Rd.
Young Street Footpath	Work in progress, minor delay due to availability of asphaltting contractor to seal final section of path.
Mt Paris Dam Road – William Street urban area sealing	Pavement upgrade completed. Contractor undertaking sealing in May 2023.
North Ansons Road	Stage 1 sealing completed 1.8km. Stage 2 to pavement upgrade completed, sealing to occur late Spring.
Cecilia Streetscape project	Construction works in progress.
St Helens Point Road	Segment 1 at Parkside and Segment 2 at Stieglitz have been resealed. Line marking – waiting on contractor.
Freshwater Court, Beaumaris - drainage work	Stage 1 completed, Stage 2 pending contractor availability.
St Marys Cemetery Masterplan	New columbarium and remembrance wall – construction scheduled from mid May to end June 2023. Garden planting will occur early Spring 2023.
Cornwall Soldiers Memorial Park	Stormwater and footpath renewal construction scheduled May/June 2023.

## FLOOD DAMAGED ROADS EX OCTOBER 2022 RAINFALL EVENTS

### Completed works:

- O'Connors Beach Pathway
- Banticks Creek Road
- St Columba Falls Road – landslips 1 and 2
- Tim's Creek Road
- Tyne Road
- Davis Gully Road – landslip
- Irishtown Road
- Germantown Road
- Gardiners Creek Road
- Dublinton Road
- Lohreys Road
- Forest Lodge Road
- Powers Road
- Kohls Road

### Scheduled works:

- Mt Elephant Road landslip
- Re-decking Rattrays Road Bridge Pyengana
- Forest Lodge Road landslip
- St Marys roads - grading and resheeting

## 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:

Nil

## VOTING REQUIREMENTS:

Simple Majority

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

**OFFICER'S RECOMMENDATION:**

That the report be received by Council.

**INTRODUCTION:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

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

**OFFICER'S REPORT:**

Dog control – activity summary

Dog Control - Activity Summary: 6th April to 5th May, 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, Evercreech	Beaumaris	Scamander	Seymour, Denison	Parnella, Stieglitz, Akarora	Goshen, Pyengana, Weldborough	St Helens	St Marys			
Dog - Attack on a person (Serious)															0	2	
Dog - Attack on another animal (Serious)															0	5	
Dog - Attack/Harassment - on another animal (Minor)															0	0	
Dog - Attack/Harassment on a person (Minor)															0	3	
Dog - Declared Dangerous															0	4	
Dog - Dangerous Dogs Euthanised															0	3	
Dog - Barking									1				1		2	41	
Dog - Chasing a person															0	1	
Dog - Impounded		1													1	11	
Dog - in Prohibited Area															0	0	
Dog - Lost Dogs Reported															0	3	
Dog - Rehomed/kennel for rehoming															0	0	
Dog - Wandering/at large		1									1		1		3	37	
Verbal Warnings given to dog owners		1						1					1		3	37	
Notice Issued - Unregistered Dog									2						2	32	
Notice Issued - Bark Abatement Notice															0	0	
Notice Issued - Caution Notice									1						1	11	
Notice Issued - Infringement Notice															0	12	
Infringement Notice - Disputes															0	0	
Infringement Notice - Time Extension Request															0	0	
Infringement Notice - Revoked													2		2	6	
Written Letter - Various matters to Dog owners.		2								1			3	1	7	37	
Patrols - Township/Urban Areas													3	1	4	95	
Patrols - Beaches/Foreshore		2		1	1		3	3	1	2		3			16	123	
Unregistered Dog - Notice to Register															0	0	
Kennel Licence - No licence held															0	3	
Kennel Licence - Issued															0	1	
Other - Cat complaints												1			1	2	
Other - Livestock															0	0	
Other - Poultry															0	3	
Other - Animal Welfare, RSPCA intervention															0	11	
<b>TOTAL</b>		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>14</b>	<b>2</b>	<b>42</b>	<b>484</b>	

Dogs Registered 2022-2023 YTD	1,497
Pending Dog Registrations 2022-2023	4

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:**

Nil

## **VOTING REQUIREMENTS:**

Simple Majority

## 05/23.15.0 COMMUNITY DEVELOPMENT

### 05/23.15.1 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:

<b>Council Community Grants/Sponsorship</b>	<b>2022-23</b>
<b>Community Services</b>	
Community Grants	30,000
Youth Services	8,000
Misc Donations & Events	7,500
School Prizes	1,000
<b>Community Event Funding</b>	
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
<b>Council Sponsorship</b>	
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 at this time.

### **Scamander Township Plan – Bridge Esplanade, Scamander not The Esplanade, Scamander**

I take this opportunity to apologise to the two residents of Scamander who raised the issue of an incorrect name eg. The Esplanade, Scamander. I had it listed in the Scamander Township Plan as The Esplanade and believed that this information had come from The List. Once this matter was brought to my attention I undertook several checks and found that I had named it up incorrectly – please accept this as an apology.

## 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.

### MAY 2023

- 4 – Flu Clinic – Bendigo Bank Community Stadium
- 4 – Sexual Harassment at Work Community Education – Child and Family Learning Centre
- 5 – Mentors in Violence Prevention – Child and Family Learning Centre
- 6 – Parkrun Launch – O’Connors Beach
- 7 - Youth Week Event – Scooter Jam - St Marys Community Space
- 13 – East Coast Swans Football Club Pyengana Game – Pyengana Recreation Ground
- 13 – Break O’Day Regional Arts – Film Night – St Marys Hall
- 28 – Diabetes Tasmania – Portland Hall

### 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

## Learner Driver Mentor Program

Great news the Auto car will be heading to Fingal once a week on a Wednesday, starting the month of May. The Fingal Valley Neighbourhood house has come on board and is offering one of their staff to be a mentor and to service the valley area. This is a massive win for the program and our learners in more remote areas. Another mentor is also in the process of coming on board.

On Road Hours: 13.5

Learners in the car: 2

Learners on the waiting list: 7

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

## **Community Wellbeing Project**

To meet our negotiated obligations with the Tasmanian Community Fund and to be assured of a grant extension we must host two rounds of an 8-week Wellbeing Certificate with at least 10 people in each round by end of August 2023. Training modules are being finalised and a round in St Helens and in Fingal is anticipated.

A website to support the program has been created. The website has been optimised for mobile phones. Feedback from those with involvement in the project is being sought, as well as permission from The Wellbeing Lab.

The intent with the website is to continue to showcase local projects and activities, to create and seek local content to enrich the content from the program, and to create hard copy versions of the content for sharing with those who do not use a smart phone or have access to the internet.

## **Youth Report**

Scooter Jam preparations have been finalised and this year's event has been a collaborative effort with the Youth Collective of North east Coast Tasmania (YCNECT) and Scooter Stop.

Council will be reviewing and rewriting a Youth Strategy with young people in our community. This will take time and first steps are to be involved in the other youth activities mentioned to develop strong relationships with those working in the youth space. An authentic and meaningful way to capture youth voice is part of the planning.

## **Health and Wellbeing**

Council has received a \$20,000 Healthy Tasmania Grant from the Tasmanian Government for Health and Wellbeing planning work. This is a supported process facilitated by the Local Government Association of Tasmania. Council will use these funds to co-design a plan for the former Hub 4 Health facility focussed on preventative health programs and outreach.

Following on from our Social Services Network meeting on 27 March, Council produced an autumn e-news for health and social service providers and advocates in our community, which currently goes out to 75 recipients. Next meeting is due 19 June with the winter e-news to follow.

Volunteer Community groups continue to seek promotion on Council's website using the Volunteer Opportunity Postcard concept. We have 13 cards on our website with more pending. Council are planning a National Volunteer Week (14 – 21 May) social media campaign to showcase the postcards and promote volunteerism.

## **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.

## **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:**

Nil

## **VOTING REQUIREMENTS:**

Simple Majority

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

**OFFICER’S RECOMMENDATION:**

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.

**INTRODUCTION:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

First Mathinna Council Township Plan was adopted in March 2019.

**OFFICER’S REPORT:**

An email was forwarded to the Mathinna community members asking that they provide feedback on the draft Mathinna Township Plan by Thursday 13<sup>th</sup> April 2023.

“Please find attached a draft Mathinna Township Plan which has been developed from the community conversation that was held at Mathinna. This plan was resubmitted to Council with some minor amendments hence the reason you are receiving same again.

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 Cornwall 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, 13 April, 2023 - it would be appreciated”

No comments were received from members of the Mathinna 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 Mathinna 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



# Mathinna Township Plan

2022 - 2025



Version 1 – October 2022

from the **mountains** to the **sea** | [www.bodc.tas.gov.au](http://www.bodc.tas.gov.au)



## Introduction

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

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

The first Township Plan was developed in March, 2019.

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

To develop this plan we consulted the Mathinna 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 Mathinna 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:

- Stormwater infrastructure upgraded in High Street, Mathinna
- Community infrastructure – completion of walking track around existing recreation area
- Footpath upgrade and installation of street furniture – High Street

## Mathinna – 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 Mathinna Community most values their peaceful, simple lifestyle that has strong connections to the natural environment and the community.*



**Community Legacy:** *The community of Mathinna would like to see improvements to road access to the township.*

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

Themes include:

- Maintenance issues regarding drainage and roads
- Infrastructure to support community needs; and
- Working with the community to explore what events could be held within the township of Mathinna.

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 Mathinna Township Plan will focus on:

- **Community infrastructure upgrades and maintenance; and**
- **Supporting tourism**

## Action List

Action	Who
<b>1. Supporting Tourism</b>	
1.1. Work with the community in assisting them to look at how they can run a local market in their community	<b>Council/Community</b>
1.2. Work with community to ensure that they have a voice on the Fingal Valley Destination Action Group so that signage and any other tourism issues are considered as part of any further projects throughout the Fingal Valley	<b>Council/Community</b>
<b>2. Community infrastructure</b>	
2.1. Renew street furniture	<b>Council/Community</b>
2.2. Work with young people in the community to identify recreational infrastructure	<b>Council/Community</b>
2.3. Revamp community pool	<b>Community</b>
2.4. Revamp bus shelter/picnic shed	<b>Council/Community</b>

## 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 Mathinna Township Email Database. (If you would like to join this database, please email, [admin@bodc.tas.gov.au](mailto:admin@bodc.tas.gov.au).)

Any feedback on these plans can be sent to [admin@bodc.tas.gov.au](mailto:admin@bodc.tas.gov.au)

The Mathinna 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, 13<sup>th</sup> April, 2022 we held a “drop in session” at Mathinna where Council officers met with community members seeking their feedback on the following issues:

- Infrastructure; and
- Other issues

Five 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 – 10 of these were from Mathinna.

**Council heard from a total of 15 Mathinna residents.**

According to the 2021 Census, Mathinna has a population of 123.

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 Mathinna are:

**Community Vision:** *The Mathinna Community most values their peaceful, simple lifestyle that has strong connections to the natural environment and the community.*

**Community Legacy:** *The community of Mathinna would like to see general improvements to the town's infrastructure that would also foster better tourism.*

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"> <li>• Special waste collection – hard waste</li> <li>• Refuse dump at Mathinna</li> </ul>	<p>Review and discuss with Council</p> <p>Illegal dumping at Mathinna is a significant matter. Tasmanian EPA/Council to raise with affected land owner.</p>
<ul style="list-style-type: none"> <li>• Jubilee trees – Recreation Ground – maybe not so mature with tree guards and stakes as wind is an issue – deciduous trees are best</li> <li>• Trees for shelter</li> </ul>	<p>Comments noted</p>
<ul style="list-style-type: none"> <li>• Signage – 3 days camping inside BBQ shed – but still must be daily use allowed if people are camping in same</li> </ul>	<p>Council is currently working on a By-Law which will address this issue</p>
<ul style="list-style-type: none"> <li>• Grass mowing top end of Mathinna</li> <li>• Roadside mowing and shoulders as well</li> </ul>	<p>Council to review its Green Zone mowing regime and we talk to Council re strategies to encourage community participation</p>
<ul style="list-style-type: none"> <li>• Drainage issues – 38 High Street – flooding occurs along High Street on the Recreation Ground side</li> </ul>	<p>Monitor in high rain events</p>
<ul style="list-style-type: none"> <li>• Bridge – Bent Street – needs replacing</li> </ul>	<p>Complete - Bent Street bridge works completed in June 2022.</p>
<ul style="list-style-type: none"> <li>• Mangana street – comes out behind the Church needs some repair work – can it be sealed</li> </ul>	<p>Maintenance work already completed</p>
<ul style="list-style-type: none"> <li>• Extend footpath in High Street to the old school</li> </ul>	<p>Noted for future external grant funding projects</p>
<ul style="list-style-type: none"> <li>• Where pipes have crossed the road – it is still gravel – are they going to be sealed</li> </ul>	<p>Maintenance work already completed</p>
<ul style="list-style-type: none"> <li>• Fix bridge in Butler Street and seal</li> </ul>	<p>We are looking at alternative culvert options for the Butler Street bridge – sealing of Butler Street is not warranted from a usage and cost perspective.</p>

## Activities Outside Township Plan Scope

Comment	Action
<ul style="list-style-type: none"> <li>Caravan dump site</li> </ul>	No infrastructure to support - and a considerable operational cost to maintain
<ul style="list-style-type: none"> <li>Upper Esk – 5 Bridges – have a look at it – in flood plain – rocks are an issue</li> </ul>	Bridges were inspected in June, 2022 – no concerns were identified
<ul style="list-style-type: none"> <li>Improve Roses Tier Road and Mathinna Plains Road – they are in poor condition</li> <li>Seal all gravel roads</li> </ul>	<p>Mathinna Plains Road has been sealed in two sections with a third section to be sealed programmed. Sealing of Roses Tier Road given forestry activity is not a viable option for the Council.</p> <p>Unsealed roads with requests for sealing are assessed on a case by case basis and decisions made by Council accordingly.</p>

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

**OFFICER’S RECOMMENDATION:**

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.

**INTRODUCTION:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

First Cornwall Council Township Plan was adopted in March 2019

**OFFICER’S REPORT:**

An email was forwarded to Cornwall community members asking that they provide feedback on the draft Cornwall Township Plan by Thursday 13 April 2023.

“Please find attached a draft Cornwall Township Plan which has been developed from the community conversation that was held at Cornwall. This plan was resubmitted to Council with some minor amendments hence the reason you are receiving same again.

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 Cornwall 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, 13 April, 2023 - it would be appreciated”

No comments were received from members of the Cornwall 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 Cornwall 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

# Cornwall Township Plan

## 2022 - 2025



Version 1 – October 2022

Photo courtesy of Garry Richardson



## Introduction

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

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

The first Township Plans were developed in March, 2019.

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

To develop this plan we consulted the Cornwall 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 Cornwall 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, tourism and weed maintenance

Some notable achievements from the previous plan include:

- Redesign of swale drain – Alexander Street – completed
- Sealing of Lennox and Campbell Streets - completed
- Council assisted with the erection of signage at Soldiers Walk Park.

## Cornwall – 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 Cornwall Community most values their peaceful and quiet family lifestyle that is free of development.*



**Community Legacy:** *The community of Cornwall would like to see general improvements to the town's infrastructure that would also foster better tourism.*

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

Themes include:

- Maintenance issues regarding drainage and roads
- Connecting members of the community to services; and
- Working with the community to explore what events could be held within the township of Cornwall.

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 Cornwall Township Plan will focus on:

- **Emergency event preparedness of the community**
- **Community infrastructure upgrades and maintenance; and**
- **Supporting tourism**

## Action List

Action	Who
<b>1. Emergency Event Preparedness</b>	
1.1. Work with landowners adjoining the township to ensure that fire breaks are appropriate and maintained	<b>Council/TFS/ Landowners/</b>
1.2. Ensure community members have the opportunity to engage with TFS through community briefings which will provide community with ways to protect their properties	
<b>2. Community infrastructure</b>	
2.1. Soldiers Walk – continue work in defining walking track and attend to drainage issues	<b>Council/ Community</b>
2.2. Cornwall Community Hall – review drainage in front of hall	<b>Council</b>
2.3. Develop scope works to undertake reseal and deformation corrections of Alexander Street – external funding will be required – listed in 4 year capital plan	<b>Council</b>
2.4. Tennis Court upgrade – work with community to see what the use of the facility currently is and seek input from all community if tennis court will required	<b>Council/ Community</b>
<b>3. Supporting Tourism</b>	
3.1. Work with the community to look at what activities and events can be held at Cornwall to encourage people to visit their town	<b>Council/Community</b>

## 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 Cornwall Township Email Database. (If you would like to join this database, please email, [admin@bodc.tas.gov.au](mailto:admin@bodc.tas.gov.au).)

Any feedback on these plans can be sent to [admin@bodc.tas.gov.au](mailto:admin@bodc.tas.gov.au)

The Cornwall 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 6 April, 2022, Council held a “drop in session” at Cornwall where Council officers met with community members seeking their feedback on the following issues:

- Infrastructure; and
- Other issues

Four 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 – 8 of these were from Cornwall.

### Council heard from a total of 12 Cornwall residents.

According to the 2021 Census, Cornwall has a population of 82 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 Cornwall are:

**Community Vision:** *The Cornwall Community most values their peaceful and quiet family lifestyle that is free of development.*

**Community Legacy:** *The community of Cornwall would like to see general improvements to the town’s infrastructure that would also foster better tourism.*

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

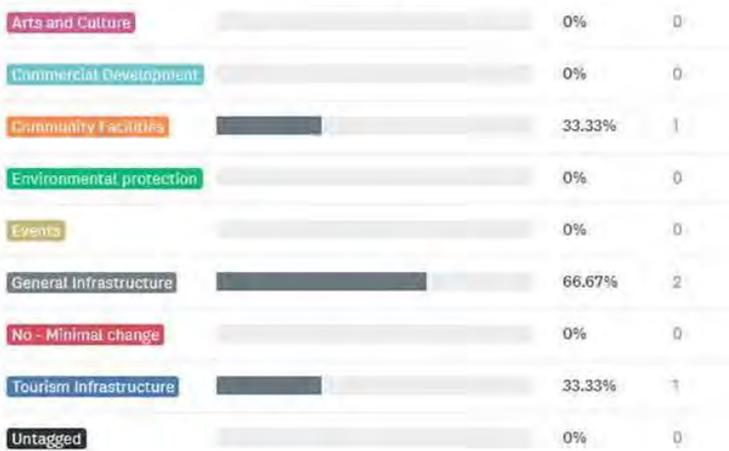
### Grouped answers to Question 5.

**What do you most love about your community?**



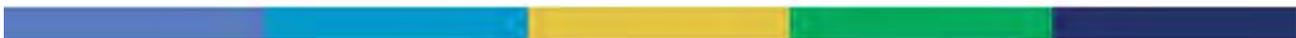
**Grouped answers from Question 7.**

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



*“More tourists coming through. All roads paved and well kept. Neat and tidy surrounds. Maybe a bit more of a touristy thing near the waterfall.”* 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"> <li>Repair walking track around Soldiers Walk and Kerb &amp; Guttering – need to look at drainage around the town – top side of the Soldiers Walk Park</li> <li>Plant out Soldiers Walk – ground covers</li> </ul>	Item listed in 2022-2023 capital budget
<ul style="list-style-type: none"> <li>Re- look at pipe work undertaken outside 69 Alexander Street – as now causing flooding to property</li> </ul>	Monitor. Unable to validate at this point in time.
<ul style="list-style-type: none"> <li>Drain work undertaken in Edward Street, Cornwall – now does not allow home owner to mow his nature strip</li> </ul>	Will review
<ul style="list-style-type: none"> <li>Compliance issue – top side of 11 Alexander Street – water flow onto neighbouring block</li> </ul>	EHO and Building Services – Compliance issue - active matter
<ul style="list-style-type: none"> <li>Value networking Council and Neighbourhood Houses</li> </ul>	Council staff work closely with both St Helens and Fingal Valley Neighbourhood Houses and share information from both houses on Council's social media page
<ul style="list-style-type: none"> <li>Keeping the grass and gardens tidy</li> </ul>	Review the maintenance schedules – Nature strips and council gardens

### Activities Outside Township Plan Scope

Comment	Action
<ul style="list-style-type: none"> <li>Mobile reception – Telstra &amp; NBN – signal strength is not good – people need to travel to the entrance to Cornwall to use mobile phones</li> </ul>	Council staff to advise Telcos of this issue and if not addressed by them – will earmark for future black spot funding
<ul style="list-style-type: none"> <li>Transport</li> <li>Community Transport available and affordable</li> </ul>	Fingal Valley Neighbourhood House provide transport options for people living in the valley or CTST provide transport services for those people needing to travel to Launceston and Hobart for medical appointments

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

**OFFICER’S RECOMMENDATION:**

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.

**INTRODUCTION:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

First Fingal Council Township Plan was adopted in August 2018

**OFFICER’S REPORT:**

An email was forwarded to Fingal community members asking that they provide feedback on the draft Fingal Township Plan by Thursday 13 April 2023.

“Please find attached a draft Fingal Township Plan which has been developed from the community conversation that was held at Cornwall. This plan was resubmitted to Council with some minor amendments hence the reason you are receiving same again.

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 Fingal 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, 13 April, 2023 - it would be appreciated”

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

“Thankyou for the email,  
I have just read the email again and thank you & your colleagues for holding the community forum. It is nice to be able to speak in person to you all, as it’s not always possible to do that, but very much appreciate to you all for coming to Fingal to discuss these matters.  
It’s sounds great and look forward to our next meeting.”

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 Fingal 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



# Fingal Township Plan

## 2022 - 2025



Version 1 – October 2022

from the **mountains** to the **sea** | [www.bodc.tas.gov.au](http://www.bodc.tas.gov.au)

## Introduction

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

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

The first Township Plan was developed in August, 2018.

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

To develop this plan we consulted the Final 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 2018-2021 Fingal 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:

- Renovation works on the Old Tasmania Hotel – Fingal Valley Neighbourhood House building
- Completion of streetscape works in front of Fingal Park
- Trails at Mathinna Falls and Evercreech were repaired

## Fingal – 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 Fingal Community most values its strong sense of community and history as well as the peaceful country living their town offers.*

**Community Legacy:** *The community of Fingal would like to see the township become a popular place for tourists to stop with an increase of commercial businesses and tourism infrastructure. They would also like to see more opportunity for community facilities and general infrastructure like roads.*

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

Themes include:

- Tourism ;
- Small infrastructure projects; and
- Connecting to health and wellbeing services.

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 Fingal Township Plan will focus on:

- **Protecting and enhancing the environmental values of Fingal;**
- **Working with health providers to provide a service in the Valley;**
- **Ensuring there are enough community facilities to service Fingal’s future needs; and**
- **Supporting tourism.**

## Action List

Action	Who
<b>1. Community Projects</b> 1.1. Work with the community to develop a planting program for the Fingal Recreation Group to which community can undertake plantings	<b>Council/Community</b>
<b>2. Community infrastructure</b> 2.1. Work with community to identify areas that could be upgraded to host recreational infrastructure including a tennis court and trails 2.2. Review township signage	<b>Council/ Community</b>  <b>Council</b>
<b>3. Supporting Tourism</b> 3.1. Work with the community to rebrand Fingal as a tourism destination and encourage members of the committee to participate in the Valley Tourism Group sessions 3.2. Work with the community and Fingal Valley Tourism Group to re-design township signs to reflect their community 3.3. Work with community to identify event opportunities to promote their township	<b>Council/Community</b>  <b>Council/Community</b>  <b>Council/Community</b>
<b>4. Health Services</b> 4.1. Work with local and visiting service providers to service the Fingal Valley by using the Fingal Valley Neighbourhood House as a venue	<b>Council/ Service providers</b>

## 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 Fingal Township Email Database. (If you would like to join this database, please email, [admin@bodc.tas.gov.au](mailto:admin@bodc.tas.gov.au).)

Any feedback on these plans can be sent to [admin@bodc.tas.gov.au](mailto:admin@bodc.tas.gov.au)

The Fingal 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 6 April, 2022, Council held a “drop in session” at Fingal where Council officers met with community members seeking their feedback on the following issues:

- Infrastructure;
- Environment; and
- Other issues

Fifteen community members registered their attendance at 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 – 16 of these were from Fingal.

### Council heard from a total of 31 Fingal residents.

According to the 2021 Census, Fingal has a population of 431 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 Fingal are:

**Community Vision:** *The Fingal Community most values its strong sense of community and history as well as the peaceful country living their town offers.*

**Community Legacy:** *The community of Fingal would like to see the township become a popular place for tourists to stop with an increase of commercial businesses and tourism infrastructure. They would also like to see more opportunity for community facilities and general infrastructure like roads.*

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?



*“Maximising the obvious heritage of Fingal with thriving hotel, cafes and shops. A place where people can live and work and enjoy a beautiful part of Tasmania’s East Coast while being an hour from Launceston airport and 30 minutes from the beach, all within the beauty of a historic county town.”* 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"> <li>Seal Albert Street – based on use – dust factor</li> </ul>	Council to review the request
<ul style="list-style-type: none"> <li>Lower end of Victoria Street – Crown Reserve – vegetation and weeds</li> </ul>	Forward this information to Crown Land Services for action by Crown Land
<ul style="list-style-type: none"> <li>Improve waste management – recycling services for glass and plastic, green waste</li> </ul>	Review
<ul style="list-style-type: none"> <li>Council to cut grass and make the town look presentable again</li> </ul>	This is undertaken by Council staff
<ul style="list-style-type: none"> <li>Remove the gorse and Hawthorne</li> <li>Weed infestation – river – old cells</li> </ul>	Community to work with Council staff to develop a program

### Activities Outside Township Plan Scope

Comment	Action
<ul style="list-style-type: none"> <li>Climbing gym in St Marys – feeding into tourism in Fingal</li> </ul>	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"> <li>Table and seat relocated closer to river – so that people can sit and relax</li> </ul>	The current seat has been placed above the typical flood level
<ul style="list-style-type: none"> <li>Kerb and guttering – near old church – main road</li> </ul>	Noted that the infrastructure is old but still functional and it will be upgrade/replacement to be undertaken in accordance with the asset replacement schedule
<ul style="list-style-type: none"> <li>Weather station</li> </ul>	Now installed in Fingal
<ul style="list-style-type: none"> <li>Swimming pool</li> </ul>	Council is undertaking a feasibility study addressing the pool issue
<ul style="list-style-type: none"> <li>2 Brown Street – light currently shines in house – investigate shielding or moving – train/railway crossing</li> </ul>	Light has a role in illuminating the train crossing/road.
<ul style="list-style-type: none"> <li>St Marys/Fingal MTB – NE Corner MTB</li> <li>Rail Trail – Fingal to St Marys</li> </ul>	These projects were 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"> <li>DA Tower Hill Road – Antenna DA 299-21 – Notice docs not state location – states only Tower Hill Road</li> </ul>	The development site is a parcel of Crown land of 6543 hectares managed by DPIPW and classified as an Informal Reserve, Future Potential Production Forest. The land currently

	<p>accommodates a Fire Lookout Tower, Equipment Shelter, Solar Panel Frame and several antennas mounted on poles providing emergency services radio links to the region. Access is via Cabin Road, off Tower Hill Road on a Crown easement which traverses PID6417501. The development location is described within title systems as Tower Hill Road, Mangana.</p>
<ul style="list-style-type: none"> <li>• Skyrail to top of Bare Rock</li> <li>• Steam Train</li> <li>• Small scale live stream/compressed air railway and old goods yard in St Marys</li> </ul>	<p>These projects would require external funding and business cases to support these idea and would also require members of the community to be part of the committee to follow through with the projects</p>
<ul style="list-style-type: none"> <li>• Access to FVNH from St Marys – eg transport</li> </ul>	<p>The FVNH have vehicles to provide community transport</p>
<ul style="list-style-type: none"> <li>• Lighten up regulations for Tiny Houses (Hip Camp) – let people do it experience for visitors</li> </ul>	<p>The planning scheme and planning legislation does not differentiate between the size of dwellings when applying planning instruments.</p>
<ul style="list-style-type: none"> <li>• EV Charge stop</li> </ul>	<p>Planning in progress</p>
<ul style="list-style-type: none"> <li>• More information provided to the community members about native plantings specific to this area</li> </ul>	<p>Tree planting to be consistent with Council's tree planting and articles to be run through the monthly newsletter advising community of the policy and what can be planted in their community</p>

<b>ACTION</b>	<b>DECISION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	Chris Hughes, Community Services
<b>FILE REFERENCE</b>	011\011\002\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Nil

**OFFICER'S RECOMMENDATION:**

That Council approve a change of name of a Council committee from:

Access Advisory Committee to Access and Inclusion Advisory Committee.

**INTRODUCTION:**

The formation of an Access and Inclusion Advisory Committee would fulfill the requirements of the *Local Government Act 1993 – Sect. 20 (1)(a)(b)* with regard to providing for the health, safety and welfare of the community and *Local Government Act 1993 – Sect. 20 (2)*.

**PREVIOUS COUNCIL CONSIDERATION:**

Notice of Motion – Cllr J Drummond – Disability Access Advisory Committee – October 2016.  
Motion – December 2016 Council meeting.  
Council decision – July 2017

**OFFICER'S REPORT:**

At a recent Access Advisory Committee meeting (18 April 2023) the Committee discussed a name change to be more inclusive and more in line with Council's Strategic Plan by adding the word "inclusion" into the title of the Committee name.

One of Council's Key Focus Areas within the current Strategic Plan is Access and Inclusion:

"Foster a culture of inclusion within our community by facilitation equitable access to opportunities, information and services."

The Break O'Day community is geographically spread and socially and economically diverse as has been stated in various reports over the years. Visitors to our area also come from diverse cultural and linguistic backgrounds. Some of our community members are also disadvantaged due to differences in socio-economic status, education and literacy, access to transport and technology, social connection and physical ability. The Committee believes that with the addition of the word inclusion into the committee title – other people in our community will not miss out on opportunities.

Access and inclusion refers to the values and practices of creating equal opportunities for all members of our community to participate in and benefit from an activity, event, program, or

service, regardless of what their abilities or disabilities are. It removes barriers and provides support to ensure that everyone has the chance to participate and engage. The goal of access and inclusion is to create a more inclusive and equitable community where everyone has an equal chance to succeed.

There will be no change to what the Committee works towards as they currently work towards full equality for people with disabilities to participate and be included in our community. A recent example of this was the event that was held for international Disability Day where we joined members of our community in experiencing painting, flower arranging and mosaics.

#### **LEGISLATION & POLICIES:**

##### 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.

#### **STRATEGIC PLAN & ANNUAL PLAN:**

N/A

#### **BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

There is no cost to Council at this stage if Council approves a name change of the committee.

#### **VOTING REQUIREMENTS:**

Simple Majority

<b>ACTION</b>	<b>DECISION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	Chris Hughes, Community Services
<b>FILE REFERENCE</b>	018\029\004\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Nil

**OFFICER'S RECOMMENDATION:**

That pursuant to Section 178 of the *Local Government Act 1993* 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 *Local Government Act 1993*.

**INTRODUCTION:**

Council was successful in obtaining funding through the Black Summer Bushfire Recovery Fund and one of the projects that was successful was the installation of a small cell mobile tower at Mangana.

**PREVIOUS COUNCIL CONSIDERATION:**

N/A

**OFFICER'S REPORT:**

Telecommunications in Mangana were unreliable, and in some areas, unavailable during the 2019-2020 bushfires which placed the township in significant danger resulting in the complete evacuation of the township and surrounding area. Improved telecommunication capacity will improve community safety every day and in an emergency.

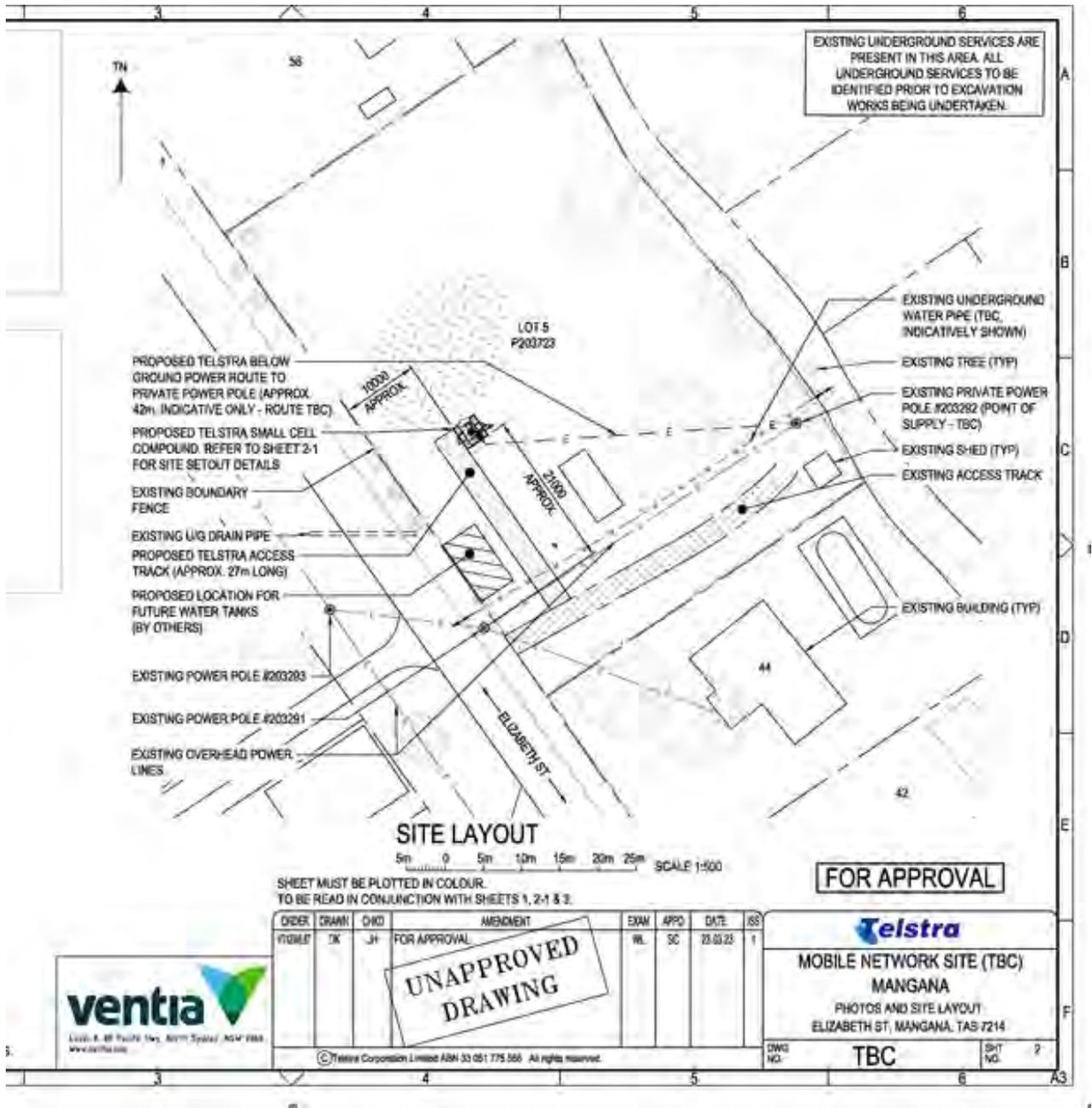
Installation of a satellite small cell telecommunications tower at Mangana will address a gap in telecommunications for local residents, visitors and emergency services. The solution will be designed and installed by Telstra and integrated into Telstra's national network.

Improved mobile and internet coverage will help build community connection and resilience and support the social and safety of this community.

Social recovery - mobile and internet coverage will improve community access to other online support services that help our community recover from the trauma of the emergencies. Improved telecommunications contributes to the broader region being a more attractive place to live or visit.

Telstra Limited have requested that they enter into a long-term lease for part of this land to house the small cell mobile tower. For Council to enter into a lease arrangement, we require a decision of Council.

If Council supports this request, the intention to lease this parcel of land for the purpose of housing this infrastructure will be advertised on two occasions and a notice placed on the parcel of land explaining Council’s intention to lease a portion of land to Telstra Limited for the purpose of locating this infrastructure.



The site at is classified as Public Land and appears in Council’s Public Land Register. As a result, the proposed Lease of the land will need to comply with the requirements of the Local Government Act 1993.

## 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.

## LEGISLATION & POLICIES:

Local Government Act 1993

### **177A. Public land**

- (1) The following land owned by a council is public land:
  - (a) a public pier or public jetty;
  - (b) any land that provides health, recreation, amusement or sporting facilities for public use;
  - (c) any public park or garden;
  - (d) any land acquired under [section 176](#) for the purpose of establishing or extending public land;
  - (e) any land shown on a subdivision plan as public open space that is acquired by a council under the [Local Government \(Building and Miscellaneous Provisions\) Act 1993](#) ;
  - (f) any other land that the council determines is public land;
  - (g) any other prescribed land or class of land.
- (2) The general manager is to –
  - (a) keep lists or maps of all public land within the municipal area; and
  - (b) make the lists and maps available for public inspection at any time during normal business hours.

### **178. Sale, exchange and disposal of public land**

- (1) A council may sell, lease, donate, exchange or otherwise dispose of public land owned by it in accordance with this section.
- (2) Public land that is leased for any period by a council remains public land during that period.
- (3) A resolution of the council to sell, lease, donate, exchange or otherwise dispose of public land is to be passed by an absolute majority.
- (4) If a council intends to sell, lease, donate, exchange or otherwise dispose of public land, the general manager is to–
  - (a) publish that intention on at least 2 separate occasions in a daily newspaper circulating in the municipal area; and
  - (ab) display a copy of the notice on any boundary of the public land that abuts a highway; and
  - (b) notify the public that objection to the proposed sale, lease, donation, exchange or disposal may be made to the general manager within 21 days of the date of the first publication.

- (5) If the general manager does not receive any objection under [subsection \(4\)](#) and an appeal is not made under [section 178A](#) , the council may sell, lease, donate, exchange or otherwise dispose of public land in accordance with its intention as published under [subsection \(4\)](#) .
- (6) The council must –
  - (a) consider any objection lodged; and
  - (b) by notice in writing within 7 days after making a decision to take or not to take any action under this section, advise any person who lodged an objection of –
    - (i) that decision; and
    - (ii) the right to appeal against that decision under [section 178A](#) .
- (7) The council must not decide to take any action under this section if –
  - (a) any objection lodged under this section is being considered; or
  - (b) an appeal made under [section 178A](#) has not yet been determined; or
  - (c) the Appeal Tribunal has made a determination under [section 178B\(b\)](#) or [\(c\)](#).

#### **BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

The cost of this project is funded through the Black Summer Bushfire Recovery Fund. There will be costs associated with this process under S.178 but under the proposed lease arrangement with Telstra Limited – there are funds to cover these costs.

#### **VOTING REQUIREMENTS:**

Absolute Majority

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	018\019\078\
ASSOCIATED REPORTS AND DOCUMENTS	

**OFFICER'S RECOMMENDATION:**

That Council discuss the request.

**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.

**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**

**OFFICER'S REPORT:**

The below information is from the last Council discussion where the decision was made not to provide funding to the St Helens Online Centre:

- The Manager Community Services advised that this has been discussed at a few Council workshops and this is the recommendation that came from the most recent workshop.
- Councillor Carter said he is disturbed that we are in this phase, particularly with the St Helens Centre, he highlighted that it is an essential service for too many people in our community to let it lapse.
- Councillor Drummond asked about the meeting between the Acting GM, Mayor and the Minister which took place in February and if any of that information can be discussed in the meeting.
- The Manager Business Services, who attended the meeting as Acting General Manager, advised that the meeting was a frank discussion around the model that the Online Access

Centres (OACs) are funded under. The Minister was adamant that the funding will not change during the term of the current Agreement. When we said it is inadequate for the centres to run successfully and sustainably, the Minister advised that they needed to cut their costs to fit.

- Mayor Tucker showed a lot of support for the OAC and the Minister indicated that the model will not change during the funding term and no further funds would be allocated, he also indicated that at the end of the 18 months a new model will be introduced.
- The Manager Business Services advised that this is where the local Council comes in to help establish what the new model will look like and how to integrate multiple services from State Government Departments. The Minister recommended that 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 now have 18 months to work with the online centre to help with this transition. The Minister hopes for a hub model similar to Queenstown but not a generic model – one that is fit for purpose for Break O'Day.
- The General Manager advised that we also need to consider the centres in St Marys and Fingal – Fingal does not have a library so this needs to be considered moving forward. We also need to consider that by encouraging Council to be at the table they are may also be encouraging Council to help fund it as well.
- Councillor LeFevre noted that in his experience he has found that every time a new model is mentioned it just about always results in funding being reduced. He indicated he would like to be part of developing a hub but not with a reduction in funding.
- Councillor Drummond asked will Council involve volunteers from the OACs in the discussion regarding the new model. The Manager Business Services said ideally yes but at this stage it is still at a very high level discussions.
- Mayor Tucker clarified that the State Government has committed more money, not less to ensure we have a hub which is supported by multiple different departments.
- Councillor Wright agreed with the concerns around the table but is also concerned that the current service is going to disappear, this service is really needed in this area and she feels this need will only increase, she would feel more comfortable if we were putting some money towards it.
- Councillor Johnstone said that when we are talking about the hub of different services, it would be good to see Council take some lead in that not just with volunteers from the OACs but that we also need to involve other members of the community as well.
- Mayor Tucker advised that it is important not to engage too early, at this stage The Manager Business Services needs to engage with advisers and Council will be engaged when we have more detail about the hub model.
- The Manager Community Services noted that all OACs cater for different things as well so we need to ensure that we encapsulate all of that. Councillor Carter noted that he feels it is essential to communicate with organisations that are affected by this so they know that Council is working towards a solution.
- Mayor Tucker is concerned regarding costs and responsibilities being pushed from State Government to local councils. Councillor Drummond understood this concern but highlighted that we also have to weigh what is going to be lost by the community if we don't fund it.

Council staff have provided grant information to the St Helens Online Centre – “**Telstra’s Connected Communities Grant Program** will boost support for communities across remote, rural and regional Australia to improve resilience, environmental sustainability and liveability through the power of connection.

The program offers grants up to \$10,000 for not-for-profit community organisations that are providing access to information, technology, education and facilities to support their communities to embrace new technologies and ways of working to build social capital and digital capability.

The program seeks to foster:

- Resilient communities that are well prepared and socially connected when disaster strikes with the ability to renew and recover together;
- Sustainable communities that are diverse and inclusive, planning for the health, wellbeing, and prosperity of their people and the planet; and
- Liveable communities that have digital capability, and help to equip individuals with the skills to live, learn and work in a digital society.”

The St Helens Online Centre have responded to this advising that after a discussion with FRRR Grant people that unfortunately they can only apply if they have a project and/or event to undertake. They advised that they do not have the resources to do this as they require money to assist in salary and operating costs.

They have further advised that they already have submitted an application late last year to this organisation for a project - that involves training volunteers and the purchase of internal surveillance cameras. They are currently awaiting the outcome of that application.

The St Helens Online Centre advise that without additional funding they do not see their centre being viable for very much longer. They further advise that they have tried to reduce their costs by reducing staff and operating hours from five down to four days a week – and they believe that the \$15,000 will provide them some “breathing space”.

No financial have been provided to show the running costs of the St Helens Online 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.

**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.

**VOTING REQUIREMENTS:**

Absolute Majority

## 05/23.16.0 DEVELOPMENT SERVICES

### 05/23.16.1 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 matters 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.

#### OFFICERS REPORT

##### KEY DEPARTMENT STRATEGIC OR OPERATIONAL MATTERS

1. Progression of St Marys Indoor & Evacuation Centre & Fingal Community Shed construction drawings;
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. Organisational Strategic Planning work
5. Drafting of New proposed Strata Titles 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
<b>NPR</b>	5	3	2	2	4	4	2	4		2			28	
<b>Permitted</b>	1	1	6	5	7	2	3	5	1				31	
<b>Discretionary</b>	17	22	5	13	11	13	15	10	10	9			125	
<b>Amendment</b>	3	1	3	2	1	2	1		1	1			15	
<b>Strata</b>	1				1		1		1				4	
<b>Final Plan</b>	1	6		1	2	1	2	1	2	1			17	
<b>Adhesion</b>					2								2	
<b>Petition to Amend Sealed Plan</b>			1		2								3	
<b>Boundary Rectification</b>														
<b>Exemption</b>														
<b>Total applications</b>	28	33	17	23	30	22	24	20	15	13			225	326

<b>Ave Days to Approve Nett *</b>	43.67	33.66	21.41	27.26	36.03	29.9	46.16	25.35	34.46	35			33.26	
-----------------------------------	-------	-------	-------	-------	-------	------	-------	-------	-------	----	--	--	-------	--

\* 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:

**April 2023**

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
339-2021	St Helens	Final Plan of Survey – 2 Lot Subdivision	FINAL	28	6
347-2004 AMEND	Binalong Bay	Minor Amendment to Building Design	AMEND	15	15
067-2023	St Helens	Construction of Verandah, Porch Additions, Internal Alterations to Dwelling and Shed with Deck	NPR	9	9
311-2022	St Helens	Multiple Dwellings (2) and Associated Works, Including Decks, Sheds and Retaining Walls	S57	117	42
250-2022	Binalong Bay	Construction of Dwelling, Decks & Carport	S57	193	75
305-2022	St Helens	Multiple Dwellings (2 Dwellings)	S57	88	80
075-2023	Fingal	Stockyard Cover	NPR	3	3
046-2023	Cornwall	Construction of Shed	S57	47	39
025-2023	St Helens	Construction of Carport	S57	78	35
027-2023	St Helens	Dwelling & Associated Works Including Retaining Walls	S57	73	41
240-2022	Mathinna	Retrospective Approval for Dwelling Extension	S57	38	38
058-2023	Scamander	Demolition of Shed. Dwelling Additions & Alterations, New Ancillary Dwelling, Shed, Front Fence, Pool & Pergola	S57	36	36
296-2022	Stieglitz	Dwelling Incorporating Deck, Garage, Crossover and Retaining Wall	S57	151	36

**TOTAL 13**

## 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 <sup>th</sup> 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.

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

Description	Location	Updates
Marine Rescue Additions	St Helens Foreshore	<ul style="list-style-type: none"> <li>• Nearing Completion</li> <li>• Final Plumbing Fit-off underway.</li> </ul>
Re-Roof and Weatherproofing of athletics building	St Helens Sports Complex	<ul style="list-style-type: none"> <li>• Works Commenced;</li> <li>• Next phase of works pending outcomes of St Helens Sports Complex Masterplan consultation.</li> </ul>
St Marys Waste Transfer Station Additions	St Marys Waste Transfer Station	<ul style="list-style-type: none"> <li>• Regulatory approvals obtained</li> <li>• Works commenced and planned completion prior to end June 2023.</li> </ul>
New Solar Panels & Heating Improvements	St Marys Community Hall	<ul style="list-style-type: none"> <li>• Re-roofing nearing completion.</li> </ul>
Sports Floor Replacement & New Backboard	Bendigo Bank Community Stadium	<ul style="list-style-type: none"> <li>• Insurance Claim approved;</li> <li>• Contractor appointed and works currently being scheduled.</li> </ul>

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

Description	Location	Updates
Building upgrades	St Marys Railway Station	<ul style="list-style-type: none"> <li>Works scoping and scheduling of works to be confirmed.</li> </ul>
Old Tasmanian Hotel Site – New Community Shed	20 Talbot Street, Fingal	<ul style="list-style-type: none"> <li>Planning approval obtained;</li> <li>Edwards + Simpson awarded contract for preparation of tender and building approval documentation.</li> </ul>
St Marys Indoor Recreation Facility	St Marys Sports Complex	<ul style="list-style-type: none"> <li>Planning approval obtained;</li> <li>Edwards + Simpson awarded contract for preparation of tender and building approval documentation.</li> </ul>

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 April 2023

No.	BA No.	Town	Development	Value
1.	2020 / 00266 - AMEND	Stieglitz	Amended building approval for inclusion of Solar Panels	\$10,000.00
2.	2022 / 00292	Scamander	New Shed	\$43,000.00
3.	2021 / 00300 - AMEND	St Helens	Amended building approval to reflect updated plans - Telecommunications Tower	\$0.00
4.	2022 / 00108	Beaumaris	New Roof over deck	\$13,200.00
5.	2021 / 00261	Falmouth	Alterations & Additions to Dwelling & Change of use Shed to Bedroom	\$44,000.00
6.	2022 / 00217	St Helens	New Dwelling, Shed, Deck & Retaining Walls	\$350,000.00
7.	2022 / 00298 - Unit 1	St Helens	New Dwelling & Garage	\$294,000.00
8.	2022 / 00298 - Unit 2	St Helens	New Dwelling & Garage	\$294,000.00
9.	2023 / 00063	Douglas River	New Solar Panels	\$9,500.00
10.	2022 / 00326	St Helens	New Dwelling, Deck, Carport & Retaining wall	\$323,000.00
11.	2022 / 00122 - Stage 1	Binalong Bay	New Visitor Accommodation	\$187,000.00
12.	2023 / 00021	Fingal	New Utilities shed - water treatment plant	\$40,000.00

13.	2022 / 00319	Scamander	Alterations & Additions to Dwelling	\$252,000.00
14.	2022 / 00203	St Helens	Plumbing approval only – Onsite Stormwater Retention System	N/A

<b>ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE</b>	<b>2021/2022</b>	<b>2022/2023</b>
	\$22,046,640.00	\$28,589,843.00

<b>ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH</b>	<b>MONTH</b>	<b>2022</b>	<b>2023</b>
	April	\$1,692,000.00	\$1,859,700.00

<b>NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE</b>	<b>MONTH</b>	<b>2021/2022</b>	<b>2022/2023</b>
	April	154	167

## ENVIRONMENTAL REPORT

Description	Updates
Cat Management	Staff attended training for northern councils on regulatory processes for the Cat Management Act as part of our participation in the Northern Regional Cat Management Strategy. A Break O'Day priority is reducing stray and roaming cat populations and site investigations for a pilot activity this winter have started.
Grant funded projects	Details are being provided to the funding program of the <i>Scamander Coastal Hazards and Flood Risks</i> project for inclusion in a Funding Agreement. Planting of street trees for the <i>Queen's Jubilee Trees</i> project will undertaken this winter. A field day and more detection dog surveys and control works are being organised for the <i>Serrated Tussock Eradication</i> project in spring.

## Recreational Water Quality

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

The 2022-2023 sampling season has now ended. Results for water samples last season indicated conditions at the ten waters monitored were safe for swimming according to the Tasmanian Recreational Water Quality Guidelines. All natural waters may be subject to local poorer water quality from time to time due to weather or other conditions.

## Immunisations

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

MONTH	2022/2023		2021/2022	
	Persons	Vaccinations	Persons	Vaccinations
July - December	60	64	43	45
January - June	54	54	155	156
<b>TOTAL</b>	<b>114</b>	<b>118</b>	<b>43</b>	<b>201</b>

### Sharps Container Exchange Program as at 3 May 2023

Current Year	Previous Year
YTD 2022/2023	YTD 2021/2022
60	30

## 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:

Nil

## BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

## VOTING REQUIREMENTS:

Simple Majority

## 05/23.17.0 GOVERNANCE

### 05/23.17.1 General Manager's Report

<b>ACTION</b>	<b>INFORMATION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	John Brown, General Manager
<b>FILE REFERENCE</b>	002\012\001\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	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:

17.04.2023	<b>St Helens</b>	– Council Meeting
17.04.2023	<b>MS Teams</b>	– PlanBuild Project, discussion with Project team regarding the future funding of this State Government initiative and the future funding of the project. Council has been working actively as a trial site with the Project team on the development of this project to ensure it meets the needs of smaller Councils.
19.04.2023	<b>Fingal</b>	– BODEC Monthly project meeting
19.04.2023	<b>St Helens</b>	– East Coast Tasmania Tourism, meeting the CEO Grace Keath to discuss the draft Memorandum of Understanding between Council and ECTT for the next three (3) years.
20.04.2023	<b>St Helens</b>	– Aquatic Centre Project, meeting with Break O'Day Aquatic Centre Committee to discuss the process and timeframe for the first stage which involves establishing the Working Group
26.04.2023	<b>Scamander</b>	Wrinklers Drive Detention Basin, meeting with Hon Jen Butler MP with local residents Peter and Christine Beattie to discuss the operation of this piece of stormwater infrastructure
26.04.2023	<b>Fingal</b>	– Fingal Housing Project, community meeting to discuss the potential social housing project which Council is working with CentaCare
01.05.2023	<b>St Helens</b>	– Council Workshop

02.05.2023	<b>St Helens</b>	– St Marys Pass, meeting with John Tucker MP, Member for Lyons to outline Council’s investigations regarding an alternate Route for the St Marys Pass. A very positive meeting in which we stressed the need for funding to be provided to the Department of State Growth to investigate in detail the suggestion.
03.05.2023	<b>Launceston</b>	– Northern Tasmania Development Corporation, attended the Regional Collaboration Forum which focussed on the assessment of regional priority projects and provided some insights into future trends that we need to be aware of.
04.05.2023	<b>MS Teams</b>	– Councillor Learning & Development Framework, meeting of the Working Group developing this material
05.05.2023	<b>Launceston</b>	– Northern Tasmania Waste Management group Steering Committee Workshop/Meeting
05.05.2023	<b>Launceston</b>	– GM Regional Meeting

#### Meetings & Events Not Yet Attended:

08.05.2023	<b>Scottsdale</b>	– Dorset Council, meeting with General Manager John Marik and Mayor Greg Howard
11.05.2023	<b>St Helens</b>	– East Coast Tasmania Tourism
15.05.2023	<b>St Helens</b>	– 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 Lynne Wilton, Sandra French and Su van den Heuvel (Break O’Day Winter Arts Festival), Jess Hilyard.

#### Brief Updates:

##### Elected Members Learning & Development Framework

After the 2022 Local Government elections, the Office of Local Government wrote to all Councillors providing details of how Councillors could access the Learning and Development modules which had been developed. At a recent Working Group meeting, members reviewed the activity which had been occurring across the State. The results for all Tasmanian Councils, as well as councils at an individual level, show that there is an opportunity to engage councillors in the online modules and improve participation rates. All Councillors are encouraged to complete the Modules.

The learning and development framework assists councillors to understand their roles, responsibilities, and the skills and knowledge they need to fulfill those roles effectively. The framework has been designed to help councillors develop the competencies they need to be successful in their roles, such as leadership, decision-making, communication, and stakeholder management.

##### East Coast Tasmania Tourism (ECTT) – Memorandum of Understanding

The relationship and funding agreement between Council and ECTT is underpinned by an MoU for a three (3) year period and the current MoU will expire at 30 June 2023. We have endeavoured to align the MoU with the core grant funding which ECTT receive from the State Government. A MoU

for the next three (3) years is being developed to a draft form for Council consideration, the focus is on:

#### Overarching for the East Coast Region

- Strategic Goals of ECTT
- Core Operational Activities
- Positive Impact Plan
- Brand & Marketing

#### Break O'Day Specific Activities

- Destination Marketing
- Visitor Information Provision
- Bay of Fires Master Plan
- Events
- Housing
- Employment & Skills
- Experience Infrastructure

#### Fingal Housing Project

Community engagement activities in relation to a potential social housing project on Council owned land have been progressing with a community information session held at Fingal on 26 May 2023. Approximately 30 local community members came along to look at the plans and discuss the project. Questions were raised about access to services and it was important for people to understand that the residents of the proposed dwellings would not be in the high health need category and would need access to their own transport.

The proposed project involves constructing 8 new homes will be constructed, consisting of five 2 bedroom homes and three 1 bedroom homes. The new homes will be allocated to priority applicants from the Social Housing waiting list who are over 55 with a focus on those in need within the Fingal valley and broader Break O'Day area.

Centacare Evolve Housing as the project developer and importantly the Manager of the site moving forward will have an assigned Tenancy Officer who is the tenant's main point of contact with Centacare Evolve Housing. Tenancy Officers assist tenants with initial viewing and sign-ups, providing important information about leases and tenancies, conducting property inspections, and checking rental payments are up to date. They also are key to ensuring properties are well looked after and any issues regarding a tenancy are dealt with accordingly.

#### Recreational Fishing

The Wild Fisheries Management Branch are currently undertaking consultations in relation to recreational and commercial fishing and Clr LeFevre attended a local meeting. Following the meeting Clr LeFevre has expressed concerns regarding the proposals and the potential impact of the changes recognizing that there is no doubt that some changes are required to increase stocks. The General Manager notes that recently there was a trawler operating for nearly 36 hours probably about 500 metres of the shore in the Beaumaris area.

Submissions need to be lodged by 29 May 2023 is Council wishes to make a formal submission.

## Communications Report

TOPIC	ACTIVITY	PROGRESS
<b>GENERAL COMMS</b>	BODC Newsletter	Sent out first week of May. Included stories on: <ul style="list-style-type: none"> <li>• Aquatic Facility update</li> <li>• Break O Day Carers Group meetings</li> <li>• Fingal Housing Project and more</li> </ul>
<b>Social Media</b>	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"> <li>• Scooter Jam</li> <li>• Ochre Women’s Health Clinic</li> <li>• BOD Child and Family Learning Centre Workshops</li> <li>• The new Park Run and more</li> </ul>
	Government Events and Activities	Govt. Activities promoted including but not limited to: <ul style="list-style-type: none"> <li>• Fuel Reduction burns</li> </ul>
	Most engaged with post	ABC article shared regarding the new sculpture for the sculpture Trail Reach 1813
	Promotion of Council Activities	<ul style="list-style-type: none"> <li>• Get in 2 Gear Mentor Chats</li> <li>• Newsletter</li> <li>• Fingal Housing Community Forum</li> <li>• Live Well Live Long</li> <li>• Draft Township Plans and more</li> </ul>
<b>Marketing</b>	St Helens MTB Off Season	Working with East Coast Tourism on ensuring our area is represented in the Off Season Campaign.
<b>EMAIL DATABASES</b>	Developing	Continuing to grow the EDMs through the new resident survey, Facebook and newsletter promotion as well as engagement activities.
<b>Community Engagement</b>	Pumptrack	Both working groups have meet. Consultation in progress for the St Helens pumptrack. Both Schools have now been surveyed. Development of a brief and associated tender documents in development for Flagstaff
	Fingal Housing Project	<ul style="list-style-type: none"> <li>• Engaged with adjoining property owner</li> <li>• Developed poster which was sent to the FVNHH and displayed at the House</li> <li>• Held Community forum (around 30 attendees)</li> <li>• Developed an article on the project for the Valley Voice and our Newsletter</li> <li>• Working with CentaCare to develop a FAQ sheet on the project</li> </ul>
	Township Plans	Promotion of Draft Plans available for community feedback via EDM, Facebook and the newsletter

<b>Correspondence</b>	<b>General</b>	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
319 Binalong Bay Road, St Helens	Affixing Common Seal	Adhesion Order	Number 21 – Miscellaneous Powers and Functions to the General Manager
Healthy Tasmania Fund Lift Local Grant – Health & Wellbeing Community Centre Grant	Affixing Common Seal	Grant Agreement	Number 21 – Miscellaneous Powers and Functions to the General Manager

**General Manager’s Signature Used Under Delegation for Development Services:**

DATE	DOCUMENT	ADDRESS	PID OR DA
03.04.2023	337 Certificate	Unit 3, 13 Cameron Street, St Helens	2683554
03.04.2023	337 Certificate	Unit 1, 13 Wrinklers Drive, Scamander	9122492
06.04.2023	337 Certificate	138 Scamander Avenue, Scamander	6783018
06.04.2023	337 Certificate	32 Gardiners Creek Road, St Marys	3020189
12.04.2023	337 Certificate	62 Richardson Road, St Marys	6405172
12.04.2023	337 Certificate	23 Pelican Court, Scamander	2535922
14.04.2023	337 Certificate	217 Binalong Bay Road, St Helens	2200823
14.04.2023	337 Certificate	27 Lanark Lane, St Helens	2302256
19.04.2023	337 Certificate	Blue Seas, Unit 10, 6 Wattle Drive, Scamander	2633856
19.04.2023	337 Certificate	13 Russell Street, Fingal	6411855
20.04.2023	337 Certificate	Bent Street (CT117987-1), Mathinna	6414407
21.04.2023	337 Certificate	10 Halcyon Grove, St Helens	6780511
21.04.2023	337 Certificate	114 Irish Town Road, St Marys	7846885
26.04.2023	337 Certificate	29 Gray Street, Fingal	6411177
27.04.2023	337 Certificate	Lot 32 (CT183346/30) Tasman Highway, Scamander	9394289
27.04.2023	337 Certificate	1132 North Ansons Road, Gladstone	7260817

**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:**

Nil

## **VOTING REQUIREMENTS:**

Simple Majority

<b>ACTION</b>	<b>DECISION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	John Brown, General Manager
<b>FILE REFERENCE</b>	002\036\002\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	2022 - 2023 Annual Plan Update at 31 March 2023

**OFFICER'S RECOMMENDATION:**

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

**INTRODUCTION:**

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

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

*An Annual Plan is to –*

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

**PREVIOUS COUNCIL CONSIDERATION:**

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

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

The Update for the second quarter was reviewed by Council at the 20 February 2023 Council Meeting.

**OFFICER'S REPORT:**

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

This Report provides an update on progress with the activities detailed in the 2022-2023 Annual Plan for the first nine (9) months of the year. As to be expected there is variability in progress with

some items but overall progress for the year remains solid. From an overall perspective we are at 68% completion vs a target of 75%. Looking at individual Key Focus Areas, progress sits at:

#### GOAL- Community

Communication	75%
Events & Activities	79% (Front end of year focus due to event schedules)
Volunteering	83% (Completion of Volunteer Strategy)
Community & Council Collaboration	70%
Wellbeing	75%

#### GOAL – Economy

Opportunities	71%
Brand	23% (Awaiting finalisation of Township Plans)
Population	38% (Development of Population Strategy)
Housing	61%(Development of Housing Strategy)

#### GOAL - Environment

Appropriate Development	80%
Land & Water Management	68% (Lower George Flood Plan activity)
Climate Change	75%

#### GOAL - Infrastructure

Community Facilities	56% (Review of St Helens Foreshore Activation not commenced)
Towns	26% (relating to Car Parking Strategies)
Recreational Facilities	75%)
Roads & Streets	50% (Transport Master Plan review not commenced)
Waste Management	86% (Some activities have now been completed)

#### GOAL - Services

Youth	67% (Delay in start of Youth Strategy)
Health & Mental Health	75%
Education, Skills and Training	75%
Access & Inclusion	75%

### **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 2022 - 2023 Annual Plan are detailed in Council’s adopted budget.

**VOTING REQUIREMENTS:**

Simple Majority.



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

## BREAK O'DAY COUNCIL PLAN

### COMMUNITY

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	01/07/2022	<b>Strategy 1.1 Create an informed and involved community by developing channels of communication. : 30% to 100%</b>	
75%	01/07/2022	20/06/2022	→ <b>Key Focus Area 1.1.1 Communication: Improve and develop communication processes that lead to the community feeling more informed and involved. : 100%</b>	Completion of the Community Engagement Strategy took a while but we are now seeing the benefits of a structured and consistent approach to engagement through implementation. Other activities are progressing largely as planned.
100%	01/07/2022	20/06/2022	→ <b>Actions 1.1.1.1 Community Engagement Strategy - Report back to the community on the finalisation of the Community Engagement Strategy.</b>	The Community Engagement Strategy has now been formally adopted by Council. Reporting back to the community on the strategy includes: Update on the website under My Community / Community Engagement, in the August edition of the BODC Newsletter as well as on Social Media.
75%	01/07/2022	20/06/2022	→ <b>Actions 1.1.1.2 Communications - Ensure communication methods are diverse so to reach a broad range of community members.</b>	The Communications Coordinator continues to promote various EDMs to encourage direct communication between resident and Council as well as looking at other ways that we can engage with our community.
75%	01/07/2022	20/06/2022	→ <b>Actions 1.1.1.3 Email Databases - Continue to grow and develop email databases to be used for direct communication with our community.</b>	The Communications Coordinator continues to grow EDMs via community engagement, new resident letter/survey, newsletter and Facebook.

Current ...	Start ...	Due D...	Goal	Update
50%	01/07/2022	30/06/2022	→ Actions 1.1.1.4 Website - Review website content to ensure it is accessible and easy to understand with a focus on Planning, Building and Economy sections.	<p>To improve customer service regarding Planning Enquiries, a Planning Enquiries Tab has been created on the website that includes useful resources relating to Property Searches (detailing a property's zone, applicable codes, Title etc). Work on the Local Provisions Schedule continues -once this is complete we can review the Planning and Building Pages.</p> <p>The Communications Coordinator and the Economic Development Officer will be reviewing, revising and developing Economic Development information for the website.</p> <p>The Communications Coordinator has also been in discussions with the NRM Facilitator regarding reviewing the Environmental webpages. This will occur early 2023</p>
81%	01/07/2022	01/07/2022	Strategy 1.2 Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge. : 30 to 100	
79%	01/07/2022	30/06/2022	→ Key Focus Area 1.2.1 Events and Activities: Create a culture of volunteering and support to enable vibrant and sustainable events, activities and community groups. : 100%	<p>Progress in this area is occurring as planned. A number of events have been held in the first three months of 2023 - with a number of people stepping up to volunteer their time and ensuring that the events that were held pre Covid are back bigger and better. An example of this was the St Helens Athletics Carnival with the event including more activities than ever before. Stand alone wood chopping event which hosted the New Zealand team was another great success and our recent event with volunteer groups meeting with prospective volunteers was encouraging as well.</p>
75%	01/07/2022	30/06/2022	→ Actions 1.2.1.1 Environmental Awareness - Encourage and improve the sustainable enjoyment, use and care of the natural environment with communications and support for activities.	<p>The Communications Coordinator and others in Council continue to raise environmental awareness, management skills and action in the community. We collaborate with others such as the Parks and Wildlife Service, Department of Natural Resources and Environment, local community groups and NRM North. Recent examples include developing a flyer to go out with dog registration renewals with information on enjoying the environment responsibly with your dog, and a workshop to help students in the Hands on Learning program at St Helens District High School to develop environmental projects.</p> <p>Through the year we have provided important and relevant environmental news and management information for our community in different ways, including posts and articles, activities and landholder advice and support.</p> <ul style="list-style-type: none"> <li>• Wildlife information on shorebirds and safe around masked lappings, and helping them in nesting season</li> <li>• Waste management, including Plastic free July campaign, reducing Single Use Plastics at community events and a Reduce Reuse Recycle campaign over the summer holidays</li> <li>• Weeds and controlling them, including Weed of the Month (Social Media, Newsletter and holiday Quiz), council's control efforts, serrated tussock control (work by Fonzie the serrated tussock sniffing dog) and information and advice to landholders</li> <li>• Biosecurity Alerts on keeping our livestock industries safe from animal disease risks, bee pests and beekeeping regulations</li> <li>• Dog management information and signage</li> </ul>

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2023	30/06/2024	→ <b>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.</b>	There has been an increase in events for the first three months of 2023. We have seen a return of some pre Covid events but also new events - BODRA - Summer Celebration in St Marys and the Oceania Orienteering Championships. Council staff assisted these and other event organisers to ensure they were compliant in relation to risk issues. A number of events have also seen an increase in new volunteers joining in with the event planning and assisting on the day.
75%	01/07/2023	30/06/2024	→ <b>Actions 1.2.1.3 Event Attraction - Actively promote the Break O'Day Municipality as an event destination and work with event organisers and organisations to develop and attract new events to the area.</b>	<p>After 10+ years of touring the world, Luca Brasi who are a locally formed rock band with a huge following and all members being local St Helens and Scamander guys, played in the Portland Memorial Hall on Saturday 14th January 2023. When Luca Brasi came to Council for assistance and support, they mentioned they were referred to Council by the organisers of A Festival Called George because of their positive experience with Council Officer support. Council officers provided guidance to the organisers of the initial Festival Called George event including guidance in relation to infrastructure and approval processes. The Festival was held on 15 October 2022 at the car park in the centre of St Helens and was an outstanding success with over 500 people attending.</p> <p>Council's Community Services team have been involved in an initial meeting onsite at the St Helens RSL, where the Military Brotherhood Motorcycle Club will be holding a national event in Break O'Day 8-10 November 2024.</p> <p>The National Motorcycle club usually holds an event on a bi-annual basis and locates them in a different state of Australia each time.</p> <p>The Military Brotherhood Motorcycle Club is made up of members who have served and who are still serving in the Australian Defence Forces, as well as Commonwealth and Allied Forces. They were established to fundraise and assist the veteran community and their friends and families who may be going through a tough time, as well as supporting the navigation of the DVA processes.</p> <p>The plan is for up to 250+ intra and interstate attracted to visit Break O'Day, participating in a well planned, mapped and organised ride, supported by Tasmania Police. They will be accommodated locally for more than 3 nights (some up to two weeks - in Tasmania), as well as providing an economic impact to our local businesses and community groups.</p> <p>The hope is for the members to also participate in local Remembrance Day events, throughout Break O'Day.</p>
95%	01/07/2023	31/10/2024	→ <b>Actions 1.2.1.4 Sustainable Events - Promote and support best practice sustainable events and implementation of the Soft Plastics policy on Council land.</b>	Council staff as part of their first interaction with event holders makes them aware of Council's single use plastic policy. Feedback from some market stall holders early in the year identified that they wanted to be compliant but had stock that they wanted to get rid of - Council moved a recommendation to extend the implementation time of the Policy. An event held in St Marys - BODRA Summer Celebration was held as a sustainable event and was very successful.

Current ...	Start ...	Due D...	Goal	Update
80%	01/07/2023	30/06/2024	→ 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.	<p>The Festival of Wellbeing continues to generate interest in our community for coming together to celebrate what we love about our community and to support each other to be well.</p> <p>In 2022 we brought together 60 contributors including local businesses and community groups and health and mental health service providers. Together we created space for celebration and connection and helped people discover where and how they can find support when they need it.</p> <p>The Event was organised by Break O'Day Council with support from community volunteers and participants in the Break O'Day Community Wellbeing Project.</p> <p>Funding for the Festival was provided by the Mental Health Council of Tasmania, the Australian Government's National Recovery and Resilience Agency and the Tasmanian Community Fund.</p> <p>Council nominated the Festival for a Launceston Chamber of Commerce Award and was a Finalist. Two community members attended the award ceremony with the project officer on 18 March 2023. The 2023 festival is booked for Saturday 14 October and a community planning group will help design the day.</p>
75%	01/07/2023	30/06/2024	→ Actions 1.2.1.6 Mountain Bike Events - Work with local community and interested organisations to develop a sustainable Mountain Bike event for the St Helens Network.	<p>Running for the third time in 2023, this year the Dragon Trail MTB event was again a success.</p> <p>The feedback from riders is very positive, there were many who came back for either a second or third time to participate and bring along their friends and family. Some international competitors were astounded by the beauty of nature within Break O'Day and they also mentioned they will be going home to tell their friends and family how amazing race and location is.</p> <p>It is noted that numbers were down slightly from predictions (208) and when talking with the event organisers, apparently this is across the board with most MTB events all over the world. Hence the decision to change the format to a bi-annual basis, rather than annual. This will allow more time to review the current event format and build on becoming an international bucket list event. The next Dragon Trail event is scheduled for 21-23 March 2025.</p>
83%	01/07/2023	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 : 100%	<p>The completion and Launch of the Volunteer Strategy which was co-designed with the Community with the support of Volunteering Tasmania will provide a sound basis to work from moving forward and strengthening community volunteering. Other activities are progressing as planned with the Volunteering event held on the Foreshore being held recently.</p>
100%	01/07/2023	30/06/2024	→ Actions 1.2.2.1 Volunteer Strategy - Develop and adopt a Volunteer Strategy developed through a co-design process with the community.	<p>Council staff have worked with community members and Volunteering Tasmania to develop a Volunteer Strategy and supporting documents to assist community groups in retaining and attracting new volunteers. The Strategy was launched on the 27th September, 2022 after being endorsed by Council.</p>
80%	01/07/2023	30/06/2024	→ Actions 1.2.2.2 Strategy Implementation - Implement and promote the Volunteer Strategy for Break O'Day.	<p>Council staff have successfully updated volunteering information on Council's website including promotional postcards about volunteering opportunities. This has been received well by other community organisations asking that Council staff develop their organisation a promotional post card. When Council staff receive enquiries as to what volunteering opportunities are available this is now a great tool showing our volunteer organisations.</p>
75%	01/07/2023	30/06/2024	→ Actions 1.2.2.3 Opportunity Promotion - Promote volunteering opportunities and the stories of volunteers.	<p>The Examiner Newspaper ran an article where they interviewed a member of the St Helens Tip Shop with regard to the volunteer event that Council held. "The Council are good with this type of thing. People who did come along were able to get information on a lot of groups and also share what they could offer". A good news story of an event showcasing our volunteers.</p>

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	30/06/2022	→ 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.	Council staff attended a webinar which showcased kits which have been designed to assist people who are at greater risk if an event impacts on them. Council staff have reformatted the document so that it is ready to trial through the Disability Action Group.
70%	01/07/2022	01/07/2022	Strategy 1.3 Foster and support leadership within the community to share the responsibility for securing the future we desire. : 30 to 100	
70%	01/07/2022	30/06/2022	→ Key Focus Area 1.3.1 Community and Council Collaboration: Work within a community engagement framework which defines the relationship between the community and Council in decision making and project delivery. : 100%	Progress with activities in this area is variable with a couple of activities behind where it was anticipated. The Township Plans which have been developed are flowing through the process with Council and the community.
100%	01/07/2022	30/06/2022	→ Actions 1.3.1.1 Implement Community Engagement Strategy - Ensure the Community Engagement Strategy is accessible to the public and processes understood.	The Community Engagement Strategy has now been formally adopted by Council and this has been communicated to the community as well as where to access the relevant documents. The Strategy, as well as the Community Engagement Promise - a simple Plain English Engagement Promise can be found on our website. When we host drop-in sessions we will have copies of the Engagement Promise available. An internal procedure has also been developed and adopted to ensure the strategy is embedded in Council's Consultation processes.
75%	01/07/2022	30/06/2022	→ Actions 1.3.1.2 Customer Feedback - Develop and promote methods for easy customer feedback and contact with Council.	In addition to the development of a Customer Service post card that is used predominantly by the Works Staff, we have also developed a Customer Service webpage. A QR code on the post card links to this page which contains information on all the ways you can 'talk' to Council. Focus is now on ensuring staff are using the cards as well as educating the community about the Customer Service page on the website. The Community Engagement Framework provides tools including templates to help staff ensure they are communicating in accordance with the Strategy as well as ensuring the community has access to the tools and information they need to have their voice heard on particular Council projects.
75%	01/07/2022	30/06/2022	→ Actions 1.3.1.3 Local Township Plans - Complete the development of new Local Township Plans in consultation with the communities.	Six more township plans have been forwarded to community for feedback before being adopted by Council. Feedback has been received on the Scamander, Falmouth and Binalong Bay draft Township Plans and has been summarised to identify any issues that may have been missed through the process or actions that can be deleted.
50%	01/07/2022	30/04/2022	→ Actions 1.3.1.4 Arts & Cultural Strategy - Work with the community to review the Strategy and reflect changes in an update of the document.	Council staff have received a number of people from the Valley wanting to be part of the review of the Art and Cultural Strategy. A social media campaign was held to seek additional people interested in being part of the review - but no-one put their hand up to review the Strategy. We currently have 8 people who will form a committee to commence the review of the Art and Cultural Strategy.

Current ...	Start ...	Due D...	Goal	Update
50%	01/07/2022	30/04/2022	→ Actions 1.3.1.5 Hub 4 Health Building - Develop the use of The Hub 4 Health building through a co-design process with the community.	Council staff attended a workshop for rural councils hosted by LGAT and Tasmanian Health Service hosted Wellbeing Network event in Oatlands on Wed 29 March. The session was to nurture a wellbeing network among local councils and to help each council work on their wellbeing planning activity. Each council will receive \$20,000 (Lift Local Grant) to support the planning process. Council staff have completed a proposal to write a planning document for Hub4Health and co-designed with community.
75%	01/07/2022	01/07/2022	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	
75%	01/07/2022	30/06/2022	→ Key Focus Area 1.4.1 Wellbeing – Support and enhance community wellbeing through shared understandings, and opportunities for people to get involved, connect, build on strengths, and feel a sense of belonging in Break O'Day.	The major part of activity in this Key Focus Area is the delivery of the Wellbeing Certificate which was completed in the first part of the year with preparations for the 2023 program well underway. Supporting the rollout and delivery of community led activities is an important part of ongoing actions
75%	01/07/2022	30/06/2022	→ Actions 1.4.1.1 Wellbeing Pilot Project - Support the implementation of the Break O'Day Community Wellbeing Pilot Project and related project activities.	Based on community feedback and our evaluation, Council is negotiating a project extension and variation with the funding body to adjust the Wellbeing Certificate training into shorter programs with smaller groups. To include more local content, and adapt our approaches to make them as inclusive and accessible to our community as we can. The 2023 program is yet to commence.
75%	01/07/2022	30/06/2022	→ Actions 1.4.1.2 Wellbeing Actions - Partner with the community to identify, design and deliver wellbeing actions and activities.	In 2022 the Community Wellbeing Project participants created Community Impact Projects that are continuing to create ripples of change in our community. These include the production of a Wellness Directory for Fingal and St Marys, a women's surfing group, the inclusion of wellbeing approaches in a mountain bike program for young people, a wellbeing tree to prompt messages of gratitude and more projects that are underdevelopment. The Project Officer continues to support the development of these projects and to foster connections among the participants and with the broader community.

## ECONOMY

Current ...	Start ...	Due D...	Goal	Update
71%	01/07/2020	01/07/2022	<b>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</b>	
71%	01/07/2020	30/06/2022	↳ <b>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%</b>	There are a large number of activities in this area and most of them are progressing as planned. There has been some prioritised at a higher level from a resource perspective due to the nature of the work involved. The Visitor Information Provision review is still stalled and consideration will need to be given as to whether we cease pursuit of this activity. The Bay of Fires master Plan process is also stalled due to the funding issue.
100%	01/07/2020	30/06/2022	↳ <b>Actions 2.1.1.1 Prospectus - Update the Prospectus with latest Census data and promote.</b>	The Break O'Day Prospectus has been updated with the latest information from the 2021 Census as well as recent REIT information. The Revised document has been uploaded to the website as a link and a flip book. Digital copies of the document have also been sent to the OCG, NTDC, RDA and the BEC.
50%	01/07/2020	30/04/2022	↳ <b>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.</b>	Review of the Strategy was deferred to enable participation in an NTDC Economic Development forum which is being held in April, the strategy shall be brought to the May workshop. The agenda item will be a review of the existing strategy and recommendation for Council to allocate, within the 23/24 year budget, funding for the development of a new Economic Development Strategy.
75%	01/07/2020	30/06/2022	↳ <b>Actions 2.1.1.3 Business Opportunities - Research and examine opportunities that could create jobs in Break O'Day (BOD).</b>	Continued investigation relating to the opportunities in areas of ageing population, tourism and industrial land provision
100%	01/07/2020	31/10/2022	↳ <b>Actions 2.1.1.4 Review website information on the Break O'Day Council website and establish a 'Business Development' page.</b>	Content complete - currently inputting in website.
100%	01/07/2020	31/09/2022	↳ <b>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.</b>	Business Survey has been disseminated to local businesses. Results report is expected at the start of September.
75%	01/07/2020	30/06/2022	↳ <b>Actions 2.1.1.6 Economic Development Assistance - Provide support for new and existing businesses wishing to establish or expand activities.</b>	Assistance provided to existing and prospective businesses. Arranging meetings between relevant stakeholders including, General Manager, Planning team and PWS with prospective businesses. Providing contact information and connections between ECTT, Break O'Day Business Enterprise Centre, Van Diemen Project and businesses.

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	30/06/2022	→ <b>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.</b>	The draft Tasmanian Waste and Resource Recovery Strategy 2022-2025 has been released and awaiting its confirmation to explore opportunities of Circular Economy within the municipality. The Local Government Reform is also expected to inform future localised actions and initiatives.
75%	01/07/2022	30/06/2022	→ <b>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.</b>	<p>Support for the Break O'Day Employment Connect (BODEC) project is being provided through the General Manager and Human Resource Coordinator participating on the BODEC Board. Service delivery within the BODC area is well established and highlights in the first quarter included delivery of the Jobs Fair at the Bendigo Community Stadium.</p> <p>During the third quarter the expansion into the Dorset area was a key focus with a consultancy complete with the development of a clear understanding of the Dorset Labour market and local needs. Official launch of the project occurred at Scottsdale on 28 November and recruitment for the Senior Employment Connector has been a great success with finding the right person to drive Dorset Employment Connect, delivering meaningful engagement with local businesses, industry and job seekers.</p> <p>With operations on the ground active for one month, there has already been some quick wins with supporting long standing vacancies where employers were seeking specialised roles to be filled in vital positions within the Dorset area.</p> <p>Expansion into the Bicheno/Coles Bay area has become well established and BODEC have identified a local need in the Coles Bay/Swanwick areas for addressing the limited access to childcare for supporting parents to re-engage with the local workforce.</p> <p>BODEC have also been promoting the Area Connect service within the Break O'Day and Glamorgan Spring Bay areas, with employment outcomes already achieved in partnership.</p>
75%	01/07/2022	30/06/2022	→ <b>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.</b>	The initial draft is now complete and undergoing final edits ready for presentation to Council. Council officers are aiming to have this presented at the May Council workshop. Survey to all current operators in the Fingal and St Helens Industrial Precinct has been part of the process.
75%	01/07/2022	30/06/2022	→ <b>Actions 2.1.1.10 Marketing - Work with Tourism Agencies and the Break O'Day Chamber of Commerce &amp; Tourism to ensure that Break O'Day is represented in interstate and international marketing campaigns.</b>	<p>An Off Season listing has been developed for the St Helens MTB trails and we are working with East Coast Tourism to ensure that Tourism Tasmania includes our area in the Off-Season campaigns. Conversations have been had with the CEO of East Coast Tourism Tasmania who is committed to assisting us with ensuring our area is represented in Tourism Tasmania Promotions, in particular the Winter Marketing campaigns.</p> <p>In the lead up to the summer holidays the St Helens MTB Newsletter was sent out and was all about playing and staying in the area over summer. This was also made into a Blog that has been uploaded to the St Helens MTB website.</p> <p>Communications Coordinator has met with East Coast Tourism and will develop a 2023 winter marketing campaign with them for St Helens and Surrounds.</p> <p>The Communications Coordinator presented to the Chamber of Commerce information on population as well as the MTB brand.</p>

Current ...	Start ...	Due D...	Goal	Update
0%	01/07/2022	30/06/2022	→ 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.	Situation with this review is raised at all regular meetings with the East Coast Tasmania Tourism (ECTT) CEO and Chairperson. The change in CEO in October meant the push for this was on hold until the new CEO gets established. There is a further project occurring at the State Government level relating to visitor servicing which could shape this local review process.
50%	01/07/2022	28/02/2022	→ 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.	This project is currently on hold as Council awaits the income of the request for additional funding for the project through the May budget process. PWS supported the request for additional funding. All those businesses that expressed an interest are still wanting to be kept in the loop for this project.
0%	01/07/2022	01/07/2022	Strategy 2.2 Provision of relevant training and skills development programs to create a workforce for the future that meets the changing needs of business.. : 30 to 100	
23%	01/07/2022	01/07/2022	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	
22%	01/07/2022	30/06/2022	→ 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%	Activity in this area is linked to the previously mentioned Township Plan process which will impact on progress. This will accelerate in the second half of the year as Township Plans are finalised.
20%	01/10/2022	30/06/2022	→ 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.	The Economic Development Officer is looking at whether Brand Tasmania would consider undertaking this work. Through the Township Plan consultation, community vision and legacy statements were developed which provide an overarching township statement for Council to consider in decision making.
25%	01/04/2022	30/06/2022	→ Actions 2.3.1.2 Communications - Communicate individual township identities to Tourism bodies and other stakeholders.	Township Plans are still being finalised. Once they are finalised and endorsed by Council they will be shared with East Coast Tourism with particular emphasis on the Community Legacy and Vision pieces.
49%	01/07/2022	01/07/2022	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	
30%	01/07/2022	30/06/2022	→ 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%	Progress in this KFA has been impacted by the flow of information from the ABS and the availability of resources.

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	30/06/2022	→ Actions 2.4.1.1 Population Analysis - Undertake a review of the Break O'Day Population Analysis to reflect the outcomes from the 2021 Census.	Updated initial population information received from Dr Lisa Denny. Delays with the release of data sets which are used within the Table Builder which Dr Denny uses has pushed out the more detailed report. Further work with Dr Denny is being reconsidered to ensure that the focus is where Council will receive value. Updated information is also available through NTDC project with id Profile.
0%	01/10/2022	31/03/2022	→ Actions 2.4.1.2 Population Strategy - Develop Strategy to address BODC's Ageing Population.	This is a future activity which will require a significant amount of internal and potentially external resources for it to be undertaken.
61%	01/07/2022	30/06/2022	→ Key Focus Area 2.4.2 Housing - Develop an understanding of housing needs; advocate for and facilitate the construction of a range of housing solutions. : 100%	Solid progress is being made in this very significant area of activity. Many of the activities in this area take longer to achieve particularly where the State Government is involved and also where the work is of a strategic nature.
10%	01/07/2022	30/06/2022	→ Actions 2.4.2.1 Housing Strategy - Develop a strategy that examines what the housing opportunities and challenges are in Break O'Day.	Limited action in this space, participation in the State Housing Strategy and advocacy for a Housing Needs Assessment for the area has been a focus.
75%	01/07/2022	31/12/2022	→ Actions 2.4.2.2 Housing Needs Assessment - advocate for the Tasmanian Government to complete a housing needs assessment for the East Coast.	A request for the completion of a Housing Needs assessment is going to be included in the Council's submission to the 2023-24 State Budget. Local needs and the need for a strategic approach have also been raised during consultations being undertaken for the State Housing Strategy.
75%	01/07/2022	30/06/2022	→ Actions 2.4.2.3 State Housing Strategy - Participate in the development of the Tasmanian Government's Housing Strategy.	No update - Draft Tasmanian Housing Strategy has not been released. Once released, the draft strategy shall be brought to Council for consideration.
50%	01/07/2022	30/06/2022	→ Actions 2.4.2.4 Aged Housing - Pursue investment in construction of Independent Living Units in the area.	Progress in relation to pursuing construction of ILUs is linked to Council's Annie Street site. This is currently on hold as we await clarification in relation to the use of the site by Tas Ambulance for helicopter transfers.
80%	01/07/2022	30/06/2022	→ Actions 2.4.2.5 Council Investment - Examine opportunities for greater Council involvement in the provision of housing.	Partnership with Centacare Evolve Housing for the Fingal Housing Project has provided Council with a strategic resource and contact for provision of social housing. Annie Street development site has been identified as a strategic position for housing to be provided, however, the hospital helicopter infrastructure has continued to slow the development of this project.
75%	01/07/2022	31/12/2022	→ Actions 2.4.2.6 Public and Emergency Housing - Lobby and work with the State Government and housing providers to build new affordable housing and emergency housing.	Council requested that the State Government investigate the feasibility of converting the old St Helens hospital into emergency housing. The State Government undertook an initial investigation and determined that it would not be suitable for this form of housing. Council is progressing discussions around opportunities for public and emergency housing with CentaCare Evolve and the Department of Communities Tasmania. There is a focus on a project in Fingal relating to affordable housing.

## ENVIRONMENT

Current ...	Start ...	Due D...	Goal	Update
80%	01/07/2020	01/07/2022	<b>Strategy 3.1 Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions. : 30 to 100</b>	
80%	01/07/2020	30/06/2022	→ <b>Key Focus Area 3.1.1 Appropriate Development: Encourage sensible and sustainable development through sound land use planning, building and design. : 100%</b>	Progress in this area is well on track even though there are a number of very resource intensive activities in this area, in particular the Local Provisions Schedule relating to the Tasmanian Planning Scheme. To date the review of land use plans has now been completed and presented to Council. The flood modelling program and collaboration is pending allocation of SES resources to progress project. Overall progress in generally on track.
75%	01/07/2020	30/06/2022	→ <b>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.</b>	Planning and building casework continues to improve our insight into applying flood risk information we have to keep future land use and development safe and equitable ways of sharing it with the public so they can manage their own risks. We continue to monitor state-wide developments, including Planning Directives and the State Emergency Service's Tasmanian Flood Mapping project and integration of it with Council's flood mapping data.
75%	01/07/2020	30/06/2022	→ <b>Actions 3.1.1.2 Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy.</b>	Council has provided its response to the call for comments on the Regional Planning Framework on 28/02/2023. In the next stage the SPO will be preparing the Regional Planning Framework reforms i.e. drafting and consultation of legislative and administrative amendments and then proceed to parliamentary process. By the end of 2023 the framework reforms should be completed. At the same time through 2023 the SPO is commencing planning studies, analysis, data collection and other strategic planning projects. Detailed project planning for RLUS review will occur through 2023 in consultation with Regional Planning Groups. The Northern Regional Planning Group is simultaneously conducting a project for Residential Land Supply and Demand as well as a further consultancy titled 'Strategic Alignment and Integration Project'. This second project is aimed at preparing the Northern Group to identify any addition information and/or data required to inform the development of the new NTRLUS ie a review of all existing and in-progress regional strategies and projects. The completed Demand and Supply Study and the Strategic Alignment and Integration Project will then inform the development of the new NTRLUS.  The next step in the Regional Planning Framework review is to review the submissions received by the Tasmanian Planning Office and prepare a consultation report on the submissions.
75%	01/07/2020	30/06/2022	→ <b>Actions 3.1.1.3 Tasmanian Planning Scheme - Progress the Approval of the Local Provisions Schedule in accordance with requirements of the Tasmanian Planning Commission.</b>	The Tasmanian Planning Commission advised that they have received our submission of 23/12/2022 and predict it may be several months before a decision is made in relation to further information presented to the delegates at the Hearing by representatives.  The hearing phase of the Statewide Planning Schemes was completed in August/September. A Further Council Report was presented at the December 2022 Council meeting which responded to a request for the commission in relation to submissions made. The response to the commission was sent 23rd December 2022 and Council now awaits the commissions response and assessment.

Current ...	Start ...	Due D...	Goal	Update
100%	01/07/2023	30/04/2023	→ 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.	Report Completed by Consultants Kinetica and presented at Councils January 2023 Workshop. Recommended actions will now be considered by Development Services and included into operational workplans
75%	01/07/2023	30/06/2023	→ 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.	In February 2023, the State Planning Office engaged in consultation with the Regional Planning Group regarding the responses received in relation to consultation on the Tasmanian Planning Policies and implementation of the same. The Minister for Planning has now directed the commission to undertake public exhibition of the draft TPPs as required by the Land Use Planning and Approvals Act 1993 (sections 12C and 12D). The draft TPPs are available for viewing and representations can be made from 28/03/2023 until COB 26/06/2023.
0%	01/07/2023	01/07/2023	Strategy 3.2 Increase the community's awareness of the natural environment, the pressures it faces and actions we can take to sustain it and what it provides. : 30 to 100	
68%	01/07/2023	01/07/2023	Strategy 3.3 Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it. : 30 to 100	
68%	01/07/2023	30/06/2023	→ 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%	A very substantial area of activity where there has been a good solid start to the year. The Lower George Flood Risks project continues to experience delays due to the complexity of the project and involvement of external stakeholders.
75%	01/07/2023	30/06/2023	→ Actions 3.3.1.1 Land and Water Management Activities - Secure financial and human resources for projects to repair land, water and coastal resources and safeguard their health and productivity.	New opportunities for funding and resources for land and water managers in Break O'Day continue to be monitored, such as the Soil Monitoring Incentives Program for the National Soil Information System, Weeds Action Fund and Drought Resilience Farming Practices. A tree planting in December at Fingal to start the Break O'Day Communities Queen's Jubilee Trees project will be followed by more trees later in 2023. A funding agreement remains to be finalised for the Scamander Coastal Hazards project and a \$165,000 grant from the Coastal and Estuarine Risk Mitigation Program.
75%	01/07/2023	30/06/2023	→ Actions 3.3.1.2 Weed Management - Implement Weed Action Plan priorities to control weeds on Council land and roadsides; coordinating with other land managers; providing biosecurity advice, education, communication and compliance services and support.	We continue to make good progress with strategic weed control on Council's roads, waste transfer stations, quarries, in townships and other properties. Recent examples include St Helens Aerodrome and WTS, Pyengana quarry, Ansons bay Road Spanish heath, cumbungi at Ansons Bay and at St Marys Spanish heath and gorse and Stieglitz. Council adopted a Binalong Bay foreshore Weed Management Plan and joint implementation with PWS started by removing blackberry, pittosporum, blue periwinkle and bridal creeper and planting native seedlings. Landholders have been engaged in their obligations for the control of pampas grass, Spanish heath, gorse, Patersons curse, boxthorn, broom, capeweed and received advice and support to control them. Council's monthly Newsletter (for example a Christmas weed quiz), social media and service requests have been used to provide biosecurity and weed information to the community.

Current ...	Start ...	Due D...	Goal	Update
50%	01/01/2023	30/06/2023	→ Actions 3.3.1.3 Weed Action Plan - Implement the serrated tussock control project and update and review weed priorities and strategies for Break O'Day and the community.	After a successful start to the Break O'Day Serrated Tussock Eradication project in 2022 the two infestation sites have been inspected for regrowth had follow-up control work by landholders. Follow-up survey using a detection dog and removal treatments and a field day are being planned for spring 2023 and 2024.
75%	01/07/2022	30/06/2023	→ Actions 3.3.1.4 Cat Management - Implement local priorities with community and regional partners to achieve Responsible Cat Ownership outcomes using the Northern Tasmania Regional Cat Management Strategy.	Council officers are receiving training in application of cat management regulatory controls from Biosecurity Tasmania. A stray/roaming cat colony is being investigated to develop a pilot population control project with the RSPCA over winter 2023. Council continues to be a collaborator in the Northern Regional Cat Management working group.  A subsidy offered in partnership with the local vet has helped 12 Break O'Day cats and their owners meet their obligations for all cats to be microchipped and desexed - a third were semi-owned or stray cats, taken in and now owned as pets with a home.
75%	01/07/2022	30/06/2023	→ Actions 3.3.1.5 Dog Management - Apply Dog Management Policy collaboratively with the community and Parks & Wildlife Service and prepare for policy review in 2023/2024.	NRM North sponsored a Parks and Wildlife Service Discovery Ranger in Break O'Day during January and Easter holidays with a focus on shorebirds and the hooded plover. Council's Animal Control officer has undertaken 107 beach and 91 town patrols so far this year and logging 233 dog control issues and actions. The shorebird working group involving PWS, Council and NRM North and North East Bioregional Network continues to be active with volunteers erecting information signs at beach access points and organising a school education program using Council Community Grant funding.  Council produced new statutory dog management signs implementing its Policy authorisations and they have been installed jointly by Council and Parks and Wildlife Service (PWS) staff on coastal reserves.
75%	01/07/2022	30/06/2023	→ Actions 3.3.1.6 Catchment and River Management - Identify catchment, water quality & riparian issues & management problems including for Georges Bay & facilitate projects to improve water management, rivercare, landholder involvement & protect priority waterways & resources.	Concerned community members were supported to investigate a treated sewage spill (overflow) into the St Marys Rivulet. Landholders have been provided with advice and support on river management problems on the Ranson River and St Marys Rivulet. Implementation of the Tasmanian Rural Water Use Strategy, future Georges Bay priorities and other catchment and river management issues are being followed at a local and state level to identify opportunities to improve water management, rivercare, landholder involvement and protect priority waterways & resources.
30%	01/07/2022	31/12/2023	→ 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.	Implementation of final stage of this project, with engagement of a services consultant, continues to be delayed. The first stage, investigating likely river-breakout scenarios across the floodplain has The report identified a new river channel is most likely to form in the existing secondary channel and cross Binalong Bay Road at the causeway. The last stage of the project will assess, with those affected and the wider community, possible consequences of the likely river-breakout scenarios and then the risk management implications and options.
85%	01/07/2022	31/12/2023	→ 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.	There are 45 St Marys residents and emergency management agency people registered to receive flood alerts from the St Marys Flood Warning System. A St Marys Community Flood Response Plan that incorporates alerting by the St Marys Flood Warning System remains to be finalised by the State Emergency Service's Flood Ready program. It has been tested and refined at an inter-agency scenario workshop with input from Council's Emergency Management and natural hazards risk management staff. Local rollout of the final Community Flood Response Plan will be supported by Council and integrate with its preparedness and response priorities in its Flood Risk Management Plan.

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2023	30/06/2024	→ Actions 3.3.1.9 Natural Resource Management Committee - Objectives and priorities of the Environment and NRM Strategy achieved through oversight of the Break O'Day Council NRM Committee and five year Action Plan.	The NRM Committee met in March, beginning with a field trip to view off road vehicle management issues on St Helens Point and considering NRM priorities for Council's 2023-2024 Annual plan and budget and appointment of an education sector representative. At previous meetings it contributed to review of Council's Conservation Covenant Policy, considered NRM North's new regional 2030 NRM Strategy, safe use of rodenticides and dog, cat and weed management issues.
75%	01/07/2023	30/06/2024	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). : 30 to 100	
75%	01/07/2023	30/06/2024	→ Key Focus Area 3.4.1 Climate Change - Understand, address and evaluate the challenges of climate change in Break O'Day and develop and implement mitigation strategies. : 100%	This new area of Focus is progressing largely as planned with the northern region project involving a partnership between Councils being a vital element in how we address Climate Change through an Action Plan.
75%	01/07/2023	30/06/2024	→ 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.	A program of Climate Actions for Council to take was drafted following workshops with staff from across Councils various roles and functions. It addresses Council's priorities with governance, legal liability and risk, asset management, natural hazards planning, emergency management, Council emissions, and community support with Climate Change information, wellbeing and emissions reduction opportunities. This Climate Action program by Council will be supported by the Regional Climate Change Action Program and its coordinator. Council along with all northern regional councils has committed to a three year partnership for this northern region initiative.
75%	01/07/2023	30/06/2024	→ Actions 3.4.1.2 Council Emissions - Develop a simple Green House Gas (GHG) emissions accounting tool with Northern Councils Climate Change Action Program support and begin monitoring Council's emissions to identify opportunities for Climate Change mitigation.	Council has received an emissions accounting tool through the Northern Regional Councils Climate Change Action partnership and is gathering electricity and fuels consumption data.
75%	01/07/2023	30/06/2024	→ Actions 3.4.1.3 Activating Break O'Day - Communicate with the community, industry and governments and within Council to raise awareness of Climate Change challenges facing everyone and the strategies, cooperation needed and shared risks.	Initial focus has been within Council and raising awareness of the Climate Change challenges it faces across its various roles and functions. This includes Council's role in supporting the wider community and industry sectors with their Climate Change challenges, as part of Council's Climate Action Plan.

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	30/06/2022	→ 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.	Planning has progressed for the Scamander Coastal Hazards project; using a \$165,000 grant from the Australian Government's Coastal and Estuarine Risk Mitigation Program. Project details are being provided for a funding agreement from the Program, which is anticipated for the project to start in June. Council committed resources, with the other northern Councils, to the Northern Regional Councils Climate Change Action partnership for three years. Staff contributed to a Climate Action Plan for Council that they will implement. One of its actions is specifying projects that would require sources of external and longer term resources, ready for funding opportunities to be taken up.

## INFRASTRUCTURE

Current ...	Start ...	Due D...	Goal	Update
56%	01/07/2020	01/07/2022	<b>Strategy 4.1 Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area. : 30 to 100</b>	
56%	01/07/2020	30/06/2022	→ <b>Key Focus Area 4.1.1 Community Facilities: Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers. : 100%</b>	he development of a Marine Facilities Strategy has been completed following the extensive community engagement process and has been adopted by Council. Work in relation to the St Helens Sports Complex Master Plan will be ongoing through coming months. Overall, progress is largely in line with expectations.
60%	01/07/2020	30/06/2022	→ <b>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.</b>	An update was provided to Councillors at the March Council meeting and they have approved the recommendation to engage a Landscape Architect to address the issue of connectivity within the space and also look at vegetation management of the St Helens Sports Complex. The preparation of a Brief has commenced by Council staff.
100%	01/07/2020	30/04/2022	→ <b>Actions 4.1.1.2 Marine Facilities Strategy-Complete the development of a Strategy for the management &amp; development of marine infrastructure around Georges Bay including land based facilities integral to the infrastructure-include the provision of identified project cost estimates</b>	The strategy evolved and renamed to Georges Bay Activation Strategy which was officially endorsed at the March Council meeting.
0%	01/07/2020	31/03/2022	→ <b>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.</b>	A review and consolidation of the existing St Helens Foreshore Master Plans is yet to be progressed and will take into account the outcome of the Georges Bay Activation Strategy recently endorsed by the Council.
65%	01/07/2020	30/06/2022	→ <b>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.</b>	Community consultation completed for the project at St Marys and the community shed at Fingal, planning approval received in November. Edwards + Simpson are progressing the construction and tender documentation - final design and tender documents scheduled for completion in May 2023 relating to the two building projects. The Fingal playground project location is under review and will require further consultation in the community.
26%	01/07/2020	01/07/2022	<b>Strategy 4.2 Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle. : 30 to 100</b>	

Current ...	Start ...	Due D...	Goal	Update
36%	01/07/2023	30/06/2024	→ Key Focus Area 4.2.1 Towns: Create townships that are vibrant and welcoming through improvements to infrastructure such as streetscapes, parking, safety and signage. : 100%	Progress has commenced on all activities in this area. The construction project is scheduled for after Easter which is later than planned. Initial work has now commenced on the Car Parking Strategies and we will continue to monitor progress due to availability of internal resources. It will be necessary to rethink our approach to these activities with a focus on engaging external assistance.
75%	01/07/2023	30/11/2023	→ 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.	<p>The Cecilia Streetscape project is funded under the Australian Governments Local Roads and Community Infrastructure Program - Phase 3 at \$320,000. Scope of works is limited to the eastern side of the street between Circassian St and Georges Bay Esplanade. Works involve the replacement of Kerb &amp; Channel, footpath, parking bays and gardens and the provision of additional parking spaces and alignment of pedestrian access ramps with the western side of the street.</p> <p>The realignment of the Cecilia St/Georges Bay Esplanade junction was initially incorporated into the project scope that was developed in 2018. Civil works cost increases over the last two years and from the time of nominating the project for funding and the need to acquire a small area of land have meant that Council has had to reduce the scope of works and defer the upgrade of the road junction and focus on streetscape works.</p> <p>Community engagement occurred during February 2023. Council officers have engaged with all affected businesses. Works are scheduled to commence after the Easter holiday period and are expected to be completed by mid-June 2023.</p>
10%	01/07/2023	31/03/2024	→ Actions 4.2.1.2 Streetscape Design - Develop a streetscape design and costing for the northern end of Cecilia Street, St Helens.	Work has commenced to develop a conceptual plan that includes replacement of kerb and channel, parking provisions and general beautification of nature strips.
10%	01/07/2023	31/03/2024	→ Actions 4.2.1.3 St Marys Parking Strategy - Develop a car parking strategy for St Marys providing a long term plan for off-street parking.	<p>Actions initiated during the quarter ending 31 December 2022 included remarking of Community Hall car park (under utilised parking area) and approval sought from State Growth for additional parking guidance signs to be placed in Main Street advising of off-street parking availability.</p> <p>Town planning resource to be sought to assist with Strategy development.</p>
10%	01/07/2023	31/03/2024	→ Actions 4.2.1.4 St Helens Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for off-street parking.	Car park inventory taken (existing parking capacity) during the quarter ending Dec 2022. Town planning resource required to assist in strategy development.
70%	01/07/2023	01/07/2024	Strategy 4.3 Develop and maintain infrastructure assets in line with affordable long-term strategies. : 30 to 100	
75%	01/07/2023	30/06/2024	→ Key Focus Area 4.3.3 Recreational Facilities: Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure. : 100%	Solid progress is happening in many of the Actions in this Key Focus Area, a number of them are actually quite time consuming and resource intensive.

Current ...	Start ...	Due D...	Goal	Update
50%	01/07/2022	31/12/2022	→ Actions 4.3.3.1 St Helens to Binalong Bay Link - Complete the project to a shovel ready stage and pursue funding opportunities to enable construction.	The project has as its scope the construction of a pathway between Binalong Bay (Cray Court) and the existing footpath that ends just to the southern end of Bayview providing a pathway connection to St Helens. During 2021/2022, Council was provided with a cost estimate to construct the pathway. Some further work to be undertaken to update project costs and prepare a funding brief.
75%	01/07/2022	30/06/2022	→ Actions 4.3.3.2 St Helens MTB Network - Examine opportunities to evolve the network to enhance its attractiveness.	Opportunities to further enhance the existing network have being developed through the Trails Collective and have now been reviewed by Council officers.
75%	01/07/2022	31/12/2022	→ Actions 4.3.3.3 St Helens Pump Track - Examine the options for the construction of a Pump Track and progress construction.	<p>Two community working groups have been established to develop two pumptracks. One will be located in St Helens and the other will be located at the Flagstaff MTB Trailhead.</p> <p>The St Helens Pumptrack working group is made up of local community members including youth and will involve surveying Break O'Day's young people to determine what this pumptrack will be and feature.</p> <p>The Flagstaff Pumptrack working group is made up if MTB Stakeholders including members from the Pedal Heads and the Trails Collective.</p> <p>The Working groups task is to:</p> <ul style="list-style-type: none"> <li>• Decide on location</li> <li>• Develop design brief</li> </ul> <p>A brief has now been developed for the Flagstaff project and tender documents are currently being developed</p> <p>Surveying of local school students is currently underway to determine a brief for the St Helens based project.</p>
75%	01/07/2022	30/06/2022	→ Actions 4.3.3.4 Black Summer Bushfire Recovery Program: St Marys Indoor Recreation Complex - Complete community consultation, concept drawings and commence building application drawing set.	<p>Community consultation completed early in the year. Planning Report considered at November Council meeting, Planning Permit issued 24th November 2022.</p> <p>Edwards + Simpson (Architects) are progressing the construction and tender documentation - final design and tender documents scheduled for completion in May 2023.</p>
100%	01/07/2022	16/12/2022	→ Actions 4.3.3.5 Recreational Trails Strategy - Complete the development of the Strategy including adoption by Council.	Recreational Trails Strategy was adopted by Council on the 19th December, 2022. Final funding report submitted to Commonwealth Government with acquittal of funds spent
75%	01/07/2022	30/06/2022	→ Actions 4.3.3.6 MTB Network - Develop and implement an operational and maintenance plan for the MTB trail networks	Regular operational activities and maintenance activities which are undertaken are being drawn together into a formal Plan as well as the Asset Management Plan

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	30/06/2022	→ Actions 4.3.3.7 Swimming and Hydra Therapy Pool - Develop a feasibility analysis of the potential project including community engagement and a review of the options for the establishment of a centre incorporating a swimming pool and hydra therapy pool	<p>Council officers have prepared and presented to Council a project methodology which has been endorsed by Council at its February Council meeting. This also included establishing a working group to progress the project.</p> <p>Council officers have substantially completed a Consultant's Brief for the Feasibility analysis as well as a Proposed Project Outline for the investigation of a Future Aquatic Facility. The Project outline is anticipated to go to the February Council workshop and will include governance arrangements such as a Working Group or something similar.</p> <p>Provision has been made within the 2022-23 Council Budget for a consultancy to undertake this work. Development of a Brief for the consultancy has commenced and will be completed over the next few months.</p>
50%	01/07/2022	30/06/2022	→ Key Focus Area 4.3.1 Roads and Streets: Develop a well-maintained road network that recognises the changing demands and requirements of residents and visitors. : 100%	<p>Activity in this area became increasingly focused on the St Marys Pass and the need for a new alignment to be investigated. Overall reasonable progress in this area with the exception of the Transport Master Plan which is reliant on available internal resources.</p>
75%	01/07/2022	30/06/2022	→ Actions 4.3.1.1 State Road Network - Pursue upgrades to State Government road infrastructure assets (Tasman Highway, Esk Main Road & Binalong Bay Road) to improve safety and reliability: Result, network quality.	<p>Council continues to raise concern over the deteriorating condition of Esk Main Road, between Fingal and St Marys and in St Marys - eastern approach to the town, the Tasman Highway, Elephant Pass Road and Binalong Bay Road with the Department of State Growth.</p> <p>The closure of the St Marys Pass due to recent landslips, and the damage sustained to Elephant Pass adversely impacted the local community and general road user. Council was in constant communication with State Growth to ensure that remediation work updates were provided to the community. The event increased traffic volume on German Town Road, and Upper Scamander Road which substantially increased the maintenance cost to the Council during this period. In March 2023, Council's officers met with State Growth representatives to discuss an option for an alternative by-pass route, which will be assessed by the Department.</p> <p>Earlier in the financial year Department Officers briefed Council officers on their plans for the upgrade of intersections along the Great Eastern Drive and shoulder widening on the Tasman Highway in three stages:</p> <ul style="list-style-type: none"> <li>i) Esk Main Road/Tasman Highway junction to Scamander ending at Winifred Drive (2022/2023)</li> <li>ii) Scamander (from bridge at Wrinklers Lagoon to Beaumaris (southern town boundary)</li> <li>iii) Beaumaris (northern town boundary to Dianna's Basin</li> </ul> <p>Timeframes for i) and ii) are yet to be advised.</p>

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2023	31/12/2023	→ <b>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.</b>	<p>In this quarter Council received \$200,000 of Road Black Spot funding to upgrade at the junction of Medea and Circassian Street, St Helens which also includes the provision of a round-about, pedestrian footpath and vehicle parking bays. Works will occur in the latter part of 2023.</p> <p>During March, Council officers reviewed the latest update of vehicle incidents recorded for the BODC road network and are currently compiling a list of potential projects for future funding rounds (Blackspot and Vulnerable Road User Programs (VRUP)). Two project submissions for VRUP funding were prepared for the Department of State Growth during March 2023, being for 1. Informal pedestrian crossing in Main St, St Marys and a road safety audit for the Tasman Highway at St Helens between the Lawry Heights junction to the southern Atlas Drive junction (assessment of road entry/exit, pedestrian conflicts and limitations, sight distance, signage and vehicle speed).</p> <p>In September 2022, Council completed the construction of a new roundabout installation at the junction of Medea and Quail Streets, St Helens. The roundabout was co-funded under the Australian Government Black Spot Program, based on the preceding five-year accident history at the junction.</p>
0%	01/07/2023	30/06/2023	→ <b>Actions 4.3.1.3 Transport Master Plan - Update the Transport Master Plan 2013-2018.</b>	<p>Action not progressed during this quarter due to resource constraints and focus on flood recovery remediation works to Councils Road network.</p> <p>Additional resources will be required to progress this action.</p>
86%	01/07/2023	30/06/2023	→ <b>Key Focus Area 4.3.2 Waste Management - Provide access to affordable services and facilities that foster a circular economy approach to Waste Management. : 100%</b>	<p>A significant area of activity particularly given the introduction of a Statewide approach to dealing with waste management. Our local activities have progressed well including the approval of a new Inert Landfill at Scamander. At a State level we are yet to see any significant progress with the Container deposit Scheme.</p>
75%	01/07/2023	30/06/2023	→ <b>Actions 4.3.2.1 Waste Education - Develop communications that fosters the Reduce, Reuse and Recycle principals.</b>	<p>We have recently embedded access to the Recycle Coach App on our website for easy access.</p> <p>We have developed a QR code linking to Recycle coach and this has been included on flyers which are being handed out by local waste warriors at the St Marys market. A campaign promoting this will be developed when time permits.</p> <p>The Communications Coordinator continues to promote ways to reduce waste. Recent Social media campaigns included a 12 Days of a waste Free Christmas as well as one post a week on tips to reducing waste through January. We have also been promoting and discussing the Single Use Plastic Policy with community groups that use our facilities.</p>
75%	01/07/2023	30/06/2023	→ <b>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.</b>	<p>The Tasmanian Environmental Protection Authority (EPA) Policy Unit approved Councils St Helens Inert Landfill Plan which was submitted to the Unit in August 2022. Council reports monthly material movements into the landfill which attracts the current state waste levy of \$20/tonne of material landfilled.</p> <p>To avoid landfilling within the inert landfill, clean fill material such as rock, gravel, concrete and soils ex construction sites is currently being stockpiled for future crushing and screening. Consideration is being made to make the material available for sale as processed clean fill and for internal Council operations.</p> <p>Options for mattress shredding recovery of steel inner springs and alternate collection of rubber Tyres is currently being investigated with a recycling company based in Launceston.</p> <p>Council continues to collect metal, cardboard, waste oils and fuels, gas cylinders, flares, e-waste, light bulbs and tubes and rubber Tyres and glass for recycling.</p>

Current ...	Start ...	Due D...	Goal	Update
100%	01/07/2022	31/03/2023	→ <b>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.</b>	<p>Council currently provides wheellie bins for the placement of plastic containers at both the St Helens and St Marys waste transfer stations. The bins are emptied by JJ's Waste on a fortnightly basis as part of the township kerbside co-mingled recyclables collection service. Council also provides a collection point for clean polystyrene only at the St Helens site.</p> <p>Provided services are under utilised and with low material volumes are low. Polystyrene is often contaminated and contaminated material diverted to landfill.</p> <p>Bulk collection and transport of plastic containers from our waste transfer stations to Launceston for recovery is not a cost-effective option available to the Council at the present time but will be reviewed should material volume substantially increase.</p> <p>The State Governments container refund scheme is a preferred model which is expected to commence during 2023 is designed to encourage the recycling of plastic, glass and aluminum drink containers. Council will continue to assess other identified opportunities for cost effective plastics recovery ventures and report opportunity for Council consideration.</p>
75%	01/07/2022	30/06/2023	→ <b>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.</b>	<p>At the ordinary meeting of the Council - August 2022 the Council agreed to the General Managers recommendation to transition the hosting, administration and secretariat of the Northern Tasmanian Waste Management Group (NTWMG) from City of Launceston to NRM North consistent with the approach outlined in the attached paper entitled: <i>Northern Tasmanian Waste Management Group Revised Government Model</i> based on the proposal that the regional Councils consider a new governance model for the NTWMG that can better position it to respond to growth, significant budget responsibilities, potential conflict of interest and a new funding structure in the State Government landfill levy which was implemented 1 July 2022.</p>
100%	01/07/2022	30/06/2023	→ <b>Actions 4.3.2.5 Scamander Inert Waste Landfill - Develop Scamander Waste Transfer as an Inert Landfill Site - secure environmental regulatory approvals to enable progression to the landfill design and costing.</b>	<p>A permit application 174-2018 for an Inert Landfill at Coach Road, Scamander was referred to the Board of the Environment Protection Authority (the Board) for assessment under the Environmental Management and Pollution Control Act 1994 (EMPC Act) and received on 9 December 2021. The Board undertook an environmental impact assessment, with all supporting information and any relevant comments received from the public and government agencies taken into account and notified its decision to grant a permit with conditions.</p> <p>At the December 2022 Council Meeting the Council acting as the Planning Authority considered the application for LEVEL 2 ACTIVITY - SCAMANDER WASTE TRANSFER STATION - SCAMANDER INERT LANDFILL on land situated at SCAMANDER WASTE TREATMENT STATION, COACH ROAD, SCAMANDER described in Certificate of Title 157623 folio1 and unanimously approved the development with stated conditions.</p> <p>Landfill cell design and costings will be undertaken as a separate and future action.</p>
75%	01/07/2022	30/06/2023	→ <b>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.</b>	<p>The Tasmanian Government has announced that Tasmania's container refund scheme is set to begin operating in the first half of 2023. Under the scheme, consumers will receive a 10-cent refund for every eligible container they recycle through a refund point. The final locations of refund points across the state have not as yet been decided. The State government has indicated that there would be more than 40 around the state, including on King and Flinders Islands. At this stage, no further updates have been forthcoming from the State Government. Council will provide updates once new information becomes available and successful waste contractors by State Government Tender Process are advised.</p>

Current ...	Start ...	Due D...	Goal	Update
100%	01/07/2022	01/01/202	<p>→ Actions 4.3.2.7 Single Use Plastics Policy – Oversee policy implementation within Council operations and for sponsored and non-sponsored events in Council operated buildings or land.</p>	<p>An amendment was made to this policy that was first adopted by Council in 2022. Council staff will be working with event holders to proactively educate and remind people about the single plastic policy and its implications in event planning.</p>

SERVICES

Current ...	Start ...	Due D...	Goal	Update
71%	01/07/2022	01/07/2022	<b>Strategy 5.1 Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery. : 30 to 100</b>	
62%	01/07/2022	30/06/2022	→ <b>Key Focus Area 5.1.1 Youth - Understand the needs of Break O'Day young people to better support and advocate for them. : 100%</b>	The development of a Youth Strategy is a key activity to complete this year. Additional priority to getting this moving has now occurred following completion of the Volunteer Strategy and separation out of Youth Policy. Other activities progressing as planned
75%	01/07/2022	30/06/2022	→ <b>Actions 5.1.1.1 YCNECT &amp; Council - Participate as the Council Representative on the YCNECT Working Group, providing support, facilitation &amp; encouraging the participation/engagement of young people. Learning the functions of Local Government &amp; how to influence Council decisions.</b>	Council co-hosted a Youth Network Meeting on 27 March. It is expected that this network of youth services and groups will play an important role in the Live4Life partnership. Council has received \$1000 from The Tasmanian Government for a Youth Week event in partnership with Youth Collective of North East Coast Tasmania (YCNECT). Council will organise and host the Scooter Jam in St Marys on Sunday 7 May. YCNECT will organise and host workshops leading up to the day that will connect with activities on the day.
50%	01/07/2022	30/06/2022	→ <b>Actions 5.1.1.2 Youth Strategy - Co-Design a Youth Strategy with community for Break O'Day.</b>	Council will be reviewing and rewriting a Youth Strategy with young people in our community. This will take time and first steps are that Council staff have been involved in youth activities such as the Illuminate Challenge and the Live4Life project. We believe this will assist us in developing a strong relationship with those working in the youth space. We believe this to be an authentic and meaningful way to capture youth voice as part of the planning. Council co-hosted a Youth Network Meeting on 27 March.
75%	01/07/2022	30/06/2022	→ <b>Actions 5.1.1.3 THRIVE - Maintain working relationship with THRIVE and participate in the activities which benefit the community.</b>	There has been no further meeting of the group THRIVE. Sub committees are still operating but under different banners, for example the Mentoring program is now run by the School and the Community Garden is operated by the St Helens Neighbourhood House. The group has expressed an interest of having a strategic planning session to identify new projects.
75%	01/07/2022	30/06/2022	→ <b>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%</b>	Activities in this area are directly linked to activities which occur involving other organisations. Activities progressing as planned.
75%	01/07/2022	30/06/2022	→ <b>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.</b>	No further updates, Council continues to engage with RFDS to ensure that service delivery in our municipality is in line with the needs. RFDS has just employed another Youth Mental Health Worker to service our municipality.

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	30/06/2023	→ Actions 5.1.2.2 Mental Health - Participate in networks and activities to advocate for, and support delivery of, mental health initiatives and outcomes for our community.	Council continues to participate Mental Health Networks including the Suicide Prevention Trial and the Mental Health Professionals Network meetings. Council participated in a workshop on 6 March co hosted by the Mental Health Council of Tasmania and A Tasmanian Lifeline to network with other service providers.
75%	01/07/2022	30/06/2023	→ Actions 5.1.2.3 Leadership and Advocacy - Provide local leadership, advocacy and connection for service providers and community on health, mental health and wellbeing to ensure provision of services reflects community needs.	Council held a network meeting for all health and wellbeing service providers who have connections with our community. Eighteen people participated in a great networking session. The session was very informative with updates about everyone's programs and activities provided. It was agreed by everyone in attendance that these sessions are important and agreed that another workshop would be held in June. The autumn edition of Council's e-news will be out in April.
75%	01/07/2022	30/06/2023	Strategy 5.2 Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community. : 30 to 100	
75%	01/07/2022	30/06/2023	→ Key Focus Area 5.2.1 Education Skills and Training - Improve employment pathways and outcomes and greater personal development through delivery of programs locally which meet the needs of Industry and the community. : 100%	Small area of activity which is linked to other areas of focus and proceeding as planned.
75%	01/07/2022	30/06/2023	→ 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.	Activity during the early part of the 2022/2023 financial year has been in relation to facilitating the delivery of hospitality training along the East Coast to meet industry needs. The BODEC Operational team have collaborated with the Break O'Day Trade Training Centre on the development of a survey to industry asking them what their workforce needs for existing needs and the types of potential employees that will be required in the future, which will assist with the advocacy of training programs delivered locally.
75%	01/07/2022	30/06/2023	→ 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.	Through the Trade Training Centre participation on the BODEC Board an increased connection of VET delivery is occurring. Actual delivery on ground is an ongoing source of frustration.
75%	01/07/2022	30/06/2023	→ Key Focus Area 5.2.2 Access and Inclusion - Foster a culture of inclusion within our community by facilitating equitable access to opportunities, information and services. : 100%	Activity in this area has been progressing as planned

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	30/06/2022	→ 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.	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. One example is gender specific language being removed from registration process for youth week activities.
75%	01/07/2022	30/06/2022	→ Actions 5.2.2.2 Equitable Access - Advocate for, support, and facilitate actions to improve access to services, information and opportunities.	Council continues to collaborate with external services to identify and support opportunities as funding becomes available. An example of this is Council working in partnership with local organisations in the planning for a Regional Project Support Worker which the FVNH were successful in receiving grant funding for.  The Festival of Wellbeing was designed through a lens of equitable opportunity and accessibility. This included create a culturally safe space for people, by commencing with a Welcome to Country and using displays and decorations to that show a recognition of cultural diversity. Ensuring access for people with limited mobility. Providing a free bus from Fingal and using diverse and comprehensive methods of communication to promote the event. An Access and Inclusion Statement was provided on the Festival website to let our community know of our intent. Feedback is being sought form the community to identify areas for improvement.
0%	01/07/2022	30/06/2022	Strategy 5.3 Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs. : 30 to 100	

## CORPORATE PLANNING ACTIVITIES PLAN

### FINANCIAL ACCOUNTABILITY

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	30/06/2022	<b>Financial Sustainability : 100%</b>	The Financial Management Strategy was approved by Council at its April Ordinary meeting. The strategy outlines a high level pathway to financial sustainability which will directly inform the finalisation of the LTFP.
76%	01/07/2022	30/06/2022	→ <b>Grant Funding - Secure grant funding through competitive processes totalling \$250,000 which assists Council to achieve its identified priorities with an over success rate of 75% . : 100%</b>	As at the 31 March 2023 Council has applied and been successful with the following grant applications which is 75% of the Target: Cup of Kindness - Neighbours Every Day Community Grant - \$2,000 Scamander River Coastal Hazards Risk Mitigation and Pathways Planning Project - \$165,000 Mental Health Week 2022 - \$1,800 Learner Driver Mentor Program 2022-2023 - \$21,212 Applications have also been made for the Vulnerable Road User Program - Pedestrian Crossing - Esk Main Road, St Marys and Black Spot Programme - Install a Roundabout - Circassian/Medea Street, St Helens however these applications are still pending.
75%	01/07/2022	30/06/2022	→ <b>Revenue Generation - Identify opportunities to generate alternative revenue sources and secure a better return on the Cash holdings of Council. : 100%</b>	The Financial Management Strategy was approved by Council at its March Ordinary meeting, The strategy includes specific sections relating to revenue generation from Rates, Fees and Charges, Other Revenue and Investments.
86%	01/07/2022	30/06/2022	→ <b>Value for Money Reviews - Undertake reviews of operational activities to identify revenue opportunities, cost savings of \$40,000 and process improvements resulting in savings of 500 hours. : 100%</b>	Reviews completed include: Telecommunications arrangements which will be approx \$7,500 p.a. Transport of bulk waste to Copping approx \$25,000p.a Rates notice printing and payment system: the review compared the current service provider against a Tasmanian based service provider. A higher standard and more responsive service, at a lower cost could be secured by changing to a Tasmanian based service provider. This has now been actioned and a service agreement signed with the new provider. Actual cost savings will be compared at the end of the next FY. Fleet Optimisation: One vehicle has been removed from the Council fleet due to staff rationalisation. Savings to be quantified. Savings of approximately \$2,000 have been made by moving Council's Finance System from Navision to Xero. Reviews yet to be completed include: 1) Insurance cover and costs 2) IT hardware and software 3) Annual subscriptions 4) Security Services and on - call support
75%	01/07/2022	30/06/2022	<b>Financial Management : 100%</b>	All financial management function have been delivered as required to date.

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	30/06/2022	→ Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel. : 100%	Meetings completed in line with Audit Panel work plan.
90%	01/07/2022	30/04/2022	→ Long Term Financial Plan (LTFF) - Review of the Plan completed to reflect updated Four (4) Year Capital Works & Projects Budget and Asset Management Plan and updated Plan adopted by Council. : 100%	An outline of the LTFF was presented to Council at its March Workshop. The Financial Management Strategy ( the overarching strategy that links to the LTFF) was endorsed and approved by Council at its April Ordinary meeting. The LTFF is a living document and will be completed in the coming month to inform budget discussions.
30%	01/07/2022	31/05/2022	→ Internal Audit - System audits scheduled are completed, recorded and reported for the following: Annual maintenance statement; Community grants; Wages & HR; Planning advice. : 100%	Insufficient time to date to action an internal audit program.

**HUMAN RESOURCES / TRAINING/ WORK HEALTH & SAFETY**

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	30/06/2022	<b>Workforce Plan : 100%</b>	
75%	01/07/2022	30/06/2022	→ Following completion of the Works Department service delivery review, complete and commence implementation of the Plan to address succession requirements and an ageing workforce.	Service Delivery Review completed by working group from within the Works Dept teams. Information presented to the General Manager and Works Teams in March. Recommendations now being reviewed and prioritised.
88%	01/07/2022	30/06/2022	<b>Elected Members : 100%</b>	
75%	01/07/2022	30/06/2022	→ Professional Development - Facilitate participation of Councillors in Professional Development through the program being developed by the Local Government Division and the development of a training plan for individual Councillors. : 100%	The General Manager continues to be a member of the working group which is supporting the Office of Local Government to develop the Learning and Development Framework for elected members. The professional development program is now operational and some elected members have completed modules. Completion of modules by all elected members is a priority. Now that the new Council is settling into place individual plans.
100%	01/10/2022	31/12/2022	→ Councillor Induction - develop and deliver an induction program for Councillors following the Council elections. : 100%	Formal induction program delivered to Councillors over a 2 day period 22&23/11/22. Specific project and activity updates are being provided through normal activities.
100%	01/07/2022	30/06/2022	<b>Council Advocacy : 100%</b>	
100%	01/10/2022	31/12/2022	→ State Budget - Provide a submission to the 2023 - 2024 State Budget community consultation process advocating for local priorities. : 100%	Council considered the matter at the October Council meeting and provided a submission with the following priorities: <ol style="list-style-type: none"> <li>1. Bay of Fires Master Plan.</li> <li>2. Housing Needs Assessment</li> <li>3. St Helens District High School – investigation of future replacement or upgrading options</li> <li>4. Climate Resilient Councils – extension of program.</li> <li>5. St Helens Wharf – funding for assessment of asset condition and maintenance works on the disputed section.</li> <li>6. St Marys Childcare Centre – investigation into options for a new purpose built centre to service St Marys and surrounding areas</li> </ol>
90%	01/07/2022	30/06/2022	<b>Wellbeing Program : 100%</b>	Good progress has been made in this area with the development of a Mental Health and Wellbeing Plan for Council employees. This is a component of creating a mentally safe workplace
80%	01/07/2022	30/06/2022	→ Workplace Wellbeing - Finalise and implement a Mental Health and Wellbeing Plan for Council staff that creates a mentally safe workplace. : 100%	Key staff have been meeting to discuss roles and responsibilities for progressing the Mental Health and Wellbeing Plan for Council Staff.
100%	01/07/2022	30/06/2022	→ Employee Wellbeing - Consult with workers to identify and implement actions to support wellbeing and a mentally safe workplace in accordance with the Mental Health and Wellbeing Plan. : 100%	Staff consultations incorporated into draft mental health plan

## CORPORATE RISK

Current ...	Start ...	Due D...	Goal	Update
100%	01/07/2022	30/06/2022	<b>Risk Management/Work Health &amp; Safety : 100%</b>	
75%	01/07/2022	30/06/2022	→ <b>Risk Register Review - Review risk register twice a year for high risks, annually for all others. : 100%</b>	The Risk Register is reviewed on an ongoing monthly basis by the Goal/Risk Owners. As of mid-April 2023, 8 goals(2 risks) were not updated. 387 Goals (104 risks) are now listed on the risk register as of 17 April 2023.
75%	01/07/2022	30/06/2022	→ <b>Workplace Safety - Ensure that Risk Management processes identify and manage psychological risk. : 100%</b>	The WHS/RM Committee discussed the matter further and agreed that psychosocial risk should be captured via Council's incident report form that requires amending. WorkSafe Tasmania's presentation on 1/3/2023 confirmed that psychosocial risks are treated/managed like physical risks/incidents. A compliance table is to be prepared to ensure that Council is working towards mitigating the 14 psychosocial hazards that may arise at work. Discussions to follow with the HR Coordinator and management team to develop appropriate training and other management methods. This ongoing process will take a long time, approximately 12-18 months. The HR Coordinator will continue working through the draft Mental Health Plan with the management team.
0%	01/08/2022	31/01/2022	→ <b>Risk Management Framework - undertake an external review of Risk Management and report on implementation of recommendations. : 100%</b>	Insufficient external audit funds available to complete this task in the current FY.
75%	01/07/2022	30/06/2022	→ <b>Risk Reporting - Risk updates and activities are regularly reported to management, Council and Audit Panel. : 100%</b>	Regular reports to Council and Audit Panel in line with agreed workplan. Stranding item at fortnightly Management Team items

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2023	30/06/2023	<p>Workplace Safety - Ensure that the necessary systems are in place to reduce the likelihood of incidents of injury and illness in the workplace. : 100%</p>	<p>Safe Operating Procedures (SOPs) and Safe Work Method Statements (SWMS) for high-risk activities are in place so that workers can organize their work to reduce exposure to hazards and use the appropriate control measures. Document reviews take place every 2 years or when an incident was reported by staff or if an alert has been received from other authorities. Workers are involved and consulted throughout the process.</p> <p>WHS/RM meetings are held every 2 months with participants by indoor and outdoor workers. Updates on incidents within Council and other authorities are shared and consequent learning is discussed with the appropriate teams/departments.</p> <p>If new PPE or improvements/updates to machinery or vehicles are required they will be discussed and action taken.</p> <p>PPE is issued for new workers and replaced for existing workers when damaged.</p> <p>Training and refresher training is scheduled every 3 years in accordance with legislative requirements and new workers will be required to undergo training if not holding a ticket. Outdoor workers are kept up to date with any regulatory changes and are reminded of the safety aspect which includes injury prevention by following risk management processes for each of the training/tasks.</p> <p>Managers remind their workers that safety comes first in all their tasks and this is also done during the WHS induction. Safety inspections are undertaken infrequently as well as Alcohol and other Drug testing.</p> <p>Workers are encouraged to report hazards and raise their concerns not just for physical hazards but also for psychosocial hazards. Burnout what the most common hazard reported in 2022.</p>

## ORGANISATIONAL EFFICIENCY

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2022	30/06/2022	<b>Local Government Reform : 100%</b>	The Future of Local Government Review process is actually soaking up a lot of Council staff resources making sure that we adequately respond.
75%	01/07/2022	30/06/2022	→ <b>Local Government Reform - Participate actively in the Future of Local Government Review process with a focus on achieving the best outcome for the Break O'Day area. : 100%</b>	Submission prepared in relation to Interim Report considered by Council at the Council meeting on 15/8/22 and lodged on 25/8/22 after finalisation. Council officers have been engaged in substantial ongoing data gathering exercises to support the review process. Mayor and General Manager met with the Local Government Board on 4/12/22. The Board released an Options Paper on 15/12/22 and Council provided a submission in response to the Paper in February 2023.
75%	01/07/2022	30/06/2022	→ <b>Northern Region Shared Services - Pursue joint procurement opportunities involving Northern Region Councils. : 100%</b>	Legal Services procurement continues on a regional basis. Opportunity relating to After Hours Call monitoring was discussed by GMs at the March meeting and will be further investigated.
75%	01/07/2022	30/06/2022	<b>Break O'Day Organisation : 100%</b>	
75%	01/11/2022	28/02/2022	→ <b>Service Delivery Review Development Services - examine the opportunity to undertake a service delivery review focussed on development related activities. : 100%</b>	People Matter Survey report is complete and has been sent to Departmental Manager's for review and discussion. The report is derived from a People Matter Survey. It is a employee perception survey that will be conducted annually across Break O'Day Council. It provides important information and insights for departments and Council overall on workplace experiences and employee satisfaction and engagement. In regard to the Development Services team, there were some recommendations for improving communication within the team, team building opportunities and service delivery improvements.
75%	01/07/2022	30/09/2022	→ <b>Service Delivery Review Works Department - complete a review of Works Department activities and implement the outcomes. : 100%</b>	At March quarter end we have completed a review of service delivery by the Works Department. The review included active participation of a Working Group comprising several Works employees. The Working Group has provided a report with recommendations to the General Manager and Manager Infrastructure and Development Services and to the broader Works team that include the development of key themes and recommendations, which are to be further considered and translated to appropriate actions for implementation.
75%	01/07/2022	30/06/2022	→ <b>Community Engagement Strategy - Ensure Community Engagement Strategy is embedded in Council's engagement activities. : 100%</b>	Following adoption of the Community Engagement Strategy, the Communications Coordinator is working with Council Departments to develop engagement plans for specific projects based around the Strategy framework.
75%	01/07/2022	30/06/2022	→ <b>Plain English Communication - Ensure all staff are aware of plain english guides and tools and are using the Style and Communication Guides. : 100%</b>	The communications coordinator has been working on templates and Communications matrixes for the Works Department to make communication easier and clearer. Department heads are also now checking any controversial correspondence with the Comms. Cord. for tone and plain English approach. This has resulted in several pieces of correspondence being re-written.
75%	01/07/2022	30/06/2022	<b>Management Systems : 100%</b>	
75%	01/07/2022	30/06/2022	→ <b>Cascade - Progress with integration of Cascade as the key platform for managing day-to-day activities with a focus on project management. : 100%</b>	Progress with the implementation of this system continues to progress well with new team members quickly adapting to the system.
75%	01/07/2022	30/06/2022	→ <b>Cascade Community Dashboard - ensure the community dashboard is operating on Council's website. : 100%</b>	A Cascade public dashboard has still not been developed. Instead we have been uploading the quarterly reports as an easy to read flip book on the website.

Current ...	Start ...	Due D...	Goal	Update
75%	01/07/2023	30/06/2023	→ Welcome Pack - Review and redevelop the welcome pack for new residents. : 100%	A full review of the Information packs and the New resident survey will occur in early 2023.
61%	01/07/2023	30/06/2023	<b>Customer Service : 100%</b>	Early phase testing of a TRIM based customer service tracking system is in place.
75%	01/07/2023	30/06/2023	→ Access to Information - Ensure staff understand where they and customers can access Council information. : 100%	The Communications Coordinator has started emailing Admin staff any relevant information to do with communications including where to find hard copy surveys etc. Every month in the newsletter we publicise where people can find out more information on the website or join our email database so we can directly communicate with them. Staff receive a Council Bulletin within 24hrs of the Council meeting that briefly outlines Council decisions. The Communications Coordinator also ensures to share any Facebook posts or community information with at least Admin staff so they are equipped to answer any questions. In addition to this, through the community engagement process, staff also have to consider what other staff may need to know and how they will be made aware.
75%	28/09/2023	31/03/2024	→ Customer Service - Investigate and report on options for improving customer service telephone enquiries, particularly with staff Working From Home. : 100%	Work on this action continues to progress well with the Corporate Service Coordinator working closely with key staff to improve processes and procedures to enhance customer satisfaction and engagement.
75%	28/09/2023	30/04/2024	→ Customer Satisfaction - Research and develop a report in relation to options to monitor customer satisfaction. : 100%	A cornerstone to monitoring customer satisfaction is the manner in which customer requests and complaints are triaged and tracked internally. Testing on a TRIM based model is now occurring and the CS team are regularly discussing customer experience options and how to improve this area. A report will be generated post this testing phase.
88%	01/07/2023	30/06/2023	<b>Asset Management : 100%</b>	
75%	01/07/2023	30/06/2023	→ System Refinement - Develop and Refine Asset Management System including integration of all Council assets. : 100%	Significant resource time has been invested in progressing Asset Management activities year to date, that include: 1. Mapping Councils storm water system and updating the Storm water GIS database. 2. Undertaking a road condition assessment of Councils sealed road network (November 2022). 3. External assessment of Councils Bridge and major culverts (July 2022) and the update maintenance and bridge replacement schedules in Councils Bridge Management System. 4. Initiating an investigation of an integrated approach to asset management and one that is affordable to the business and delivers expected outcomes in managing assets.
100%	01/09/2023	31/12/2023	→ MTB Asset Management Plan - develop 10 year asset management plan. : 100%	MTB Asset Management Plan was reviewed by Councils Audit Panel on 20 March 2023. This internal plan was accepted and will be used for operational and future capital planning purposes.
67%	01/07/2023	30/06/2023	<b>Public &amp; Environmental Health : 100%</b>	
50%	01/07/2023	28/06/2023	→ New Municipal By-Law - Progress Development of Municipal By-Law which controls Keeping of Life Stock, Waste Disposal Site Controls & Caravans within the Municipality. : 100%	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.

ACTION	DISCUSSION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\006\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

**OFFICER’S RECOMMENDATION:**

For discussion

**INTRODUCTION:**

The Future of Local Government Review is now entering 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 21 June 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:**

In providing the Report, the Minister for Local Government has said:

*The Board’s position at the end of Stage Two is that Tasmania’s current 29 council system is having a significant and detrimental impact on the ability of councils to attract and retain key staff, to uniformly manage assets well, and to deliver important regulatory functions. This has led the Board to conclude - with the local government sector broadly agreeing - that the status quo is not an optimal or sustainable model for the sector, that some form of consolidation is necessary to deliver greater economies of scale and scope, and that this consolidation will not happen voluntarily.*

*To start this discussion the Board has mapped nine ‘community-catchments’, which each have aligned communities of interest. The Board has said it will work closely with councils and communities in those catchments to explore what the future of our local government sector could look like to serve these connected communities, and to enhance service delivery and local representation for Tasmanians. Importantly, these catchments do not represent final, or even preliminary, recommendations on council boundaries, they are simply a way to encourage conversations among local areas.....*

.....Reflecting the three-month extension to Stage Two, and in response to requests from the Board and the Local Government Association of Tasmania, please note that I have also agreed to extend the Review's final reporting date to 30 September 2023. I believe this will provide the necessary time for the community and the sector to be able to meaningfully engage on reform proposals.

The Minister also makes specific mention of the situation in relation to Land Use Planning and Councils acting as Planning Authority.

Finally, I note the Board has been looking at options to reduce or eliminate the perceived conflict between councils' role as a community representative and advocate and its role as a statutory planning authority when assessing development applications under the Land Use Planning and Approvals Act 1993. One of these options was to remove elected members from making decisions about development applications entirely - with assessments being undertaken either by council planning officers or an independent regional assessment panel.

This is a highly complex and contentious issue, and ongoing debate in Stage Three has the potential to distract from engagement on the central elements of the Review's proposed structural and supporting reform program for councils. I have therefore decided this specific and complex matter is more appropriately dealt with in the context of the Government's broader planning reform agenda. Reforms to support and strengthen councils' critical broader roles and functions within the planning system, including strategic land use planning, will remain within scope.

Due to the timing of receipt of this Report and the timeframes relating to the preparation of the Council Workshop Agenda, Council officers have not been able to provide a detailed analysis of our thoughts in this Agenda item. This will be developed for discussion over the next two Council workshops.

In broad terms our process moving forward potentially looks like:

- Deadline for submissions is 21 June 2023.
- Listing for discussion at the Workshop on 1 May 2023
- Listing for discussion at the Council Meeting on 15 May 2023
- Development of draft Submission between May and June Workshops
- Listing for discussion at the Workshop on 5 June 2023
- Draft final Submission will go to the June Workshop for informal endorsement and any last minute direction.
- Ratify the submission made at the Council Meeting on 26 June 2023.

## **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

<b>ACTION</b>	<b>DISCUSSION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	John Brown, General Manager
<b>FILE REFERENCE</b>	004\019\001\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Members Letter of Expectations NTDC Constitution – 2023 Draft NTDC Members Agreement 2023-2026

**OFFICER'S RECOMMENDATION:**

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

**INTRODUCTION:**

Council currently supports NTDC through the Members Agreement 2020-23 which committed Council to participation in NTDC for three years which will conclude on 30 June 2023. Following the resignation of the Chairperson in May 2022 the opportunity was taken to examine the Board structure and connection to member Councils to ensure that the structure and approach is 'fit for purpose' moving forward. There have been some occasions over the last few years where the connection of the Board to member Councils has been questioned and adjustments to the relationship mooted.

**PREVIOUS COUNCIL CONSIDERATION:**

Council Meeting 18 May 2020

**05/20.16.2.81**      Moved: Clr B LeFevre / Seconded: Clr J McGiveron

That Council

1. Endorse the draft Northern Tasmania Development Corporation (NTDC) Members' Agreement 2020-2023 and in doing so, agree to remain a member of Northern Tasmania Development Corporation for the duration of the agreement; and
2. Agree to continue to fund the Northern Tasmania Development Corporation's (NTDC) Population Attraction Coordinator position.

**CARRIED UNANIMOUSLY**

**09/22.17.3.201**

Moved: Clr B LeFevre/ Seconded: Clr M Osborne

That Council:

1. Agree to initiate/support an amendment of the Northern Tasmanian Development Corporation (NTDC) Constitution to incorporate a Representatives Group; and
2. Request the NTDC Board to draft the recommended constitutional changes in collaboration with the Member Council General Managers/Chief Executive Officer for the further consideration of the member Councils.

**CARRIED UNANIMOUSLY**

#### **OFFICER'S REPORT:**

##### **Background**

Recapping the current situation, Northern Tasmania Development Corporation (NTDC) was formed officially in February 2017 and is funded by seven of the eight Northern Councils including City of Launceston, Northern Midlands, Meander Valley, Break O' Day, George Town and West Tamar. The Dorset Council opted not to be an NTDC member, and in late 2020 Flinders Island Council advised that it intended to withdraw from NTDC, it is believed that this was in part due to the financial situation of this Council. Both Councils are at varying levels of reconsidering their position

The Council committed to the current Members' Agreement with NTDC in March 2020, which remains in effect for three years concluding in June 2023.

The primary objectives of the NTDC, as set out in the Company Constitution 2017, are to:

- a) provide pro-active, engaged and strategic regional economic leadership;
- b) consolidate an agreed vision for the development, sustainability and prosperity of the geographic region that the Company's Members encompass;
- c) implement a strategic economic action plan based on the Northern Regional Futures Plan framework or similar; and
- d) to provide effective representation and advocacy to State and Federal Government and other stakeholders.

Until the last 12 months the performance of NTDC had been often called into question with concerns expressed about ineffective governance, leadership, inadequate resourcing and unattainable expectations

The concerns with governance and the performance of the Board were discussed with the NTDC Board in February 2022 and the Board commissioned an independent review of the Board's performance. The review process included consultation with key stakeholders including the Mayors and General Managers of the member Councils. Following the completion of this review process and a presentation to Mayors and General Managers, Council representatives came together on 13 July 2022 to hold a day-long facilitated workshop to discuss these concerns.

In this workshop, it was determined that the members do value the role that NTDC can play for the region and a range of views were expressed in respect to the purpose and vision of the organisation. These responses included the following expectations:

- Be the single voice for the region (representing collaborations of council)
- To realise opportunities (financial and social prosperity)
- To drive success focused on northern Tasmania
- (To facilitate) Outcomes that benefit the region
- (to be the) Voice for local government in the region
- (to) Tap into expertise

The workshop identified the following purposes for NTDC into the future:

- Internally:
  - Be financially sustainable
  - NTDC seen to be delivering value, recognised by the members
- Externally:
  - Northern Tasmania is the place where people, idea, business and industry thrive.

The workshop identified that there is a need to enact further governance changes to the NTDC in order to deliver on this purpose statement and expectations. It was identified that the identified disconnect between the Board and member Councils must be addressed as a matter of priority.

It was determined that the issue of disconnect between the Board and Member Councils could be addressed by altering the NTDC Constitution to incorporate a body of Representatives, which is similar to the governance structures of organisations such as the Cradle Coast Authority and TasWater.

The Representatives Group would develop a Letter of Expectation for NTDC and would assume powers and duties such as (but not limited to) the appointment, setting of terms, remuneration, suspension and dismissal of directors; the establishment of requirements for reporting by the Board to the representatives; reporting to Member Councils and the approval of the guiding documents for the NTDC Board. This is the same approach which works successfully with TasWater.

It was identified that the Representatives Group would initially meet on a quarterly basis which may decrease in frequency into the future.

Each member Council would nominates a representative, while structured engagement would continue such as the CEO addressing each Council twice annually in person as well as the provision of regular NTDC newsletters.

### **Current Situation**

At its meeting on 19 September 2022, the Council agreed to governance changes being made at NTDC to include the development of a member's letter of expectation as well as the amendment of the NTDC Constitution to incorporate a member's representatives group to improve Council oversight and engagement with the organisation.

Since this decision the following has occurred:

1. a Letter of Expectation for NTDC has been developed to provide for issues such as (but not limited to) the appointment, setting of terms, remuneration, suspension and dismissal of directors; the establishment of requirements for reporting by the Board to the representatives; reporting to Member Councils and the approval of the guiding documents for the NTDC Board;
2. The NTDC Constitution has been amended to incorporate a Representatives Group; and
3. A draft Member Agreement 2023-2026 has been developed to incorporate the Members group as well as enhanced reporting obligations.

The above documents are in accordance with the Council's decision of 19 September 2022 and it is therefore recommended that they be endorsed.

## **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

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

### 2022-2023 Break O' Day Council Annual Plan

#### **Northern Tasmanian Development Corporation (NTDC) -**

Participate in NTDC activities focused on developing the regional economy.

## **LEGISLATION & POLICIES:**

Local Government Act 1993

## **BUDGET; FUNDING AND FINANCIAL IMPLICATION**

Nil

## **VOTING REQUIREMENTS:**

Simple Majority

# Northern Tasmania Development Corporation

## MEMBER COUNCILS LETTER OF EXPECTATIONS

Adopted by

Version 1 (26 August 2022)

## PART 1 – INTRODUCTION

### 1. Preamble

1.1 This Letter is issued by the member Councils of Northern Tasmania Development Corporation . This Letter operates until it is amended or replaced in accordance with the procedures outlined in this document and the Company Constitution.

### 2. Purpose

2.1 This Letter gives the Board of the Corporation guidance in relation to the member Councils' high-level performance expectations and strategic priorities, including (but not limited to) the appointment, setting of terms, remuneration, suspension and dismissal of directors; the establishment of requirements for reporting by the Board to the representatives; reporting to Member Councils and the approval of the guiding documents for the NTDC Board.

### 3. Interpretation

3.1 Subject to Section 3.2, terms used in this Letter are defined in Schedule A.

3.2 Except where the context makes it clear that a rule is not intended to apply:

3.3 Terms defined in the *Company Constitution of Northern Tasmania Development Corporation Limited and the Members Agreement between member Councils and Northern Tasmania Development Corporation Limited* (as amended from time to time) have the same meaning in this Letter.

3.4 Whenever this Letter requires the Corporation to "develop" something, the Corporation shall be taken to have complied with that obligation if it has already developed the item before this Letter commenced.

3.5 Where this Letter sets out expectations in relation to the provision of information, the Corporation shall forward such information to the member Councils' Representative, the Mayors (where the member Councils' Representatives are not also the Mayors) and the General Managers (unless otherwise specified in this document).

## PART 2 – GENERAL

### 4. Guiding Principles

4.1 The Guiding Principles for the Corporation are that it:

- Operates within relevant legislative and statutory obligations and has systems and processes to support and report on these obligations
- Fulfils the principal objectives under the *Company Constitution*
- Maintains long-term financial sustainability while meeting the other Guiding Principles
- Is delivering value to the members in accordance with guiding documents which is recognised by the members. It is expected that the Corporation will:
  - Be a single voice for the region (representing collaborations of council)
  - Realise opportunities (financial and social prosperity)

- Drive success focused on Northern Tasmania
- Facilitate outcomes that benefit the region
- Tap into available expertise

## PART 3 – GOVERNANCE

### 5. Shareholders' Letter of Expectations

5.1 The member Councils expect that the Board will abide by this Letter unless to do so would create a risk of breaching the *Company Constitution*, the *Corporations Act 2001* (Cth), directors' duties, or any other statutory or regulatory obligation.

5.2 The Board will engage with the member Council Representatives Group in relation to the requirements of this Letter

5.3 The Board will advise member Councils' Representatives when the provisions of this Letter cannot be met.

5.4 The member Councils shall consult with the Board prior to amending or replacing this Letter.

5.5 The method of adopting, amending or repealing this Letter is determined in the Constitution.

### 6. Appointment of Chair and Directors

6.1 The member Council's would like to express their position in relation to required characteristics of the independent Chairperson:

- Northern Tasmania local ideally (but not essential)
- Someone aligned with NTDC values
- Someone with profile
- The skill to chair the Board plus be able to leverage other directors' skills/experience
- Effective and respectful with the Chief Executive Officer of NTDC
- Someone who will not play politics

6.2 The recruitment process for Chairperson will be as described in the Constitution and must include the member Council Representatives Group through:

6.2.1 Inclusion of two (2) representatives on the Board Selection Committee to undertake the recruitment process.

6.2.2 Provision of a recruitment report and recommendation to the member Council Representatives Group for consideration and a decision.

6.3 The recruitment process for Directors as described in the Constitution must include Council representation and the Chairperson on the Board Selection Committee.

6.4 The Chairperson must ensure that the appointment of a Director works to the betterment of the Board and member Councils

### 7. Board Performance

7.1 The Corporation will undertake an internal review on the performance of the Board and its committees annually and report to the Board Selection Committee prior to 30 June.

**7.2** Each year, the Board Chairman shall discuss with the Board Selection Committee Chair any concerns about the contribution of individual directors and/or the need to change the skills mix of the Board.

## **8. Financial and Resourcing Strategy**

**8.1** The Board, in conjunction with the member Council Representatives Group, will develop a Financial and Resourcing Strategy for the Corporation which reflects the strategic directions and priorities of NTDC.

## **9. Annual Operational Plan and Budget**

**9.1** The Board shall prepare and adopt prior to 31 July an Operational Plan and Budget annually to guide the activities and program delivery of the Corporation.

**9.2** Member Councils will be provided with the proposed Operational Plan and Budget prior to adoption by the Board for consideration:

**9.3** The proposed Operational Plan must be provided to member Councils by 1 July of the financial year to which it relates.

**9.4** Member Council's must provide feedback in relation to the proposed Operational Plan and Budget by no later than 15 July of the financial year to which it relates.

**9.5** The Board will consider the feedback received and may or may not make changes to the proposed Operational Plan.

## **PART 6 – REPORTING**

### **10. Member Engagement and Reporting Framework**

**10.1** The Board will arrange the following meetings each year, at a minimum:

**10.1.1** CEO addressing each council twice annually in person as well as the provision of regular NTDC newsletters

**10.1.2** Annual Reporting Meeting – to review the annual financial reports;

**10.1.3** Quarterly meetings with Representatives Group unless the Representatives Group decides to hold fewer meetings

**10.2** The Board will provide a quarterly progress report on progress with delivery of the Annual Operational Plan within 30 days of the completion of each quarter.

**10.3** Disclosures under the 'no surprises' continuous disclosure regime should be provided in the quarterly meetings unless the Board considers that a more timely disclosure is appropriate.

# CONSTITUTION

## NORTHERN TASMANIA DEVELOPMENT CORPORATION LIMITED

*Corporations Act 2001*

Company Limited by Guarantee

## CONTENTS

1.	DEFINITIONS AND INTERPRETATION .....	3
2.	MEMBERSHIP .....	6
3.	MEMBERSHIP FEES.....	13
4.	GENERAL MEETINGS .....	15
5.	PROCEEDINGS AT GENERAL MEETINGS .....	16
6.	REPRESENTATION OF MEMBERS .....	20
7.	RESOLUTIONS WITHOUT MEETINGS.....	23
8.	DIRECTORS: APPOINTMENT, ETC. ....	24
9.	DIRECTORS: REMUNERATION, ETC. ....	27
10.	POWERS AND DUTIES OF DIRECTORS .....	28
11.	DIRECTORS INTERESTS AND DISCLOSURE .....	30
12.	DIRECTORS MEETINGS .....	32
13.	INDEPENDENT CHAIR.....	37
14.	CEO.....	38
15.	COMPANY SECRETARY .....	39
16.	EXECUTION OF DOCUMENTS.....	40
17.	ACCOUNTS, RECORDS & ADVICE .....	41
18.	NOT-FOR-PROFIT.....	42
19.	CAPITALISATION OF PROFITS .....	42
20.	NOTICES .....	43
21.	BY-LAWS.....	44
22.	INDEMNITY AND INSURANCE – DIRECTOR AND OFFICER PROTECTION.....	44
23.	AUDIT .....	45
24.	WINDING UP .....	45
	SCHEDULE 1 - INITIAL MEMBERS .....	47
	SCHEDULE 2 - AGREEMENT .....	48

## 1. DEFINITIONS AND INTERPRETATION

### 1.1 Defined Terms

In this Constitution:

- (a) "Act" means the *Corporations Act 2001 (Cth)*;
- (b) "Board" means the Board of the Company;
- (c) "Business Day" means a day on which banks are open for general business in the State other than Saturday or Sunday;
- (d) "Company" means the company to which this constitution relates;
- (e) "Company Secretary" means the person (if any) appointed to perform the duties of a company secretary of the Company;
- (f) "Constituent Documents" means:
  - (i) the Company Constitution of the Company;
  - (ii) any Members Agreement agreed by the Members of the Company;
  - (iii) any Board Charter;
  - (iv) any by-laws created by the Company under the Company Constitution;  
and
  - (v) any other document deemed to be a Constituent Document by the Company;
- (g) "Directors" means the director or directors of the Company acting as a body and where the Company only has only one director means that director;
- (h) "Effective Control" means the ability to exercise control over the decision-making of the relevant entity and, for a company, means holding at least 50% of the shares issued in the company or having 50% of the voting power for that company;
- (i) "Guarantee" means the obligation of the members to contribute to the assets of the Company on a winding up;
- (j) "Guarantee Amount" means the actual dollar amount of the Guarantee that each member agrees to pursuant to this Constitution, being the sum of ten dollars (\$10.00);
- (k) "Initial Member" means all of those persons or entities listed in the Schedule of Initial Members, who are the founding members of the Company;

- (l) "Member" means any person or entity recorded from time to time as a member in the Company's register of members;
- (m) "Member Representatives Group" means each Member's nominated representative from time to time;
- (n) "Related Corporation" means a company that is related to another company as related bodies corporate under the Act;
- (o) "Special Resolution" means:
  - (i) in respect of a resolution to be passed by the members, a resolution requiring 75% of votes from members entitled to vote on a motion in a general meeting; and
  - (ii) in respect of a resolution to be passed by the directors, a resolution requiring 75% of votes from directors voting on a motion in a directors meeting; and
- (p) "State" means the State or Territory in which the Company is incorporated.

#### 1.2 Interpretation

- (a) Section 46 of the Acts Interpretation Act 1901 (Cth) applies as if it were an instrument made by an authority under a power conferred by the Act as in force the day on which this constitution becomes binding on the Company.
- (b) This constitution is to be interpreted subject to the Act. However, the rules that apply as replaceable rules to companies under the Act do not apply to the Company.
- (c) Unless the contrary intention appears, an expression in a provision of this constitution that deals with a matter dealt with by a particular provision of the Act has the same meaning as in that provision of the Act.
- (d) Subject to **sub-clause (c)**, unless the contrary intention appears, an expression in a regulation, rule or other legislative instrument that is defined for the purposes of the Act has the same meaning as in that regulation, rule or other legislative instrument.
- (e) Clause headings are inserted for convenience only and are not to be used in the interpretation and construction of this constitution.
- (f) Words:
  - (i) importing the singular include the plural and vice versa; and

- (ii) importing one gender include other genders.
- (g) A reference to:
  - (i) any party or other person includes that person's successors and permitted assigns;
  - (ii) a statute, ordinance or other legislation includes any amendment, replacement or re-enactment for the time being in force and includes all regulations, by-laws and statutory instruments made thereunder;
  - (iii) this or any other document includes a reference to that document as amended, supplemented, novated or replaced from time to time;
  - (iv) a clause is a reference to a clause of this constitution;
  - (v) writing includes all means of reproducing words in a tangible and permanently visible form; and
  - (vi) a person includes a natural person, corporation, partnership, trust, estate, joint venture, sole partnership, government or governmental subdivision or agency, association, cooperative and any other legal or commercial entity or undertaking.
- (h) Where a party comprises two or more persons any obligation to be performed or observed by that party binds those persons jointly and each of them severally, and a reference to that party is deemed to include a reference to any one or more of those persons.

### 1.3 Name of the Company

The name of the Company is Northern Tasmania Development Corporation Limited. The Company may also be referred to in the abbreviated form of "NTDC Limited".

### 1.4 Type of Company

The Company is a public company limited by guarantee.

### 1.5 Limited Liability of Members

The liability of the Members is limited to the Guarantee Amount.

### 1.6 Guarantee

Each Member must contribute the Guarantee Amount to the property of the Company if the Company is wound up whilst a Member is a member, or within twelve (12) months of a Member ceasing to be a Member, for the purposes of paying the debts and liabilities of the of the Company that have been incurred prior

to the Member ceasing to be a Member and including the actual costs of the winding up.

**1.7 Prospectuses**

The Company must not engage in any activity that would require disclosure to investors under Chapter 6D of the Act except as permitted by the Act.

**1.8 Objectives**

The primary objectives of the Organisation are to:

- (a) provide pro-active, engaged and strategic regional economic leadership;
- (b) consolidate an agreed vision for the development, sustainability and prosperity of the geographic region that the Organisation's Members encompass;
- (c) implement a strategic economic action plan based on the Northern Regional Futures Plan framework or similar; and
- (d) to provide effective representation and advocacy to State and Federal Government and other stakeholders.

**2. MEMBERSHIP**

**2.1 Members**

The Members of the Company are:

- (a) The Members set out in the Schedule of Initial Members, unless such a Member has resigned;
- (b) any other person or entity that the Directors allow to become a Member, in accordance with this Constitution.

**2.2 Register of Members**

- (a) The Company must establish and maintain a register of Members, which must contain all of the initial Members set out in the Schedule of Initial Members.
- (b) The register of Members must be kept by the Company Secretary, and must contain:
  - (i) for each current Member:
    - A) full name of Member or joint-Members;



**2.4 Application to Become a Member**

A person or entity who desires to become a Member of the Company may apply to the Company Secretary in writing, stating that the person or entity:

- (a) wishes to become a Member of the Company; and
- (b) is willing and able to comply with all of the requirements of **clause 2.3**; and
- (c) expressly, will pay the Guarantee Amount if and when called upon to do so;

and paying any application money prescribed by the Company from time to time.

**2.5 Consideration of Applications**

- (a) The Board must consider an application for membership within a reasonable time of the application being received by the Company Secretary.
- (b) If the Board approves the application, the Company Secretary must, as soon as possible:
  - (i) enter the new Members onto the register of members;
  - (ii) notify the new Member in writing that the application has been successful, including notifying the Member of the date on which the Member's name was entered onto the register of Members; and
  - (iii) provide a receipt to the new Member for any application money paid by the new Member.
- (c) If the Board rejects the application, the Company Secretary must inform the applicant accordingly, but the Company is not required to give reasons for the rejection.
- (d) For the avoidance of doubt, any defect in the application or approval process does not invalidate the approval of a new member as a Member and if so approved, the Member agrees to each of the matters set out in **clause 2.3**.

**2.6 When a Member Becomes a Member**

Other than the Initial Members, a person or entity becomes a Member of the Company when that Member's name is entered onto the register of members.

**2.7 When a Member Ceases to be a Member**

- (a) An entity immediately ceases to be a Member of the Company if that entity:
  - (i) is wound up or dissolved (whether voluntarily or otherwise);
  - (ii) resigns as a Member;

- (iii) is expelled by the Board for any reason; or
  - (iv) does not respond within three (3) months to a written request by the Company Secretary to the Member to confirm the Member's intention to remain as a Member.
- (b) For the avoidance of doubt, resignation of membership does not invalidate any fees payable nor any agreement to pay fees by that Member.

#### 2.8 Dispute Resolution for Members

- (a) The dispute resolution procedures set out in this **clause** apply to any dispute (disagreement) in relation to this Constitution or other written instrument to which Members are bound between a Member or a Director and:
- (i) one or more Members;
  - (ii) one or more Directors; or
  - (iii) the Company;
- unless any other dispute resolution procedure exists in a written instrument that binds the Members that purports to supersede or take priority to this **clause**, in which case that procedure must apply.
- (b) A Member must not commence any dispute resolution procedure in relation to any matter that is the subject of a disciplinary proceeding under **clause 2.9** unless and until that disciplinary proceeding is completed in full.
- (c) Any party that has a dispute with another party that is subject to this dispute resolution procedure must give a written notice ("a Dispute Notice") of that dispute to the other party. A Dispute Notice must include:
- (i) a general description of the dispute;
  - (ii) a statement as to how or why the notifying party believes the dispute to be a dispute;
  - (iii) a proposal or request to the other party about how the dispute can be satisfactorily resolved; and
  - (iv) notice of the party alleging the dispute, including preferred contact details and the signature of that party.
- (d) A party receiving a Dispute Notice must, in good faith, make all reasonable attempts to resolve the dispute directly with the notifying party within fourteen (14) days of receiving the Dispute Notice.

- (e) If the dispute is not resolved satisfactorily within the time period allowed under **sub-clause (d)**, either party may, within a further fourteen (14) days, refer the matter to the Board (“a Referral Notice”) and if no referral is made by either party, the dispute is deemed to be resolved.
- (f) If the Board receives a Referral Notice, the Board may:
  - (i) appoint one or more of the Directors to act as mediators to the parties in dispute; or
  - (ii) in the case of a dispute with the Board, appoint an external mediator.
- (g) The appointed Directors, as mediators, or the independent mediator, must set a date for mediation within thirty (30) days of receiving a Referral Notice and the parties must, in good faith, attempt to settle the dispute by mediation. If for any reason a mediator cannot be appointed reasonably, either party may ask President of the Law Society of the state in which the Company is incorporated, to appoint an independent mediator. All costs of an independent mediator must be shared equally by the parties, but otherwise the parties must bear their own costs of and incidental to the mediation.
- (h) Any mediator, whether a Director or independent:
  - (i) may be a Member or former Member of the Company;
  - (ii) must not have a personal interest in the dispute or the outcome of the dispute;
  - (iii) must act impartially and fairly towards all parties to the dispute;
  - (iv) must ensure that the principles of due process and natural justice are strictly applied to the mediation process; and
  - (v) must not make a decision about the dispute but must, in good faith, assist the parties to come to a resolution.
- (i) If the parties in dispute have completed all of the steps set out in this **clause**, but no satisfactory resolution has been obtained, either party may then pursue whatever other remedies at law or in equity that the party may have.

#### 2.9 Disciplinary Action for Members

- (a) The disciplinary procedures set out in this **clause** apply to all Members and the Board unless any other disciplinary procedure exists in a written

instrument that binds the Members that purports to supersede or take priority to this **clause**, in which case that procedure must apply.

- (b) Any Member or Director may make a complaint to the Board about any other Member or Director in respect of conduct that:
  - (i) is in breach of this constitution or any other written instrument that is binding on the members;
  - (ii) is objectionable or unbecoming of a Member;
  - (iii) brings, or is likely to bring, the Company into disrepute;
  - (iv) causes, or is likely to cause, injury, loss or damage to the Company; or
  - (v) is illegal.
- (c) For the avoidance of doubt this **clause** does not apply to any private conduct of a Member or Director toward another Member or Director that is not related to the membership or directorship of the aggrieved or offending parties, regardless of whether the aggrieved party has any other private remedy at law or in equity.
- (d) Any party that wishes to make a complaint about another party must give a written notice ("a Complaint Notice") to the Board. A Complaint Notice must include:
  - (i) a general description of the complaint, including sufficient detail to make out the alleged facts;
  - (ii) a statement as to how or why the notifying party believes the complaint to comply with **sub-clause (b)**;
  - (iii) notice of the party making the complaint, including preferred contact details and the signature of that party.
- (e) Upon receipt of a Complaint Notice, the Board must:
  - (i) provide written confirmation to the party making the complaint, including providing a copy of this **clause**, that the complaint has been received and will be considered under the terms of this **clause**; and
  - (ii) consider the complaint at the next meeting of the Board.
- (f) If the complaint is made against one or more of the Directors, those Directors must be excused from the proceedings of the Board for that

purpose, and the balance of the Directors of the Board may consider the complaint as a sub-committee of the Board, and no quorum provisions are deemed to apply. In the alternative, the Board may appoint an independent panel and may refer the complaint to that panel to be considered.

- (g) For the avoidance of doubt, any costs of appointing an independent panel, and the discharge of that panel's tasks are to be paid by the Company, but the Company is entitled to seek reimbursement from the party making the complaint if the complaint is found, objectively, to be frivolous or vexatious.
- (h) In considering any complaint, the Board, or the panel appointed:

  - (i) must act reasonably in all regards, and in a timely way;
  - (ii) may undertake whatever investigations and enquiries it thinks fit;
  - (iii) may hear from the complainant or any other person in support of the complaint;
  - (iv) is not required to follow the ordinary rules of evidence; and
  - (v) must allow the person who is the subject of the complaint to be heard, along with any other witnesses that the person the subject of the complaint may reasonably seek to have heard.
- (i) The Board, either on its own consideration or on the recommendation of the panel, may elect to:

  - (i) dismiss the complaint as frivolous and vexatious, with or without seeking reimbursement from the party making the complaint;
  - (ii) dismiss the complaint as being not sufficiently made out;
  - (iii) make no finding of culpability;
  - (iv) take no action at all;
  - (v) resolve to issue a warning to the member;
  - (vi) suspend the member's rights as a member for a defined period of time not exceeding twelve (12) months at the discretion of the Board;
  - (vii) expel the member; or
  - (viii) refer the matter to appropriate civil or criminal law enforcement agencies.

- (j) For the avoidance of doubt, the Board does not have any power to impose a pecuniary penalty on any Member or Director.
- (k) Upon completion of the disciplinary process, the Company secretary must notify the affected party in writing of the outcome.
- (l) Any Member or Director that is the subject of a disciplinary decision under this **clause** is entitled to appeal that decision, at that party's own cost, through normal legal channels.
- (m) For the expediency of all parties involved, including the party making the complaint, all details of the disciplinary proceedings must be kept confidential and no notification or publication of the outcome of the proceedings may be made by any party until the whole of the process is complete. If no adverse finding is made against a party, then no public notification of the fact of the proceedings is to be made.
- (n) No party making a complaint, nor the Board or independent panel, nor the Company itself is liable to any Member or Director for any injury, loss or damage suffered by that party in account of a complaint being made against that party that is made in good faith under this **clause**.

### 3. MEMBERSHIP FEES

#### 3.1 Application Fee

The Board is entitled to set, and change from time to time, an application fee for applicants who apply to become Members, provided that:

- (a) the application fee must not be changed more than once in any 12-month period;
- (b) the application fee charged to all applicants within that 12-month period must be the same;
- (c) the application fee amount may be set at nil;
- (d) the current application fee must be published by the Company on any website maintained by the Company and the Company must advise the amount of the application fee to any person or entity upon reasonable enquiry;
- (e) an applicant for membership must pay the application fee at the time that an application is made for membership; and

- (f) any application fee charged to and paid by an applicant to become a Member of the Company is non-refundable to the applicant, regardless of the outcome of the application.

### 3.2 Subscription Fees

The Board is entitled to set, and change from time to time, annual subscription fees to be paid by the Members, provided that:

- (a) the method of calculation of subscription fees for each Member must not be changed more than once in any 12-month period;
- (b) the Board may, in its absolute discretion, prescribe different rates of subscription between Members, taking into account the varying benefits which Members may enjoy by reason of the operations of the Company along with any other matter that the Board considers relevant;
- (c) the Board may, in addition, make any by-law concerning the calculation of subscription fees, which by-law is binding on the Members; and
- (d) the method of calculation of subscription fees may be incorporated within a Members Agreement.

### 3.3 Due Date for Payment of Subscription Fees

All annual subscriptions fees are due and payable, in advance, on 1 July in each year and are deemed to apply for the period from 1 July of the year in which the fee is paid to 30 June of the following year.

### 3.4 Application of Income

The Company must apply:

- (a) all application fees;
- (b) all annual subscriptions fees from Members; and
- (c) income earned from all other sources

to accomplishing the objectives of the Company, but also including the expenses of administration and conducting the ordinary business of the Company.

### 3.5 Consequences of Late Payment

If any annual subscription fee amount (whether in whole or in part) of a Member remains unpaid for a period of one calendar month after it becomes due and payable then the Board may do any one or more of the following:

- (a) suspend or restrict all membership rights of that Member;

- (b) send a notice to the Member requiring immediate payment;
- (c) enter into any reasonable arrangement with that Member to secure payment of the amount required to be paid; or
- (d) terminate the membership of the Member.

#### 4. GENERAL MEETINGS

##### 4.1 Convening Meetings

- (a) Any Director may call a meeting of Members.
- (b) The Directors must call a meeting of Members if requested by a majority of the Members to do so.
- (c) The Directors must otherwise call a meeting of Members if required to do so by the Act.

##### 4.2 Notice of Meeting

- (a) Subject to the provisions of the Act relating to agreements for shorter notice, at least 21 days' written notice (not including the day on which the notice is served or deemed to be served, but including the day of the meeting for which notice is given) must be given of any meeting of Members.
- (b) The notice must be given to all persons and entities that are entitled to receive notices from the Company and must:
  - (i) set out the place, date and time for the meeting (and, if the meeting is to be held in two or more places, the technology that will be used to facilitate this);
  - (ii) state the general nature of the meeting's business;
  - (iii) if any special resolution is to be proposed at the meeting, set out an intention to propose the special resolution and state the motion supporting the special resolution;
  - (iv) if a Member is entitled to appoint a proxy, contain a statement setting out the following information:
    - A) that the Member has a right to appoint a proxy;
    - B) whether or not the proxy needs to be a Member of the Company;

**C)** that a Member who is entitled to cast two or more votes may appoint two proxies and may specify the proportion or number of votes each proxy is appointed to exercise; and

**(v)** include a valid proxy form for a Member to appoint a proxy.

**4.3 Place of Meeting**

The Company may hold a meeting of Members at two or more venues using any technology that gives the Members, as a whole, a fair and reasonable opportunity to fully participate in the meeting.

**4.4 Annual General Meeting**

**(a)** The Company must call and hold an annual general meeting within five (5) months of the end of each financial year, in accordance with the Act.

**(b)** The Members may request that other matters be considered at an annual general meeting and provided appropriate notice has been given, including matters contained in a Members Agreement, the Board must ensure such matters are given proper consideration.

**5. PROCEEDINGS AT GENERAL MEETINGS**

**5.1 Quorum**

**(a)** The quorum for a meeting of Members is fifty percent (50%) of the Members plus one (1), except where there is only one (1) Member and in those circumstances the quorum will consist of that one (1) Member.

**(b)** The quorum must be present at all times during the meeting.

**(c)** No business may be transacted at any general meeting except:

**(i)** the election of a chairperson; or

**(ii)** the adjournment of the meeting;

unless a quorum of Members is present when the meeting proceeds to business.

**5.2 Proxies or Representatives in Quorum**

In determining whether a quorum is present:

**(a)** individuals attending as proxies or under power of attorney or as representatives of bodies corporate are counted;

**(b)** if a Member has appointed more than one proxy, power of attorney or representative then only one of them is counted on behalf of the member;

- (c) if an individual is attending, both as a Member in their own right and as a proxy or attorney under power or body corporate representative, the individual may be counted once in respect of each separate capacity in which that individual is attending; and
- (d) if multiple individuals attend on behalf of an entity Member, only one of those individuals is counted on behalf of that entity Member.

**5.3 Adjournment for Lack of Quorum**

If a meeting of the Members of the Company does not have a quorum present within 30 minutes after the time for the meeting set out in the notice of meeting, the meeting is adjourned to the date, time and place the Directors may specify. If the Directors do not specify one or more of the following matters, then the meeting is adjourned to:

- (a) if the date is not specified – the same day in the next week;
- (b) if the time is not specified – the same time; and
- (c) if the place is not specified – the same place.

**5.4 Lack of Quorum at Adjourned Meeting**

If no quorum is present at a resumed meeting within 30 minutes after the time for meeting, then:

- (a) if the meeting was called by the Members, the meeting is dissolved; and
- (b) in all other cases, the Member or Members present are a quorum sufficient for the purposes of conducting that meeting.

**5.5 Chair of General Meeting**

(a) The Chair, if any, of the Board will act as Chair at every general meeting of the Company (including the Annual General Meeting).

(b) If:

- (i) there is no Chair;
- (ii) the Chair is not present within fifteen minutes after the time appointed for the holding of the meeting; or
- (iii) the Chair is unwilling to act;

the Members present may elect one of their number to be chair of the meeting.

#### 5.6 Adjournment Generally

- (a) At a meeting at which a quorum is present, the Chair may, with the consent of the meeting (and will if so directed by the meeting), adjourn the meeting to another time and, if the chair thinks fit, to another place.
- (b) No business will be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for one (1) month or more, notice of the adjourned meeting must be given as in the case of an original meeting. Otherwise it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

#### 5.7 Conduct of General Meetings

Any question arising at a general meeting relating to the order of business, procedure or conduct of the meeting must be referred to the Chair of the meeting, whose decision is final.

#### 5.8 Resolutions

- (a) Except in the case of any resolution that, as a matter of law, requires a special resolution, motions arising at a general meeting are to be decided by a majority of votes cast by the Members present at the meeting and any decision is, for all purposes, a decision of the Members.
- (b) Before a vote is taken the Chair must inform the meeting whether proxies have been received and how those proxies are to be cast.
- (c) A motion put to the vote at a meeting of Members must be decided on a show of hands unless a poll is demanded.

#### 5.9 Result on Show of Hands

On a show of hands, a declaration by the chair and entry in the minute book of the Company is conclusive evidence of the result. Neither the Chair nor the minutes need state the number or proportion of the votes recorded in favour or against the resolution.

#### 5.10 Demand for Poll

- (a) A poll may be demanded on any resolution including the election of the Chair or the adjournment of a meeting.
- (b) A poll may be demanded by:
  - (i) at least three (3) Members entitled to vote on the motion;

- (ii) Members with at least five (5) percent of the votes that may be cast on the demanding of a poll; or
  - (iii) the Chair.
- (c) A poll may be demanded:
  - (i) before a vote is taken;
  - (ii) before the voting results on a show of hands are declared; or
  - (iii) immediately after the voting results on a show of hands are declared.
- (d) If a poll is demanded on a matter other than the election of the chair or the question of adjournment:
  - (i) it must be taken when and in the manner the chair directs;
  - (ii) any other business of the meeting can be transacted before the poll demanded is carried out; and
  - (iii) if directed by the chair of the meeting, there may be an interval or adjournment prior to the poll.
- (e) A poll on the election of the Chair or on the question of an adjournment must be taken immediately.
- (f) A demand for a poll may be withdrawn.

**5.11 Votes of Members**

At a meeting of Members of the Company, each person present who is a Member or a representative of a Member has:

- (a) only one (1) vote on a show of hands in respect of that Member's membership; and
- (b) in respect of each other Member for whom that Member holds a valid proxy.

**5.12 Entitlement to Vote**

No Member is entitled to vote at any general meeting unless all annual subscription fees have been paid in full to the Company, except as the Board or as the Members voting unanimously may have previously determined in respect of a poll.

**5.13 Disallowance of Vote**

- (a) A challenge to a right to vote at a meeting of Members:

- (i) may only be made at the meeting; and
  - (ii) must be determined by the chair whose decision is final.
- (b) Every vote not disallowed by the chair under this **clause** is valid for all purposes.

**5.14 No Casting Vote**

In the case of an equality of votes, whether on a show of hands or on a poll, the Chair of the meeting at which the show of hands takes place or at which the poll is demanded does not have a second or casting vote, and in the case of equality of votes, the motion is deemed to fail.

**6. REPRESENTATION OF MEMBERS**

**6.1 Appointment of Member Representative Group**

Each Member that is itself a body corporate, or otherwise not a natural person, must nominate a natural person as that Member's authorised Member representative for the purposes of conducting and representing the interests of the Member to and with the Company. In this regard, the Member:

- (a) may nominate any person whom the Member chooses subject to the requirement that the Member representative must be approved by the Board, provided that if the Member has not made a nomination approved by the Board that the Member's representative is the Mayor of the Member;
- (b) may change the authorised representative from time to time as the Member may require;
- (c) must comply with any by-law or other directive set by the Company in respect of selecting and nominating representatives; and
- (d) must notify the Company as soon as practicable of the appointment of change of appointment of the authorised Member representative.

**6.2 Role of Representative**

For the avoidance of doubt, the Member's representative is a member of the Member Representative Group, and that appointment is to be distinguished from the appointment of a proxy or attorney, in the sense that the duly appointed representative of a Member is a natural person representing the Member whereas a proxy or attorney is only to be used, as a proxy or attorney is ordinarily understood, when the Member or the appointed representative of the Member is not available.

### 6.3 Authority of Representative

Unless otherwise provided in the notice of appointment of a Member, the appointment is taken to confer authority on behalf of the Member to:

- (a) agree to a meeting being convened by shorter notice than is required by the Act or by this constitution;
- (b) speak on any proposed resolution on which the proxy, attorney or representative may vote;
- (c) demand or join in demanding a poll on any resolution on which the proxy, attorney or representative may vote;
- (d) even though the notice may refer to specific resolutions and may direct the representative how to vote on those resolutions:
  - (i) to vote on any amendment moved to the proposed resolutions and on any motion that the proposed resolutions not be put or any similar motion;
  - (ii) to vote on any procedural motion, including any motion to elect the chair, to vacate the chair or to adjourn the meeting;
  - (iii) to act generally at the meeting; and
- (e) even though the notice may refer to a specific meeting to be held at a specified time or venue, where the meeting is rescheduled or adjourned to another time or changed to another venue, to attend and vote at the re-scheduled or adjourned meeting or at the new venue.

### 6.4 Representation by Proxy or Attorney

- (a) Subject to this Constitution, each Member entitled to vote at a meeting of Members may vote:
  - (i) by proxy; or
  - (ii) by attorney.
- (b) A proxy or attorney may, but need not, be a member of the Company.
- (c) A proxy or attorney may be appointed for all general meetings, or for any number of general meetings, or for a particular general meeting.

## 6.5 Instruments Appointing Proxies or Attorneys

- (a) An instrument appointing a proxy or attorney may direct the manner in which the proxy or attorney is to vote in respect of a particular resolution and, where an instrument so provides, the proxy or attorney is not entitled to vote on the proposed resolution except as directed in the instrument. Alternatively, the instrument may not, and is not required to, direct how the proxy or attorney must vote on any motion.
- (b) An instrument appointing a proxy or attorney need not be in any particular form, provided it is in writing, legally valid and signed by the Member or the Member's Representative appointing the proxy or attorney.
- (c) Subject to **sub-clause (d)** a proxy or attorney may not vote at a general meeting or adjourned meeting or on a poll unless the instrument appointing the proxy or attorney, and the authority under which the instrument is signed, or a certified copy of the authority are:
  - (i) received at the registered office of the Company, a fax number at the Company's registered office or at such other place, fax number or electronic address specified for that purpose in the notice calling the meeting before the time for holding the meeting or adjourned meeting or taking the poll (as the case may be);
  - (ii) in the case of a meeting or an adjourned meeting, tabled at the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
  - (iii) in the case of a poll, produced when the poll is taken.
- (d) The directors may waive all or any of the requirements of **sub-clause (c)** and in particular, upon the production of such other evidence as the directors require to prove the validity of the appointment of a proxy or attorney, except:
  - (i) in an oral appointment of a proxy or attorney;
  - (ii) an appointment of a proxy or attorney which is not signed or executed in the prescribed manner; and
  - (iii) the deposit, tabling or production of a copy (including a copy sent by fax) of an instrument appointing a proxy or attorney or of the power of attorney or other authority under which the instrument is signed.

## 6.6 Validity of Representative's Votes

- (a) Unless the Company has received written notice of the matter before the start or resumption of the meeting at which a proxy or attorney votes, a vote cast by the proxy or attorney will be valid even if before the proxy or attorney votes:
  - (i) the appointing Member (if a natural person) dies;
  - (ii) the Member (if a natural person) subsequently becomes mentally incapacitated;
  - (iii) the Member revokes the proxy's or attorney's appointment; or
  - (iv) the Member revokes the authority under which the proxy or attorney was appointed by a third party.
- (b) The appointment of a proxy or attorney is not revoked by the appointor attending and taking part in the general meeting but, if the appointor votes on any resolution, the proxy or attorney is not entitled to vote, and must not vote, as the appointor's proxy or attorney on the resolution.

## 7. RESOLUTIONS WITHOUT MEETINGS

### 7.1 Written Resolutions

- (a) The Company may pass a resolution without a general meeting being held if all Members entitled to vote on the resolution sign a document containing a statement that the Members are in favour of the resolution set out in the document.
- (b) Separate counterpart copies of the document may be used for signing by Members if the wording of the resolution statement is identical on each counterpart copy.
- (c) The resolution is passed when the last Member signs, by reference to the date on which the counterpart copies are signed.
- (d) A Member may be deemed by the Board to have signed a document in accordance with this **clause** by e-mail (or other means) if that Member has at any time previously provided the Company with notice that the Member may use e-mail (or other means) to sign Company documents, and that notice contains the e-mail addresses and electronic signatures (if any) that the Member will use for this purpose, or any other information that the Company requires, as determined by the Board, to be able to identify the deemed signature as being that of the Member.

- (e) The receipt by the Company of a deemed signature of a Member which complies with the notice given by the Member in accordance with **sub-clause (d)** is conclusive evidence that the Member has assented to the relevant resolution.
- (f) The provisions of this **clause** do not apply to a resolution to remove the auditor.

#### 7.2 Sole Member Resolutions

If the Company has only one Member then the Company may pass a resolution by the Member recording the resolution and signing the record.

### 8. DIRECTORS: APPOINTMENT, ETC.

#### 8.1 Initial Directors

The initial Directors appointed are the persons specified with the consent of those Directors, as proposed Directors, in the application for the Company's registration. In accordance with the Act, there must be a minimum of three (3) Directors, including the Chair, who is also a Director of the Company.

#### 8.2 Number of Directors

- (a) Unless otherwise determined by the Company in general meeting, the number of Directors will not be less than three (3) nor more than nine (9).
- (b) At least one (1) of the Directors must be an Australian resident and there must be an Australian resident Director of the Company at all times.
- (c) The Members may direct the Board as to the optimal number of Directors – at the acceptance of this constitution the Members have directed the optimal number of Directors is 7.

#### 8.3 Appointment of Directors

- (a) Subject to **clause 8.2**, the Board has power at any time, and from time to time, to appoint any person to be a director, either to fill a casual vacancy or as an addition to the existing Directors.
- (b) Directors and the Chair are appointed for a term usually matching the term of the Members' Agreement, but in any case;
  - (i) of not less than two (2) years; and
  - (ii) not more than six (6) years.

- (c) Subject to appointment of Directors pursuant to **clause 8.4**, the Board must not appoint any Director unless a Board Selection Committee recommends appointment of that Director and that Committee includes:
  - (i) at least the Chair of the Company and one other Director appointed by the Board, or if there isn't a Chair of the Company, at least two Directors appointed by the Board; and
  - (ii) one representative of and nominated by the Member Representative Group.
- (d) The Chair of the Company is the Chair of the Board Selection Committee, unless the Board Selection Committee unanimously appoints an alternative Chair.
- (e) Interim Directors may be appointed for a term of less than two (2) years if there is less than two (2) years remaining on a current Members Agreement at the time of appointment.
- (f) Directors may only be appointed for two (2) full terms, except that a Director who has already served two terms may be appointed as the Chair for a further term.

#### 8.4 Appointment of Directors by Sole Director

- (a) If, for any reason, the Company has only one Director at any given time, then that Director must appoint at least two (2) other Directors as soon as reasonably practicable, another director by recording the appointment and signing the record.
- (b) The Director must not act in any business of the Company except in exceptional or emergency circumstances.
- (c) All actions under this **clause** must be subsequently ratified by subsequent resolution of the Members in special general meeting.

#### 8.5 Appointment and Removal of Directors by Company

- (a) Subject to **clause 8.2**, the Members of the Company may by resolution remove any Director and may by resolution appoint any person as a Director.
- (b) The Members may limit the term of Directors (including the Chair) on any reasonable condition, and can agree to proscribe criteria on which a Director's term automatically expires.

#### 8.6 Vacation of Office of Director

In addition to the circumstances in which the office of a director becomes vacant by virtue of the Act, the office of a director is automatically vacated if the Director:

- (a) becomes bankrupt;
- (b) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (c) resigns by giving written notice to the Company at the Company's registered office;
- (d) has breached the attendance requirement in **clause 12.2 (b)**;
- (e) becomes prohibited from being, or otherwise ceases to be, a director by virtue of the Act; or
- (f) dies.

#### 8.7 Skills-Based Board

- (a) The Company must appoint Directors and ensure that appointments are skills-based, including ensuring some of the Board have local government experience.
- (b) Selection criteria and the appointment process must be constructed to select potential Directors based on the skills required to implement the primary objectives of the Company, including and especially by reference to implementing the economic action plan based on the Regional Economic Development Strategy industry priorities of the Northern Region Futures Plan (or any document or plan that substantially replaces it).
- (c) Selection of Directors must consider diversity and the regional spread of geographic, social, cultural, thought and experience and moral influences.
- (d) The majority of Directors will ordinarily be highly experienced in the private and / or community sectors and will be independent of Members.
- (e) The selection and appointment of new Directors from time to time may create overlaps in skills and experience and the replacement of one outgoing Director does not necessarily have to be on a like for like basis.

#### 8.8 Board Induction

- (a) The Board must ensure that newly appointed Directors are given an induction process that includes summary of the affairs of the Board and the Company.

- (b) Prior to newly appointed Directors attending their first Board meeting, the Board must ensure they receive:
  - (i) a copy of all of the Constituent Documents and other relevant legal governance documentation;
  - (ii) current and recent Board and committee minutes;
  - (iii) contact details for other Directors and key staff;
  - (iv) the current year's meeting schedule; and
  - (v) access to meetings with the Chair, CEO and relevant committee chairs for a governance familiarisation (meetings may be held as a group session or with individuals).

## 9. DIRECTORS: REMUNERATION, ETC.

### 9.1 Remuneration of Directors

- (a) Each Director is entitled to be remunerated out of the funds of the Company as determined by the Company by resolution. Levels of remuneration are generally intended to reflect the extent of involvement in ensuring the success of the Company.
- (b) For the purposes of this constitution, the amount fixed by the Company as remuneration for a Director will not include any amount paid by the Company or related body corporate:
  - (i) to a superannuation, retirement or pension fund for a Director so that the Company is not liable to pay the superannuation guarantee charge or similar statutory charge; or
  - (ii) for any insurance premium paid or agreed to be paid for a Director under **clause 22.2**.
- (c) The remuneration of a Director:
  - (i) may be a stated salary or a fixed sum for attendance at each meeting of Board or both; or
  - (ii) may be a share of a fixed sum determined by the Company in general meeting to be the remuneration payable to all Directors, which is to be divided between the Directors in the proportions agreed between the Directors or, failing agreement, equally;

and if it is a stated salary under **sub-clause (c)(i)** or a share of a fixed sum under **sub-clause (c)(ii)**, will be taken to accrue from day to day.

- (d) In addition to their remuneration under **sub-clause (a)**, a Director is entitled to be paid all travelling and other reasonable expenses properly incurred by that Director in connection with undertaking the business and affairs of the Company, including attending and returning from general meetings of the Company or meetings of the Directors or of committees of the Directors, accommodation and meal allowances.
- (e) If a Director renders or is called upon to perform extra services or to make any special exertions in connection with the affairs of the Company, the Directors may arrange for a special remuneration to be paid to that Director, either in addition to or in substitution for that Director's remuneration under **sub-clause (a)**. For example, it is anticipated that the Chair and Company Secretary will be reimbursed at much higher rates than other Directors due to their extra commitment to the Company.
- (f) Nothing in **sub-clause (a)** restricts the remuneration to which a Director may be entitled as an officer of the Company or of a related body corporate in a capacity other than director, which may be either in addition to or in substitution for that Director's remuneration under **sub-clause (a)**.
- (g) The Directors may establish or support, or assist in the establishment or support of, funds and trusts to provide pension, retirement, superannuation or similar payments or benefits to or in respect of the Directors or former directors.
- (h) Unless otherwise resolved by the Company, the CEO will approve ordinary expenses of Directors, and the Chair will approve non-standard expenses (such as interstate travel and professional development). In the case of non-standard expenses of the Chair, the Board will approve any such expense.

## 10. POWERS AND DUTIES OF DIRECTORS

### 10.1 Management of the Company

The business of the Company is to be managed by or under direction of the Directors.

### 10.2 General Powers of the Directors

The Directors may exercise all of the powers of the Company except any powers that the Act or this constitution requires the Company to exercise in general meeting.

### 10.3 Formation Costs

The Directors may pay out of the Company's funds all expenses of the promotion, formation and registration of the company and the vesting in it of the assets acquired by it.

### 10.4 Power of Attorney

- (a) The Directors may by power of attorney appoint any corporation, firm, or person or body of persons, whether nominated directly or indirectly by the Directors, to be the attorney or attorneys of the Company for any purposes and with powers, authorities, and discretions (not exceeding those vested in or exercisable by the Directors under this Constitution) and for any period and subject to any conditions as the Directors think fit.
- (b) The Directors may authorise any attorney appointed under **sub-clause (a)** to delegate all or any of the powers, discretions and duties vested in the attorney.
- (c) Any powers of attorney granted under **sub-clause (a)** may contain provisions for the protection and convenience of persons dealing with that attorney as the Directors think fit.

### 10.5 Negotiable Instruments

The Directors may determine how cheques, promissory notes, bankers drafts, bills of exchange or other negotiable instruments must be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by or on behalf of the Company.

### 10.6 Minutes

- (a) The Directors will cause minute books to be kept in which the Company records within one (1) month:
  - (i) proceedings and resolutions of meetings of Members;
  - (ii) proceedings and resolutions of Directors' meetings (including meetings of a committee of the Directors);
  - (iii) resolutions passed by Members without a meeting; and
  - (iv) resolutions passed by the Directors without a meeting.
- (b) The Company Secretary will ensure minutes are recorded in accordance with legal obligations and with good practice for an organisation of the type and size of the Company.

- (c) Any powers of attorney granted under **clause 10.4** and any delegation of powers made under **clauses 12.6** and **12.9** must be recorded in the Company's minute book.
- (d) The Directors must ensure that minutes of a meeting are signed within a reasonable time after the meeting by the Chair of the meeting or the Chair of the next meeting.
- (e) If the Company only has one (1) Director, that Director must sign the minutes of the making of any declaration or resolution by that Director within a reasonable time, not exceeding one (1) month, after the declaration is made.

#### 10.7 Registers

The Directors will cause the following Company registers to be kept:

- (a) a register of Members, in accordance with **clause 2.2**; and
- (b) where debentures are issued, a register of debenture holders.

#### 10.8 Learning and Development

- (a) Directors must engage in ongoing learning and development. This may occur through attending specific conferences relating to key areas of regional specialisation, briefings at board meetings, governance-related forums, mentoring and reading of contemporary journals / articles, or through or by any other means that the Board reasonably thinks fit.
- (b) Directors may request specific training interventions, and any such requests need to be approved by the Chair in accordance with training budget and training needs.
- (c) In the case of the Chair requesting training interventions, they need to be approved by the Board in accordance with training budget and training needs.
- (d) The Company Secretary will maintain a register of Board training.

### 11. DIRECTORS INTERESTS AND DISCLOSURE

#### 11.1 Holding of Other Offices in the Company

A Director may hold any other office or place of profit (except that of auditor) under the Company in conjunction with the office of director on terms and conditions as to remuneration and otherwise as agreed by the Board or the Company in general meeting.

## 11.2 Directors' Interests

- (a) A Director is not disqualified from holding any office or place of profit (except that of auditor) in the Company or in any other company or entity in which the Company is a stakeholder or otherwise interested by virtue of being a Director of the Company.
- (b) A Director may contract with the Company either as vendor, purchaser or otherwise and no contract, agreement or arrangement entered into by or on behalf of the Company in which any Director is in any way interested will be avoided by reason of the Director being a party to that contract or agreement or arrangement.
- (c) No Director is liable to account to the Company for any profits arising from any office or place of profit or realised by any contract, agreement or arrangement by reason only of the Director holding that office or because of the fiduciary obligations arising out of that office.
- (d) Subject to **sub-clause (e)**, a Director who is in any way interested in any contract, agreement or arrangement or proposed contract, agreement or arrangement may not:
  - (i) vote in respect of, or in respect of any matter arising out of, the contract, agreement or arrangement or proposed contract, agreement or arrangement; and
  - (ii) sign any document relating to that contract, agreement or arrangement or proposed contract, agreement or arrangement the Company may execute.
- (e) Subject to **sub-clause (f)**, a Director who is in any way interested in any contract, agreement or arrangement or proposed contract, agreement or arrangement may, despite that interest be counted in determining whether or not a quorum is present at any meeting of Directors considering that contract, agreement or arrangement or proposed contract, agreement or arrangement.
- (f) **Sub-clause (e)** does not apply if, and to the extent that, it would be contrary to the Act.

## 11.3 Disclosure of Conflict of Interests

- (a) A Director must declare the nature of the interest the Director has in any contract, agreement or arrangement or proposed contract, agreement or arrangement or any other material personal interest in a matter relating to the affairs of the Company at the meeting of the Board at which the contract,

agreement, arrangement or matter is first taken into consideration if the interest exists at the time of the meeting or, in any other case, at the first meeting of the Directors after the director acquires the interest unless the Act specifies that notice does not need to be given.

- (b) If a Director becomes interested in a contract, agreement or arrangement after it is made or entered into, the declaration of the interest required by **sub-clause (a)** must be made at the first meeting of the Board held after the Director acquires the interest.
- (c) For the avoidance of doubt, the Director's obligation in this **clause** is ongoing and relates to potential conflicts in addition to existing and actual conflicts.

#### 11.4 General Disclosure

- (a) A general notice that a Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under **clause 11.3** of a director's interest.
- (b) After a Director gives a general notice under **sub-clause (a)**, it is not necessary for that Director to give a special notice relating to any particular transaction with that firm or company.

#### 11.5 Recording Disclosures

The Company Secretary is obliged to record in the minutes any declaration made or any general notice given by a director under **clauses 11.3** and **11.4**.

### 12. DIRECTORS MEETINGS

#### 12.1 Holding of Board Meetings

- (a) The Board may meet for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit.
- (b) A Director may at any time, and the Company Secretary will on the request of a director, call a Board meeting by reasonable notice individually to each Director.
- (c) A Director who is, for the time being, out of Australia is only entitled to receive notice of a Board meeting if the Director has given written notice to the Company of an address for the giving of notices of meetings.

#### 12.2 Frequency and Attendance

- (a) The Board must meet at least six (6) times per year, and can meet more often.

- (b) Directors are permitted to miss no more than 30% of scheduled meetings in any financial year without the prior consent of the Board.

#### 12.3 Manner of Holding Meetings

- (a) A Board meeting may be called or held using any technology consented to by all the Directors.
- (b) A consent to use technology is deemed to be a standing consent and remains valid unless and until it is revoked by a Director.
- (c) A Director may only withdraw the Director's consent under this **clause** within a reasonable period before the meeting.

#### 12.4 Quorum

Unless the Directors determine otherwise, or there is only one (1) director, the quorum for a Board meeting is fifty percent (50%) plus one (1) and the quorum must be present at all times during the meeting.

#### 12.5 Chair of Board Meetings

- (a) If the Company has a duly appointed independent Chair, that Chair is the deemed to be the Chair of all Board meetings.
- (b) If the Chair is not present, or is not willing or able to chair any Board meeting, the Directors may elect a Director to chair that Board meeting.
- (c) The Directors must elect a Director present at the meeting to chair a meeting, or part of it, if:
  - (i) the Chair is not present at the meeting; and
  - (ii) a Director has not already been elected to chair the meeting; and
  - (iii) a previously elected Chair is not available within 15 minutes after the time appointed for holding the meeting or declines to act for the meeting or the part of the meeting.

#### 12.6 Delegation to Committees

- (a) The Board may establish advisory committees that regularly report to the Board and make recommendations for consideration where appropriate.
- (b) Each committee of the Board must have an approved documented charter which defines its objectives and responsibilities and reporting requirements.
- (c) Committees may co-opt skilled members from the private, community and local government sectors to assist with the work of the committee.

- (d) The appointment of a committee of the Board may be a standing committee or an ad hoc committee.
- (e) A committee must:
  - (i) conform to any regulations that may be imposed on it by the Board in exercising the powers delegated by the Board; and
  - (ii) exercise the powers delegated to it in accordance with any directions of the Board.
- (f) The Board, with the approval of a majority of Members, may delegate any of the Directors' powers to committees consisting of some, but not all, of the Directors as the Board thinks fit and any delegation to a committee must be recorded in the minutes.
- (g) The effect of a committee exercising a power consistently with this **clause** is the same as if the Board exercised the power.
- (h) The Committee must regularly report to the Board.

#### 12.7 Conduct of Committee Meetings

- (a) The Board may appoint a chair of any committee at any time.
- (b) A committee, subject to the Board's power to appoint in **sub-clause (a)**, may elect a chair of its meetings. If no chair is elected, or if at any meeting the chair is not present within 15 minutes after the time appointed for holding the meeting, the members present at the meeting may elect one of their number to be chair of the meeting.
- (c) A committee may meet and adjourn as that committee thinks proper or necessary.

#### 12.8 Votes at Directors and Committee Meetings

A resolution of the Board or a committee must be passed by a majority of votes of the Directors entitled to vote on the resolution. In the case of an equality of votes the chair does not have a second or casting vote.

#### 12.9 Delegation to Individual Directors

- (a) The Board may delegate any of its powers to one Director.
- (b) A Director to whom any powers have been so delegated must exercise the powers delegated in accordance with any directions of the Board.

- (c) Acceptance of a delegation in this form may, if the Board so resolves, be treated as an extra service or special exertion performed by the delegate for the purposes of **clause 9.1(e)**.

**12.10 Validity of Directors' Acts**

An act done by a person acting as a Director or by a Board meeting or a committee of the Board attended by a person acting as a Director is not invalidated by reason only of:

- (a) a defect in the appointment of the person as a Director;
- (b) the person being disqualified to be a Director or having vacated office; or
- (c) the person not being entitled to vote;

if that circumstance was not known by the person or the Board or committee (as the case may be) when the act was done.

**12.11 Written and Circular Resolutions – Multiple Directors**

- (a) If:

- (i) all of the Directors, other than:

- A)** any Director on leave of absence approved by the Directors;
- B)** any Director who disqualifies themselves from considering the act, matter, thing or resolution in question on the grounds that they are not entitled at law to do so or has a conflict of interest; and
- C)** any Director who the Board reasonably believes is not entitled at law to do the act, matter or thing or to vote on the resolution in question

assent to a document containing a statement to the effect that an act, matter or thing has been done or resolution has been passed; and

- (ii) the Directors who assent to the document would have constituted a quorum at a Board meeting held to consider that act, matter, thing or resolution;

then that act, matter, thing or resolution is to be taken as having been done at or passed by a Board meeting.

- (b) Separate counterpart documents may be used for signing by Directors if the wording of the resolution and statement is identical in each counterpart copy.
- (c) A Director may be deemed by the Board to have signed a document in accordance with this **clause** by e-mail (or other means) if that Director has at any time previously provided the Company with notice that they may use e-mail (or other means) to sign Company documents, and that notice contains the e-mail addresses and / or electronic signatures (if any) that the Member will use for this purpose, or any other information that the Company requires, as determined by the Board, to be able to identify the deemed signature as being that of the Member.
- (d) The resolution is passed on that date on which the last Director signs.

#### 12.12 Sole Director Resolutions

- (a) Subject always to **clause 8.4** if the Company has only one (1) Director, that Director may:
  - (i) pass a resolution by recording it and signing the record; and
  - (ii) make a declaration by recording it and signing the record.
- (b) Recording and signing the declaration satisfies any requirement of the Act that the declaration be made at a Directors meeting.

#### 12.13 Alternate Directors

Any Director, with approval of the Board, may appoint another person as an alternate director to exercise some or all of the Director's powers for a specified period and:

- (a) if the appointing Director requests the Company to give the alternate Director notice of Board meetings, the Company must do so;
- (b) when an alternate Director exercises the Director's powers, the exercise of the power is as effective as if the powers were exercised by the Director;
- (c) the Company will not be required to pay the alternate Director any remuneration but the alternate Director must be reimbursed for expenses incurred as for other Directors under **clause 9**;
- (d) the appointing Director may terminate the alternate Director's appointment at any time; and
- (e) an appointment or its termination must be in writing, with a copy given to the Company.

**12.14 Associate Directors - Appointment, Removal and Powers**

- (a) The Board may appoint any person to be an Associate Director and may at any time cancel appointment of an Associate Director.
- (b) The Board may fix, determine and vary the powers, duties and remuneration of any Associate Director.
- (c) An Associate Director has no voting rights at any Board meeting except by the invitation and with the consent of the Directors.

**13 INDEPENDENT CHAIR**

**13.1 Independent Chair**

- (a) The Board must appoint an independent Chair, who, when appointed, is to be one of the Directors of the Company ("the Chair").
- (b) The Chair must hold no other position of profit:
  - (i) in or for NTDC Limited (apart from as Chair); or
  - (ii) in or for any of the Members.
- (c) The Board, when considering appointing a Chair, will form a Chair Selection Committee consisting of:
  - (i) not less than two (2) members of the Board; and
  - (ii) two (2) representatives who are members of, and nominated by, the Member Representative Group.
- (d) The Chair Selection Committee must:
  - (i) interview candidates for the position of Chair and make recommendations to the Member Representative Group, giving that Group reasonable time to consider those recommendations; and
  - (ii) consider the prompt responses of the Member Representative Group then make recommendations to the Board.
- (e) The Board must not appoint a Chair without considering the recommendations of the Chair Selection Committee.

**13.2 Independent Interim Chair**

A director can be appointed as Interim Chair to undertake the role of Chair in a temporary capacity as required, by a majority vote of Directors.

### 13.3 Independent Chair Reviews

- (a) The Chair is responsible for facilitating the following reviews annually:
  - (i) Performance of the CEO;
  - (ii) Performance of Committees;
  - (iii) Performance of the Board; and
  - (iv) Performance of Directors.
- (b) The performance of the Chair shall be reviewed by the Member Representative Group and facilitated by the Company Secretary, on the time schedule as determined by the Board, subject only to the right of Members to request a review of the Chair's performance annually.

### 13.4 Retirement of Chair

- (a) Upon the retirement (regardless of cause) of the Chair, the Board must advertise for a replacement independent Chair and the following provisions expressly apply.
- (b) The independent Chair may, subject to **sub-clause (d)**, serve for an additional term if agreed by the Members, otherwise the role will be re-advertised near to the end of the current term.
- (c) An existing Director must give notice to the Board as early as practicable of that Director's intention to seek appointment as the next Chair and must submit to the Board's agreed selection procedure. An existing Director who seeks to be appointed as Chair must not participate in any deliberations or voting in relation to the appointment of a new Chair
- (d) No person may serve as Chair for more than two (2) terms and no person may serve as Director and/or Chair for more than three (3) terms.
- (e) Notwithstanding the preceding provisions, an incumbent Chair is subject to removal by the Members under **clause 8.5** of the Constitution in the same way as all other Directors.

## 14. CEO

### 14.1 CEO, Appointment, Removal and Evaluation

The Board is responsible for appointing and removing the CEO, determining the remuneration and terms and conditions of appointment, and for monitoring and managing the CEO's ongoing performance.

**14.2 CEO and Chair Working Relationship**

On behalf of the Board, the Chair maintains a working relationship with the CEO in terms of day-to-day operations as needed and ensuring the Board's strategies, plans and decisions are implemented.

**14.3 Appointment, Removal and Powers**

The Board may revoke, withdraw, alter or vary:

- (a) an appointment as CEO; or
- (b) all or any of the powers conferred on the CEO.

**14.4 Company Secretary to support CEO / Chair relationship**

- (a) If the CEO has any concern or grievance with the Chair or the Chair's relationship with the CEO, the CEO may directly contact the Company Secretary with detail of same.
- (b) Upon receipt of a concern or grievance in accordance with 14.4 (a), the Company Secretary shall report it to the Member Representative group and take any reasonable steps to resolve the matter, including confirming the concern or grievance in writing, acting as a mediator or facilitator, or providing access to same.
- (c) The Company Secretary may, in their sole discretion, take advice from and/or engage the services of any relevant professional in an attempt to resolve the concern or grievance, at the expense of the Company.
- (d) The Company Secretary may request the support of Members and the Member Representative Group in acting in accordance with this **clause**.
- (e) In the event that the concern or grievance is not satisfactorily resolved in the opinion of the Company Secretary, the CEO or the Chair, the Company Secretary may make any reasonable recommendation to the Board and the Member Representative Group.

**15. COMPANY SECRETARY**

**15.1 Appointment and Removal**

- (a) The Directors may, and if required by the Act must, appoint (one) 1 or more Company Secretaries for the term, at the remuneration, and upon the conditions as they think fit.
- (b) Any Company Secretary appointed by the Board may be removed by the Board.

**15.2 Learning and Development**

The Company Secretary will ensure that the Board is provided with necessary training (including on-going governance training and development of Board skills).

**15.3 Company Seal**

The Company Secretary will ensure the safekeeping of the common seal and maintain a register of documents executed under seal.

**15.4 Facilitate Members' Meeting**

The Company Secretary will facilitate Members if they call a meeting in accordance with **clause 4.1(b)**.

**15.5 Secretariat for Member Representative Group**

The Company Secretary will act as a Secretariat to the Member Representative Group to facilitate meetings and record minutes of meetings.

**15.6 CEO / Chair Liaison**

The Company Secretary will act as a mediator and facilitator in circumstances where there is a relationship issue between the Chair and CEO in accordance with **clause 14.4**.

**16. EXECUTION OF DOCUMENTS**

**16.1 Common Seal**

The Company may have a common seal. If the Company does have common seal then:

- (a) the common seal must comply with the Act;
- (b) the Directors must provide for the safe custody of the common seal; and
- (c) the seal may only be used by the authority of the Board or of a committee of the Board authorised by the Board in that respect.

**16.2 Execution under Common Seal**

If the Company does have a common seal then it may execute a document if the seal is fixed to the document and the fixing of the seal is witnessed by:

- (a) two (2) Directors of the Company;
- (b) a Director and a Company Secretary;
- (c) a Director nominated for that purpose by the Board; or

- (d) if, for any reason, the Company has a sole Director who is also the sole Company Secretary or a sole Director and no secretary – that Director.

#### 16.3 Execution without Common Seal

The Company may execute a document without using a common seal if the document is signed by:

- (a) two (2) Directors of the Company;
- (b) a Director and a Company Secretary;
- (c) a Director nominated for that purpose by the Board; or
- (d) if, for any reason, the Company has a sole Director who is also the sole Company Secretary or a sole Director and no Secretary – that Director.

#### 16.4 Directors' Interests

A Director may sign a document to which the seal of the Company is affixed even if the Director is interested in the contract, agreement or arrangement to which the document relates.

### 17. ACCOUNTS, RECORDS & ADVICE

#### 17.1 Accounting Records

The Board must cause proper accounting and other records to be kept and must distribute copies of financial statements as required by the Act.

#### 17.2 Access to Records

- (a) The Directors must from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounting and other records of the Company or any of them will be open to the inspection of Members of the Company.
- (b) No Member (other than a Director) has any right to inspect any accounting or other records of the Company except as conferred by statute or as authorised by the Board or by a resolution passed at a general meeting.
- (c) Directors (present and past) can request access to Board papers through the Chair or Company Secretary.

#### 17.3 Financial Delegation to CEO

The Board must specify, in writing, the limits of financial authority delegated to the CEO, and may consider and set mechanisms for approval for the oversight and monitoring of larger payments, signatories and application of the Company Seal in relation to those transactions.

**17.4 Independent Advice**

- (a) The Board may access any information it reasonably requires to meet its duties, responsibilities and functions. In this regard, the Board has access to management for information and advice, as well as internal and external auditors as necessary.
- (b) The Board as a whole may access independent, expert advice at the Company's expense as it agrees is necessary.
- (c) Individual Directors may request independent advice at the Company's expense. Such a request should be made at a Board meeting, however if this is not convenient or timely, requests may be approved by the Chair. Advice requested by an individual Director will be provided to all the Board and, on request to all Members.

**18. NOT-FOR-PROFIT**

**18.1 Determination of Income**

The Company must determine income in accordance with ordinary accounting principles, and unless otherwise exempt, must pay all taxation liabilities on the derivation of that income as may be required from time to time.

**18.2 No Dividends**

The Company must not distribute any income directly or indirectly to members, whether as dividends or otherwise, but nothing in this **clause 18** prohibits the Company from contracting with, paying or reimbursing any Member or Director of the Company in accordance with any other express provision of this Constitution.

**18.3 No Capital Distributions**

The Company must not distribute any capital directly or indirectly to Members, whether as cash or by *in specie* distribution.

**18.4 Catch All**

For the avoidance of doubt, any other provision of this constitution, whether express or implied, that is inconsistent with the provisions of this **clause 18** is void and of no effect.

**19. CAPITALISATION OF PROFITS**

**19.1 Capitalisation of Reserves**

Subject to **clause 18** the Directors may resolve to capitalise any part of the amount for the time being standing to the credit of any of the Company's reserve accounts or to the credit of the profit and loss account or otherwise.

## 19.2 Powers of Directors

Whenever a resolution under **clause 19.1** has been passed, the Directors must make all appropriations and applications of the undivided profits resolved to be capitalised by that resolution and generally do all acts and things required to give effect to that resolution.

## 20. NOTICES

### 20.1 Giving of Notices

- (a) The Company may give notice to any Director or Member:
- (i) personally;
  - (ii) by sending it by post to the address of the Director as notified to the Company or the address for the Member in the register of members or the alternative address (if any) nominated by the Director or Member; or
  - (iii) by sending it to the facsimile number or electronic address (if any) nominated by the Director or the Member.
- (b) Any notice sent by post is taken to be given two (2) business days after it is posted. Any notice sent by facsimile or other electronic means is taken to be given on the business day after it is sent.

### 20.2 Entitlement to Notices

- (a) Notice of every general meeting will be given in any manner authorised by this constitution to:
- (i) every Member, except those Members who (having no registered address within Australia) have not supplied to the Company an address for the giving of notices to them;
  - (ii) every person entitled to a share in consequence of the death or bankruptcy of a member who, but for the death or bankruptcy, would be entitled to receive notice of the meeting;
  - (iii) the Directors of the Company;
  - (iv) the Company Secretary or secretaries; and
  - (v) the auditor for the time being of the Company.
- (b) No other person is entitled to receive notices of general meetings.

## 21. BY-LAWS

### 21.1 Power to Pass By Laws

Subject to **clause 21.2**, the Board may pass any resolution to make by-laws that are binding on the Members, whether to give effect to:

- (a) this Constitution; or
- (b) any other written instrument that purports to bind the Members.

### 21.2 Special Resolution for Member Limitation

Any by-law that purports to limit or encumber the power of Members in relation to the appointment and removal of the Directors must be approved by a Special Resolution of the Members.

## 22. INDEMNITY AND INSURANCE – DIRECTOR AND OFFICER PROTECTION

### 22.1 Extent of Indemnity

The Company must indemnify (either directly or through one or more interposed entities) any person who is or has been a Director, Company Secretary or Executive Officer of the Company and, if so resolved by the Directors, the auditor of the Company, out of the funds of the Company against the following:

- (a) any liability to another person (other than the Company or a related body corporate) unless the liability arises out of conduct involving a lack of good faith;
- (b) any liability for costs and expenses incurred by that person:
  - (i) in defending proceedings, whether civil or criminal, in which judgment is given in favour of the person or in which the person is acquitted; or
  - (ii) in connection with an application, in relation to those proceedings, in which the court grants relief to the person under the Act.

### 22.2 Insurance

The Company may pay, or agree to pay, a premium in respect of a contract insuring a person who is or has been an officer of the Company or of a related body corporate of the Company against a liability:

- (a) incurred by the person in their capacity as an officer of the Company or a subsidiary of the Company or in the course of acting in connection with the affairs of the Company or otherwise arising out of the officer holding any office provided that the liability does not arise out of conduct involving a wilful breach of duty in relation to the Company or a subsidiary of the Company or a contravention of sections 482 and 183 of the Act; or

- (b) for the costs and expenses incurred by that person in defending proceedings, whatever their outcome.

#### 22.3 Insurance – Longtail Directors and Officers Policy

In addition, the Company must:

- (a) arrange and maintain Directors and Officers insurance policy each year for current directors and for up to seven (7) years after a directorship ceases. To the extent permitted by law, this insurance will cover the costs of litigation and provide financial protection for Directors and officers of the Company against whom legal claims are made.
- (b) The Company will do all things reasonably prudent and necessary to limit the liability of Directors and other officers of the Company, but the Company does not make any representation, promise or warranty to any Director or officer about the adequacy or sufficiency of these measures.

### 23. AUDIT

#### 23.1 Audit

An auditor or auditors must be appointed by the Board if the Company is required to appoint an auditor by the Act and, if not so required, then the Board has the discretion to appoint an auditor or auditors.

#### 23.2 Compliance

In all other respects, the Company must comply with generally accepted accounting principles in the jurisdiction in which the Company is based and must provide the necessary reports as required by the Corporations Law, in accordance with the Tier in which the Company is positioned from time to time.

### 24. WINDING UP

#### 24.1 No Distribution of Surplus Assets to Members

If the Company is wound up (whether voluntarily or otherwise) no surplus assets may be distributed to any Member of the Company or any former Member of the Company.

#### 24.2 Winding Up Reserves

The Board must cause not less than three (3) months of operating funds as reasonably determined by the Board to be maintained in reserves to ensure that such funds are available if a decision is made to wind up the Company.

#### 24.3 Distribution of Surplus Assets

- (a) After all of the liabilities (including employee entitlements) and expenses of winding up have been paid and settled, subject to:

- (i) the Act;
- (ii) any other act or legislation that may apply; and
- (iii) the order of any court of competent jurisdiction

the Company may distribute any surplus assets.

- (b) Surplus assets may be distributed to any one or more:

- (i) organisations with similar purposes and objectives to the Company;
- (ii) charities registered with the Australian Charities and Not-For-Profits Commission;

provided that any recipient of surplus assets from the Company must also have provisions in its constituent documents that prohibits the distribution of income and capital to its members and requires the distribution of surplus assets to be treated in a similar manner as this **clause**.

#### 24.4 Sunset Review

If Members commit to any cycle of subscription fees, the Board will work actively with Members to ensure that a sunset mechanism is incorporated into any Membership cycle and that a review process is identified and followed in good time to allow the Company to continue or to be wound up in accordance with this **clause**.

## SCHEDULE 1 - INITIAL MEMBERS

1. Break O'Day Council
2. Flinders Council
3. George Town Council
4. City of Launceston Council
5. Meander Valley Council
6. Northern Midlands Council
7. West Tamar Council

**SCHEDULE 2 - AGREEMENT**

Each of the undersigned, being the persons specified in the application for the Company's registration as a person who consents to be a member, agrees to the terms of this Constitution.

Full name and address of each member	Signature on behalf of the Member
1. Break O'Day Council 32-34 Georges Bay Esplanade, St Helens Tasmania 7216	
2. Flinders Council PO Box 40, Whitemark Tasmania 7255	
3. George Town Council PO Box 161 George Town Tasmania 7253	
4. City of Launceston Council PO Box 396 Launceston Tasmania 7250	
5. Meander Valley Council PO Box 102 Westbury Tasmania 7303	
6. Northern Midlands Council PO Box 156 Longford Tasmania 7301	
7. West Tamar Council PO Box 59 Beaconsfield Tasmania 7270	

# Northern Tasmania Development Corporation Limited

ACN 616 650 367

## Members Agreement 2023-2025

Based on the 2017 Previous Member's Agreement by Levi and Stacey.

Revised for the 2020-2023 Agreement

Revised for the 2023-2025 Agreement (including consolidation with Constitution)

## Contents

Schedule of Particulars .....	3
Background .....	4
1. Definitions and Interpretation .....	5
2. Acknowledgments .....	8
3. Purpose and Objectives .....	10
4. Corporate Governance – Size and Role of Board .....	10
5. Corporate Governance – Member Representative Group .....	12
6. Accountability .....	13
7. Remuneration .....	14
8. Funding – Subscription Fees from Members .....	15
9. Voting .....	17
10. Member Expectations .....	18
11. Financial Reports .....	19
12. Intellectual and Industrial Property .....	19
13. Restrictive Covenant .....	20
14. Sunset Provisions - Review .....	20
15. Dispute Resolution .....	21
16. Default .....	21
17. Disciplinary Proceedings .....	23
18. Winding Up .....	23
19. Notices .....	23
20. Additional Provisions .....	24
Execution .....	28
Annexures .....	30

### Schedule of Particulars

1. **Date of Agreement**            The ..... day of ..... 2023
  
2. **The Company**                Northern Tasmania Development Corporation  
Limited  
  
also trading as NTDC Limited  
("the Company")
  
3. **Members**                    As set out in the Schedule of Members in the  
Company Constitution  
("the Members")
  
4. **Registered Office**        Level 1, Suite 1, 62 – 65 Cameron Street  
Launceston in Tasmania
  
5. **Sunset Period**            Two (2) years

**End of Schedule of Particulars**

**This Members Agreement** is made on the date set out at **Item 1** of the Schedule of Particulars.

**Between** The Company set out at **Item 2** of the Schedule of Particulars

**And** The Members set out at **Item 3** of the Schedule of Particulars

### **Background**

- A. The Company is a properly constituted company limited by guarantee.
  
- B. Historically, the Company had previously existed as a not-for-profit company but was converted to an incorporated association in 2012<sup>1</sup>. However, upon the recommendation of Bill Fox & Associates, the shareholders of the Company in its prior form agreed to adopt a recommendation to convert to a company limited by guarantee in 2017.
  
- C. As at the date of this Agreement, the Members set out at **Item 2** of the Schedule of Particulars are:
  - 1. all of the Members of the Company; and
  - 2. all bound by guarantee to contribute the Guarantee Amount, set out in the Company Constitution, to the Company on a winding up.
  
- D. The Members have agreed to enter into this Members Agreement ("the Agreement") to more fully regulate their legal, commercial and business relationships as members of the Company.
  
- E. The corporate entity of the Company is also joined in to this Agreement in order to take notice of the provisions contained in this Agreement and as far as is permitted by the Corporations Law and Company's constituent documents, to conduct the affairs and business of the Company as contemplated by the provisions of this Agreement.
  
- F. The Members have agreed that the Company needs to source more funds from outside Member Fees.

### **Agreement**

---

<sup>1</sup> Bill Fox & Associates, 2016, *Review of Regional Bodies in Northern Tasmania* Final Report, p6.

## 1. Definitions and Interpretation

1.1. Unless there is something in the subject or context inconsistent the following meanings apply in this Agreement:

- (a) "Agreement" means this Members Agreement and all of the Background, Parts, terms, clauses, schedules, annexures, tables or exhibits to it, as amended by the parties from time to time;
- (b) "Assets" means the all of the assets, property (real and personal) and choses in action of the Company;
- (c) "Background" means the part of this Agreement that follows the heading of that name, and enumerated by letters rather than numbers;
- (d) "Company" means, in the case of a corporation, the officers, servants, agents, attorneys and permitted assigns of the Company;
  - (i) "Confidential Information" means and includes:
    - (ii) any information concerning the Company, its methods of operation, strategic direction, marketing and other activities;
    - (iii) financial information concerning the Company and its related activities;
    - (iv) specialised or corporate documentation produced by the Company; and  
specialised of corporate documentation produced by entities associated with the Company which information, whether in the nature of trade secrets or otherwise, is not in the public domain;
- (e) "Constituent Documents" means:
  - (i) this Agreement;
  - (ii) the Company Constitution of the Company;
  - (iii) any by-laws created by the Company under the Company Constitution; and
  - (iv) any other document deemed to be a Constituent Document by the Company

- (f) "Corporations Law" means the Corporations Act 2001 (Cth) as amended from time to time;
- (g) "Director" means, in the case of a natural person or persons, the respective heirs, personal legal representatives and permitted assigns of that person or persons;
- (h) "Division 7" means Division 7 of the Income Tax Assessment Act 1997 in respect of inter-entity and related-party loans;
- (i) "Intellectual Property" has the following extended meaning:
  - (i) the Company's name and all unregistered trading names used by the Company;
  - (ii) all copyright, moral rights, trademarks (registered and unregistered), designs (registered and unregistered) of the Company;
  - (iii) all of the documents, forms, processes, know-how, systems, of any description of the Company;
  - (iv) all domain names, telephone numbers and email addresses used in the Company; and
  - (v) all hard copy images used in yellow pages and other advertising, if any, of the Company;
- (j) "Member" means:
  - (i) in the case of a natural person or persons, the respective heirs, personal legal representatives and permitted assigns of that person or persons; and;
  - (ii) (ii) in the case of a corporation or trust entity, the officers, servants, agents, attorneys and permitted assigns of that entity;
  - (iii) (iii) in the case of any other body, however it is constituted, the officers, servants, agents, attorneys and permitted assigns of that body;
- (k) "Part" means a reference to the relevant Part of this Agreement;

If any other term is used in this Agreement, which is not a defined term, but which is a defined term in the Company Constitution, the meaning of that term in the

Company Constitution must be attributed to that term in this Agreement, as if that term was expressly defined, on the same terms, in this Agreement.

1.2. Unless there is something in the subject or context that is inconsistent the following provisions apply in this Agreement:

- (a) any covenants implied by law (statutory or otherwise) are not negated but are deemed, to the extent of any inconsistency with the provisions of this Agreement, to be modified (where modification is permitted);
- (b) where two (2) or more persons are named as a party to this Agreement the terms, covenants, conditions, provisions, stipulations and restrictions contained in this Agreement bind each of them jointly and severally and benefit each of them jointly and severally;
- (c) if any term, covenant, condition, provision, stipulation or restriction contained in this Agreement is or becomes illegal or unenforceable, then this Agreement must be read and construed as if that term, covenant, condition, provision, stipulation or restriction, as the case may be had been severed and the balance of this Agreement remains in full force and effect;
- (d) a reference to any document or instrument (and, where applicable, to any of its provisions) is a reference to that document or instrument as amended, novated, supplemented or replaced from time to time
- (e) a reference to a right includes a benefit, remedy, discretion, authority or power;
- (f) a reference to the whole of property or a thing includes part of that property or thing unless stated otherwise;
- (g) a reference to a statute, code or other law includes regulations and other instruments under it, and consolidations, amendments, re-enactments or replacements of any of them occurring at any time before or after the date of the Agreement;
- (h) where any expression is defined, any other part of speech or grammatical form of that expression has a corresponding meaning;
- (i) where the word "including" is used, that use does not limit or exclude in any way unless the context requires otherwise

- (j) words importing the singular include the plural and vice versa;
- (k) words importing the masculine gender include the feminine and/or a corporation and vice versa;
- (l) words importing persons include a firm, a body corporate, an unincorporated association or an authority and vice versa;
- (m) headings are inserted for guidance only and are not deemed to form part of the provisions of this Agreement and must not be used for the purpose of construction;
- (n) the first letters of words and expressions defined in this document are indicated by capital letters for convenience and the absence of a capital letter alone does not imply the word or phrase is used with a meaning different from that given by its definition;
- (o) a reference to "dollar" or "\$" is a reference to the lawful currency of Australia;
- (p) a reference to a time or date affecting the performance of an obligation by a party is a reference to the time and date in Tasmania, even though the obligation is to be or may be performed elsewhere;
- (q) where the day on or by which anything is to be done is a Saturday, a Sunday or a public holiday in the place in which that thing is to be done then that thing must be done on or by the next succeeding business day;
- (r) if a period of time is expressed to be calculated from or after a specified day, that day is not included in the period;
- (s) a provision of this Agreement must not be construed to the disadvantage of a party merely because that party was responsible for the preparation of this Agreement or the inclusion of the provision in this Agreement; and
- (t) a reference to a person who is an "associate" of another person is a reference to a person who is an associate of that other person within the meaning of Part 1.2 of Division 2 of the Corporations Law.

## **2. Acknowledgments**

- 2.1. The parties acknowledge that the Background of this Agreement sets out a true, accurate and complete representation of the commercial relationship

between the parties and the circumstances surrounding the execution of this Agreement.

2.2. Each party separately acknowledges for the benefit of each other party that:

- a) they have entered into this Agreement after mature consideration, reflection, and exercise of independent judgment;
- b) they have read and understood the provisions of this Agreement and that the provisions are just, equitable, fair, reasonable and satisfactory to them;
- c) they have entered into this Agreement of their own free will and volition and that no coercion, force, or undue influence has been used in the execution of this Agreement either by the other party or by any other person or persons;
- d) they have either obtained independent legal advice, or are aware of their right to do so, and have chosen not to do so; and
- e) they have not relied upon any representation or promise in entering into this Agreement except for those expressly stated in this Agreement.

2.3. The parties express acknowledge and agree that if there is any inconsistency, discrepancy or conflict that arises in respect of the interpretation or application of any of the Constituent Documents, the order of priority of the documents to the extent of that inconsistency, discrepancy or conflict is as follows:

- a) the provisions of the Company Constitution take priority over all other subordinate Constituent Documents;
- b) the provisions of this Agreement take next priority over all other subsequent subordinate Constituent Documents;
- c) the provisions of any by-laws created by the Directors take next priority over all other subsequent subordinate Constituent Documents; and
- d) any other document deemed by the parties to be a Constituent Document takes last priority.

2.4. The Board, on behalf of the Company, and the Initial Members acknowledge that Dorset Council is entitled to be admitted as an Initial Member of The Company, even though Dorset Council is not recorded in the Schedule of

Initial Members in the Company Constitution as an Initial Member. If, at any time after the registration of the Company, Dorset Council, resolves to become a Member of The Company, the Board must admit Dorset Council as a Member. Subject to the terms of the Company Constitution, this Agreement, and any other constituent document of the Company, Dorset Council is deemed to be an Initial Member of the Company and will enjoy all of the rights and privileges of being an Initial Member, albeit from the date that it is registered in the register of Members.

### 3. Purpose and Objectives

- 3.1. The parties agree to carry on the Company with the common purpose of achieving the primary objectives set out in **clause 3.2**.
- 3.2. The primary objectives of the The Company are as set out in clause 1.8 of the Company Constitution.
- 3.3. The Members expressly acknowledge that the Company is:
  - (a) a not-for-profit enterprise, with funding coming principally from annual subscription fees paid by the Members;
  - (b) is not, and is not intended to be, a charity, as defined or administered by the Australian Charities and Not-For-Profits Commission; and
  - (c) not a tax-exempt entity for the purposes of the *Income Tax Assessment Acts 1936 and 1997*, but it is contemplated that the Company may seek tax-exempt status in the future if that is considered necessary and prudent at the time.

### 4. Corporate Governance – Size and Role of Board

- 4.1. The parties agree that the governance structure of NTDC Limited is as follows:

The Company has a Board of Directors comprising not less than three (3) and not more than nine (9) Directors (“the Board”) but the parties agree that the optimal size of the Board is seven (7) Directors;
- 4.2. The following governance principles outline the strategic function of the Board:

- (a) Principle 1 – the Board plays a key role in approving the vision, purpose and strategies of The Company. The Board must act in the best interests of the Company and is accountable to the Members as a whole;
- (b) Principle 2 – the Board sets the cultural and ethical tone for the Company. This includes the 'how' of undertaking the work of the Company by being an exemplar of contemporary best practice and collaboration throughout the region;
- (c) Principle 3 – all Directors are responsible to exercise independent judgment and provide independent oversight of management of the Company;
- (d) Principle 4 – the Board should comprise an appropriate number of Directors for the size and scale of the Company, with a relevant and diverse range of skills, expertise, experience and background and who are able to effectively understand the Company's business and regional context.
- (e) Principle 5 – the Board should have an appropriate system of risk oversight and internal controls put in place;
- (f) Principle 6 – Directors should act diligently on an appropriately informed basis and have access to accurate, relevant and timely information;
- (g) Principle 7 – the Board would normally delegate certain functions to management. Where it does so, there should be a clear statement and understanding as to the functions that have been delegated;
- (h) Principle 8 – the Board is responsible for the appointment of the CEO and the continuing evaluation of the CEO's performance;
- (i) Principle 9 – the Board should ensure that the Company communicates with Members and other shareholders in a regular and timely manner. The Board and management will respect the rights of Members and will not speak publically against any Member; and
- (j) Principle 10 – the Board's performance (including the performance of the Chair, the individual Directors and the Board's subcommittees) needs to be regularly assessed and appropriate actions taken to address any issues identified.

4.3. All other mechanics as to the operation of the Board are outlined in the Company Constitution, and certain Board Policies.

## 5. Corporate Governance – Member Representative Group

- 5.1. Each Member must nominate one representative who will represent that Member on the Member Representative Group.
- 5.2. In relation to each Member, the elected Mayor for the time being, is automatically that Member's nominated representative for all purposes of the Company, but any Member may nominate an alternative representative in accordance with clause 6.1 of the Constitution
- 5.3. Members of the Member Representative Group must be ready, willing and able do all of the following:
- (a) Attend meetings of the Member Representative Group, being at least Quarterly unless otherwise agreed with the Company;
  - (b) Use their influence with their appointing Member to:
    - (i) Promote the activities and success of the Company;
    - (ii) Facilitate reasonable access to Councillors, Mayor and General Manager of the Member, including twice yearly presentations by the Company to the Member's Council; and
    - (iii) Use their best efforts to assist the Company to communicate the Company's Annual Plans, Operational Plans, Budgets and Quarterly reports.
  - (c) Be an active member of the Board Selection Committee of the Company if so nominated by the Member Representative Group;
  - (d) Be an active member of the Chair Selection Committee if so nominated by the Member Representative Group; and
  - (e) Support the Company Secretary as requested in the event of a concern or grievance in accordance with clause 14.4 of the Company Constitution.
- 5.4. The Chair of the Company is an ex officio member of the Member Representative Group.
- 5.5. The Company Secretary will provide rudimentary secretariat services in accordance with clause 15.5 of the Company Constitution.

5.6. Owing to the special nature of the relationship between the Members and the Directors of the Company, as evidenced by this Members Agreement, it is an essential provision that the Board properly consider any issue that the Member Reference Group (by simple majority request) put to the Board for consideration at the earliest possible Board meeting and that the Board provides a fulsome report back to Members in a reasonably prompt time in relation to that issue following the Board meeting at which it is considered.

## 6. Accountability

6.1. The Board of Directors is accountable to the Members of The Company at all times. It is important that all Directors foster a relationship of trust and confidence with the Members, in order to properly and appropriately represent the Members' interests at all times.

6.2. In addition to the material that must be considered at the AGM under the Corporations Law, the Board must supply to the Members for consideration at the AGM the following additional material, and be prepared to speak to and/or account for:

- (a) an annual report on the performance of the Company over the past relevant period as it relates to the KPIs agreed by the Members at the last AGM;
- (b) any changes to the KPIs as agreed by the Members
- (c) progress reports on all projects being undertaken by the Company at the relevant time; and
- (d) questions raised by any Member at the AGM (or must provide a written response within fourteen (14) days of the AGM if a question is taken on notice).

6.3. Any disputes will be dealt with through the dispute resolution procedures provided in **clause 2.8** of the Company Constitution.

6.4. Consistent with the nature, purpose and function of the Company, the Company will report formally to Members on a semi-annual (twice yearly) basis, based on agreed KPIs and other information of interest. The process for reporting will include:

- (a) a strategic progress update by the Board;
- (b) an operational progress update by the CEO;

(c) an offer of a formal presentation to Members if requested; and

(d) one of the semi-annual meetings (twice yearly) with Members will be in the lead up to the Company's annual planning process to ensure Member's feedback is considered in advance of this process.

6.5. In accordance with the Corporations Law and **clause 4.4** of the Company Constitution, the Company must hold an annual general meeting once every calendar year, within five (5) months after the end of each financial year.

6.6. A majority of Members of the Company may call a Special Meeting of the Company in accordance with clause 4.1(b) of the Company Constitution.

6.7. A majority of Members of the Company are entitled to appoint or remove Directors in accordance with clause 8.5(a) of the Company Constitution.

## 7. Remuneration

7.1. The Chair is entitled to be remunerated for the work done and responsibilities undertaken by the Chair in that role. On and from the date of this Agreement, the Members agree to set the remuneration of the Chair at the rate of \$33,114.19 per annum. That rate will be reviewed to CPI (All groups, Hobart, or an equivalent index) at the end of each financial year.

7.2. The Company Secretary is entitled to be remunerated for the work done and responsibilities undertaken by the Company Secretary in that role. On and from the date of this Agreement, the Members agree to set the remuneration of the Company Secretary at the rate of \$22,076.12 per annum. That rate will be reviewed to CPI (All groups, Hobart, or an equivalent index) at the end of each financial year.

7.3. Directors who are not the Chair nor the Company Secretary are entitled to be paid a notional fee, to be set by the Board, to attend meetings and undertake the duties and responsibilities of the Directors.

7.4. All employees of the Company, including the CEO, are entitled to be paid in accordance with the entitlements arising under the FairWork legislation and by reference to prevailing market rates for persons acting in similar positions of employment in similar organisations.

7.5. All reasonable expenses of the Chair, the Company Secretary and the Directors will be met by the Company whilst travelling or undertaking approved business on behalf of the Company.

## 8. Funding – Subscription Fees from Members

8.1. The Company relies on its Members to fund the Company to partly achieve its primary objectives. This includes both the:

- (a) execution of the strategic plan from time to time; and
- (b) day to day operations of the Company.

8.2. The Members expressly agree to each pay an annual subscription fee to the Company to be set by the Board in each financial year of operation of the Company, which subscription fee is intended to be paid:

- (a) evenly by reference to the methodology for calculation of the subscription fee amounts for all Members; and
- (b) unevenly, by reference to the actual dollar value amount payable by individual Members, as produced by those calculations.

8.3. The Members agree that the annual subscription fee that each Member is required to contribute to the Company is to be calculated in accordance with the following formula:

$$SF = FC + VC$$

Where:

- (a) SF = the total amount of the Member's Subscription Fee for that year;
- (b) FC = the fixed component (based on the 2019-20 financial year) calculated by application of the following bands calculated based on the population of the municipal area of each Member (figures for 2021/22) :
  - (i) Population of 0 – 5,000 people \$5,036.00
  - (ii) Population of 5,001 – 10,000 people \$10,072.00
  - (iii) Population of 10,001+ people \$20,144.00

The FC component is indexed annually to CPI (All groups, Hobart, or an equivalent index); and

- (c) VC = the variable component calculated at a contribution rate of approximately \$2.79 per head of population (figure for 2021/22) in the municipal area of each Member multiplied by the actual municipal population.

The VC component is also indexed annually to CPI (All groups, Hobart, or an equivalent index).

*For example, a Council with 32,000 population would calculate its fees as follows*

$$\begin{aligned} SF &= \$70,072 + (32,000 \times \$2.79) \\ &= \$70,072 + \$89,280 \\ &= \$159,352 \end{aligned}$$

- 8.4. The Company will calculate the contribution amounts for the following financial year, to be approved by the Board and must notify the Members of the annual subscription fee amount for the following year not less than three (3) months prior to the end of each financial year.
- 8.5. The Members expressly agree that to remain as a member of The Company each Member must commit to pay the annual subscription fee amount each year for number of consecutive years detailed in this agreement from the date that the membership commences. At the end of each funding / membership cycle a review will be undertaken in accordance with **clause 14**.
- 8.6. Subject to the approval of the Board, and any conditions or restrictions set by the Board, there is no value limit to the amount of the subscription fee payable in any one year by any one Member, as determined by the calculations set out in this **clause 8**.
- 8.7. The Board may accept applications from other persons or entities to become Members of The Company in accordance with the Company Constitution. The Board may charge an application fee to new members if the Board elects to do so.
- 8.8. If the Board accepts the application of any new Member, it must only be on condition that the new Member enters into a written deed in a form acceptable to the Board by which the new Member
- (a) expressly agrees to be bound by the Constituent Documents of the Company; and
  - (b) enters into an agreement on substantially similar terms and conditions as this agreement.

- 8.9. All of the parties agree that the Company will not obtain, or seek to obtain, any debt funding for any purpose without a unanimous resolution of the Members to that effect.
- 8.10. If any debt funding is obtained by unanimous resolution, each Member agrees to be liable for and guarantee the repayment by the Company of that debt funding in accordance with the proportionate amount of the annual subscription fee paid by that Member as against all of the subscription fees paid by all Members of the Company at the relevant time.
- 8.11. Subject to the passing of an appropriate unanimous resolution, the Company may accept loans from any of the Members, on whatever terms those parties may agree, and if so accepted, the Company must create a credit ledger for that purpose in the Company's books of account.
- 8.12. Subject to the unanimous consent of all Members, the Company may grant loans to any of the Members, on whatever terms those parties may agree, and if so granted, the Company must create a debit ledger for that purpose in the Company's books of account.

## 9. Voting

- 9.1. The voting rights of the Members, in general meeting, are as set out in **clauses 5.9-5.13** of the Company Constitution. The Members agree to the following determinations.
- 9.2. Subject always to the Company Constitution, if, for any reason, at any general meeting of the Members, a poll is demanded then each Member and the Board, on behalf of the Company, as the parties to this Agreement expressly acknowledge and agree that each Member will have, and the Board must recognise, one (1) vote per Member for each \$22,076, increment, or part thereof, of subscription fees paid by each Member to the Company in the then current financial year.
- 9.3. Upon any vote taken by the Company in general meeting, if any Member has not paid that Member's annual subscription fees in full at the time of that meeting, the voting rights of that Member are deemed to be pro-rated, based on the proportion of the subscription fee that has been paid at the relevant time, unless all of the other Members unanimously agree that the unpaid, or partially unpaid, Member's voting rights are not so affected.

## **10. Member Expectations**

- 10.1. Each party to this Agreement covenants and agrees to deal with each other party to this Agreement to deal with those other parties in good faith.
- 10.2. In particular, all parties to this Agreement must:
- (a) be completely honest in all communications to, with or on behalf of the Company and each other;
  - (b) provide full disclosure about all material matters that arise from or may affect the Company and that party's involvement in it, including health (physical and mental) and wellbeing issues if relevant;
  - (c) display appropriate and professional personal conduct at all times in the Company environment and when representing the Company externally; and
  - (d) not make, publish or support any disparaging, defamatory or offensive remark, comment or communication about the Company, the Members, the Directors or officers of the Company, any employee of the Company or any other shareholder on any fact, matter or concern that is within the knowledge or opinion of that party.
- 10.3. Each party must only make use of Confidential Information for the purpose of carrying out the purpose and objectives of The Company.
- 10.4. No party to this Agreement is permitted to:
- (a) give or disclose Confidential Information to anyone other person or entity;
  - (b) use any Confidential Information for personal gain or profit; or
  - (c) use any Confidential Information to cause injury, loss or damage to the Company or any other party to this Agreement.
- 10.5. No party to this Agreement is permitted to make any promise, representation or warranty or to give any undertaking to any person, which purports to bind The Company, which that party is not authorised to make or give.

## 11. Financial Reports

- 11.1. Notwithstanding the appointment of external accountants, the Company may, in its sole and absolute discretion, elect to undertake routine accounting procedures internally or to engage an external book-keeper for that purpose.
- 11.2. The Board must ensure that proper and sufficient records, reports and financial statements of The Company, should be prepared in accordance with the relevant accounting standards on a weekly, monthly, quarterly and annual basis as:
  - (a) the Directors may require;
  - (b) the CEO may require for the proper management of the Company from time to time; or
  - (c) as the Corporations Law or other statutes may require.
- 11.3. The Company must comply with the auditing and review procedures of the Corporations Law relevant to the turnover Tier that the Company sits in from time to time, including the requirements of the Tasmanian Audit Office if the Company is required to meet its requirements.
- 11.4. The Company must provide the following to all Members on a Quarterly basis:
  - (a) Progress report on delivery of the Annual Operational Plan; and
  - (b) Progress report on delivery of the Annual Budget.

## 12. Intellectual and Industrial Property

- 12.1. Each party agrees and covenants with each other party, as a separate agreement and covenant that that party will keep confidential and preserve all Intellectual Property of The Company at all times confidential.
- 12.2. Each party agrees and covenants with each other party that that party will pass to the Company for use by the Company as the Company sees fit, free of charge, details of:
  - (a) all of the technology know-how and research results relevant to the Company that are from time to time in that party's possession or knowledge and which that party is not restrained by obligations to others from passing to the Company;

(b) all of the technology know-how and research results relevant to the Company that are developed, discovered or invented by that party from time to time;

provided that the Company gives to the relevant party each time an appropriate covenant to keep confidential those aspects of the technology know-how or research results which are confidential and the parties agree to cause the Company to give those covenants.

### 13. Restrictive Covenant

13.1. Upon:

- (a) the cessation as a Director by a Director for any reason;
- (b) the cessation of membership by a Member, for any reason

the provisions of confidentiality and protection of intellectual property continue to apply to that Director or Member indefinitely and do not merge on the resignation or cancellation of membership.

13.2. The Company must ensure that appropriate restrictive covenants are contained in each and every employment agreement for employees of The Company.

### 14. Sunset Provisions - Review

14.1. Each party agrees to commit to participation in The Company, and to the terms of this Agreement for the Sunset Period set out in **Item 5** of the Schedule of Particulars, which period commences from the date of this Agreement.

14.2. The parties agree that not less than three (3) months prior to the end of the Sunset Period, the Board will undertake a comprehensive review of the strategic purposes and operations of the Company for the purposes of recommending to the Members whether to:

- (a) continue the operation of Company in its then current form;
- (b) change the operation of the Company as the parties may then agree;
- (c) continue with the then current Members;
- (d) change the then current Members;

- (e) re-set the Sunset Period;
- (f) make any other required amendments, changes and modifications to:
  - (i) this Agreement; and
  - (ii) the operations of the Company;
- (g) wind up the Company; and/or
- (h) deal with any other relevant matter at that time.

14.3. In conducting that review, the Board may have recourse to any relevant material, matter or issue in making its recommendation to the Members.

14.4. Upon the receipt of a recommendation arising from a review, the Members must pass a Special Resolution to either:

- (a) adopt the recommendation of the Board; or
- (b) to take some other course of action.

14.5. After and as a consequence of a review under this **clause 20**, no Member is bound, nor can be compelled, to remain and continue as a Member and if a Member elects to cease being a Member, the shares of that Member are deemed to be forfeited.

14.6. Every Member that elects to continue as a Member of the Company expressly agrees to commit to the funding cycle for the number of years proposed by the Board, subject to all relevant annual CPI adjustments for the new period, and the Board must record a resolution to that effect.

14.7. The Board may require Members to enter into a Members Agreement as a condition of ongoing membership of the Company.

## **15. Dispute Resolution**

15. The parties agree to adopt and be bound by the dispute resolution procedures set out in **clause 2.8** of the Company Constitution.

## **16. Default**

16.1. If any party breaches that parties obligations under this Agreement, and does not remedy that breach to the satisfaction of the other parties after receiving not less than one (1) month's notice to do so, that party is in default of this Agreement.

16.2. A party is also in default of this Agreement if any of the following occurs in relation to that party:

- (a) the party, being a natural person:
  - (i) commits any act of bankruptcy;
  - (ii) enters, or proposes to enter, into any arrangement, composition or compromise with creditors;
  - (iii) is convicted of any offence in any jurisdiction that carries any term of imprisonment;
  - (iv) is convicted of any offence of dishonesty;
  - (v) is convicted of any offence in relation to the Company or any other party to this Agreement; or
  - (vi) fails to attend to that Party's responsibilities under this Agreement for a period of more than thirty (30) days for no explainable reason; or
- (b) the party, being a company or trust or other body corporate:
  - (i) commits any act of insolvency;
  - (ii) enters, or proposes to enter, into any arrangement, composition or compromise with creditors; or
  - (iii) has a Director or trustee who is convicted of any offence under clause 16.2(a)(iii), (iv) or (v).

16.3. A party, being a natural person, is deemed to be in default of this Agreement if any of the following occurs to that party:

- (a) two competent medical practitioners declare that the party is of an unsound mind;
- (b) some other event beyond the control of the party causes that party to lose legal capacity; or
- (c) the party cannot be found for a period of more than ninety (90) days.

## 17. Disciplinary Proceedings

17.1. The parties agree to adopt and be bound by the disciplinary procedures set out in **clause 2.9** of the Company Constitution.

## 18. Winding Up

18.1. The parties agree to adopt and be bound by the winding up procedures set out in **clause 24** of the Company Constitution.

18.2. Upon a winding up of the Company, the following process must be followed, in the order set out below, after liquidation of all assets:

- (a) as much notice as possible of the winding up must be given to any employees of the Company who are not parties to this Agreement;
- (b) all employee entitlements must be paid out as the first priority, including to any party to this Agreement, who is a natural person, who is also a bona fide employee of the Company in receipt of salary or wages, and superannuation;
- (c) all secured creditors must be paid out, but excluding any loan accounts in favour of parties to this Agreement;
- (d) all unsecured creditors must be paid out, but excluding any loan accounts in favour of parties to this Agreement;
- (e) all unpaid present entitlements;
- (f) all loan accounts must be paid out, subject to any set-off or adjustment for loans made to that party or to a related party of that party; and
- (g) the balance of net assets of the Company must be distributed in accordance with the winding up provisions of the Company Constitution.

18.3. The Members expressly acknowledge and agree that no Member can receive any payment of capital, distribution of assets or other benefit from the Company on a winding up.

## 19. Notices

19.1. A notice or other communication in connection with this Agreement is to be in writing and:

- (a) may be given by the relevant party or its lawyer; and
- (b) must be:
  - (i) left at the address set out or referred to in the Details; or
  - (ii) sent by prepaid post to the address set out or referred to on the Details; or
  - (iii) sent by fax to the fax number set out or referred to in the Details; or
  - (iv) sent by email to the last known email address of the relevant party or lawyer.

However, if the intended recipient has notified a changed postal address or changed fax number, then the communication must be to that postal address or fax number.

- 19.2. Notices take effect from the time they are received unless a later time is specified in the notice.
- 19.3. If a notice is sent by post, it is taken to be received two (2) days after posting (or seven (7) days after posting if sent to or from a place outside Australia).
- 19.4. If a notice is sent by fax, it is taken to be received at the time shown in the transaction report as the time that the whole of the fax was sent.
- 19.5. If a notice is sent by email it is taken to be delivered at the time it is sent, but only if the sender of the email notice has obtained a delivery receipt for that email.
- 19.6. For the avoidance of doubt, every Member is entitled to receive separate notice of every general meeting of the Company.

## 20. Additional Provisions

- 20.1. Each of the parties to this Agreement will sign and execute any further documents and do any deeds, acts and things as the other party reasonably requires for effecting the intention of the parties under this Agreement. However, this obligation does not extend to incurring a liability:

- (a) to pay any money, or to provide any financial compensation, valuable consideration or any other incentive to or for the benefit of any person except for payment of any applicable fee for the lodgement or filing of any relevant application with any government agency, unless a provision of this Agreement expressly requires otherwise; or
- (b) to commence any legal action against any person, to procure that the thing is done or happens.

- 20.2. This Agreement constitutes the entire agreement between the parties about the subject matter of this Agreement. It supersedes and extinguishes all prior agreements, understandings, representations, warranties, covenants or agreements previously given or made between the parties about the subject matter.
- 20.3. This Agreement may be executed by the parties in two or more counterparts, each of which is deemed to be an original, but all of which together constitute one and the same instrument.
- 20.4. The parties must execute and exchange original signed counterparts of this Agreement unless there is a specific provision in the Agreement that permits the exchange of counterparts by facsimile or scanned email copy.
- 20.5. This Agreement must not be amended, modified or supplemented except by a written instrument signed on behalf of the respective parties.
- 20.6. Any clause, covenant or condition in this Agreement that requires a party to do something after completion does not merge on completion and that party is obliged to perform the obligation within the time allowed for doing so. A failure to perform an obligation of this nature is a breach of the Agreement retrospectively and gives rise to a claim for injury, loss and damage to the party with the benefit of the performance of the obligation.
- 20.7. No waiver by any party of any default in the strict and literal performance or compliance with any other provision, condition or requirement of this Agreement is deemed to be a waiver of the strict and literal performance of or compliance with any other provision, condition or requirement in this Agreement nor be a waiver of or in any manner release any other party from strict compliance with any provision, condition or requirement in the future nor will any delay or omission of any party to exercise any right under this Agreement in any manner impair the exercise of any right accruing to it after completion.

- 20.8. A provision of or a right created under this Agreement may not be:
- (a) waived except in writing, signed by the party with the benefit of that provision or right; or
  - (b) varied except in writing signed by the Parties.
- 20.9. The obligations of the parties under this Agreement are subject to the express condition that whenever a party is required to perform or do any act or thing, the performance of that obligation is not required if it is rendered reasonably or practically impossible by reason of any riot, civil commotion, strike, lockout, act of God, act of the public enemy, priority, allocation, rationing or the regulation or prohibition of the use of any material, heat, fuel, hours of work or award, of the party.
- 20.10. Each party warrants and represents to the other party that the signing or performance under this Agreement does not conflict with or result in a breach of its constitution, any writ, order, judgement, law, rule or regulation which is binding upon the party.
- 20.11. Any party who executes this Agreement on behalf of a party under a Power of Attorney warrants that he or she has no notice of the revocation of that Power or of any fact or circumstance that might affect his or her authority to execute this Agreement under that Power.
- 20.12. The rights, powers and remedies under the Agreement are in addition to and do not replace or limit any other rights, powers or remedies provided by law independently of the Agreement.
- 20.13. Where a party is required to give a consent, that party may give that consent conditionally, unconditionally or withhold it without giving reasons, unless expressly stated otherwise.
- 20.14. Whether or not any of the transactions contemplated by this Agreement are completed the parties must pay their own fees, costs and expenses of and incidental to the negotiation, preparation and execution of this Agreement, including the fees and disbursements of its lawyers and accountants.
- 20.15. Where any party is entitled to take enforcement or recovery action against another party, that party is entitled to recover its fees, costs and expense of and incidental to the enforcement action from the other party.

20.16. This Agreement is governed by and construed in accordance with the law of Tasmania and the Commonwealth of Australia and each of the parties submit to the jurisdiction of the Courts of the State of Tasmania and the Courts of the Commonwealth of Australia.

**End of Operative Part**

## Execution

### Company

Signed for and on behalf of  
**Northern Tasmania Development Corporation  
Limited**  
**ACN 616 650 367**  
by its authorised officers under  
S127 of the *Corporations Act 2001*

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director/Secretary

### Members

The Common Seal of  
**Break O'Day Council**  
was affixed in the presence  
*Seal here*  
the authorised officers of the Council

*affix*

\_\_\_\_\_  
Member

\_\_\_\_\_  
General Manager

The Common Seal of  
**Flinders Council**  
was affixed in the presence  
*Seal here*  
the authorised officers of the Council

*affix*

\_\_\_\_\_  
Member

\_\_\_\_\_  
General Manager

The Common Seal of  
**George Town Council**  
was affixed in the presence  
*Seal here*  
the authorised officers of the Council

*affix*

\_\_\_\_\_  
Member

\_\_\_\_\_  
General Manager

The Common Seal of  
**City of Launceston**  
was affixed in the presence  
*Seal here*  
the authorised officers of the Council

*affix*

\_\_\_\_\_  
Member

\_\_\_\_\_  
General Manager

The Common Seal of  
**Meander Valley Council**  
was affixed in the presence  
*Seal here*  
the authorised officers of the Council

*affix*

\_\_\_\_\_  
Member

\_\_\_\_\_  
General Manager

The Common Seal of  
**Northern Midlands Council**  
was affixed in the presence  
*Seal here*  
the authorised officers of the Council

*affix*

\_\_\_\_\_  
Member

\_\_\_\_\_  
General Manager

The Common Seal of  
**West Tamar Council**  
was affixed in the presence  
*Seal here*  
the authorised officers of the Council

*affix*

\_\_\_\_\_  
Member

\_\_\_\_\_  
General Manager

## **Annexures**

### **A. Company Constitution**

<b>ACTION</b>	<b>DECISION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	Economic Development Officer
<b>FILE REFERENCE</b>	002\038\002\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Break O Day Economic Development Strategy Circulated under separate cover: Launceston Economic Development Strategy Overview 2022-2026 South Gippsland Shire Council Economic Development Strategy 2021-2031

**OFFICER'S RECOMMENDATION:**

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

**INTRODUCTION:**

The Break O' Day Economic Development Strategy was developed in 2013 and has provided strategic direction for economic development within the municipality. A review of Section 5 of the existing Economic Development has been produced and attached.

The Officer Report provides a recommendation to steer the direction of a new Economic Development Strategy to a more inclusive and holistic approach. The community is at the centre of its development. Importantly, broader considerations such as fostering community wellbeing and a sustainable environment are viewed as critical links to economic development.

**PREVIOUS COUNCIL CONSIDERATION:**

Nil

**OFFICER'S REPORT:****Existing Strategy – an update**

The attached document provides an update to Section 5 of the Break O' Day Economic Development Strategy. The strategy's key economic priorities for the region are:

1. Increasing the population;
2. Strengthening businesses in the region to generate sustainable jobs;
3. Increasing visitors to the region; and
4. Maintain St Helens' role as a regional service centre.

## Future of Economic Development Strategy

Economic development has always been synonymous with 'growth' and the assumption that wealth trickles down and creates prosperity for the community. Therefore, the core aim of traditional economic development strategies has been to attract big businesses and create jobs. This aim has been encouraged irrespective of job quality and whether the business profits are returned to the community (rather than extracted). In such strategies, it is often assumed that the community are grateful recipients of jobs, rather than proactive in their economic position.

Importantly, how we measure social outcomes has not been included when measuring and understanding the impacts of this growth.

Therefore, in recent years economic development strategies have been developed with a shift from a sole focus on economic growth to a broader consideration of the distribution of wealth and wellbeing outcomes. It should not be accepted that a strategy produces statistical analysis and a wealth of figures that point to opportunities without considering the community's role within these opportunities and how growth and development will sustain and benefit them.

This is shown to be a concern with other Tasmanian Councils, as found by Regional Development Australia Tasmania (RDAT) in their **Strategic Regional Plan for Tasmania 2023**

*'All Councils were very focused on the liveability and wellbeing of their people and how that would be impacted by development. The flow of economic benefits out of communities due to major industry or infrastructure projects is of concern to some Councils. Particularly when the community services and infrastructure were considered below par.'*

We may not see an intense level of investment within the municipality, however, the importance of this strategy is in defining Council's direction and attitude towards economic development in the years to come.

## BODC Economic Development Strategy

Therefore, an economic development strategy should not solely be focused on attracting investment and creating jobs but a holistic approach that sees economic development linked with healthy communities and sustainable environments. It is a long-term plan implemented to encourage and support economic growth from the Council and respond to challenges and opportunities presented within the strategy's life.

The strategy will need to recognise that greater connections in rural areas between business, government and the community are required due to the higher level of social and economic interdependence. Therefore, identification and cultivation of key assets such as main streets, local environment, climate and open space are required in order to create spaces that benefit the community and contribute to the economy.

The strategy should focus on economic outcomes whilst recognising that there are broader social and environmental objectives to also be achieved. Similar strategies focus on the following:

- Industry growth
- Sustainability
- Regenerating natural assets
- Good work (quality), and

- Good opportunity for local business.

Importantly, the Strategy must acknowledge and reflect the limited resources and size of the Council.

Whilst the existing strategy presented some excellent opportunities and strategic direction, it was, in some identified opportunities, not reflective of Council's size and resources. Our future strategy must recognise this limitation in order to be beneficial to the community and provide a clear direction and outline of the Council's role.

### Metrics

The shift away from a sole focus on economic growth and inclusion of social and environmental aspects results in a change in measuring a strategy's performance. Some recent strategies have applied a wellbeing monitoring approach rather than an outcome performance approach. Additional metrics include wellbeing, happiness, and carbon emissions. However, metrics shall be informed by community consultation, consultant direction and the strategic objectives of the Strategy.

### **Strategy and Action Plan Outline**

For a strategy to remain relevant, it requires an overarching document (strategy) that outlines its purpose, principles, visions and strategic themes. This determines the actions which are produced every one-two years via an 'Action Plan'. Reviewing these actions periodically recognises that communities have changing needs over time and ensures relevancy.

### Future Strategy

The strategy should therefore provide a brief yet descriptive analysis of the municipality's economy. It should highlight key facts and an overview of industry sectors. It is common for Council to produce a Strategy that identifies the municipalities:

1. Strengths, opportunities and challenges
2. Vision
3. Goals
4. Guiding Principles
5. Strategic themes

### Action plan

The action plan is a live document that responds to the challenges, opportunities and changes in policy direction as they arise. The South Gippsland Shire Council's Economic Development Strategy also includes its Annual Action Plan.

### **Methodology**

The methodology of the strategy development shall be informed by the consultant. Stakeholder and community engagement are essential for the development of the strategy's vision, goals and guiding principles.

### Weakness

It should not be assumed that such a strategy will provide all the solutions and relief required by the community to overcome challenges presented in the current state, national and global economic

environments. However, an economic development strategy that focuses on developing resilient, prosperous communities that can deal with uncertainty must be done locally.

### **Council Recommendation**

1. Council 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.

### **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

#### Annual Plan 2022 – 2023

**Actions 2.1.1.2** – Economic and Tourism Strategies – Undertake a review of the existing Break O’Day Economic Development Strategy for Council consideration.

### **LEGISLATION & POLICIES:**

Nil

### **BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

Nil

### **VOTING REQUIREMENTS:**

Simple Majority

## 1. Break O'Day Economic Development Strategy

### 1.1 Economic and Social Context

Recent data highlights a number of key features of the Break O'Day LGA, and these patterns were also confirmed in discussions with businesses in the LGA and in the public consultations.

#### 1.1.1 Population - A Slow Down

- Population: the population is relatively small at around 6000 persons in 2011; it is ageing with retirees being attracted in the area; and some younger persons and families are leaving for education and for full time job opportunities.
- Locations: the population is focused on coastal locations (76%). St Helens is the major centre (with 35% of the population) and Stieglitz (10%); other centres are St Marys (13%) and Scamander (12%). Around 38% of dwellings (1607) are holiday houses.
- Trends: the population grew in the period 2001-2006, but was flat over the last 5 years to 2011. These more recent trends of a loss of population, are related to: a decline in the number of full time jobs in the area (jobs loss from resource sectors including agriculture, forest industries, fishing); and the impacts of a slow economy and weakening visitor market on businesses in the LGA. Long term projections are for growth in the population as people are attracted to the coastal lifestyles. However with the static population numbers in the last 5 years, the long term targets are unlikely to be achieved and will need to be revised downwards.

#### 2022 Update

Population: has recorded strong population growth since 2016, growing by 10.7% to 6,770 people.

- Older age groups (75 to 84 years) have recorded very high growth rates, as have younger working age groups (20 to 39 years)
- Younger age (19 year and younger) have recorded declines and there are less children (0 to 9 years) in the area than in 2016. Given the education barrier within the region, it is unsurprising that this trend has occurred.
- Locations: Scamander is now the second largest town, overtaking St Marys and increasing in size by 25.7% since 2016.
- In 2021, over half the population lived in 3 towns; St Helens (32.6%), Scamander (11.9%) and St Marys (10.9%).

#### 1.1.2 Regional Economy -Transitioning to A Service Economy

There are several key features of the regional economy:

- The industry base of the area has narrowed and it has become a service economy covering the local/regional population and the visitor market.
- There are limited regional export industries: there has been a decline in the traditional resource based sectors of fishing, forest products and agriculture. There is future potential to develop agribusiness in the region as part of diversification.
- Much of industry located in the industrial areas is light industry servicing local and regional industries (eg. agriculture, mining, building and construction).
- Most businesses are small businesses and many are owner operated with no employees (or employing family members only).
- Tourism is important for St Helens - but the sector has been under pressure with declining visitor numbers over the last 3 years. The tourism sector is season and highly dependent on the visitor numbers in the summer and Easter season peaks and school holidays. Visitor numbers are low over winter.
- Services - the major areas of employment are in-person services that are servicing a local population (eg. jobs in retail, education, health etc.) or delivering services to businesses (eg finance and business services).
- The economic slowdown has impacted on the region - the LGA went from strong growth in jobs in the period 2001-2006 to almost no growth in the period between 2006-2011.
- Job trends have had several dimensions: for a decade no increase in the total number of jobs that traditionally employ males (except for construction and some manufacturing jobs); a significant increase in service jobs that tend to employ females (eg. in health, retail, and education), with many of these new service jobs being part-time jobs.
- The only major current new industry project in the region is the Hard Rock Coal development, which will generate

around 60-70 direct jobs in the construction phase, and up to 200 direct jobs when the mine is fully operational.

#### 2022 Update

- Household services sector accounted for 36.5% of employment in BODC. The importance of this sector has increased over the last 10 years (28.7% in 2011).
- Mining industry has decreased since 2011 accounting for 20.3% of total employment in 2011 to 6.8% in 2021
- Agricultural, forestry and fishing has steadily increased since 2011 from 11.4% to 14.3%.
- The number of local workers in BODC area decreased by 68 persons between 2015/16 and 2020/21
- Reliance on tourism along the East Coast has increased. Tourism contributed to half of the overall regional economy on the East Coast.
- East Coast Tasmania is now ranked second of 82 national tourism regions for its dependence on tourism.

These jobs patterns reflect the major changes that have taken place, with declines in resource based industries and the transition to a services economy.

### 1.1.3 Trends 2001-2011 - Growth Then a Slow Down

In summary there have been two distinct periods for the region over the last decade:

- A growth period (2001-2006): with population, business activity and jobs increasing in most sectors. This period was characterised by a strengthening economy, significant growth in tourism activity and high levels of construction activity.
- A slowdown (between 2006-2011 and continuing): this period was characterised by: a slowdown in population growth; limited growth in jobs in most sectors; a decline in jobs in regional resource industries (forestry, fishing and agriculture); a slowdown in construction activity; and a weakening in the tourism market (with declining visitor numbers). The two major drivers of the local economy - population growth and tourism activity contracted in this period. This was overlaid by a general slowing in the State and national economy.

Other features of the Break O' Day economy have included the following.

- Growth has been strongest in coastal areas, and in the main centre of St Helens.
- A unique jobs pattern with no growth in jobs held by males and an increase in jobs in sectors where jobs are mainly held by females. The total jobs held by males have been static over the decade (2001-11) and the jobs for females have increased (187 jobs) by 28% (with most of this growth occurring over the 2001-2006 period - 145 additional jobs). The total number of jobs held by females increased from 670 in 2001 to 857 in 2011. For males the total number of jobs was 820 in 2001 and 825 in 2011.
- A decline in full time jobs: the net effect of these changes has been a significant decline in the number of full time jobs in the region. Females are concentrated in in-person services jobs (76% of jobs that they held in 2011) and these are the jobs that have been increasing in the region over the last decade (eg. in health care and social assistance; education and training; retail trade; and accommodation and food service). Many of the jobs in these sectors are part-time.
- The lost full time jobs in the resource based industries have not been replaced by full time jobs in other sectors. This trend has major implications for household incomes and has contributed to a weakening in regional consumer expenditure.
- Many of the new services jobs are reliant on government funding (eg. in health and education). This creates vulnerability for the region if there are future reductions in government funding or changes to service delivery models and location of delivery points.
- Unemployment declined dramatically during the growth period 2001-2006. However the rate has increased over last 3 years, which reflects the combination of structural change in jobs in the region and the flattening in the regional economy. Recent Department of Employment data shows unemployment has increased from 6.0% in mid-2009 to 10.3% in mid-2013.

**Table 70. Jobs in the Region - Break O' Day LGA 2001-2011**

Break O' Day LGA	2011	2006	2001	Change 2001- 06	Change 2006- 11	Change 2001- 11	%change 2001-11
Jobs							
Males	825	822	820	2	3	5	0.6
Females	857	813	670	143	44	187	27.9
Persons	1682	1635	1490	145	47	192	12.9

Source: ABS Census 2011 - Working Population Data Time Series

2022 Update
<p><b>Jobs in the region – Local Workers – Age Structure</b></p> <p>Total Employed Females in BOD:</p> <ul style="list-style-type: none"> <li>• 2021: 1,169 females</li> </ul> <p>Total Employed Males in BOD:</p> <ul style="list-style-type: none"> <li>• 2021: 1,158 males</li> </ul> <p><b>Unemployment</b></p> <ul style="list-style-type: none"> <li>• As outlined within the strategy, in 2011 the unemployment rate was 10.3%</li> <li>• The unemployment rate appeared to reach its peak in 2016 with an 11% rate.</li> <li>• However, 2021 presents a significant decline at 7.6%. This was a decrease of 42 unemployed people between 2011-2021.</li> <li>• Of the unemployed percentage, 4.5% were looking for full-time work and the remaining, 3.1% were looking for part-time work.</li> <li>• Despite the decrease in the unemployment rate, the jobs to resident's ratio for the BOD region, as of 2020/21 was 0.92. This means that there were less jobs than resident workers. The highest ratio was Professional, Scientific and Technical Services (1.56) and the lowest ratio was found in Arts and Recreations 0.59.</li> </ul>

#### 1.1.4 Key Issues - Structural Change and a Slower Regional Economy

In summary, the Break O Day Economic Development Strategy is set within the context of:

- A slow-down in population growth in the LGA in the 2006-2011 period after a strong growth performance between 2001 and 2006. The slow-down is being driven largely by departures of families from the region, in response to the jobs situation.
- A decline in activity and employment in resource-based industries in the region (forestry, agribusiness, fishing), as a result of environmental issues and market changes.
- A weakening in the tourism sector with a major fall in visitor numbers to the East Coast Region over the last 3 years.
- A static jobs situation, particularly in relation to jobs held by males (which have not increased in total numbers for over a decade).
- A decline in regional spending, which can be attributed to the deteriorating jobs situation and its impacts on household incomes.
- Ongoing pressures on the retail and services sector over the last 3 years, which have led to further falls in employment and some small business closures (mainly in retail).

2022 Update
<p>As stated previously;</p> <ul style="list-style-type: none"> <li>• Population growth has increased,</li> <li>• Forestry and agriculture sector has increased activity,</li> <li>• Tourism sector has strengthened</li> </ul> <p>Break O' Day is experiencing an interesting period in relation to its economy and population growth. Tourism's strong influence on the local economy and the increased importance of Agriculture, Forestry and Fishing Industry and Health Care and Social Assistance has presented an opportunity for the region to capitalize on its recent population growth. However, whilst population growth and an increase in visitors present economic change, it also increases infrastructure reliance and maintenance costs.</p>

## 1.2 Strategy Objectives

The economic strategy has a long term horizon of 15-20 years. However it also needs to address short term and medium issues to provide a foundation for sustainable growth. The key objectives are focused on the following.

Strategy Objectives
Objective 1: Growing the region: through encouraging sustainable population growth in the LGA.
Objective 2: Generating ongoing sustainable jobs: through growing the economy; building on existing industries; and encouraging new activities.
Objective 3: Building skills and a productive workforce.
Objective 4: Reinforcing the strategic role of St Helens as a regional service centre.
Objective 5: Improving liveability of the towns and villages: through recognising the importance of place and improving infrastructure and connectivity.
Objective 6: Taking an active approach to economic development: to implement all elements of the strategy. This includes new structures in Council and improved regional and industry information.

These objectives are consistent with the goals of the broader regional strategy for the Northern Region prepared by the Department of Economic Development, Tourism and the Arts (DEDTA).<sup>73</sup> The key goals of the *Northern Tasmania Plan* are: Goal One: To support and grow businesses in the northern region; Goal Two: To maximise economic potential in key sectors in the northern region; Goal Three: To improve the social and environmental sustainability of the economy in the northern region; and Goal Four: To support and grow communities in the northern region.<sup>74</sup>

The objectives of the Break O'Day strategy will be achieved through a proactive approach, which also takes a broader regional approach to economic development (in relation to the Northern Region and the East Coast). This involves continuing regional collaboration, which is also identified as an important part of the *Northern Tasmania Plan*.<sup>75</sup>

<sup>73</sup> *Regional Economic Development Plan: Northern Tasmania, Department of Economic Development, Tourism and the Arts (DEDTA) P112*

<sup>74</sup> *Regional Economic Development Plan: Northern Tasmania, Department of Economic Development, Tourism and the Arts (DEDTA) P51*

<sup>75</sup> *Regional Economic Development Plan: Northern Tasmania, Department of Economic Development, Tourism and the Arts (DEDTA) P121*

## 1.3 Strategic Directions

### 1.3.1 Overview

There are a number of strategic directions in relation to the future development of Break O'Day. These directions and elements are key components of the economic development strategy.

The table below maps the strategy directions and elements against objectives, and show how they impact on the towns and locations within the LGA.

The key economic priorities for the region are: increasing the population; strengthening businesses in the region to generate sustainable jobs; increasing tourist visitors to the region; and maintaining St Helens' role as a regional service centre. The strategy also recognises the importance of place and the need for a broader regional approach.

These elements of the strategy need to be implemented as priorities, with some actions also required at an industry sector level (mainly in partnership with other agencies).

Table 71. Overview - Economic Development Strategy

Objectives and Strategic Directions	Elements and Actions	2022 Update
<b>1. Growing the region</b>		
1.1 Growing the population <Major Priority>	<p><b>Increasing population growth is fundamental to the future of Break O' Day- the key driver of local business</b></p> <ul style="list-style-type: none"> <li>Attracting Residents- action required to promote the region as a place to live and work.</li> </ul>	<p>Population has increased – as stated above.</p> <p>Strategic population attraction and retention alongside appropriate infrastructure provision and maintenance need to be a focus moving forward.</p>
1.2 Developing a brand <Major Priority>	<ul style="list-style-type: none"> <li>Develop a place brand for Break O' Day.</li> </ul>	Currently a Key Focus Area
<b>2. Generating ongoing sustainable jobs</b>		
<p>2.1 Strengthening regional industries &lt; Priority&gt;</p> <p>2.2 Attracting new businesses &lt; Priority&gt;</p> <p>2.3 Develop regional tourism &lt;Major Priority&gt;</p>	<p><b>A targeted approach is required to strengthen and develop key industries</b></p> <ul style="list-style-type: none"> <li>Strengthen - environment/resource based industries (eg. fishing, forest products, agriculture, and tourism). These sectors are priority sectors in the Northern Region Plan.<sup>76</sup></li> <li>Agribusiness -facilitate diversification in agriculture including vegetables, fruit (eg. berries) and wine and value added food products (vegetables, fruit, wine, cheese).</li> <li>Develop services businesses in the region.</li> <li>Attract and develop new businesses.</li> <li>Tourism – a major priority: take a regional approach to product development, infrastructure and marketing.</li> </ul>	<p>Some regional industries have been strengthened (agriculture)</p> <p>Within the past two years, Tasmania as the home of 'agritourism' has been a focus by state government.</p> <ul style="list-style-type: none"> <li>Development Services team have contributed to the development of the 'Regulatory Mapping Project' for Agritourism operators. This is designed to</li> </ul> <p>Tourism and support of the industry is a Key Focus Area within Council's Strategic Report.</p>
<b>3. Building skills and a productive workforce</b>		
<p>3.1 Developing workforce skills &lt; Priority&gt;</p> <p>3.2 Developing small business skills &lt; Priority&gt;</p>	<p><b>Skills are important for competitive businesses and for future employment opportunities.</b></p> <p>There are identified skill gaps in the region which relate to skilled trades, professions, agribusiness and tourism/hospitality.</p> <ul style="list-style-type: none"> <li>Develop and implement a <u>regional skills strategy</u> in partnership with local businesses.</li> <li>Link to state level industry skill strategies covering hospitality, agribusiness (regional farm labour pool).</li> <li>Utilise the Trade Training Centre for regional skills programs.</li> <li>Develop skills in small business – utilise the <i>Skilling Small Business for Growth Program</i> to develop business skills; and the <i>Digital Ready Program</i>.</li> </ul>	<p>A regional skills strategy does not exist.</p> <p>The Council's participation in the formation and operations of the Break O' Day Employment Centre has been a positive contribution to understanding the skills gap within the current market.</p> <p>Trade Training Centre is utilised as a space for skills programs.</p> <p>Digital Ready Program continues to be available to BOD residents.</p>
<b>4. Pursuing a regional approach</b>		
<p>4.1 Taking a broader regional economy/markets approach &lt;Major Priority&gt;</p> <p>4.2 Developing St Helens as a service centre &lt;Major Priority&gt;</p>	<p><b>Break O' Day is part of a broader regional economy.</b></p> <ul style="list-style-type: none"> <li>Regional Centre - continue to develop St Helens strategic role as a District Town and as regional service centre.</li> <li>Regional Markets - recognise the extent of regional markets and regional industries in the Northern Region; link to the Northern Tasmania Plan; and collaborate on industry development initiatives and the <u>regional tourism market</u>.</li> <li>Encourage businesses to expand markets.</li> <li>Encourage home based businesses and business start-ups, through the Business Enterprise Centre.</li> <li>Ensure businesses access industry development</li> </ul>	<p>In terms of population size and business activity, St Helens continues to be the largest town along the East Coast.</p> <p>Start-ups will no longer be supported by the Break O' Day Enterprise Centre past 30 June 2023.</p> <p>BODC a member of the Northern Tasmania Development Corporation (NTDC)</p> <p>Council needs to clarify and confirm their future role: consider, is Council's role a 'leadership role with businesses'? Organisations such as the Chamber of Commerce may view this as their</p>

	<p>programs.</p> <ul style="list-style-type: none"> <li>• Take a leadership role with businesses.</li> </ul>	responsibility. Further investigation and stakeholder consultation are required.
--	--	--

26 *Agribusiness includes: processed food, dairy, fruit, vegetables, wine and meat, advanced manufacturing (metals, engineering, machinery and equipment.) Regional Economic Development Plan: Northern Tasmania, Department of Economic Development, Tourism and the Arts (DEDTA) P78*

27 *Regional Economic Development Plan: Northern Tasmania, Department of Economic Development, Tourism and the Arts (DEDTA) P65*

Objectives and Strategic Directions	Elements and Actions	
<b>5.Improving liveability of the towns and villages</b>		
5.1. Recognising the importance of place <b>&lt;Major Priority&gt;</b>  5.2 Improving infrastructure <b>&lt;Major Priority&gt;</b>	<p><b>Place is important in terms of attracting residents, businesses and visitors.</b>            Quality of place covers a range of elements including: environment - coastal and hinterland; town centres - design/layout and facilities; precincts - urban and village (St Helens, St Marys); bays /beaches (St Helens and coastal villages) - activation of areas.</p> <ul style="list-style-type: none"> <li>• Plan the development of town centres</li> <li>• Encourage investment in key locations.</li> <li>• Promotion of Break O'Day as place to live.</li> </ul>	<p>BOD encouraged as a place to live via the development of a prospectus and website.</p> <p>Further consultation is required to understand the community's relationship with its community infrastructure, such as main street development.</p>
	<p><b>Improved infrastructure is important for economic and community development. It comprises both public and private infrastructure. &lt;Invest in strategic infrastructure&gt;.</b>            Economic and community infrastructure includes:</p> <ul style="list-style-type: none"> <li>• Precincts - improve town centres (eg. St Helens and St Marys).</li> <li>• Develop tourism infrastructure in major centres and in coastal villages/bays.</li> <li>• Improve marine infrastructure (eg. waterfront at St Helens- develop facilities in precinct/ maintain as commercial port; barway access).<sup>78</sup></li> <li>• Develop bike trails and walking tracks to link areas and for active use of national park areas.</li> <li>• Aerodrome - maintain the facility for potential future long term uses.</li> <li>• Regional links - upgrade of roads linking the north east region to improve tourist access.</li> <li>• Access to the NBN will provide a foundation for service businesses.</li> </ul>	<p>St Helens MTB trails developed.</p> <p>Georges Bay Townlink walking track developed</p> <p>Continual maintenance of the Aerodrome</p> <p>NBN service available in municipality townships.</p> <p>Future projects that hold great potential with the community include,</p> <ul style="list-style-type: none"> <li>- St Helens Foreshore Master Plan,</li> <li>- Town main street improvements</li> <li>- Scamander business zone and public open space area</li> <li>- St Marys pass</li> </ul>

6. Taking an active approach to economic development		
6.1 Facilitating economic development < Major Priority>	<p><b>Council needs to play a proactive role in facilitating economic development and future jobs. This includes:</b></p> <ul style="list-style-type: none"> <li>• A commitment to a clear economic development strategy. <ul style="list-style-type: none"> <li>◦ Establishing a reputation for encouraging/facilitating business expansion and new business and investment in the region.</li> <li>◦ More active engagement with businesses in the region.</li> </ul> </li> <li>• Regional Approach <ul style="list-style-type: none"> <li>◦ Implementation of the State Government's <i>Regional Planning Initiative</i> via a responsive planning system at the local level.<sup>79</sup></li> <li>◦ Involvement with other Councils in the broader region on economic development (on a partner basis and as part of Northern Tasmania Development (NTD)).<sup>80</sup></li> </ul> </li> <li>• New structure including: an Economic Development Advisory Committee; and an Economic Development Manager. working with business and facilitating major development proposals and projects.</li> <li>• Developing business cases for new infrastructure and proposals for government funding.</li> </ul>	<p>BODC Business Survey implemented 2022 provides a snapshot of local businesses in the municipality</p> <p>BODC Business Newsletter (monthly)</p> <p>NTDC – Economic Development meetings</p> <p>Economic Development Officer – works with businesses in facilitating major development proposals and projects</p>
6.2 Information < Priority>	<p><b>Council needs to have up-to date information available.</b></p> <ul style="list-style-type: none"> <li>• Utilise information in the economic strategy.</li> <li>• Develop a regional prospectus and business content area of website.</li> <li>• Develop template for business cases and submissions.</li> <li>• Conduct annual survey with businesses.</li> <li>• Prepare annual report on regional economy and strategy progress.</li> <li>• Update information in strategy every 2 years.</li> </ul>	<p>Prospectus developed to provide information to prospective residents and investors</p> <p>Business content area for of the BODC website created in 2022.</p> <p>Business survey developed 2022</p>

<sup>28</sup> DEDTA has partnered with Marine and Safety Tasmanian (MaST), Tasman, Sorell, Glamorgan Spring Bay and Break O'Day Councils to develop an East Coast Marine Infrastructure Strategy.

<sup>29</sup> Regional Economic Development Plan: Northern Tasmania, Department of Economic Development, Tourism and the Arts (DEDTA) P66

<sup>30</sup> <http://www.northerntasmania.org.au/> (NTD involves the 8 Councils in Northern Tasmania. involves: Break O'Day, Dorset, Flinders, George Town, Launceston, Meander Valley, Northern Midlands and West Tamar)

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

# IN CONFIDENCE

- 05/23.18.0**      **CLOSED COUNCIL**
- 05/23.18.1**      **Confirmation of Closed Council Minutes – Council Meeting 17 April 2023**
- 05/23.18.2**      **Outstanding Actions List for Closed Council**
- 05/23.18.3**      **Clr Janet Drummond Leave of Absence - Closed Council Item Pursuant to Section 15(2)(h) of the Local Government (Meeting Procedures) Regulations 2015**
- 05/23.18.4**      **2023 Election of Committee Member of the General Management Committee (GMC) and President of the Local Government Association of Tasmania (LGAT - Closed Council Item Pursuant to Section 15(2)(g) 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.*