



# COUNCIL MEETING AGENDA

Monday 16 October 2023  
Council Chambers, St Helens

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

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## NOTICE OF MEETING

Notice is hereby given that the next meeting of the Break O'Day Council will be held at the St Helens Council Chambers on Monday 16 October 2023 commencing at 10.00am.

### CERTIFICATION

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



**JOHN BROWN**

**GENERAL MANAGER**

Date: 10 October 2023

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## AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

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

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

## OPENING

*The Mayor to welcome Councillors and staff and declare the meeting open at 10.00am.*

## 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.*

### 10/23.1.0 ATTENDANCE

#### 10/23.1.1 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

#### 10/23.1.2 Apologies

Nil

### 10/23.1.3 Leave of Absence

### 10/23.1.4 Staff in Attendance

General Manager, John Brown  
Corporate Officer, Rebecca Wood

## 10/23.2.0 PUBLIC QUESTION TIME

*In accordance with Section 31(1) of the Local Government (Meeting Procedures) Regulations 2015 the following questions were submitted in writing prior to the Council Meeting.*

### 10/23.2.1 Request for Free Green Waste to start early

Hello Mayor, GM and Councillors

We are concerned that many people are waiting for free green waste at the tip sites before they begin clearing their blocks and backyards. November is too long to wait... we could be in real bush fire strife before then.

Is it possible to bring forward that free waste date, to now if possible, so that everyone gets serious about making our municipality safe?

Last week's fires were a very scary warning.

Regards,  
Heather and Chris Donaldson, Scamander.

## 10/23.3.0 DECLARATION OF INTERESTS OF A COUNCILLOR OR CLOSE ASSOCIATE

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

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

## 10/23.4.0 CONFIRMATION OF MINUTES

### 10/23.4.1 Confirmation of Minutes – Council Meeting 18 September 2023

#### **OFFICER'S RECOMMENDATION:**

That the minutes of the Council Meeting held on the 18 September 2023 be confirmed.

### **10/23.4.2 Confirmation of Minutes – Special Council Meeting 2 October 2023**

#### **OFFICER'S RECOMMENDATION:**

That the minutes of the Special Council Meeting held on the 2 October 2023 be confirmed.

### **10/23.5.0 COUNCIL WORKSHOPS HELD SINCE 18 September 2023**

There was a Workshop held on Monday 2 October 2023 and the following items were listed for discussion.

- Animal Control Report
- Transport Services - Road Management Legislation Review
- Helicopter Joy Flights Proposal
- Pending Development Application Updates
- Concept Strategy: Scamander – Beaumaris Structure Plan
- Tasmanian Sustainability Strategy – Consultation
- Local Government Association of Tasmania (LGAT) – Motions for Discussion at November General Meeting
- Ansons Bay Road Upgrade
- Next State Election
- Land Use Planning Reforms – Mayor M Tucker

*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.*

*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

10/10/2023

28

GOALS

70%

GOAL COMPLETION

## COUNCIL RESOLUTIONS PLAN

## COUNCIL RESOLUTIONS - SEPTEMBER 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	18/09/2023	30/09/2023	09/23.6.1.2.08 DA 130-23 Residential & Visitor Accommodation – Construction of a Single Dwelling and Carport & Construction of Visitor Accommodation	APPROVED subject to conditions.	Planning Permit issued 19th September 2023	Development Services Coordinator
100%	18/09/2023	30/09/2023	09/23.6.2.2.09 DA 131-23 Change of Use - Existing Dwelling to Visitor Accommodation and the Construction of a New Dwelling (Residential), Deck, Retaining Wall and Outbuilding with Amenities	APPROVED subject to conditions.	Planning Permit issued 20th September 2023	Development Services Coordinator
100%	18/09/2023	30/09/2023	09/23.6.3.2.10 DA 154-23 Residential – Construction of Shed with Amenities	APPROVED subject to conditions.	Planning Permit issued 21st September 2023	Development Services Coordinator
100%	18/09/2023	30/09/2023	09/23.6.4.2.11 DA 276-22 Residential - Construction of Dwelling Additions & Alterations, Garage, Deck and Additional Crossover	No decision.	Council failed to make a decision in this case. Legal advice sought and the matter is set to be reconsidered at a Special Council Meeting on 2nd October 2023.	Development Services Coordinator
100%	18/09/2023	30/09/2023	09/23.13.4.216 Review of Council Delegations	Council adopt the amendments to the Delegations Register dated August 2023	Updated in all locations and website.	Corporate Services Coordinator
100%	18/09/2023	30/09/2023	09/23.14.3.216 Open Spaces Grants Program – Round 1: Proposed Projects	That Council apply for a total grant amount of \$400,000	Application submitted on Thursday 28 September 2023 for two projects:  1. Solar lighting - Georges Bay Foreshore shared pathway for \$350,000 2. Outdoor Gym equipment - Scamander Park for \$50,000	Manager Infrastructure and Development Services

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	18/09/2023	30/09/2023	<b>09/23.14.4.220 Local Roads &amp; Community Infrastructure Program – Phase 4</b>	That Council endorse the projects tabled in this report for nomination for funding under the Australian Government's Local Roads & Community Infrastructure Program – Phase 4. That Council note the additional finances needed for the Ansons Bay Road Sealing Project at \$126,562 and Alexander Street Rehabilitation projects at \$85,000 and includes these supplements in the 2024-2025 capital budget to ensure these projects' success.	Project Work Schedule compiled and forwarded to the LRCI-Program for nomination and approval on 28 September 2023.	Manager Infrastructure and Development Services
100%	18/09/2023	30/09/2023	<b>09/23.14.5.221 Waster Transfer Station – Tyre Disposal Charges</b>	That Council increase Waste Transfer Station (WTS) tyre disposal charges	Updated tyre charge adopted.	Manager Infrastructure and Development Services
100%	18/09/2023	30/09/2023	<b>09/23.16.2.224 Naming of Road (Archie Court) – Annie Street Subdivision – DA 266-2005</b>	That Council approve the use of the name "Archie Court" for the cul de sac.	Nomenclature advised, sign installation arranged with works department. Actions complete.	Development Services Coordinator
100%	18/09/2023	30/09/2023	<b>09/23.16.3.225 Dog Exercise Area Opportunities for St Marys</b>	Council consider providing off-lead dog exercise facilities at the St Marys as part of Council's review during 2023-2024 of the Break O'Day Council Dog Management Policy 2018 (EP05)	Opportunities for off-lead dog exercise facilities at the St Marys are being incorporated into early stages of Council's review of the Break O'Day Council Dog Management Policy 2018 (EP05) and will be brought to Council for consideration with other Policy issues and options at a future Meeting.	NRM Facilitator
100%	18/09/2023	30/09/2023	<b>09/23.17.2.227 Break O'Day Tourism Development Strategy 2012-2017 Review</b>	That Council remove the Break O'Day Tourism Development Strategy as a strategic document of Council (including removal from website)	Strategy has been removed from the website.	Economic Development Officer
30%	18/09/2023	30/11/2023	<b>09/23.17.4.228 The Lease of a portion of 29 Talbot Street, Fingal to Centacare Evolve Housing</b>	commence proceedings to offer for lease the identified section of 29 Talbot Street, Fingal.	Proposal to Lease advertised on 1 October 2023	General Manager

## COUNCIL RESOLUTIONS - AUGUST 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
25%	21/08/2023	31/12/2023	<b>08/23.15.4.200 Bay of Fires Master Plan</b>	That Council does not proceed with the development of the Bay of Fires Master Plan due to additional funding not being received from the State Government.  That Council as part of the State Election process lobby for a commitment from both the Liberal and Labor parties for funding of \$150,000 for the development of a Bay of Fires Master Plan.	Following Council's decision, an opportunity presented itself to raise the matter with Minister Jaensch during a recent meeting and discuss in detail Council's position. As part of lobbying activities for future elections the project is being submitted through the NTDC Priority Projects review process. It will also be included in the State Election Priorities	Manager Community Services
0%	21/08/2023	31/12/2023	<b>08/23.15.6.202 Reconciliation Action Plan</b>	That Council accept the quote of \$11,750.00 + GST as quoted by Reconciliation Tasmania (RT) to develop a Reconciliation Action Plan (RAP) for the Break O'Day Community. This cost excludes the cost of professional graphic art for RAP format, layout, artwork and photography, professional printing of the RAP document and associated promotional pieces – banners, flyers etc. as well as staff costs who will be working on the project.	Activity will be formally progressed later in 2023 or early 2024.	Manager Community Services
75%	21/08/2023	31/10/2023	<b>08/23.17.2.206 2024 – 2025 State Budget Community Consultation</b>	That Council provide a submission to the 2024-2025 State Budget community consultation process covering the following items: 1. St Helens District High School investigation of replacement & upgrading options 2. St Helens Wharf repairs 3. St Marys Childcare Centre – investigation into options 4. St Marys Pass – investigation & business case	Draft submission prepared for review and on track for submission by due date	General Manager

## COUNCIL RESOLUTIONS - JULY 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
50%	17/07/2023	31/08/2023	<b>07/23.15.4.175 Lease of Public Land under S.178 Local Government Act – Elizabeth Street, Mangana</b>	That in making this resolution, Council has considered all objections lodged against this lease and that Council under Section 178 of the <i>Local Government Act 1993</i> authorise the General Manager 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.	Notice of Council's decision provided to the representor advising of the Appeal period. As no Appeal has been forthcoming, Council officers will now progress with the Lease process.	Community Services Officer

## COUNCIL RESOLUTIONS - JUNE 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
25%	26/06/2023	31/07/2023	<b>06/23.9.2.131 Online Access Centre Funding – Cllr Carter</b>	That Council write to the State Government requesting: 1. A definitive answer about the future funding of Online Access Centres in the Break O'Day area beyond the completion of the current funding contract expiring on 30 June 2024. 2. An explanation of the Hub approach that the Minister mentioned in a meeting with the Mayor and Acting General Manager in February 2023. 3. Clear articulation to the affected communities and relevant service providers of the State Government's plans for the future delivery of services currently delivered by Online Access Centres at St Helens, St Marys and Fingal including how and who will be delivering these services and what services may be lost under the new approach. The articulation should include the financial consequences of establishing Hubs and the efforts that will be undertaken to seek ratepayer and service provider input	Letter developed and sent to the Minister	General Manager
89%	26/06/2023	29/02/2024	<b>06/23.16.3.154 Draft Municipal By-Law &amp; Regulatory Impact Statement</b>	1. In accordance with section 156 of the Local Government Act 1993, Council resolves to make a by-law for the regulation of refuse disposal sites, household refuse disposal, animal control, caravans and control of burning, and 2. Proceed to forward decision and draft documents to the Director of Local Government for certification under Section 156A(6) of the Local Government Act, and 3. Subsequent to the director of the office of local government certification, proceed to notification and seek community submissions for consideration.	Actions 1 & 2 now complete. Public Advertising phase now open, due to close on Friday 6th October 2023. Analysis feedback to occur and considered by General Manager & Legal Review whether further Council decision is required prior to formal adoption of the By-Law.	Development Services Coordinator

## COUNCIL RESOLUTION MAY 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
50%	15/05/2023	30/06/2023	<b>05/23.17.6 Economic Development Strategy Review</b>	That Council 1. Allocate funding within the 2023-2024 budget for the development of an Economic Development Strategy 2. Undertake an Expression of Interest (EOI) for a consultant to develop the Economic Development Strategy	Funding allocation included within draft 2023-24 Budget. Draft Consultants Brief has been prepared.	General Manager

## COUNCIL RESOLUTIONS APRIL 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
48%	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.	Another meeting has been organised for July with the relevant Councillor.	Manager Community Services

## COUNCIL RESOLUTIONS - MARCH 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	20/03/2023	30/06/2023	<b>03/23.9.1 Submission from St Marys Dog Group – Cllr 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.	This action has been closed as it has been incorporated with <b>09/23.16.3.225 Dog Exercise Area Opportunities for St Marys.</b>	Manager Infrastructure and Development Services
36%	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
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
50%	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>	Equipment ordered and waiting for arrival and then the date for installation and training will be set.	Corporate Services Coordinator

## COUNCIL RESOLUTIONS 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
65%	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.	<b>Polly Buchhorn:</b> Work to bring information on state freshwater water resources and water quality management concerns for Break O'Day through Council continues to be delayed. Concerns remain for critical reviews and claims of poor freshwater and river management by the Tasmanian Government agencies and bodies and their response.	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.	A grant opportunity has been identified and will be finalised at the September 2023 Council meeting with Council seeking \$50k. The location of the equipment will be finalised through a community engagement process.	Manager Community Services
50%	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.	Council's NRM Facilitator and Communications Coordinator are yet to develop public communications on Off Road Vehicle issues, in collaboration with the Parks and Wildlife Service and other stakeholders. Progress is being made by PWS to install access controls.	NRM Facilitator

## 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.	Executive Officer

Nil

**MOTION:**

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

The Break O'Day Council investigate sealing of the Ansons Bay Road utilizing Federal and State Grants leading to the completion of the Great Eastern Drive

**SUBMISSION IN SUPPORT OF MOTION:**

Council in recent years has received presentations regarding sealing of the Anson's Bay Road. The presentations have a common theme; sealing of the road would be of significant benefit to Tourism, potentially create agricultural opportunities and improve safety for the road users.

The Ansons Bay Road seems to at present the missing link in the Great Eastern Drive along Tasmania's East Coast. Too often, we hear of tourists who would like to visit the area but cannot because they are not allowed to drive hire vehicles on dirt roads. A quality-sealed road would potentially increase visitations significantly and ensure greater safety of travel. As part of the Great Eastern Drive, the road would become part of the State network thus ensuring continuity and quality. Sealing the road would enable dairies to be established as milk tankers would be allowed to move to and fro plus other agricultural opportunities would become more economically viable. Creating a sealed road would not only make travel safer and quicker for locals but would also increase the viability of workers from Break O'Day actually living at Ansons Bay.

In seeking a report, I acknowledge how busy the Council staff are. In writing, this notice of motion my intent is asking for an initial report to be completed, which would then hopefully lead to Council, on behalf of ratepayers, committing funds and resources to producing a high-level report, which can be used as the foundation for seeking funding for the project.

In summary, the Ansons Bay Road should be sealed resulting in a road of State significance and providing an opportunity for all to use and profit from.

Nil

*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.*

20.09.2023	<b>St Leonards</b>	– NTDC Regional Collaboration Forum.
24.09.2023	<b>St Helens</b>	– Official opening of the new lights and fencing at the St Helens football ground.
02.10.2023	<b>St Helens</b>	– Council Workshop
04.10.2023	<b>Hobart</b>	– LGAT Mayor's Workshop
05.10.2023	<b>St Marys</b>	– Meeting with John Tucker MP and Lara Alexander MP
11.10.2023	<b>St Helens</b>	– Tasmanian Community Fund Meeting
16.10.2023	<b>St Helens</b>	– Council Meeting

*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 – Cllr Janet Drummond
- East Coast Tasmania Tourism (ECTT) – Cllr Barry LeFevre
- Mental Health Action Group – Cllr Barry LeFevre
- Access and Inclusion Advisory Committee – Cllr Janet Drummond
- Bay of Fires Master Plan Steering Committee – Cllr Ian Carter

## 10/23.13.0 BUSINESS AND CORPORATE SERVICES

### 10/23.13.1 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:

##### Tas Audit Office

The audit for the 2023 Financial Year is now complete.

##### Audit Panel Meeting

The Agenda is finalised for the first meeting of the Audit Panel for the financial year.

Assistant Auditor General David Bond will join the meeting to discuss the audit findings with the Panel.

##### Annual Report

With the end of year financials now signed off, focus moves to the completion of the Annual Report.

##### Systems Upgrades

The process of upgrading Council's property management system has begun. Data will be migrated across in to the new system over the coming months with staff training scheduled to support the implementation.

##### Investments

Below is a list Council's investments for the 2023 – 2024 financial year, noting there is a new one now maturing in the 2024 – 2025 financial year which Council Officer's recently invested as good interest rates were offered.

Maturing/ Matured	Term (Months)	Principle Amount	Interest	Total Amount	Interest Rate	Bank
18.09.2023	3	1,000,000.00	12,876.71	\$ 1,012,876.71	5.00%	Bendigo
10.11.2023	12	1,007,022.43	42,882.05	\$ 1,049,904.48	4.27%	CBA
10.11.2023	12	1,008,843.21	42,959.58	\$ 1,051,802.79	4.27%	CBA
29.11.2023	12	1,500,000.00	64,921.64	\$ 1,564,921.64	4.34%	CBA
18.12.2023	6	1,000,000.00	26,863.01	\$ 1,026,863.01	5.30%	Bendigo
24.01.2024	12	1,100,000.00	49,912.88	\$ 1,149,912.88	4.55%	Bendigo
05.02.2024	5	1,000,000.00	20,375.00	\$ 1,020,375.00	4.89%	CBA
19.03.2024	9	1,000,000.00	40,912.33	\$ 1,040,912.33	5.45%	Bendigo
02.04.2024	9	1,500,000.00	62,325.00	\$ 1,562,325.00	5.54%	CBA
09.05.2024	9	3,000,000.00	123,075.00	\$ 3,123,075.00	5.47%	CBA
05.06.2024	9	2,000,000.00	76,200.00	\$ 2,076,200.00	5.08%	CBA
16.06.2024	12	1,000,000.00	54,295.89	\$ 1,054,295.89	5.40%	Bendigo
20.09.2024	12	2,000,000.00	106,200.00	\$ 2,106,200.00	5.31%	CBA
		<b>\$ 18,115,865.64</b>	<b>\$723,799.09</b>	<b>\$18,839,664.73</b>		

#### 2023/2024 Rates Summary - 4 October

	2023/2024		2022/2023	
Rates Brought Forward	%	\$	%	\$
Outstanding Rate Debtors		695,682.00		470,736.59
Less Rates in Credit		-271,007.13		-280,014.02
<b>Net Rates Outstanding at 30 June 2023</b>	<b>3.41</b>	<b>424,674.87</b>	<b>1.72</b>	<b>190,722.57</b>
Rates and Charges Levied	96.29	11,986,086.30	97.51	10,811,354.36
Interest and Penalty Charged	0.29	36,660.54	0.77	85,574.04
<b>Total Rates and Charges Demanded</b>	<b>100.00</b>	<b>12,022,746.84</b>	<b>100.00</b>	<b>10,896,928.40</b>
Less Rates and Charges Collected	56.92	7,085,679.41	58.27	6,460,765.61
Less Credit Journals and Supp Credits	0.82	102,495.07	0.02	2,486.20
Remissions and Discount	4.87	606,742.31	5.01	555,563.39
<b>Unpaid Rates and Charges 4 October</b>	<b>37.38</b>	<b>4,652,504.92</b>	<b>36.70</b>	<b>4,068,835.77</b>

#### Remissions and Discounts

	2023/2024	2022/2023
Early Payment Discount	116,837.35	103,586.95
Pensioner Rebates	489,904.96	451,982.44
	<b>606,742.31</b>	<b>555,569.39</b>

<b>Number Rateable Properties</b>	6784	
<b>Number Unpaid Rateable Properties</b>	3391	3588
<b>% Properties Not fully paid</b>	<b>49.99</b>	

#### Right to Information (RTI) Requests

Nil

#### 132 and 337 Certificates

	<b>132</b>	<b>337</b>
<b>September 2023</b>	47	16
<b>August 2023</b>	34	25
<b>September 2022</b>	58	29

#### Debtors/Creditors @ 4 October 2023

##### DEBTORS INFORMATION

##### Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD 23/24	Month	YTD 22/23
77	\$40,290.08	258	55	261

##### CREDITORS INFORMATION

##### Payments Made

Current			Previous Year	
Month	Mth Value	YTD 23/24	Month	YTD 22/23
321	\$747,617.83	914	151	665

#### STRATEGIC PLAN & ANNUAL PLAN:

##### Break O'Day Strategic Plan 2017-2027 (Revised 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:**

N/A

**BUDGET AND FINANCIAL IMPLICATIONS:**

N/A

**VOTING REQUIREMENTS:**

Simple Majority

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

**OFFICER'S RECOMMENDATION:**

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

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

**INTRODUCTION:**

Presented to Council are the monthly financial statements.

**PREVIOUS COUNCIL CONSIDERATION:**

Council considers financial reports on a monthly basis.

**OFFICER'S REPORT:**

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

## Profit and Loss

Break O'Day Council

For the 3 months ended 30 September 2023

Account	Actual YTD	Budget YTD	Budget Variance % YTD	Annual Budget	Notes
<b>Trading Income</b>					
Rates	11,922,055	11,845,314	1%	11,845,314	
User Fees	322,813	329,943	-2%	1,383,879	
Operating Grants	106,659	746,473	-86%	3,897,036	1
Interest & Investment Income	57,159	204,114	-72%	816,457	2
Contributions	1,916	3,975	-52%	15,900	
Other Revenue	3,125	22,140	-86%	88,550	
<b>Total Trading Income</b>	<b>12,413,727</b>	<b>13,151,959</b>	<b>-6%</b>	<b>18,047,136</b>	
<b>Gross Profit</b>	<b>12,413,727</b>	<b>13,151,959</b>	<b>-6%</b>	<b>18,047,136</b>	
<b>Capital Grants</b>					
Grants - Commonwealth Capital	1,586,307	776,622	104%	3,106,489	
Grants - Roads to Recovery	0	161,750	-100%	647,000	
Grants - State Capital	105,644	246,250	-57%	985,000	
<b>Total Capital Grants</b>	<b>1,691,951</b>	<b>1,184,622</b>	<b>43%</b>	<b>4,738,489</b>	3
<b>Other Non Operating Income</b>					
Net Gain/Loss on Disposal of Assets	66,257	30,000	121%	120,000	
<b>Total Other Non Operating Income</b>	<b>66,257</b>	<b>30,000</b>	<b>121%</b>	<b>120,000</b>	
<b>Total Non Operating Revenue</b>	<b>1,758,208</b>	<b>1,214,622</b>	<b>45%</b>	<b>4,858,489</b>	
<b>Operating Expenses</b>					
Employee Costs	1,294,646	1,410,944	-8%	6,114,089	
Materials & Services	1,956,790	2,171,016	-10%	7,026,009	4
Interest Expense	(2,348)	61,977	-104%	247,910	5
Depreciation	1,164,801	1,164,447	0%	4,657,790	
Other Expenses	48,011	67,251	-29%	269,008	
<b>Total Operating Expenses</b>	<b>4,461,900</b>	<b>4,875,635</b>	<b>-8%</b>	<b>18,314,806</b>	
<b>Operating Net Profit</b>	<b>7,951,826</b>	<b>8,276,324</b>	<b>-4%</b>	<b>(267,670)</b>	
<b>Net Profit (Including Non Operating Rev</b>	<b>9,710,034</b>	<b>9,490,946</b>	<b>2%</b>	<b>4,590,819</b>	
<b>Work in Progress</b>					
Capital Work in Progress	566,014	0	0%	0	
<b>Total Work in Progress</b>	<b>566,014</b>	<b>0</b>	<b>0%</b>	<b>0</b>	

### Notes

- Operating grants are down \$640k on budget YTD, which primarily relates to receiving of the 23/24 Financial Assistance
- Interest and Investment income is down \$147k which primarily relates to the timing of maturity of investments.
- Capital Grant income up \$507k, which primarily relates to the carry forward of unspent grant funds received in the prior
- Materials and services are down 10% on budget YTD which primarily relates to the seasonality of work and timing of some payments.
- Interest expense is down \$62k on budget which is due to the timing of loan payments.

## Balance Sheet

Break O'Day Council

As at 30 September 2023

Account	30 Sep 2023	30 Jun 2023
<b>Assets</b>		
<b>Current Assets</b>		
Cash & Cash Equivalents	19,535,926	14,434,952
Trade & Other Receivables	4,853,739	1,056,053
Inventory	248,646	242,538
Other Assets	2,838	2,838
<b>Total Current Assets</b>	<b>24,641,149</b>	<b>15,736,380</b>
<b>Non-current Assets</b>		
Trade and Other Receivables	14,392	14,392
Property, Plant & Equipment	191,962,137	193,139,070
Right of Use Asset	792,141	792,141
Intangible Assets	39,840	46,147
Investment in Water Corporation	33,959,804	33,959,804
Other Investments	30,000	30,000
<b>Total Non-current Assets</b>	<b>226,798,314</b>	<b>227,981,554</b>
<b>Total Assets</b>	<b>251,439,463</b>	<b>243,717,934</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Trade & Other Payables	530,369	902,701
Contract Liabilities	0	1,021,755
Lease Liability	60,783	60,783
Interest Bearing Loans & Borrowings	375,587	407,685
Provisions	947,362	947,362
Trust Funds and Deposits	742,371	742,459
Break O'Day Christmas Festivities - Clearing Account	3,781	0
<b>Total Current Liabilities</b>	<b>2,660,253</b>	<b>4,082,745</b>
<b>Non-current Liabilities</b>		
Lease Liabilities	741,882	741,882
Interest Bearing Loans & Borrowings	5,459,137	5,459,137
Provisions	766,323	766,323
<b>Total Non-current Liabilities</b>	<b>6,967,342</b>	<b>6,967,342</b>
<b>Total Liabilities</b>	<b>9,627,595</b>	<b>11,050,087</b>
<b>Net Assets</b>	<b>241,811,868</b>	<b>232,667,847</b>
<b>Equity</b>		
Accumulated Surplus	52,809,054	43,665,033
Reserves	189,002,814	189,002,814
<b>Total Equity</b>	<b>241,811,868</b>	<b>232,667,847</b>

## Statement of Cash Flows

Break O'Day Council

For the 3 months ended 30 September 2023

Account	YTD	2023
<b>Operating Activities</b>		
Receipts from customers	453,966	1,409,618
Receipts from rates	7,695,038	10,670,679
Receipts from Operational Grants	107,141	4,840,072
Contributions	7,399	155,057
Interest received	(39,841)	546,447
Dividends received	97,000	465,600
Payments to employees	(1,383,743)	(5,738,665)
Payments to suppliers	(2,032,785)	(6,976,112)
Finance Costs	(19,784)	(343,938)
Cash receipts from other operating activities	336,704	232,623
Cash payments from other operating activities	3,819	421
<b>Net Cash Flows from Operating Activities</b>	<b>5,224,912</b>	<b>5,261,801</b>
<b>Investing Activities</b>		
Payment for property, plant and equipment	(860,369)	(4,394,745)
Proceeds from sale of property, plant & equipment	84,500	86,000
Capital Grants received	670,196	1,987,754
<b>Net Cash Flows from Investing Activities</b>	<b>(105,673)</b>	<b>(2,320,991)</b>
<b>Financing Activities</b>		
Proceeds of trust funds and deposits	10,052	57,599
Repayment of loans	(32,097)	(389,024)
Repayment of lease liabilities	0	12,131
<b>Net Cash Flows from Financing Activities</b>	<b>(22,045)</b>	<b>(319,294)</b>
<b>Net Cash Flows</b>	<b>5,097,194</b>	<b>2,621,516</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	14,434,952	11,813,436
Net change in cash for period	5,100,975	2,621,516
Cash and cash equivalents at end of period	19,535,926	14,434,952

## Break O'Day Council

Capital Works 2022-2023  
for the period ending 30 September 2023

## Break O'Day Council

Capital Works 2022-2023  
for the period ending 30 September 2023

Project Details	YTD	Estimated Carried Forward @ 30/06/2023	New Budget Items 2023/2024	Estimated Carry Forward + Budget 2024
<b>Plant &amp; Equipment</b>				
Replace 1358 H66ZW - Kia Sportage - Building Surveying	-	40,000		40,000
Small Plant - VARIOUS	25,699		40,000	40,000
Replace 1050 - Crown LPG Forklift	-		25,000	25,000
Replace 1061 - John Deere 570B Grader	-		350,000	350,000
Replace 1223 - Hitachi EX7SUR-3 Excavator	-		150,000	150,000
Replace 1291 - Toro Mower	-		40,000	40,000
Replace 1329 -Toro Groundmaster 7200	-		30,000	30,000
Replace 1340 - Ferris IS3200 61" Mower	-		30,000	30,000
Replace 1360 - Dmax 4x4 Crew Cab	-		45,000	45,000

Replace 1361 - Kia Sportage H40ZN - Corporate Services	40,936		40,000	40,000
Replace 1363 - Toro Groundmaster 360	-		40,000	40,000
Replace 1364 - Ferris IS3200Z Mower	-		30,000	30,000
Replace 1379 - Toro G3 Z-Master 48"	-		17,148	17,148
Fuso Fighter (replace 1321)	17,060			-
All terrain Beach Wheelchair	2,843			-
<b>Total Plant &amp; Equipment</b>	<b>86,538</b>	<b>40,000</b>	<b>837,148</b>	<b>877,148</b>
<b>Furniture &amp; IT</b>				
Desktop replacements 2022/23	9,143		14,400	14,400
Firewall	-		14,000	14,000
Livestream Equipment	-		8,000	8,000
Server Replacement	-		20,000	20,000
Phone system	-		25,000	25,000
<b>Total Furniture &amp; IT</b>	<b>9,143</b>	<b>-</b>	<b>81,400</b>	<b>81,400</b>
<b>Buildings</b>				
Fingal Community Shed (Old Tas Hotel)	-	350,000		350,000
St Marys Indoor Recreation Facility	477	1,000,000		1,000,000
Portland Hall Upgrades	-	6,288	3,712	10,000
Scamander Sports Complex	3,370	50,000		50,000
St Marys Hall Upgrades	-			-

Stadium repaint of floors and replace damaged equipment	-	95,074		95,074
Council Chambers additions and improvements	3,235	47,735	10,000	57,735
Falmouth Community Centre - New Toilet, Demolish Old, Internal Alterations	-			-
Pyengana Recreation Ground Improvements	-			-
Binalong Bay - Village Green BBQ Replacements	-			-
Memorial Park Toilet Block Replacement	-			-
Service Tasmania	-		20,000	20,000
Marine Rescue Building Renovations	4,773			-
St Marys WTS Tip Shop Additions	185	-	-	-
<b>Total Buildings</b>	<b>12,039</b>	<b>1,549,097</b>	<b>33,712</b>	<b>1,582,809</b>
<b>Parks, Reserves &amp; Other</b>				
Special Project - Land Use Review Projects	-			-
Special Project - St Helens Wharf Foreshore Master Plan	-	50,000		50,000
Special Project - Feasibility Study Aquatic Centre & Hydrotherapy Pool	-	40,000	50,000	90,000
Special Project - Tas Police Project	3,490		200,000	200,000
Special Project - Parking Strategy St Helens and St Marys	-		20,000	20,000
Special Project: Scamander Coastal Hazards Project	1,041	30,000	70,865	100,865
Fingal Youth Playground/recreation hub	369	345,767		345,767
Pump Track/s	-	500,000		500,000
Playground equipment replacement program	5,489	64,261		64,261



Dog exercise area St Helens Improvements	469	7,803		7,803
St Marys Dog Park	8	6,554		6,554
Cornwall Soldiers Park - Track upgrade and SW works	-	20,000		20,000
St Marys Cemetery Master Plan - Columbarium Wall & garden	17,078		5,000	5,000
St Helens Cemetery Master Plan improvements	-			-
Secret Sculpture Trail	7,000			
<b>Totals Parks, Reserves &amp; Other</b>	<b>34,945</b>	<b>1,064,385</b>	<b>345,865</b>	<b>1,410,250</b>
<b>Roads - Streetscapes</b>				
LRCI Phase 4 - Cecilia St/ Georges Bay Esp Junction	29,138		130,000	130,000
Cecilia Street/Georges Bay Esplanade junction	-		30,000	30,000
Cecilia St - Northern End	-		15,000	15,000
Quail St Parking Bay	-	50,000	-	50,000
<b>Total Streetscapes</b>	<b>29,138</b>	<b>50,000</b>	<b>175,000</b>	<b>225,000</b>
<b>Roads - Footpaths</b>				
Main St Mathinna (Wilson St to Community Hall)	-	8,500		8,500
Parkside Foreshore Footpath	4,892	30,000		30,000
Grant Street Pathway, Falmouth	37,521		47,303	47,303
Maori Place, Akaroa	48			
Irishtown Road	2,331			
<b>Total Footpaths</b>	<b>44,793</b>	<b>38,500</b>	<b>47,303</b>	<b>85,803</b>
<b>Roads - Kerb &amp; Channel</b>				

Penelope St St Helens	-			-
<b>Total Kerb &amp; Channel</b>	-	-	-	-
<b>Roads - Resheeting</b>				
999 - Victoria St Part C	-	1,400		1,400
998 - Victoria St Part C	-	360		360
997 - Victoria St Part C	-	2,100		2,100
2138 - Franks St Fingal	-	3,795		3,795
1024 - Franks St Fingal	-	3,400		3,400
1081 - Sorell St	-	6,700		6,700
1053 - Louisa St	-	2,800		2,800
Fingal Streets	-	6,500		6,500
Canhams Road	-		39,250	39,250
Evercreech Road	-		64,160	64,160
Mathinna Plains Road	4,452		96,250	96,250
North Ansons Road	-		253,732	253,732
Macquarie Street	11,357		12,558	12,558
Champ St, Seymour	12,175		13,650	13,650
Davis Gully Road	-		38,800	38,800
Lyne Court	-		19,656	19,656
St Marys Area Resheeting	3,899			-
<b>Total Resheeting</b>	<b>31,882</b>	<b>27,055</b>	<b>538,056</b>	<b>565,111</b>

<b>Roads - Reseals</b>				
St Marys - Story Street Esk Main Road to Groom Street	-	55,084		55,084
794-Boronia St	-		6,730	6,730
656-Football Entry Rd	-		2,293	2,293
1036-Talbot St West C/W	-		5,328	5,328
1035-Talbot St West C/W	-		4,688	4,688
1004-Victoria St Part A	-		4,870	4,870
616-Charlotte Crt	-		29,250	29,250
621-Four Mile Creek Rd	-		18,206	18,206
644-Mangana Rd	-		30,108	30,108
307-Mangana Rd	-		39,597	39,597
306-Mangana Rd	-		10,051	10,051
305-Mangana Rd	-		33,069	33,069
636-Chapman St	-		3,574	3,574
623-Fonthill St	-		4,071	4,071
614-High St Mathinna	-		12,127	12,127
613-High St Mathinna	-		9,531	9,531
631-High St Mathinna	-		9,611	9,611
630-High St Mathinna	-		8,849	8,849
629-High St Mathinna	-		13,280	13,280
628-High St Mathinna	-		3,366	3,366
626-High St Mathinna	-		2,872	2,872

638-Wilson St	-		4,011	4,011
194-Mathinna Rd	-		14,942	14,942
572-Cherrywood Dve	-		5,420	5,420
543-Scamander Ave	-		18,121	18,121
565-Silver St	-		7,978	7,978
923-Ansons Bay Rd (Priory Rd)	-		53,861	53,861
432-Circassian St	-		11,935	11,935
439-Depot Rd	-		5,036	5,036
485-Netball Rd	-		6,525	6,525
484-Netball Rd	-		4,887	4,887
689-St Helens Point Rd	-		31,993	31,993
688-St Helens Point Rd	-		23,223	23,223
Quail Street - off traffic lane resealing	-	50,000		50,000
<b>Totals Reseals</b>	-	<b>105,084</b>	<b>439,403</b>	<b>544,487</b>
<b>Roads - Construction, Digouts &amp; Other</b>				
Aerodrome ring road - Erosion mitigation	-		30,000	30,000
Digouts and road edge remediation to be allocated	-	25,000	250,000	275,000
218 - Mathina Plains Road	46,437	185,000		185,000
Medeas St/Circassian St intersection upgrade	-	195	200,000	200,195
LRCI Phase 3 North Ansons Bay Sealing	1,783	139,000		139,000
Road Network - Sign Replacement	23,489		25,000	25,000

LRCI Program - Phase 4 Projects	-		890,844	890,844
Flood damage remediation works	25,002		300,000	300,000
Gardens Road - STAGE ONE	2,360			-
St Helens Point Road - Parkside	19,773			-
Digouts and Edge Remediation	122,036			-
<b>Totals - Roads Construction, Digouts &amp; Other</b>	<b>240,880</b>	<b>349,195</b>	<b>1,695,844</b>	<b>2,045,039</b>
<b>Totals Roads &amp; Footpaths</b>	<b>346,692</b>	<b>569,834</b>	<b>2,895,606</b>	<b>3,465,440</b>
<b>Bridges</b>				
B2293 - Cecilia St	4,827	216,499	5,000	221,499
B7027 - Mathina Plains Road	-	30,000	30,000	60,000
B1243 - Binns Road	-		28,600	28,600
B1245 - Clellands Road	117		29,400	29,400
B1675 - Lower Germantown Road	4,874		220,000	220,000
B1605 - St Columba Falls Road	47,237		-	-
B7010 - Rattrays Road	1,140		-	-
<b>Total Bridges</b>	<b>58,194</b>	<b>246,499</b>	<b>313,000</b>	<b>559,499</b>
<b>Stormwater</b>				
Minor stormwater Jobs	2,523		58,000	58,000

Osprey Drive	-	9,006		9,006
Falmouth Street	-	10,000		10,000
Penelope Street	1,575	113,521		113,521
Victoria Street, Fingal	1,350		108,000	108,000
Aulichs Lane, St Marys	-		10,000	10,000
Freswater St / Lade Court Beaumnaris	7,563		-	-
Treloggens Track	5,451		-	-
<b>Total Stormwater</b>	<b>18,462</b>	<b>132,527</b>	<b>176,000</b>	<b>308,527</b>
<b>Waste Management</b>				
Scamander WTS - Waste Paint Container Station	-	14,283		14,283
Scamander WTS - Replace sump pit & pump	-		20,000	20,000
Scamander WTS - Waste Compactor	-		20,000	20,000
<b>Total Waste Management</b>	<b>-</b>	<b>14,283</b>	<b>40,000</b>	<b>54,283</b>
<b>Total Capital</b>	<b>566,014</b>	<b>3,616,625</b>	<b>4,722,731</b>	<b>8,339,356</b>

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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:****Visitor Information Report:**

- Main tourists this month were from VIC, QLD and overseas tourists from New Zealand, Germany, France & Holland.
- Staff members attended a meeting via Zoom with Peter Middleton from Tas Fire Service which included a refresher on the fire and flood warning system and a pre-season fire briefing, particularly around areas to watch and the predictions of the season up ahead.
- Dealt with enquiries from tourists regarding road closures in regard to the bushfire at Coles Bay and also advised tourists who weren't aware of the situation and also where to look to keep updated.
- Visitor numbers were very high yet again.

**The History Room Curator Report:**

- Curator is currently on annual leave.

**Statistics:****Door Counts**

Month/Year	Visitor Numbers	Daily Average	History Room
September 2012	1,417	47.23	77
September 2013	1,598	53.27	72
September 2014	1,570	52.33	71
September 2015	2,148	71.60	63
September 2016	1,720	57.33	82

September 2017	1,689	56.30	78
September 2018	1,508	50.27	76
September 2019	1,479	49.30	89
September 2020	866	28.87	27
September 2021	1,014	33.80	77
September 2022	1,568	52.26	79
September 2023	1,875	62.50	83

#### Revenue 2022/2023

Month	VIC Sales	HR Entry	HR Donations
July	2,838.51	188.00	80.90
August	2,518.86	0	197.35
September	4,865.29	331.00	58.50
October	6,847.24	532.00	138.80
November	8,437.20	601.00	107.75
December	7,698.94	415.00	148.05
January	9,745.80	647.00	190.60
February	10,381.03	668.00	296.85
March	11,971.72	872.00	176.95
April	4,265.51	333.00	105.65
May	3,805.27	309.00	110.00
June	2,187.51	179.00	69.20

#### Revenue 2023/2024

Month	VIC Sales	HR Entry	HR Donations
July	3,108.79	174	149.50
August	4,459.92	0	131.05
September	5,654.13	311	85.20

### STRATEGIC PLAN & ANNUAL PLAN:

#### Break O'Day Strategic Plan 2017-2027 (Revised 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:

N/A



#### **BUDGET AND FINANCIAL IMPLICATIONS:**

N/A

#### **VOTING REQUIREMENTS:**

Simple Majority

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

**OFFICER'S RECOMMENDATION:**

That the report be received by Council.

**INTRODUCTION:**


This report provides summary detail relating to Works Operations and Capital Projects for the reporting period September 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>Tree maintenance on road reserves and parks due to storm events.</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> <li>Footpath edging program in progress.</li> <li>Crews kept busy with Community events.</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>Sealing maintenance throughout the municipality.</li> <li>Storm damage clean-up.</li> <li>Maintenance and grading of Kennel Hill Road completed.</li> <li>Grading of sections of Lottah Road undertaken.</li> </ul>
MTB	<ul style="list-style-type: none"> <li>Routine track maintenance.</li> </ul>

Weed Management for September 2023	
Mathinna	<ul style="list-style-type: none"> <li>Spanish heath, broom, gorse</li> </ul>
St Marys	<ul style="list-style-type: none"> <li>Spanish heath, mignonette, gorse, caper spurge, broom, mullein, periwinkle, hemlock, watsonia</li> </ul>
Welborough	<ul style="list-style-type: none"> <li>Spanish heath, thistles, caper spurge, broom</li> </ul>
Mangana	<ul style="list-style-type: none"> <li>Spanish heath, broom, Gorse, kunzea</li> </ul>
Pyengana	<ul style="list-style-type: none"> <li>Spanish heath</li> </ul>
Seymour	<ul style="list-style-type: none"> <li>Gorse</li> </ul>
	<p><b>Chilean needle grass</b> is native to South America. It is a declared weed under the Tasmanian Weed Management Act 1999 and a <u>Weed of National Significance (WONS)</u>. A perennial (long-lived) tussock-forming grass growing to 1 metre in height, the leaves are 1 to 5 mm wide, flat and strongly ribbed on their upper surface, with leaf edges that are rough to touch. The flowering seed heads are a distinctive purplish colour and the seeds are very sharp at the point. Chilean needle grass flowers mainly from September to December but can flower year round. Seed is formed about one month after flowering and most seed has been dropped by February. In addition to the normal flower seeds, Chilean needle grass produces hidden seeds formed in the nodes and bases of the stems. These 'stem seeds' are self-fertilised and enable the plant to survive despite grazing, slashing and fire. Seeds can persist in the soil for many years even if further seed input is prevented. The seeds are spread by farm machinery, clothing or livestock, by road-side mowing and earthmoving equipment, and by floodwaters.</p>

## Waste Management – General Information

General Waste to Copping Landfill													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	Total
2023/24 (T)	187	232	TBA										419
2022/23 (T)	194	243	226	206	250	262	388	197	267	246	199	234	2,912

Kerbside Recyclables Collection – JJ's Waste service													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	Total
2023/24 (T)	49	45	TBA										94
2022/23 (T)	53	56	66	64	67	65	81	63	69	61	50	61	756

## CAPITAL WORKS

Activity	Update
Mt Paris Dam Road – William Street urban area sealing	Pavement upgrade completed. Sealing to occur in 2 <sup>nd</sup> quarter of 23/24.
North Ansons Road	Stage 1 sealing completed 1.8km. Stage 2 to pavement upgrade completed, sealing to occur in 2 <sup>nd</sup> quarter of 23/24.
<b>Treloggens Track – Storm water works</b>	<b>Completed</b>
St Marys Cemetery Masterplan	New columbarium and remembrance wall. Fencing and landscaping work in progress. Block work completed.
Cornwall Soldiers Memorial Park	Storm water and footpath renewal works completed. Garden works yet to occur.
<b>Gardens Road – Pavement Dig-out (remediation)</b>	<b>Completed</b>
<b>Footpath works – Grant St, Falmouth</b>	<b>Completed</b>
2023/2024 Bituminous Surfacing Works Tender	Tender has been awarded - reseal prep works will commence mid October, in preparation for resealing.
<b>Mt Elephant Road – landslide works ex October 22 flood event</b>	<b>Completed</b>
MTB Trail Repairs – works ex October 22 flood event	In-progress
Upper Scamander Road – embankment erosion works ex October 22 flood event	In-progress

### STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Revised 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.

### LEGISLATION & POLICIES:

N/A

**BUDGET AND FINANCIAL IMPLICATIONS:**

N/A

**VOTING REQUIREMENTS:**

Simple Majority

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

**OFFICER'S RECOMMENDATION:**

That the report be received by Council.

**INTRODUCTION:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

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

**OFFICER'S REPORT:**

Dog control – activity summary

13th September- 3rd October 2023															Reporting Period Total	2023- 2024
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	0
Dog - Attack on another animal (Serious)															0	1
Dog - Attack/Harassment - on another animal (Minor)										1					1	1
Dog - Attack/Harassment on a person (Minor)		1													1	1
Dog - Declared Dangerous															0	0
Dog - Dangerous Dogs Euthanised															0	0
Dog - Barking			1						1				1		3	4
Dog - Chasing a person											1				1	8
Dog - Impounded										1			1		2	9
Dog - in Prohibited Area															0	0
Dog - Lost Dogs Reported															0	2
Dog - Rehomed/kennel for rehoming															0	3
Dog - Wandering/at large		1	1				1						1		4	12
Verbal Warnings given to dog owners		1						1	1		2		1		6	17
Notice Issued - Unregistered Dog			1								1				2	0
Notice Issued - Bark Abatement Notice															0	0
Notice Issued - Caution Notice										1					1	4
Notice Issued - Infringement Notice		1													1	7
Infringement Notice - Disputes															0	0
Infringement Notice - Time Extension Request															0	0
Infringement Notice - Revoked															0	0
Written Letter - Various matters to Dog owners.		1	1						1		1		2		6	15
Patrols - Township/Urban Areas			1	1					1		1		1	1	6	19
Patrols - Beaches/Foreshore		1			1	1		1	1		1		1		7	36
Unregistered Dog - Notice to Register															0	0
Kennel Licence - No licence held															0	0
Kennel Licence - Issued									1					1	2	3
Other - Cat complaints															0	1
Other - Livestock															0	2
Other - Poultry															0	0
Other - Animal Welfare, RSPCA intervention															0	0
TOTAL	0	6	5	1	1	1	1	2	6	3	7	0	8	2	43	145
Registered 2023-2024 YTD	1,350															
Pending 2023-2024	111															
Notes:																
Infringement Notices revoked 2022-2023YTD include infringement notices issued in the previous financial year2021-2022 and revoked in the current financial year.																

Please note all pending registrations were sent reminders on 10th August 2023.

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

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

#### Goal

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

#### Strategy

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

## **LEGISLATION & POLICIES:**

N/A

## **BUDGET AND FINANCIAL IMPLICATIONS:**

N/A

## **VOTING REQUIREMENTS:**

Simple Majority



ACTION	INFORMATION & DISCUSSION
PROPONENT	Council
OFFICER	David Jolly, Manager Infrastructure & Development Services
FILE REFERENCE	039\004\022\
ASSOCIATED REPORTS AND DOCUMENTS	Road Management Legislation Review – Discussion Paper 2023

**OFFICER’S RECOMMENDATION:**

That Council provide a submission to the legislative review based on the comments received from Councillors and key matters identified by Council officers.

**INTRODUCTION:**

This report aims to provide the Council with an overview of the Tasmanian Government’s Road Management Legislation Review and to gather feedback from the Councillors for integration into a unified response to the Department of State Growth.

**PREVIOUS COUNCIL CONSIDERATION:**

Council Workshop 2 October 2023

**OFFICER’S REPORT:****Purpose and background**

The Tasmanian Government’s Road Management Legislation Review (the review), is a review of the State’s entire framework of road management legislation for public roads. It is expected to result in major amendments to, or replacement of, the *Roads and Jetties Act 1935* (R&J Act), which is the primary statute for State roads. Depending on the findings, it may also lead to changes to other acts such as those governing local roads. It will consider whether a consolidated statute covering both State and local (council) roads, like those in other jurisdictions, would be better than the current model of separate acts.

**Purpose of the discussion paper**

This paper has been prepared by the Department of State Growth based on historic legal advice, practical experience of administering the legislation, and comparison of Tasmania’s framework with those in other jurisdictions. It has also been substantially informed by feedback provided by representatives from local government during, and after workshops held in early 2023, as well as initial input from some other government stakeholders.

The paper is the first major opportunity for interested parties to have a say in the review. It puts forward the Government’s initial views on the direction of the review and many of the known issues with the framework.

Feedback is sought regarding the direction of the review, as well as known, and yet to be identified issues. While some issues have a relatively clear direction or options, others do not. In these cases,

the Department may seek feedback on whether the issue is genuine, options for rectification, or case studies. The discussion paper includes feedback prompts to assist with this. Responses will be used to inform the development of new legislation. There will be other opportunities to provide feedback over the course of the project.

### **Review Scope and principles**

The scope of the review is limited to legislation which relates to the management of public roads. This does not include 'road user' functions such as licensing, registration, road safety, or public transport. Some 'traffic control' functions (such as traffic signs, lights, controlled parking and speed bumps) will be considered in-scope where they fit naturally with the rest of the subject matter. The review aims to implement a contemporary road management framework which:

1. Is more efficient – streamlined processes, reduced bureaucracy, and optimised resource allocation, resulting in a more cost-effective and time-efficient framework.
2. Promotes better outcomes – improvements to the framework should ensure it is modern, fit-for-purpose, and consistent with contemporary road management practices. They should focus on improving road-user satisfaction and safety by focusing on outcomes.
3. Is easier to understand – a focus on clarity and simplicity by reducing convoluted processes and complex language.

Feedback can be provided in writing by 6 November 2023.

It is proposed that a single submission is made from the Council.

### **Next steps**

Once submissions close, the Tasmanian Government will review feedback and use it to inform a policy position which will form the basis of draft legislation. There will be further opportunities to provide feedback, including on a draft exposure Bill. Precise dates are not currently known, but this is expected to occur in late 2023 or early 2024. Stakeholders and people who made submissions will be notified of feedback opportunities when they arise. Alternatively, progress of the review can be tracked on the webpage, [Road Management Legislation Review – Transport Services](#).

The suggestion is for the Council to submit a single response. Councillors can email their feedback to the Infrastructure & Development Services Manager before November 1 2023 for consolidation. This consolidated feedback, which will also include inputs from Council management, will be shared with the entire Council.

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

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

#### Goal

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

#### Strategy

1. Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area.

2. Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle.
3. Develop and maintain infrastructure assets in line with affordable long-term strategies.

*Key Focus Area:*

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

**LEGISLATION & POLICIES:**

- *Local Government Act 1993*
- *Roads and Jetties Act 1935*
- *Local Government (Highways) Act 1982,*
- *Highways Act 1951*

**BUDGET, FUNDING AND FINANCIAL IMPLICATIONS:**

N/A

**VOTING REQUIREMENTS:**

Simple Majority



Department of State Growth



## From the Ministers

Tasmania's roads play a vital role in connecting communities and facilitating economic growth. Our cities, towns and regions cannot function without them – they are relied upon by commuters in public and private vehicles, provide access to services including health and education, and are the backbone of our freight system. They are also critical for economic activity ranging from agriculture to tourism.

For these reasons, it is crucial that our road management framework, is robust, modern, and efficient.

Currently, Tasmania's road management legislation is a patchwork of common law and various pieces of legislation. While these provisions have served us well over the years, the time has come for a thorough review to address any gaps, inconsistencies, and inefficiencies. This review will be the first holistic review of the framework in Tasmania's history. Our aim is to create a cohesive and streamlined legislative structure that is easier to understand and administer. The review will look at both State and local roads and consider the option to consolidate the framework into a single piece of legislation rather than the current three.

This discussion paper outlines the key focus areas for the review and seeks input from a wide range of interested parties to inform the development of a new framework. Its contents have been informed by initial discussions with local government as well as analysis and comparison with the frameworks in other jurisdictions.

Importantly, the Government is seeking feedback on how the overall framework should be structured, as well as on more specific issues. We encourage interested parties to make their views known both on the high-level structure as well as on the detail.

Feedback will be used to guide the drafting of new legislation. There will be further opportunities to provide feedback as the review progresses, including on a draft exposure Bill.



Michael Ferguson MP  
Deputy Premier  
Minister for Infrastructure and Transport



Nic Street MP  
Minister for Local Government



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## Glossary of terms

**Head, Transport for Victoria** is a single member statutory corporation in Victoria established by the *Transport Integration Act 2010* (Vic) with responsibility for numerous transport-related functions including the management of many State roads and the public transport system.

**Highway** refers to the legal meaning of the word – ‘a way over which every member of the public has a right to pass’ – rather than common meaning of a main road between major cities or towns.

**Highways Act** means the *Highways Act 1951*.

**LGH Act** means the *Local Government Highways Act 1982*.

**Local roads** and **local highways** means those roads or highways which are not State highways per section 4 of the *Local Government Highways Act 1982*.

**R&J Act** means the *Roads and Jetties Act 1935*.

**RMLR** and **the review** means the Road Management Legislation Review.

**State roads** and **State highways** means those roads and highways which are proclaimed as such under Part II of the *Roads and Jetties Act 1935*, and, where the context requires it, also includes subsidiary roads for the purposes of the same Part.

**TfNSW** means Transport for New South Wales, an agency of the New South Wales government.

## Purpose and background

The Tasmanian Government's Road Management Legislation Review (the review) is a review of the State's entire framework of road management legislation for public roads. It is expected to result in major amendments to, or replacement of, the *Roads and Jetties Act 1935* (R&J Act), which is the primary statute for State roads. Depending on the findings, it may also lead to changes to other acts such as those governing local roads. It will consider whether a consolidated statute covering both State and local (council) roads, like those in other jurisdictions, would be better than the current model of separate acts.

### Purpose of this discussion paper

This paper has been prepared by the Department of State Growth based on historic legal advice, practical experience of administering the legislation, and comparison of Tasmania's framework with those in other jurisdictions. It has also been substantially informed by feedback provided by representatives from local government during, and after workshops held in early 2023, as well as initial input from some other government stakeholders.

The paper is the first major opportunity for interested parties to have a say in the review. It puts forward the Government's initial views on the direction of the review and many of the known issues with the framework. Feedback is sought regarding the direction of the review, as well as known, and yet to be identified issues.

While some issues have a relatively clear direction or options, others do not. In these cases, we may seek feedback on whether the issue is genuine, options for rectification, or case studies. We have included feedback prompts to assist with this.

This review covers many topics, some of which may not be relevant to all stakeholders. This document has a contents table and headings to help find the relevant sections.

There are feedback prompts in blue boxes to help those responding to the paper.

#### Feedback prompts

The 'feedback prompts' in blue boxes are not designed to be restrictive. Other feedback is welcome.

All are welcome to provide responses to the paper. Responses will be used to inform the development of new legislation. There will be other opportunities to provide feedback over the course of the project.

### Review scope and principles

The scope of the review is limited to legislation which relates to the management of public roads. This does not include 'road user' functions such as licensing, registration, road safety, or public transport. Some 'traffic control' functions (such as traffic signs, lights, controlled parking and speed bumps) will be considered in-scope where they fit naturally with the rest of the subject matter.

The review aims to implement a contemporary road management framework which:

1. **Is more efficient** – streamlined processes, reduced bureaucracy, and optimised resource allocation, resulting in a more cost-effective and time-efficient framework.



2. **Promotes better outcomes** – improvements to the framework should ensure it is modern, fit-for-purpose, and consistent with contemporary road management practices. They should focus on improving road-user satisfaction and safety by focusing on outcomes.

#### Feedback prompt – principles

Do you agree with the draft principles? If not – why?

3. **Is easier to understand** – a focus on clarity and simplicity by reducing convoluted processes and complex language.

## Providing feedback

Feedback can be provided in writing by **6 November 2023**:

- Via email to: [rmlr@stategrowth.tas.gov.au](mailto:rmlr@stategrowth.tas.gov.au)
- Via post to: Road Management Legislation Review  
Department of State Growth  
GPO Box 536  
Hobart TAS 7001

To discuss the review before making a submission, or to discuss options for providing it in a manner other than writing, please call the Department of State Growth on 03 6166 3228.

#### Important information to note:

- In the absence of a clear indication that a submission (or parts of the submission) is intended to be treated as confidential, the Department will treat a submission as public.
- No personal information other than an individual's name will be published. Further information on confidentiality and the *Right to Information Act 2009* can also be found [here](#).
- If you would like your submission treated as confidential, whether in whole or in part, please indicate this in writing at the time of making your submission, clearly identifying the parts of your submission that you want to remain confidential, and the reasons why. In this case, your submission will not be published to the extent of that request.
- Copyright in submissions remains with the author(s), not with the Tasmanian Government.
- Defamatory or offensive material will not be published.

#### Next steps

Once submissions close, the Tasmanian Government will review feedback and use it to inform a policy position which will form the basis of draft legislation. There will be further opportunities to provide feedback, including on a draft exposure Bill. Precise dates are not currently known, but this is expected to occur in late 2023 or early 2024.

Stakeholders and people who made submissions will be notified of feedback opportunities when they arise. Alternatively, progress of the review can be tracked on the [webpage](#).

# The statutory framework generally

Many of the issues with Tasmania's current road management framework stem from the fact that it is made up of a patchwork of legislation. The framework is made up of three key pieces of legislation, each of which was passed by Parliament at a different time over a period spanning 47 years, as well as some other relevant functions in other statutes.

As a result of the framework's gradual introduction, the acts have different drafting styles and cannot be fully understood without referring to the other acts. This makes it hard to interpret the law.

While the review will be considering solutions to specific issues, a key consideration will be how to structure the framework to further the review principles.

## The current framework

Tasmania's road management legislation is a patchwork of different acts introduced over the course of nearly 50 years and is layered over the top of common law surrounding highways (sometimes referred to as 'right of user roads' or similar). The oldest of the key statutes, the *R&J Act*, is nearly 90 years old.

The three key statutes which relate to public road management are:

- *Roads and Jetties Act 1935*

The *R&J Act* is the primary piece of legislation governing Tasmania's State road infrastructure and forms a key part of the broader statutory framework for the management of roads. It also deals with jetties and aerodromes, although those are beyond the scope of this review.

- *Local Government (Highways) Act 1982*

This act focuses on the role of local councils in managing highways within their respective municipalities. It outlines the powers and functions of councils in relation to the planning, construction, and maintenance of highways. The act also addresses matters like land acquisition for road purposes and controlled parking.

- *Highways Act 1951*

The *Highways Act* deals with the proclamation of new highways and some other related functions.

There are also some relevant road management functions in other statutes such as the *Traffic Act 1925*, *Local Government Act 1993* and the *Vehicle and Traffic Act 1999*. Many of these functions relate to traffic control, which straddles the line between road management (in-scope for this review) and road user (out-of-scope). For example, some functions relating to the closure of roads are found in the *Vehicle and Traffic Act 1999*. These functions are within scope for the review, to the extent that they relate to road management.

Some other acts deal with the management of private or quasi-public roads – for example, Forestry, Parks, or Hydro roads. These are not currently considered in-scope for the review. For further discussion on these roads, refer to the 'Other categories of road (private or quasi-public roads)' section at page 8.

The complicated Tasmanian framework contrasts with the equivalents in other jurisdictions, particularly Victoria, which has the most modern legislation in Australia.

### Victorian framework

Victoria's *Road Management Act 2004* introduced a new, consolidated statutory framework for the management of state and local roads in that state. The following principles informed the development of the framework when it was introduced:

- clear allocation of ownership of road assets
- corresponding allocation of responsibility for managing road assets
- development of effective decision-making processes and accountabilities for policy decisions and the setting of performance standards
- provision of adequate operational powers to achieve targets and performance standards
- corresponding accountability for the exercise of those operational powers

In Victoria, rather than separate acts governing State and local roads, both are managed under the same act. The 'responsible road authority' and their powers and obligations are defined according to the category of road. Responsibility for certain functions can be transferred between road authorities by agreement.

Besides the method for assigning responsibility, the Victorian framework has numerous other features including provisions relating to the rights of road users and a more coordinated approach to managing utilities within road corridors. Some of these are discussed further below, in the context of relevant issues.

### Option of a consolidated act

The option of a single statute to deal with all road management functions, like that in Victoria, is being actively considered as part of this review. If this option is pursued, a single act would replace most, or all functions from the *R&J Act* (excluding jetties and aerodromes), the *LGH Act*, the *Highways Act*, and potentially some functions in related acts. It would make the framework easier to understand and less ambiguous. Further, it would ensure that local government also gets the benefits of a contemporary act. However, it is the most ambitious and complicated option being considered, and the Government is interested to hear views on potential risks or pitfalls with the approach.

#### Feedback prompts – framework structure:

Do you support moving to a single, consolidated road management act? If not, why, and what option would you prefer?

A single act is not the only option being considered. At a minimum, the expectation is that the *R&J Act* will be replaced or substantially modified. Updating or replacing all the acts at the same time but keeping them separate is also an option, and it would allow the new acts to be drafted in a consistent manner and that all road managers could benefit from the modern framework. However, given it would still be necessary to read several pieces of legislation to understand how they piece together, this option would be limited in its ability to improve the ease of understanding. It may also make it harder to fix issues with ambiguity about responsibility for certain functions.



### Regulations and removing detail

Neither the *R&J Act*, nor the *LGH Act* have subordinate regulations. They both contain a level of detail that modern legislative drafting might leave to regulations, or possibly omit entirely. Moving some detail to regulations may reduce some administrative burden and make the framework more responsive to changing circumstances. Both acts, particularly the *R&J Act*, are currently the subject of relatively frequent amendments. Moving detail to regulations may make the process of updating the framework easier and save Parliament time. It is possible that some details in the legislation are better left to codes and standards.

It is too early in the review to confidently identify potential options for provisions to move to regulations, because much of this will depend on decisions about the structure and the detail of the new framework. However, submissions on early views about options are welcomed.

## Governance and responsible authorities

The implementation of a new framework presents an opportunity to consider the most appropriate person, office or agency to have responsibility for road management functions.

For State roads, the current system has the relevant Minister as the responsible authority. This is consistent with Westminster conventions of responsible government, but it does have two key disadvantages:

1. Responsibility in practical terms usually must be delegated to public servants, which requires maintaining an up-to-date instrument of delegation and makes it harder for the public to understand who is making decisions in practice.
2. It can significantly add to the workload of Ministers, often with matters which are administrative in nature. This can slow down decision making.

The Tasmanian Government does not propose to remove the management of State road assets from the control or influence of Ministers. It is appropriate that elected members have ultimate control and responsibility because it ensures accountability to the electorate. However, there may be other more efficient ways to achieve this. For example, in Victoria the road manager for their equivalent to State roads is the Head, Transport for Victoria, who is, by virtue of section 64T of the *Transport Integration Act 2010* (Vic), subject to directions of the Minister.

The management of local roads by municipal councils is not proposed to be changed at a high level, but initial discussions with representatives from local government have indicated that their specific responsibilities could benefit from refinement. Examples include the management of bridges, footpaths, drainage, and retaining walls. These are discussed further in the management and maintenance section commencing at page 13.

## Other categories of road (private or quasi-public roads)

The scope of the review is currently limited to public roads. However, there are other types of roads in Tasmania which are open to the public to varying degrees – for example, Forestry, National Parks, and Hydro roads – and it may make sense to consider how a new framework could be useful for the management of these assets. In Victoria, for example, the framework has been adopted for the management of forestry roads through the *Forests Act 1958* (Vic). If a consolidated act ends up being the preferred option in Tasmania, it may be useful to draft the act flexibly enough that other road managers can adopt and adapt the framework for their own uses.

# The legal status of roads

Roads in Tasmania are created, and their managers are defined, with several different legal mechanisms. These span from common (judge made) law to being based in legislation, and each has different processes and requirements. The Tasmanian Government is interested in opportunities to simplify or improve these processes through the review.

## Creating a road

The mechanisms by which highways are created can generally be sorted into two categories – common law highways (sometimes called 'right of user roads'), and highways created under legislation (by proclamation on reserved roads or acquired land, or by dedication on subdivisions). A highway can then be made into a State road by proclamation under the *Roads and Jetties Act 1935*.

### Common law highways ('right of user roads')

The process for creating common law highways is based on pre-colonial English law. There are two elements:

1. Dedication of the land comprising the road to the public, by a person competent to do so; and
2. Acceptance by the public of the dedication.

The dedication of a highway does not change the underlying ownership of the land.

Both the dedication and acceptance elements can be inferred from behaviour and practice – it can be enough for there to have been unhindered usage by the public over a long period of time. Because common law highways are not always based in a legal instrument, their existence can be difficult to prove. The review will be considering opportunities to improve this.

While there are not currently any specific proposals, some of the opportunities to be investigated are:

- Creating a sensible statutory process for transitioning common law highways to an appropriate statute-based instrument.
- Ensuring the process for permanently closing a common law highway (so that the property rights re-vest in the owner) is fit-for-purpose.

Views on other issues or opportunities are welcomed.

### Proclaimed roads

The Government can create new highways on land reserved or acquired for that purpose by making a proclamation under the *Highways Act 1951*. A proclamation is a document signed by the Governor on the advice of the Executive Council, which consists of the Premier and the Ministers of Government.

The proclamation process has been identified as an area for improvement. The process is slow, requiring input from numerous individuals and organisations which, depending on the purpose of the proclamation, might include:

- Departmental officers
- The Office of Parliamentary Counsel (drafting of the proclamation)
- The Minister and their office (in submitting documents to Cabinet and the Executive Council)

- Cabinet (who must be provided an Executive Council Explanatory Note)
- The Executive Council and Governor (in making the proclamation)
- Crown Law to draft the documents to be lodged with the Land Titles Office and Registrar of Deeds
- The Land Titles Office and Registrar of Deeds

The amount of time that this process takes can vary widely based on the complexity of the proclamation and competing priorities within the broader legislative drafting program.

Much of the feedback received in early consultation questioned how much value is added by all these processes, particularly Cabinet and the Executive Council. Other jurisdictions have simpler approaches – in Victoria, roads are 'declared' in the Gazette by the road authority (on land owned or managed by them), requiring no involvement from their Governor/Executive Council, Minister, Cabinet or possibly even the Office of Parliamentary Counsel. Similarly, in New South Wales, land can be dedicated as a public road by notice in the Gazette by the relevant road authority (TfNSW, the Minister, or local councils, depending on the road type).

It is important that the process for creating new highways is legally robust given it affects the rights of landowners and occupiers. A well-designed process should make it easy to understand the location of a road, its boundaries and other attributes, and the responsible authority. Some alternatives to proclamations which might still achieve these goals include declarations by the road authority (similar to those used in Victoria) or using a spatial/electronic mapping system. This is discussed further at page 25.

A related issue is how to deal with existing/legacy roads if a new process is created. Transitioning all roads to a new instrument or process would likely be administratively burdensome, but it may be desirable to have a mechanism to do this gradually or on a case-by-case basis. A process to transition roads would need to be robust, possibly including review or appeal rights for affected landholders.

### Subdivisions

Sections 10, 11 and 12 of the *LGH Act* deal with the creation of highways as part of subdivisions, and the transfer of those highways to the local council. The current arrangements can lead to significant compliance issues and ongoing costs for local government and can facilitate inefficient road design. These issues go beyond the scope of the review, but the Government is interested in hearing about opportunities to make improvements to the way subdivisions are dealt with in the road management framework. It is important, however, that the framework does not unduly add to the cost of development and disincentivise supply.

#### Feedback prompts – proclaimed roads:

Do you agree that the proclamation process should be simplified?

What would be a better process? Consider:

- Who should be the responsible authority
- How to make location and boundaries clear and legally certain
- How the creation of a road is documented and searchable

#### Feedback prompts – subdivisions:

How could the way subdivisions are dealt with in the framework be improved? Consider how changes might:

- Reduce financial impost for councils
- Incentivise better design
- Maintain or improve the supply of land



## Defining the road manager

Councils are responsible for the management of local roads. The local road network makes up the vast majority of the state's overall road network.

The State Government manages roads that have been proclaimed as a 'State highway' or 'subsidiary road' under section 7 of the *Roads and Jetties Act 1935*.

Any road can be made a State highway by proclamation under the *Roads and Jetties Act 1935*. This process has similar issues to those discussed for the creation of highways by proclamation discussed above. It is technically separate to the proclamation process under the *Highways Act 1951*, although the proclamations can be made jointly.

State highways can also be 'unproclaimed' to become a local highway. However, they are only maintainable by the relevant local council if the council has agreed to maintain it, or if an alternative State highway route has been constructed. Bridges are also treated differently – see page 14.

### The Victorian model

In Victoria the 'responsible road authority' is defined according to the category of road. Roads are generally categorised by declaration of the Head, Transport for Victoria in accordance with established principles. The Head, Transport for Victoria can also issue a revocation of a previous declaration, which must specify whether the road is to change category or cease to be a road altogether. Declarations and revocations are published in the Government Gazette and are subject to notice requirements and appeal to the Minister.

The table below summarises the responsibility of each road authority in respect to different road categories. It does not include special roads managed by corporations (i.e., toll roads such as the West Gate Tunnel) as these are not relevant in the Tasmanian context. It also does not include ancillary areas, although these are discussed later in this paper – refer to page 21.

Road type	Responsibility of authorities	
	Head, Transport for Victoria	Municipal council
Freeway	Manages the entire road reserve	Not applicable
Arterial road	Manages: <ul style="list-style-type: none"> <li>• The part of the roadway used by through traffic</li> <li>• The roadside in non-urban areas</li> </ul>	Manages: <ul style="list-style-type: none"> <li>• Any part of the roadway not used by through traffic</li> <li>• Service roads</li> <li>• Median strips and pathways</li> <li>• Roadside in urban areas</li> </ul>
Non-arterial State road	Responsible if prescribed or declared as such. Otherwise managed directly by the Crown or by another instrumentality of the Crown. Depending on the circumstances, this might be an agency like Parks Victoria or Melbourne Water Corporation.	Not applicable
Municipal road	Not applicable	Manages the entire road

The *Road Management Act 2004* also includes processes for delegating or transferring certain road functions between authorities. The Tasmanian Government is interested in opportunities to formalise these processes in legislation rather than relying on contracts, service agreements or informal arrangements.

**Feedback prompt – defining the road manager:**

Would the Victorian model work in Tasmania? Do you have any concerns with how it operates?

## Permanently closing a road

As with creating new roads, the review will be looking at opportunities to improve the process for permanently closing roads. The starting point is likely to be that the process should align with whatever is the preferred statutory model for creating roads (i.e., proclamations or whatever replaces them). It is important that the process balances administrative burden with legal robustness, and factors in the rights and needs of road users. It should also consider the particular needs of different road categories, including common law highways which have a more complicated legal status.



# Management and maintenance

In addition to providing for the creation of roads and assigning a responsible manager, the road management framework sets out the functions of a road manager and their relationship with other parties such as road users and utility companies. Where more than one road manager has responsibilities in the same road corridor, it sets out their respective roles. However, the current framework does not always do this clearly or sensibly. A new framework presents an opportunity to significantly improve this.

## Allocation of responsibility between authorities

There are some situations where it is ambiguous which road authority is responsible for a certain road management function. If road authorities disagree it can lead to poor community outcomes such as a failure to maintain an asset, or legal disputes, which have time, cost, and reputation implications.

### Ambiguity and appropriateness

Sometimes it can be unclear which authority is responsible for certain management and maintenance activities. Footpaths and other road-related installations such as median strips, road furniture and bus stop infrastructure are just a few examples. Even when responsibility for a given road management function is clear, it may not be sensible or efficient. Specific examples are discussed below in more detail.

Ambiguity creates administrative burdens and poor outcomes for road users. A new road management framework should be designed to improve this. A single road management statute rather than the current three may inherently resolve some ambiguity by providing a more cohesive framework with consistent language.

It may also be useful to set principles which underly the allocation of responsibility, either for the purposes of this review generally or for inclusion in any new legislation that results from it.

#### Feedback prompts – ambiguity:

1. Can you think of an example of a time when:
  - it was unclear or ambiguous which authority (local government or the State government) was responsible for a road management function?
  - it was clear who was responsible for a road management function, but it seemed inefficient or not sensible?

Examples of road management functions include, maintaining a footpath, culvert, drainage, road surface or retaining wall.

2. Do you think a single statute would help resolve ambiguity?

Another consideration is how to achieve efficiencies where two authorities manage different parts of the same road corridor. For example, where there are State roads with certain characteristics (see section 11 of the *R&J Act*) running through towns, the State is only responsible for maintaining a certain portion of the road surface. The local council is responsible for maintaining the remainder, which usually includes footpaths and may include parking areas. The rationale and reasonableness of this is discussed at page 17, but it can theoretically lead to the assets being maintained or improved in an uncoordinated way, which can be inefficient. Road managers often try to resolve this through agreements, but there may be an opportunity to formalise these arrangements in the framework, negating the need for bespoke and potentially inconsistent agreements.

One option might be to specify a 'co-ordinating road authority' according to road type, who would be responsible for coordinating development and works on the road reserve generally, like the approach taken in Victoria.

### Transferring responsibility

There are several instances where the maintenance of local roads is either heavily subsidised or directly contracted for by the State government. Examples include the annual line marking program which is delivered by the State and declared bridges (discussed below). There are various reasons why this kind of arrangement can exist, but it generally comes down to the financial constraints of local governments and/or the strategic importance of a road. These arrangements should be considered in updating the legislative framework to ensure that the process is principle-based, suitably flexible, efficient, and appropriately manages liability risks.

The Victorian legislation gives more structure to these kinds of arrangements and may be an appropriate model to consider. Section 15 of the *Victorian Road Management Act 2004* provides for the transfer of discrete road management functions between road authorities by agreement. There may also be opportunities to modernise this using spatial systems or other instruments which could both simplify the process and improve transparency.

### Bridges on local roads

Because a bridge is considered part of the road under the *R&J Act*, but is not under the *LGH Act*, responsibility for the management and maintenance of a bridge is not automatically transferred to the council on transfer of the road. Without a specific agreement to transfer control of a bridge along with the road, only the road that runs over the bridge (but not the bridge itself) vests in the council. Schedule 2 of the *Local Government (Highways) Order 1994* also provides a list of bridges on local government highways that are maintainable by the State due to an order of the Governor.

There is some logic in treating bridges differently. Bridges are complicated and expensive to maintain, so transferring them to a council can have a big impact on their asset register and costs. On the other hand, it means that the State is responsible for assets in corridors that they do not otherwise inspect or maintain, which can be inefficient.

#### Feedback prompt – bridges:

The Tasmanian Government is interested in hearing views on how a new framework should deal with bridges on local roads. Any changes to the current approach should be fair, efficient and ensure safe outcomes.

A related issue is that when the State manages a bridge on a local highway, the best interpretation of the current framework (and the practice) is that the council remains responsible for the road surface. There are differing views on whether this is sensible. To some, the surface is an integral part of the bridge and should be maintainable by the owner/manager of the asset. Others think it would be impractical or inefficient for councils to stop road surface upgrades or repairs at each end of the bridge and leave it to the State to contract separately for largely similar kinds of works. Often the most efficient option would depend on the circumstances – for example, usually, normal resurfacing as part of a broader work program for the road is probably most efficiently done by the council, whereas making good the road surface after structural works may not be. Whether or not the allocation of responsibilities is changed, it should be made less ambiguous in the legislation.



## Statutory duties, liabilities, and indemnification

### Liability of road authorities and contractors

The liability of road managers and people working in road corridors is a complex area of law. It is important that the rights of road users are carefully balanced with the cost to taxpayers and ratepayers. The review will consider whether the current balance is reasonable and look at opportunities to improve processes, noting that much of this sits outside of the framework.

In 2001, the High Court of Australia overturned what was known as the ‘highway rule’<sup>1</sup> – a common law rule which stated that public road authorities are immune for liability in negligence for failing to repair or maintain a highway under their control (‘non-feasance’). As a result of the decision, road authorities became obliged to take reasonable care in exercising their powers to remedy risks of harm to users within a reasonable timeframe. This also required a minimum level of inspection of the road network to identify issues which might cause a risk of harm, and which might reasonably be expected to exist.

The High Court’s decision was seen to create untenable financial risks for road authorities (and, by extension, taxpayers and ratepayers), and all Australian states at least partially reinstated the protection from liability in legislation. This was seen as a recognition that public authorities “...carry out what is often a limitless task with necessarily limited resources and must make judgments based on social and political factors about how to spend those resources.”<sup>2</sup>

There is no suggestion that this protection should be removed. However, the review provides a timely opportunity to consider whether the balance is right and review associated processes. A particular area of interest is the liability of and for third parties including contractors working in road corridors.

### Statutory duties

Unlike in Victoria, the *R&J Act* does not include an explicit statutory duty for the State road authority to inspect, maintain and repair its roads, although such a duty might be implied. The only exception is the obligations contained in section 11 concerning the maintenance of State highways in cities, towns and villages which imposes a positive duty on the Minister to maintain.

Conversely, section 21 of the *LGH Act* does contain a duty for maintenance of local highways by the relevant municipality, and the Victorian framework includes a duty for road managers to inspect, maintain and repair ‘public roads’ to a standard specified in a relevant road management plan. The Victorian duty is limited because the definition of ‘public road’ excludes certain roads which are not required for use by the general public, and liability is limited (including by provisions relating to knowledge, reasonableness and policy), with a floor of \$1 000 for any property damage claims.

#### Feedback prompt – liability:

Should there be an explicit statutory duty for road managers to inspect, maintain and repair?

If so, should there also be a framework for establishing the standard to which a road manager will maintain a road, taking into consideration its strategic importance?

<sup>1</sup> *Brodie v Singleton Shire Council* (2001) 206 CLR 512.

<sup>2</sup> Refer to the second reading speech for the *Civil Liability Amendment Act 2003*.

The review will consider whether a statutory duty should be included in a new framework, including how that might affect the liability of road managers in various circumstances. It will also consider whether the current civil liability settings are appropriate, noting that civil liability is currently mostly dealt with outside of the framework and at this stage there is no intention to change that.

The duties in section 11 of the *R&J Act* relating to the maintenance of State highways in cities, towns and villages are themselves the subject of some confusion. Much of this is a consequence of dated or ambiguous terminology – for example, the terms “carriageway” and “village” are not defined in the statutes and have historically required legal advice to interpret. There is also general agreement that the widths in the section are too prescriptive – see the ‘Footpaths, retaining walls and other similar infrastructure’ section on page 17.

## Service authorities and utilities

Road corridors have a vital function in the movement of vehicular and pedestrian traffic, but they are also widely used by other services and utilities. Electricity, gas, water, sewerage, and telecommunications are the most prominent examples. In some ways they are better described as ‘infrastructure corridors’ rather than ‘road corridors’ given these other important functions.

The number of asset managers working in the same corridor can create significant complexity. This is compounded by the fact that they are regulated so differently and across all three levels of government. Road managers often have little or no control or influence over how utilities undertake work in their corridors and can find it frustrating when their assets are not reinstated to an adequate standard. However, complicated or burdensome regulations for utilities can significantly increase the cost and time for them to deliver their services. A functional and efficient framework should balance the competing needs of road managers and utility managers, all of whom need to deliver their functions as efficiently and effectively as possible.

The review is interested in opportunities to improve the way road managers and utility owners interact. Any changes should seek to ensure works in road corridors are coordinated wherever possible to minimise interruptions and improve efficiency.

### Feedback prompt – service authorities:

How could the model for service authorities working in road corridors be improved?

*Consider the need to balance the competing needs of road managers and service authorities, and for the efficient installation and maintenance of all infrastructure in the corridor.*

### The Victorian model

Victoria’s framework contemplates utilities in more detail than in Tasmania. This is partially achieved by the establishment of an Infrastructure Reference Panel (IRP) comprised of 16 representatives covering State and local government, all major utilities, public transport, rail, and the environment. The IRP advises government on the effective coordination of the use of road corridors, and acts as a forum for the various bodies to coordinate their work.

Under the Victorian framework, coordinating road authorities must consent to works on roads that may affect road safety, road infrastructure or traffic management. It is possible for road authorities and utilities to negotiate ongoing consent, and exemptions can be set out in regulations. These powers are counterbalanced by a set of responsibilities – in fulfilling their functions, road authorities:

- must consult with utilities in exercising their functions (often through the Infrastructure Reference Panel)

- have responsibility for coordinating works in a way that minimises impacts on utilities
- must facilitate the appropriate use of road reserves for the effective and efficient delivery of utilities

There are also mechanisms for resolving disputes between road authorities and utilities.

### Policies and standards

Some road authorities have already provided details on the policies, standards and practice notes they use to better manage utilities in their road corridors. These might offer a practical alternative or partner to legislative changes, but also might benefit from a firmer legislative basis. Standardisation of policies and practices between authorities might be beneficial, particularly for utility companies who deal with numerous road authorities.

### Permission to carry out works generally

Section 46 of the *LGH Act* provides councils with the power to permit certain works on their roads, but it is much more prescriptive on the types of works than the equivalent section in the *R&J Act*. The review will be considering whether the level of prescriptiveness appropriately balances the needs of councils as road managers, and of road users or those conducting work.

## Footpaths, retaining walls and other similar infrastructure

Section 11 of the *R&J Act* essentially provides that, where a State highway or subsidiary road running through a city, town or village has a footpath on one or both sides, the State is only responsible for maintaining the carriageway and associated median strips, overtaking lanes, culverts, or bridges. This includes the so-called 4.3 metre and 7.4 metre rules, which sets maximum widths for the portion of the carriageway maintainable by the State in certain circumstances. The local council is responsible for maintaining the remainder, which usually includes footpaths and parking areas but can also include other infrastructure such as retaining walls, noise walls and embankments.

The rationale for requiring councils to maintain footpaths and areas reserved for parking is essentially that the infrastructure is primarily used for local benefits, either by local people or for patrons of local business. They are also usually better placed to maintain the infrastructure. However, councils have raised three key concerns:

- It can be inefficient in cases where a State contractor stops works at the edge of the carriageway rather than the curb (noting that this can be managed by maintenance agreements between road authorities).
- Councils can end up with responsibility for assets that they did not design or choose to build.
- Some infrastructure, like retaining walls, is expensive to maintain and can often be integral to the road structure itself.

The Tasmanian approach is reasonably consistent with other jurisdictions in principle, although the way it is set out in legislation is more complicated. In Victoria there is a distinction between “freeways” where the entire road corridor is maintained by the State, and “arterial

### Feedback prompt – footpaths and other infrastructure:

What is the best way to fairly apportion responsibility between road authorities for State roads running through urban areas?

Are there any examples where the current framework has had poor outcomes?



roads” where the only portion of the road used by through traffic and the roadside in non-urban areas is maintained by the State. Drawing a similar distinction in the Tasmanian framework might be one option for improving on the concerns mentioned above.

Victoria has also implemented a Code of Practice for ‘Operational responsibility for public roads’ which goes into detail about the respective responsibilities of relevant parties depending on the road type and the specific layout of the road reservation. Something like this may be a useful supplement to the statute.

The review will be considering options to improve the function of the current section 11, including:

- Where the line should be drawn in determining responsibility between authorities (i.e. ‘carriageway’, ‘portion used by through traffic’, ‘curb’, etcetera).
- Whether a distinction should be made between different categories of roads, as in Victoria.
- How best to deal with supporting infrastructure such as retaining walls and embankments without being too prescriptive.

## Drainage

Drainage onto and from roads is dealt with in provisions across the *R&J Act*, the *LGH Act* and the *Urban Drainage Act 2013*. This can make it complicated to interpret the law. It also contributes to differences between the road authorities in terms of their responsibility for drains and culverts under and adjacent to their road assets. In early consultation some councils were particularly concerned about situations where they were responsible for drainage that drained a State road.

The review will consider opportunities to make responsibility for drainage and related assets clearer and fairer. Feedback and suggestions of options are welcomed.

## Limited access roads

The current framework provides for the proclamation of ‘limited access roads’ by the Governor. Access to adjoining properties from limited access roads is only permitted from specified access points. This is designed to improve the flow and safety of key routes, but it does impact on the ability of adjacent property owners to develop their properties. Owners can apply for compensation in recognition of this.

As with the creation of roads (see page 9), the review will consider whether proclamations are the best tool for this given their complexity. In Victoria ‘controlled access roads’ are created by declaration of the coordinating road authority in the Government Gazette. This model may be preferable. Another option might be to use spatial systems – see page for 25 for further discussion.

## Driveways

Early discussions with councils found that there are some issues with how the current framework deals with vehicle crossings such as driveways. While there is an explicit power for councils to direct that a property owner construct or repair a crossing, or to do the work and recover costs in certain circumstances, there is no equivalent power to direct the removal of redundant crossings. Removing redundant crossings can improve the operation of infrastructure – for example, it makes footpaths more accessible. However, introducing a new

power to direct property owners to do this would need to be carefully considered to ensure it is fair and does not impose undue costs.

There is also no explicit general duty for property owners to maintain their crossings (including not obstructing drainage) except when directed by council. Some councils have expressed a view that this should be made more specific.

## Temporary road closures and permitting activities

The current powers for temporary road closures are disparate and inconsistent, and do not always provide for sufficient consultation. Recent amendments to the Minister's powers in relation to temporary road closures of State roads have improved this, but there remain some concerns.

An example of a possible issue is the police power in part 7A of the *Vehicle and Traffic Act 1999* to temporarily close roads. The power does not include a requirement to consult with the road authority, which can cause difficulties for traffic flow given the interconnectedness of the road network. Anecdotally it appears that the police do consult before closing State roads, but not always for local roads even when their closure could have a significant impact on the operation of an adjoining State road. Similarly, there is no obligation on the police to consult (or even consider the impact) on public transport before closing a road.

There is also no general obligation in either the *R&J Act* or *LGH Act* for road managers to consider the efficient delivery of public transport in exercising their functions.

Local government has raised concerns with the operation of sections 19 and 20 of the *LGH Act*, particularly in relation to the limits placed on which days roads can be closed for the sale of goods. It is important that the legislative framework accounts for the rights of the travelling public, particularly property owners and tenants, to access roads. Road closures can also affect the operation of public transport and emergency services. However, it may be possible to achieve these public benefits while creating more flexibility for local government in the management of their roads by being less prescriptive. Consultation requirements also need to achieve a sensible balance between ensuring the delivery of public transport and emergency services, and flexibility for local authorities to get the most utility from their roads. This could include adequate notice to consult with public transport providers and operators to plan alternative routes and give bus passengers adequate notice.

In Victoria, temporary road closures are managed by the relevant road authority. The *Road Management Act 2004* sets out the principles that must be considered in the management of road assets which includes "the avoidance or minimisation of disruption to the effective and efficient delivery of utility and public transport services". Furthermore, section 34, which details the general functions of road authorities in Victoria, lists as one of those functions "to coordinate the installation of infrastructure on roads and the conduct of other works in such a way as to minimise, as far as reasonably practicable, adverse

### Feedback prompts – temporary road closures:

How could the temporary road closure process be optimised to balance flexibility for road authorities with other needs?

Consider:

- The needs of property owners and tenants
- Access for emergency services
- Operation of the public transport network
- Differing community needs
- Methods for communicating closures

impacts on the provision of utility of public transport services”. A similar principles-based approach may be a good model for Tasmania.

Notice requirements are also an important consideration. It is important that road closures are known by the public in advance so they can plan accordingly, but the current legislative framework is very prescriptive in how this should be achieved. Local newspapers are not always an effective or efficient method for advertising in the modern world, and it may be desirable to make the framework more flexible to allow for alternatives such as social media, letter drops, street notices and/or online spatial systems (refer to page 25 for further discussion on spatial systems).

Currently temporary road closures by the Commissioner of Police for public events, or by a police officer in the case of danger, are dealt with in the *Vehicle and Traffic Act 1999*. This is both a road management and a traffic management function. Moving it to an act focused on road management may not be desirable as the *Vehicle and Traffic Act 1999* is a more natural home for police powers, but the review is open to alternative views or concerns about the operation of the provisions.

A similar issue is the permitting of activities on roads that would normally be prohibited, such as stalls for businesses. Again, the issue straddles ‘road management’ (in-scope) and ‘traffic management’ (out-of-scope). It is also dealt with in the *Vehicle and Traffic Act 1999*, but the power to issue permits sits with the relevant council, even if the roadside vendor operates on the side of a State road. The section does, however, have some provisions relating to the police, including their right to be consulted before a permit is issued and their right to demand that a permit holder produce their permit.

## Trees, hedges, and other obstructions

Trees and other vegetation are important considerations in the management and maintenance of the road network. They provide wind breaks for the road, have significant environmental and biodiversity values, and contribute to the landscape and general aesthetics. However, they can also present hazards and risks, including by impacting sightlines and falling onto the road. Tree roots can impact the road surface, and overhanging branches need to be kept clear of the roadway.

Trees can also impact the road corridor whether they are located within the corridor or an adjacent private property, which creates issues around who is responsible for managing them and the competing interests of the property owner and road manager. The same can also be true in reverse, where trees within the road corridor affect private properties.

Other legislative areas such as utilities and forestry will also need to be considered within framework, as they may manage trees beside the corridor for different purposes from road managers.

The *R&J Act* and *LGH Act* vary significantly in the way they deal with trees, particularly in relation to distances and appeal rights. It may be practical to bring them in line with one another, particularly if the road management framework is to be consolidated.

Some specific issues which have been identified for further consideration are:

- Whether the distinction between “indigenous” and other timbers in the *LGH Act* is the best way of preserving decorative trees.
- Whether the current sections dealing with the obligations of occupiers in relation to vegetation are robust enough and how best to make them consistent (if at all).



- The meaning of “plantation” in section 30 is ambiguous and may benefit from clarification.

Views on these issues and others are welcomed.

## Ancillary areas

Areas which are ancillary to roads such as heavy vehicle rest areas, tourist facilities including lookouts, and park-and-ride facilities are not generally recognised under the current legislative framework. These are mostly Crown- or council-owned land, but some may form part of the road reservation.

Consideration ought to be given to formally recognising the importance of these ancillary areas to the functioning of the road, including who is responsible for their maintenance and related functions. The Victorian framework does this by providing that coordinating road authorities can designate an area to be an ‘ancillary area’. It then falls within the definition of ‘road’ within the act, thus conferring all the relevant public rights, road manager functions and powers, and liabilities.

## Land use planning

Road maintenance and management functions (along with the creation of new roads) frequently have planning implications. All planning schemes contain exemptions for roadworks, and these have been updated most recently with the introduction of the State Planning Provisions to enable approval of Tasmanian Planning Scheme (TPS) for all planning authorities. These exemptions provide some level of certainty in relation to the functions of the State road authority; however, they are still subject to interpretation by individual planning authorities who may differ in their approach and interpretation of the planning scheme. Some of the exemptions are more restrictive than those under previous schemes.

The review will be considering the interaction between the road management framework and land use planning law. It is not within the scope of the review to change the planning scheme (although if desirable changes are identified, they might be recommended to the appropriate authorities as an outcome of the review), but there may be other opportunities to improve efficiency. One example which may be relevant is the *Electricity Supply Industry Act 1995* which provides that certain works are not considered a development for the purposes of the *Land Use Planning and Approvals Act 1993*. A similar model could be considered for certain roadworks, but only if there is a good reason to deal with it in the framework rather than the planning scheme.

## Private roads and user-maintained highways

There are various kinds of roads (other than State roads) which are not maintainable by the relevant local council. Councils are frequently asked to take on responsibility for the maintenance of these roads. It is important to ensure the framework sets out a clear and principles-based process for taking over responsibility.

In cities and towns, section 7 of the *LGH Act* provides that land cannot be dedicated as a highway (the first element of creating a highway in common law – refer to page 9) without the approval of the council. Without that approval, it may be perceived as a highway, but it does not have the associated public access rights or maintenance responsibilities.

Outside of cities and towns, under section 8, an ‘owner’ (meaning a person who owns the land a highway passes over or adjoining it) can request council to take over maintenance. Council can refuse if they do not believe the highway is or will be useful enough to people living in the area. Council retains “care, control and management” of

local highways that are not maintainable by it under section 50 and may carry out works as if it was a maintainable highway.

Section 12 provides that councils can resolve to declare a road to be a highway maintainable by council.

The following concerns have been raised about how the current framework deals with these kinds of roads and will be considered by the review:

- The sections are complicated and difficult to understand, particularly for non-experts.
- Maintenance responsibilities for user-maintained highways (those not taken over under section 8) are not clearly articulated.
- The framework is not flexible enough – for example, it does not provide for shared maintenance funding models.

In Victoria, road authorities are required to keep a register of “public roads”. These are distinct from “public highways” (essentially common law highways) – it is possible to be a public highway with the associated public access rights, without being a public road. A road can stop being a public road simply by the road authority determining it is no longer reasonably required for public use and removing it from the register. It then no longer has a statutory duty to inspect, maintain and repair the road, or a common law duty to perform road management functions. The review will consider this and other models as options for resolving the issues identified for private roads.

## Related issues

Various other issues relating to the framework have been raised in early consultation for the review. This section is not exhaustive, and the Government is interested in hearing about other issues too. Most of these issues are in-scope or might be depending on the preferred policy position. Others may not directly be resolved by a new framework but could lead to recommendations for future changes.

### Traffic control including signs and line marking

Traffic control mechanisms such as traffic lights, signs, line marking and speed limiting devices straddle the line between road user and safety (out-of-scope) and road management (in-scope). They are mostly dealt with in other legislative instruments such as the *Traffic Act 1925*. For the purposes of the review they will be considered out-of-scope unless there is a clear logic or nexus with the review.

Two key areas – traffic signs and line marking – have been identified as possible areas for improvement.

The complicated interactions between the *Traffic Act 1925* and the *LGH Act* create some ambiguity about who out of the road authority and the Transport Commission is responsible for the installation and maintenance of traffic signs. This has been partially resolved by the issuance of *Transport Commission Direction 2022/1* and *Transport Commission Direction 2022/2* which effectively clarify that it is the responsibility of highway authorities to install signs (other than specified sign types like speed limits and traffic signals) in accordance with relevant standards. However, the early view of the Tasmanian Government is that it would be better to make this clear in the road management framework rather than through a direction. This would make the framework easier to understand and reduce ambiguity. It is assumed that the Transport Commission would continue to retain a power to issue directions to ensure safety and consistency.

The review will also consider whether to bring the responsibility for line markings in line with those for traffic signs, including making it clear that they are subject to directions of the Transport Commission.

### Public transport infrastructure such as bus stops

Good quality, accessible (compliant with the *Disability Discrimination Act*) and well-maintained public transport infrastructure such as bus stops (including infrastructure such as the curb, shelters, signage and hard stand areas) is vital to make sure Tasmania's public transport system operates in a safe, accessible, and efficient way.

Considering the importance of this infrastructure, the review will consider options to ensure that the responsibility for installation, management, and maintenance of that infrastructure is clear and appropriate.

There is not a shared view of who is responsible for ownership, upgrading and maintenance of public transport infrastructure. Some councils believe that as the State Government is the provider of public transport services they are responsible in every case regardless of who is responsible for the relevant road or footpath on which the

#### Feedback prompts – public transport infrastructure

- What examples of models are there in other states for delivery and maintenance of bus stops that may work in Tasmania?
- What are councils' key concerns in relation to taking responsibility for the upgrade and maintenance of bus stops on local roads and ownership of the asset?



infrastructure is located. Currently there is a hybrid model with some councils installing infrastructure on local roads and the State providing infrastructure on state roads.

A bus stop has many different elements, including pole and blade, boarding point (hardstand area), tactile ground surface indicators, connecting paths (dependent on the existing footpath arrangement) and shelter (if required). It may be that there are different roles and responsibilities for the different bus stop elements. If treating elements differently, consideration should be given to how the most efficient outcome might be achieved. For example, on local roads, councils are already responsible for footpaths, so it may be most efficient if councils are responsible for the boarding point and any connecting access footpaths and ramps. Issues such as maintenance also need to be addressed. It would be difficult and inefficient for the State Government to maintain assets on roads and footpaths it does not otherwise maintain. It may also result in overlap with other work such as streetscaping being undertaken by a council.

As State Government is the provider of public transport, it requires certainty that bus stops will not be removed or relocated without consultation. Removing or relocating bus stops can reduce the attractiveness of public transport for passengers, particularly if the stop is removed to a less desirable location.

There may also be a need to treat some bus stops differently to others. Most bus interchanges in Tasmania are owned and maintained by councils. Bus interchanges are strategically important in the public transport network and can also contribute significantly to the placemaking of central areas. An example of this is the refurbished Devonport interchange at Rooke St.

The review will be considering opportunities to set responsibility in a way that balances the State's interest in offering high quality and consistent public transport services with local government's interests as the authority managing many of the roads and footpaths on which the infrastructure is built.

Besides the installation and maintenance of physical assets, the general management of roads can have significant impacts on public transport services. For example, permanently or temporarily closing roads or reconfiguring their layout can require changing routes or moving bus stops. The review will also be considering ways to ensure appropriate consultation with, or influence by, the State as a public transport provider in these circumstances, particularly on strategically important public transport corridors or CBD bus interchanges. One option might be to introduce specified public transport roads – see page 25 for further discussion.

## Recovery of costs from particular users

While the tax and rating systems are generally considered appropriate mechanisms for funding the construction and maintenance of road assets for standard use, there are some specific uses which lead to significant costs for road managers. One example is the transport of very large or very heavy infrastructure assets such as wind turbine components which requires strengthening and/or widening of a road beyond what is needed for its normal use.

The current framework does not contemplate these situations and they have historically been dealt with in contract or other arrangements. It may be easier both for road managers and road users if this was dealt with through a legislated process such as a licensing model. Such a model would provide a mechanism for road managers to recover costs and protect their assets, and could underpin additional policy work which gives road users with special requirements upfront clarity on costs and processes.

### Feedback prompts – cost recovery

Would a licensing model be an appropriate mechanism for cost recovery from road users with special requirements? Is there an alternative model that might work better?

## Spatial systems

Use of spatial systems like online or digital mapping in legislative frameworks can be complicated to implement from a legal point of view, but they can also make the law much easier to apply and interpret. Some recent uses of spatial systems in legislation include the setting of taxi areas under the *Taxi and Hire Vehicle Industries Act 2008* or the maps used for heavy vehicle access.

It seems that none of the road management frameworks in Australia make much use of spatial systems at a legislative level. This is probably because the newest framework is almost 20 years old. Considering the advancements and widespread availability of these spatial systems in the past few decades, it would be sensible to think about how they could be used to enhance the current framework.

The review will consider opportunities to use spatial systems (either standalone or linked to LISTmap) in the framework. Some of the options being considered are listed below, noting that there is a good chance that not all of them will be able to be implemented:

- Using spatial systems to define special characteristics for certain roads – for example, limited access roads or priority roads for a given transport mode (discussed further in the ‘Special and emerging transport modes’ section).
- Requiring road authorities to maintain a spatial database or provide data for a central database which shows:
  - All public roads, the authority responsible for their management and maintenance, and other relevant attributes; and/or
  - Current, future, and potentially historic temporary road closures, including for maintenance or other uses like markets.
- Using spatial systems to replace some or all instruments which define roads, their boundaries and the relevant road authority (*this is considered to be by far the highest risk and hardest to achieve of the options listed*).

Feedback on these options and any other opportunities is welcomed.

## Special and emerging transport modes

Transport modes such as Rapid Bus Transit, public transport priority corridors, trackless trams, and autonomous shuttle vehicles are not well considered by the existing statutory framework. Most of the legislation covering these transport modes would be considered traffic management and are mostly out of scope. However, it is important to ensure the framework is flexible and forward-looking enough to allow for special and emerging transport modes.

The Victorian framework allows for roads to be ‘specified roads’ with priority given to the specified mode/s. The following specified road types are provided for:

- Specified tram road
- Specified bus road
- Specified bicycle road

- Specified pedestrian road
- Specified freight road

The framework also provides for other modes of transport to be specified. This may be useful for emerging modes such as autonomous vehicles, which will likely require well maintained road marking and surfaces to operate safely for the foreseeable future. Whether this is better dealt with in the road management framework (possible under network operating plans developed for particular areas), road rules or some other part of the transport framework is a question for the future, but it can help road authorities to be responsive to changing needs if the framework is flexible.

In Victoria the prioritisation of modes on their respective specified road type is achieved by making it an objective and principle underlying the management of the road network. There may be opportunities to use specified road types to inform other specific needs. For example, if a road is a 'specified bus road' it might change the consultation requirements for temporary closures or other works to ensure they do not unduly affect the operation of public transport.

**Thank you for reading this discussion paper for the Road Management Legislation Review**

Please refer to page 5 for instructions on how to provide feedback.





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## 10/23.15.0 COMMUNITY DEVELOPMENT

### 10/23.15.1 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 activities, 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:

##### 2023 - 2024 Programs and Initiatives

Community Services	
Community Grants	30,000
Youth Services	8,000
Misc Donations & Events	7,500
School Prizes	1,000

Community Event Funding	
Seniors Day	3,000
Australia Day Event	5,000
Swimcart	1,000
St Helens Athletic Carnival	2,500
Carols by Candlelight	1,600
Australia Day Event (including Woodchopping)	15,000
Fingal Valley Coal Festival	2,000
Pyengana Endurance Ride -	500
St Helens Game Fishing Comp	2,000
Wellbeing Festival	3,500
Marketing Valley Tourism	2,500



Volunteer Week	2,500
Bay of Fires Art Prize	10,000
Bay of Fires Winter Arts Market	4,000
St Marys Community Car & Bike Show	2,000
East Coast Masters Golf Tournament	2,500
International Disability Day Event	1,000
Mental Health Week	500
Barn Dance	2,000
Suicide Prevention	1,000
Pyengana Easter Carnival	1,000
Mannalargenna Day	2,500

<b>Council Sponsorship</b>	
Funding for BEC Directory	2,000
St Helens Marine Rescue	3,000
Business Enterprise Centre (BEC)	28,000
Welcome to Town Christmas Signs	1,000

Updates on current projects being managed by Community Services:

### **Pump Track Project**

Tender period for this project is currently underway for the Flagstaff element with tenders closing in early November.

### **Community Events/Activities**

#### **OCTOBER 2023**

6-8 – Festival of George – Foreshore and other locations in St Helens  
8 - BOFWA Market – Bendigo Bank Community Stadium  
14 – Festival of Wellbeing – Bendigo Bank Community Stadium  
17 Seniors Week – Bus Trip  
17 Oct – 21 Nov – Live Well Live Long - St Helens Hospital  
26 – Van Diemens Band – Portland Hall

#### **NOVEMBER 2023**

12 – Scooter Jam – St Marys

#### **DECEMBER 2023**

8 – Youth Disco – Portland Hall St Helens  
24 December -2 January 2024 – Collins Entertainment – St Helens Foreshore

### **Learner Driver Mentor Program**

The Learner Driver Mentor Coordinator is still in desperate need of mentors in St Helens. Regular posts have been posted on Facebook and in our Council newsletter. If you know of anyone who might be interested in mentoring for the Learner Driver Mentor Program please get them to contact the Break O'Day Council on 6376 7900

On-Road Hours: 51.5

Learners in the car: 8

Learners on the waiting list: 12

Mentors: 4

### **Break O'Day Christmas Festivities Committee:**

This committee has been working hard to ensure that the Break O'Day Area has a more festive vibe to it this year. The Proposed St Helens Christmas Parade preparations are well underway with a few hurdles in the way the committee is pushing through to get the last few permits required, fingers crossed everything will go to plan and St Helens will once again see a Christmas Parade on Christmas Eve.

### **Community Wellbeing Project**

Planning for 2024 Wellbeing Certificate Program underway. Evaluation report from UTAS due in December which will help inform any adjustments. Aiming for two rounds of 8 weeks April-May 2024 and Jul-Aug 2024. There is interest from a 2023 participant in co facilitating next year's program. Community actions from the 2023 program are in various stages of design and implementation. The participants continue to connect and support each other through online and face to face catch ups.

### **Festival of Wellbeing**

Festival takes place on Sat 14 October, with indoor and outdoor activities across the spectrum of mental health, health, arts, and recreation. Promotion on radio, roadsides and in print and online media.

### **Youth**

Youth meeting on 25 September included stakeholder discussion about youth strategy work. Discussion included acknowledgement that Council's updated Youth Policy is a clear and honest statement about council's involvement in youth related work in Break O'Day. It was acknowledged that the development of a youth strategy requires more research time and resources, in particular in light of the new Child and Youth Safe Organisations Framework. Community Services staff propose that we extend the timeline for researching and developing a strategy.

Community Services staff will continue our stakeholder engagement to develop a shared vision and statements about supporting young people in Break O'Day that can form a foundation for the more rigorous work of developing a youth strategy.

### **Health and Wellbeing**

Social Services Network meetings are progressing well. New members joining. A survey is currently underway seeking feedback about the meetings.

Lift Local Grants (\$20,000) for Health and Wellbeing planning update meeting - 24 October. Consultation with community will commence after that.

### **Access and Inclusion**

The Disability Access and Inclusion Committee continues to meet regularly. October meeting - Tuesday 9 October.

The Community Services team approaches all our work through a lens of access and inclusion and we advocate for this in the networks and meetings that we participate in both internally and externally.

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

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

##### Goal

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

##### Strategy

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

### **LEGISLATION & POLICIES:**

N/A

### **BUDGET AND FINANCIAL IMPLICATIONS:**

N/A

### **VOTING REQUIREMENTS:**

Simple Majority

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Leah Page, Community Services
FILE REFERENCE	011\028\002\
ASSOCIATED REPORTS AND DOCUMENTS	Youth Strategy Road Map Youth Policy

**OFFICER'S RECOMMENDATION:**

That Council change the Annual Plan *Action 5.1.1.2 Youth Strategy - Co-Design a Youth Strategy with community for Break O'Day* in our Annual Plan to, *Co-design a shared vision for supporting youth in Break O'Day with youth stakeholders that facilitates working together towards a shared vision.*

**INTRODUCTION:**

Council Officers developed a roadmap towards co-designing a youth strategy and have met with youth stakeholders to progress this activity but have not been able to make timely progress. More resources are required to do the work safely, and meaningfully.

**PREVIOUS COUNCIL CONSIDERATION:**

Nil

**OFFICER'S REPORT:**

Our quarterly youth stakeholder meeting on 25 September 2023 included discussion about youth strategy work. Discussion included acknowledgement that Council's updated Youth Policy is a clear and honest statement about Council's involvement in youth related work in Break O'Day.

However, it is not clear how a Youth Strategy can add value until more resources are allocated to perform a safe and robust needs analysis through youth engagement, to inform the Strategy development.

Council welcomes the new Child and Youth Safe Organisations Framework and the new Youth Live4Life Program in our community. Both of these opportunities are part of the foundations for our community to support our young people safely, effectively and in ways, they need us to.

The development of a Youth Strategy should result in strategic actions informed by robust research informed by direct engagement with young people. To do this work safely and within the Child and Youth Safe Organisations Framework requires more time, expertise and resources.

Youth Stakeholders in our community, including Council Officers, need to focus their time on supporting the development of the Live4Life program and growing expertise to meet the Child and Youth Safe Organisations Framework.

It is proposed that what we can do now, with our current resources and expertise, is continue to work with our stakeholders to develop a shared vision, a commitment statement, for working with and supporting young people in our community. A statement that supports a shared vision and meets current best practice. Something that can guide future strategy work by Council or other stakeholders as appropriate.

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

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

#### GOAL

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

#### STRATEGY

1. Create an informed and involved community by developing channels of communication.
2. Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.
3. Foster and support leadership within the community to share the responsibility for securing the future we desire.
4. Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community.

1. Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.
2. Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community.
3. Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.

#### *Key Focus Area:*

Youth - Understand the needs of Break O'Day young people to better support and advocate for them.

### Break O Day Annual Plan 2023 – 2024

#### *Actions:*

5.1.1.1 YCNECT & Council - Participate as the Council Representative on the YCNECT Working Group, providing support, facilitation & encouraging the participation/engagement of young people. Learning the functions of Local Government & how to influence Council decisions.

Actions 5.1.1.2 Youth Strategy - Co-Design a Youth Strategy with community for Break O'Day.

Actions 5.1.1.3 THRIVE - Maintain working relationship with THRIVE and participate in the activities.

## LEGISLATION & POLICIES:

*CB04 - Youth Policy*

*Child and Youth Safe Organisations Act 2023*

*The Tasmanian Child and Youth Wellbeing Framework*

<https://strongfamiliesafekids.tas.gov.au/child-and-youth-wellbeing-framework/>

## BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

## VOTING REQUIREMENTS:

Simple Majority

# YOUTH STRATEGY

Break O'Day Community

JULY 2023



## WORKING GROUP

SET UP & MEET  
Advertise, invite and meet  
Terms of Reference  
Co-Design overview



AUG-DEC 2023



## DISCOVERY

SURVEYS, FORUMS, MEET-UPS, INTERVIEWS & RESEARCH

1. Ask young people what they think
2. Ask key stakeholders + people who work with young people what they think
3. Ask community what they think
4. Research and review related documents & programs



JAN-MAR 2024



## SENSE-MAKING

REVIEW FINDINGS & CREATE THEMES

1. Summarise findings
2. Create themes
3. Take themes back to community for feedback

MAR-APR 2024



## PROTOTYPING

1. Practice our ideas & actions
2. Evaluate performance
3. Identify areas for improvement
4. Make necessary changes

APR-MAY 2024



## DESIGN & EMBEDDING

CREATE & SHARE DRAFT STRATEGY

1. Draft the strategy
2. Seek feedback
3. Finalise Strategy & Design
4. Evaluate



Young people 12-25  
People who work with young people  
Key stakeholders for youth

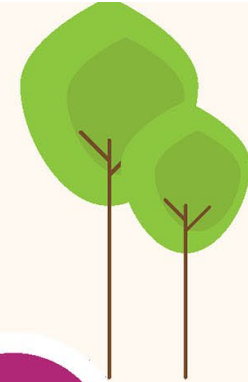
FINISH





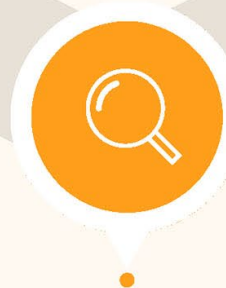


# Co-Design Process



## PLANNING

Define the challenge, identify assumptions and stakeholders. Shape the team and plan the work.



## DISCOVERY

Test our assumptions, involve others, listen to what people have to say, observe and find out more.



## SENSE-MAKING

Review the data that we have collected, find patterns and meaning. Develop themes and insights and shape our ideas for action



## PROTOTYPING

Design and run tests to practice our ideas and actions.



## DESIGN & EMBEDDING

Review our design, listen to feedback, embed our actions into our plan and evaluate. Continue to review and iterate.

**Sharing power**  
**Putting our Relationships first**  
**Building capability**

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**Working together in**  
**ways that work well**  
**for everyone**



## POLICY NO CB04 YOUTH POLICY

**DEPARTMENT:** Community Services

**RESPONSIBLE OFFICER:** Manager Community Services

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

**STATUTORY AUTHORITY:** N/A

### OBJECTIVE:

The objectives of this policy are to:

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

### POLICY INFORMATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069  
Amended 19 April 2017 – Minute No 04/17.14.2.96  
Amended 19 December, 2022 - Minute No 12/22.15.6.260

## POLICY

### DEFINITION

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

### INTRODUCTION

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

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



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

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

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

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

## POLICY PRIORITIES

The priority areas for Council in supporting youth outcomes are:

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

## RELATED POLICIES AND LEGISLATION

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

YOUTH POLICY

Page 2 of 3



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

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Jenna Barr, Community Services
FILE REFERENCE	004\005\006\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

**OFFICER’S RECOMMENDATION:**

That Council waive the hire fees associated with hiring the St Helens Portland Hall to the value of \$70.00 in support of the Free 2B Girls to hold a “Glow Party” which will be held on 8 December 2023.

A \$25.00 non-waivable admin fee is still applicable

**INTRODUCTION:**

At the August Council workshop, Free2B Girls attended to give a youth update, at this short presentation one (1) of the girls enquired about how the group would go about requesting to use Council facilities at no charge.

**PREVIOUS COUNCIL CONSIDERATION:**

Nil

**OFFICER’S REPORT:**

Council has received below a request from Free 2b Girls for use of Portland Hall free of charge.

Free2b Girls provides programs and services that create long-term community support structures for girls and young women growing up in remote areas.

*To Mick Tucker and Break O’Day Councillors,*

*We would like to use the Portland Hall for a youth community dance on the 8<sup>th</sup> of December for grades 7 to 10. This event is what the youth in the community would like and will be run by YCNECT staff and volunteers. It will involve the youth contributing ideas and making this event happen. We have a theme, this year it will be a glow party. People will come dressed up in neon or bright clothing to attend. There will be music, food, and games that all fit the theme. Availability is limited as we would like approximately 40 kids, so those who want to attend will get their parents inform someone from YCNECT and get a permission slip. We would like you to show some support by allowing us to use the Portland hall free of charge as money is limited. Those helping organise the event will have the place clean, so you won’t need to hire a cleaner. We would like to use it midday onwards to set up.*

*Warm regards.*

*From Free2b Girls*

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

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

#### Goal

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

#### Strategy

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

## **LEGISLATION & POLICIES:**

N/A

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

Non-for profit Category – Daily hire fee - \$70.00.

## **VOTING REQUIREMENTS:**

Absolute Majority

## 10/23.16.0 DEVELOPMENT SERVICES

### 10/23.16.1 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 activities, which have been dealt with by the Development Services Department since the previous Council meeting.

#### PREVIOUS COUNCIL CONSIDERATION:

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

#### OFFICER'S REPORT:

##### KEY DEPARTMENT STRATEGIC OR OPERATIONAL MATTERS

1. Public Exhibition phase now underway for Substantial Modifications in relation to Tasmanian Planning Scheme and Local Provisions Schedule as directed by Tasmanian Planning Commission;
2. Proposed Municipal (Environmental) By-Law. Public Consultation concludes Friday 6<sup>th</sup> October 2023;
3. Progression of Project brief for Scamander/Beaumaris Structure Plan;
4. Tender preparation and Tender Period complete for Fingal Community Shed;
5. Tender preparation and Tender period complete for St Marys Indoor Centre.

## 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 2022 / 2023
<b>NPR</b>	1	5	2										8	
<b>Permitted</b>	0	1	7										8	
<b>Discretionary</b>	12	8	22										42	
<b>Amendment</b>	3	2	3										8	
<b>Strata</b>		1											1	
<b>Final Plan</b>	3	2	1										6	
<b>Adhesion</b>														
<b>Petition to Amend Sealed Plan</b>														
<b>Boundary Rectification</b>														
<b>Exemption</b>														
<b>Total applications</b>	19	19	35										73	284

<b>Ave Days to Approve Nett *</b>	30	26.68	29.22										28.63
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\* Calculated as Monthly Combined Nett Days to Approve/Total Applications

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

**September 2023**

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
190-2023	Scamander	Additional Use for Visitor Accommodation	S58	8	8
095-2023	St Helens	Carport	S57	124	25
222-2021 AMEND	St Helens	Shed (Addition to Include Amenities)	S56	4	4
173-2023	Binalong Bay	Additional Use for Visitor Accommodation	S58	5	0
163-2023	St Helens	Construction of Carport	S57	37	31
144-2023	St Helens	Subdivision – Boundary Adjustment	S57	25	25
132-2023	St Helens	Construction of Dwelling & Shed	S57	33	28
109-2023	Upper Scamander	Change of Use, Shed with Amenities to Visitor Accommodation	S57	60	31
182-2023	Scamander	Additional Use for Visitor Accommodation	S58	28	17
180-2022	Ansons Bay	Dwelling & Deck	S57	41	39
103-2023	St Marys	Relocated Dwelling	S57	44	28
038-2023	Stieglitz	Construction of Shed	S57	198	28
313-2022	Ansons Bay	Construction of a Shed and Demolition of Existing Shed	S57	43	42
145-2023	St Helens	New Visitor Accommodation Unit, Internal Alterations & Demolition	S57	58	29
073-2022	St Helens	Retrospective Approval for a Constructed Deck	S57	44	42
186-2022 AMEND	St Helens	Proposed carport changed to a garage, Proposed unit changed to shed with amenities, Size reduction of the front deck and the front width of the house, Internal alterations, Reduced side boundary setback for the proposed garage and shed	S56	23	23
200-2023	Falmouth	Additional Use for Visitor Accommodation	S58	11	11
136-2022 AMEND	Binalong Bay	Amendment to Deck	S56	14	13
098-2023	St Helens	Demolition of Shed, Dwelling & Deck Additions and Construction of New Shed	S57	91	41
052-2023	Fingal	Shipping Container & Construction of Crossover & Access	S57	62	42
137- 2023	Scamander	Dwelling Alterations, Deck Additions, Spa & Sauna	S57	41	40



184-2023	Stieglitz	2 Lot Subdivision	S58	36	23
193-2023	Stieglitz	Additional Use for Visitor Accommodation	S58	16	16
171-2023	St Helens	2 Lot Subdivision & New Dwelling	S57	47	42
130-2023	Stieglitz	Construction of a Single Dwelling and Carport (Dwelling B) & Construction of Visitor Accommodation (Dwelling A)	S57	72	71
131-2023	Binalong Bay	Change of Use - Existing Dwelling to Visitor Accommodation and the Construction of a New Dwelling, Deck, Retaining Wall and Outbuilding with Amenities	S57	107	74
179-2023	Stieglitz	Construction of Shed	S57	41	41
164-2023	Cornwall	Construction of Shed	S57	56	32
154-2023	Beaumaris	Shed with Amenities	S57	73	73
185-2023	Gray	Additional Use for Visitor Accommodation	S58	7	6
201-2023	St Helens	Construction of Dwelling Additions & Alterations and Legalisation of Extensions to the Shed and Dwelling	NPR	18	18
307-2021 FINAL	Falmouth	Final Plan of Survey - 2 Lot Subdivision	FINAL	135	0
207-2023	St Helens	Dwelling & Shed with Amenities	NPR	16	8
157-2023	Scamander	Construction of Dwelling	S57	66	30
148-2023	St Helens	Shed & Retrospective Assessment of Carport and Frontage Fence	S57	73	42

**TOTAL 35**

## Strategic Planning Projects in the 2023/2024 financial year

Description	Percentage Complete	Current Update
Low Density Residential Review - Review land area within the Low Density Residential Zone and quantify impact of State Planning Policy in relation to minimum lot size on supply.	30%	Vacant residential land within the Low Density Residential Zone has been investigated for the St Helens area and surrounds. An overlay has been incorporated into Council mapping software showing vacant residential land in St Helens, Binalong Bay, Stieglitz, Akaroa, Beaumaris, Scamander, St Marys, Falmouth and Fingal. This will be further refined and scrutinised.
Scamander/Beaumaris Township Structure Plans - Commence process for a detailed examination of the structure of this area to address growth which is occurring.	25%	A report was prepared and presented to Council at its Workshop on Monday 2 October 2023. Council instructed Development Services to progress the preparation of a Project Brief to further this body of work and to discuss with the State Planning Office opportunities for funding contributions. The State Planning Office will be discussing the matter of funding with the Senior Town Planner on Thursday 5/10/2023.
Break O'Day Council Land Use Strategy 2015 - Review Strategy including progression of recommendations applicable to the Low Density Residential and Rural Living Zones.	25%	Review of the Land Use Strategy has been completed. Review of Low Density Residential land has commenced. Review of Rural Living Zone has not yet commenced as there are substantial modifications to the LPS within this zone. Any review will need to consider these zone changes.
Vacant Residential Land - Complete a comprehensive review to gain an understanding of life cycle of current lots and development trends.	25%	This project work aims to take the vacant residential land investigation one step further to understand how vacant land is being held in the municipality in order to consider the true availability of residential land in the municipality for development. This work has not yet commenced.
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	25%	Council Staff have volunteered to participate of several working groups which aim to conduct review of higher priority State Planning Policy. Council staff are also actively involved in the review of the Regional Land Use Strategy which has key linkages to Council's strategic priorities.
Regional Land Use Strategy - Actively participate in and support the review of the	25%	Participation in the review of the Regional Land Use Strategies continues. The strategic work being undertaken, including a proposed Scamander/Beaumaris Structure Plan, will feed

Northern Tasmania Regional Land Use Strategy.		<p>into this process. A report on the Scamander Beaumaris Structure Plan has been presented to a Council Workshop (October) and Council has directed Development Services to progress this work.</p> <p>The State Planning Office has progressed the review of the framework with the release of Regional Planning Framework Consultation Report – Summary of submissions. The next step is the preparation of draft legislative or regulatory amendments to the LUPA Act to improve the regional planning framework. At the same time or shortly after the State Government will commence the review of the existing regional land use strategies. The work we are doing will feed into this process. This work continues.</p>
Local Provisions Schedule (LPS) - Progress the Approval of the LPS in accordance with requirements of the Tasmanian Planning Commission, and subsequent implementation actions once approved. The Approval of the LPS in accordance with requirements of the Tasmanian Planning Commission, and subsequent implementation actions once approved.	25%	<p>Having received agreement from the Minister for Planning under section 35L(1) of the <i>Land Use Planning and Approvals Act 1993</i> (the Act), the Commission gave notice on 14 August, 2023 that the Break O'Day LPS is approved under section 35M(1)(a) of the Act. Notice of approval was also published in the Gazette on 23 August 2023 specifying that the State Planning Provisions, also came into effect for the Break O'Day municipal area under section 30(1) of the Act on 23 August 2023.</p> <p><b>DRAFT AMENDMENTS TO THE LPS:</b></p> <p>The Tasmanian Planning Commission directed Council on the 12 September 2023 to publicly exhibit the draft amendments (substantial modifications) to the LPS under section 35KB(4)(b)(i).</p> <p>The Break O' Day will be exhibiting draft amendments to the LPS during the period 9 October - 7 November 2023.</p>

## BUILDING PROJECTS REPORT

### Projects Completed in the 2023/2024 financial year

Description	Location	Updates
New Lighting Towers	St Helens Sports Complex – Football Oval	Completed September 2023
Kitchen Upgrades & Renovations	Scamander Sports Complex	Completed September 2023
St Marys Waste Transfer Station Additions	St Marys Waste Transfer Station	Completed September 2023

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

Description	Location	Updates
Sports Floor Replacement & New Backboard	Bendigo Bank Community Stadium	<ul style="list-style-type: none"> <li>Insurance Claim approved;</li> <li>Backboard now replaced;</li> <li>Flooring contractor booked to commence on 16th October 2023.</li> </ul>
Building upgrades	St Marys Railway Station	<ul style="list-style-type: none"> <li>Repainting identified as priority which has now commenced.</li> </ul>

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

Description	Location	Updates
Old Tasmanian Hotel Site – New Community Shed	20 Talbot Street, Fingal	<ul style="list-style-type: none"> <li>Tender Documentation completed;</li> <li>Tender Phase underway and closing 2pm, 5<sup>th</sup> October 2023.</li> </ul>
St Marys Indoor Recreation Facility	St Marys Sports Complex	<ul style="list-style-type: none"> <li>Tender Documentation completed;</li> <li>Tender Phase underway and closing 2pm, 5<sup>th</sup> October 2023.</li> </ul>
Audio Visual Improvements	Portland Hall	<ul style="list-style-type: none"> <li>Needs further consideration.</li> </ul>
External Repainting	Council Chambers	<ul style="list-style-type: none"> <li>Consideration of colour scheme under way;</li> <li>Works not yet scheduled.</li> </ul>
Replacement of Carpet & Repainting	Service Tasmania	<ul style="list-style-type: none"> <li>Quotations currently being sourced in consultation with Service Tasmania;</li> <li>Rebranding &amp; Signage upgrades also being completed.</li> </ul>

Re-Roof and Weatherproofing of athletics building	St Helens Sports Complex	<ul style="list-style-type: none"> <li>Next phase of works pending outcomes of St Helens Sports Complex Masterplan consultation.</li> </ul>
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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

### September 2023

No.	BA No.	Town	Development	Value
1.	2021 / 00322	Binalong Bay	New Home Office, shipping container, Carport & Deck	\$40,000.00
2.	2023 / 00169	Falmouth	Dwelling Alterations	\$30,000.00
3.	2023 / 00005	Stieglitz	Dwelling Alterations & Additions	\$63,000.00
4.	2023 / 00205	Stieglitz	New Solar panels	\$13,209.00
5.	2023 / 00105	Stieglitz	Deck & Stairs Additions	\$10,400.00
6.	2020 / 00318 - AMEND	Ansons Bay	Amended approval for reduction of deck floor area & additional awning - Two Storey Dwelling incorporating Garage	N/A
7.	2023 / 00116	Scamander	New Shed with Amenities	\$34,000.00
8.	2023 / 00168	St Helens	New Dwelling	\$447,000.00
9.	2023 / 00174	Falmouth	New Shed	\$15,000.00

ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2022/2023	2023/2024
	\$8,721,046.00	\$5,795,409.00

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2023	2023
	September	\$3,845,480.00	\$652,609.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2022/2023	2023/2024
	September	58	43

## ENVIRONMENTAL REPORT

Description	Updates
Climate Change Action	<p>Council's NRM Facilitator joined other regional representatives at a northern consultation workshop for a <i>Tasmanian Risk Assessment for Climate Change</i>, which the state is developing for the Climate Change (State Action) Act 2008. The risk assessment is across the natural, social, economic and built 'domains' and considering climate change risks in terms of hazard, vulnerability, exposure and response.</p> <p>Local climate change actions are currently being organised through NTARC (the Northern Tasmania Alliance for Resilient Councils), including hosting an east coast workshop for a state-wide climate change and public health project and a visit by NTARC's Program Manager to work with Council on its climate action priority activities.</p> 
Jubilee Trees Project	<p>The Works Department and their outdoor crews have completed planting ornamental street trees to commemorate Her Majesty The Queen's Platinum Jubilee. These began with a commemorative event to plant oak trees at Fingal in December last year. Trees at St Marys were planted with <i>A Week in the Life of Council</i> school students. Trees have now also been planted at Mathinna, Mangana, Scamander (with the Scamander Garden Club at the Sports Complex), St Helens and Pyengana (recreation grounds). Except for Scamander where red flowering gums were used, deciduous trees suited to locations and growing conditions were selected. At St Marys, Mangana and Pyengana these included specimens of the Magnolia cultivar 'Elizabeth'. All plantings have small commemorative plaques.</p> <p>The project was funded by the Australian Government's Planting Trees for The Queen's Jubilee Program.</p>  
Natural Hazards Risks and Management	<p>A consultant has been selected to provide services for a project undertaking a socioeconomic impact assessment of possible river channel break-out scenarios across the lower George River floodplain. Stakeholder interviews and community consultation will underpin the appraisal of the consequences for them of the river channel taking new courses over the</p>



	floodplain. The project is funded through the <i>Natural Disaster Risk Reduction Grants Program</i> and the SES.
Weed management	Spring control works and detection dog surveys are being organised for October and November, including a weedy grasses workshop on 23 October at Falmouth to increase landholder skills in identifying, preventing and managing serrated tussock and other highly invasive grasses. Weed control work to wrap up the Break O'Day Drought Weeds project are being completed at Mangana and St Helens.
Cat Management	Attended Northern Regional Cat Management working group meeting where a key concern was a growing problem dealing with cat colonies humanely and the free-feeding that usually supports their expansion. The number of these cats, that by law owners must have desexed, exceeds availability in the region of vet services and also the capacity and funds of the two 'cat management facilities' that can receive unwanted cats (also required by law). Over the 2022/2023 year 26 cats from Break O'Day were taken to the not-for-profit <i>Just Cats</i> (cat management facility) in Launceston. <i>Just Cats</i> took in 1211 cats during the year.

### 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.

Water sampling results over the 2022-23 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	2023/2024		2022/2023	
	Persons	Vaccinations	Persons	Vaccinations
July - December	19	20	60	64
January - June	0	0	54	54
<b>TOTAL</b>	<b>19</b>	<b>20</b>	<b>114</b>	<b>118</b>

### Sharps Container Exchange Program as at 4 October 2023

Current Year	Previous Year
YTD 2023/2024	YTD 2022/2023
<b>20</b>	<b>17</b>

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

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

#### Goal

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

#### 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:**

N/A

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

N/A

## **VOTING REQUIREMENTS:**

Simple Majority

<b>ACTION</b>	<b>DECISION</b>
<b>OFFICER</b>	Deb. Szekely, Senior Town Planner
<b>FILE REFERENCE</b>	09/1740
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	<ol style="list-style-type: none"> <li>1. Policy No AM02 Amended 21/02/2022</li> <li>2. Annexure: Criteria for Land Contributions for Public Open Space</li> <li>3. Council Minutes – Minute No 02/22.16.3.35</li> </ol>

**OFFICER’S RECOMMENDATION:**

Public Open Space Contributions Policy AM02 be amended to recognise that the Break O’Day Council has transitioned from the Break O’Day Interim Planning Scheme 2013 to the Tasmanian Planning Scheme, including the Break O’Day Local Provisions Schedule.

The amendment removes references to the Interim Scheme.

**INTRODUCTION:**

The Public Open Space Contributions Policy AM02 was adopted 19 March 2012 and underwent its third amendment on 21 February 2022 (Minute No 02/22.16.3.35).

**PREVIOUS COUNCIL CONSIDERATION:**

Adopted 19 March 2012 – Minute No **03/12.15.4.069**  
 Amended 15 December 2014 – Minute No **12/14.14.5.357**  
 Amended 15 April 2019 – Minute No **19/15.4.90**  
 Amended 21 February 2022 – Minute No **02/22.16.3.35**

**OFFICER’S REPORT:**

The Break O’Day Council transitioned to the *Tasmanian Planning Scheme*, including the *Break O’Day Local Provisions Schedule* on 23 August 2023.

The Public Open Space Contributions Policy made reference to the *Break O’Day Interim Planning Scheme 2013* within E10 Recreation and Open Space Code.

<b>E10.6 Development Standards</b>	
<b>E10.6.1 Provision of Public Open Space</b>	
<b>Objective</b> a) To provide public open space which meets user requirements, including those with disabilities, for outdoor recreational and social activities and for landscaping which contributes to the identity, visual amenity and health of the community; and b) To ensure that the design of public open space delivers environments of a high quality and safety for a range of users, together with appropriate maintenance obligations for the short, medium and long term.	
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<b>A1</b> The application must: a) include consent in writing from the General Manager that no land is required for public open space but instead there is to be a cash payment in lieu;	<b>P1</b> Provision of public open space, unless in accordance with Table E10.1, must: a) not pose a risk to health due to contamination; and b) not unreasonably restrict public use of the land as a result of:

This code is no longer relevant and is not replicated in the Tasmanian Planning Scheme. Instead, the authority to require cash payment in lieu of public opens space continues to be section 117 of the LGBMP Act 1993.

The Code also restricted the application of the Code to certain zones being the General Residential Zone, Low Density Residential Zone and Village Zones.

## **E10.2 Application of this Code**

**E10.2.1** This code applies to development of land for subdivision in the General Residential, Low Density Residential, and Village zones.

This restriction has been retained within the Policy and will be revisited during the next revision process or sooner if the demand is identified. An alternative approach may be the application of the policy regardless of zoning with Council using discretion in determining the open space contribution having regard to its individual facts and circumstances.

In conclusion, all reference to the Interim Scheme has been removed from Policy AM02 and this proposed amendment constitutes amendment 04 of the policy.

For the consideration of Council.

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

### Break O'Day Strategic Plan 2017-2027 (Revised 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 Area:*

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

## **LEGISLATION & POLICIES:**

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

*Land Use Planning and Approvals Act 1993*

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

No alteration to financial component of the policy.

## **VOTING REQUIREMENTS:**

Simple Majority

**POLICY NO AM02**  
**PUBLIC OPEN SPACE POLICY**

<b>DEPARTMENT:</b>	Development Services
<b>RESPONSIBLE OFFICER:</b>	Development Services Coordinator
<b>LINK TO STRATEGIC PLAN:</b>	Ensure the efficient and effective provision of appropriate community assets
<b>STATUTORY AUTHORITY:</b>	<i>Local Government (Building and Miscellaneous Provisions) Act 1993</i>
<b>OBJECTIVE:</b>	This policy is to ensure a clear and consistent approach to land contributions for public open space and the calculation of contributions and the expenditure of funds secured in lieu of the provision of public open space associated with the subdivision of land within the Break O' Day Municipality
<b>POLICY INFORMATION:</b>	<p>Adopted 19 March 2012 – Minute No 03/12.15.4.069</p> <p>Amended 15 December 2014 – Minute No 12/14.14.5.357</p> <p>Amended 15 April 2019 – Minute No 19/15.4.90</p> <p>Amended 21 February 2022 – Minute No 02/22.16.3.35</p> <p>Amended 16 October 2023 – Minute No XX/XX</p>

**POLICY**

**1. INTRODUCTION**

The purpose of this policy is to:

- Facilitate a strategic approach to the development of a contemporary and well-planned open space network.
- Clarify the process of determining whether a land or cash in lieu contribution is required as part of a subdivision development.
- Provide criteria for determining suitability of land contributions for public open space.
- Provide guidance on how public open space contributions are to be paid.
- Provide guidance on how funds obtained through cash in lieu contributions will be utilised.

Notwithstanding the intent of this policy, the provisions of the *Local Government (Building and Miscellaneous Provisions) Act 1993* are the guiding factors in respect to item 1.

**2. DEFINITIONS**

Council	refers to the Break O Day Council.
Lot	means a block of land created by subdivision of a larger block of which it was part.





Public Open Space	means space for public recreation or public gardens or for similar purposes.
Subdivide	means to divide the surface of a block of land by creating estates or interests giving separate rights of occupation otherwise than by – <ol style="list-style-type: none"><li>a lease of a building or of the land belonging to and contiguous to a building between the occupiers of that building; or</li><li>a lease of air space around or above a building; or</li><li>a lease of a term not exceeding 10 years or for a term not capable of exceeding 10 years; or</li><li>the creation of a lot on a strata scheme or a staged development scheme under the <i>Strata Titles Act 1998</i> ; or</li><li>an order adhering existing parcels of land.</li></ol>
Subdivision	means the act of subdividing or the lot subject to an act of subdividing.
Suitably Qualified Person	means a person who can adequately demonstrate relevant tertiary qualifications (or equivalent) and experience in a recognised field of knowledge, expertise or practice with direct relevance to the matter under consideration.

### 3. PROCESS FOR DETERMINING LAND OR CASH IN LIEU CONTRIBUTION

Council will require a public open space contribution of either cash in lieu or land, equal to five percent of the unimproved value of the land not including the balance lot, or five percent of the subdivision land area, for subdivisions that could result in an increase in demand for public open space.

- This is a requirement under the *Local Government (Building and Miscellaneous Provisions) Act 1993*.
- This requirement applies to the *General Residential, Low Density Residential and Village Zones* under the Break O' Day Local Provisions Schedule.
- This requirement does not apply to strata developments, boundary adjustments where no new lots are created or subdivision for the development of public utilities.

In order to ensure an appropriate distribution of public open space, land contributions will be sought where one or more of the following apply:

- There is a gap in public open space provision where residences have no public open space within 300m safe walking distance.
- Acquisition of the land would further the objectives of any adopted Council's public open space objectives, or in order to meet any public open space or recreational needs.

In other cases, cash in lieu is the preferred public open space contribution.

- At Council's discretion, a cash contribution may be accepted in lieu of all or part of the land requirement.



- The applicant must obtain a current (not less than one month old) valuation, by a registered land valuer, of the subject land, less one of the proposed lots. The cash in lieu contribution shall total 5% of that value.
- The requirements for the Public Open Space contribution is to be included as a condition of the permit, thereby allowing any disagreement to be resolved at the planning stage of the process.

#### **4. CRITERIA FOR DETERMINING LAND SUITABILITY AS PUBLIC OPEN SPACE**

Where land contributions are required, proposed land must demonstrate compliance with the *Criteria for Land Contributions for Public Open Space*. The criteria will guide Council's assessment of proposed land contributions for public open space to ensure lands received are suitable. It will be at Council's discretion as to whether land offered is accepted and adequately meets the criteria for the intended purpose.

A developer may seek to offer land that is unviable to develop. In most instances, the characteristics that make land unviable to develop will also make that land unsuitable for public use and unsustainable to manage. It is essential that land is not accepted as open space that Council cannot manage in the future and/or does not provide any benefit to the community. Land used for the following purposes is not to be transferred to Council for public open space;

- Stormwater drainage swales and natural water courses that would otherwise form part of the drainage within the subdivision
- Above or below ground infrastructure that would limit the use of the land or landscaping treatments, and
- Pedestrian footways or other kinds of ways dedicated under section 95 of the Act.

#### **5. PAYMENT OF PUBLIC OPEN SPACE CONTRIBUTIONS**

The payment of contributions whether land or cash in lieu are to be made prior to the sealing of the Final Plan of Subdivision or in a staged subdivision as part of the first stage.

- Any land contribution to be transferred to Council must include land transfer documentation with the Final Plan of Subdivision (Council will not seal the plan without these documents). This requirement is also to be a condition of the Planning Permit.

#### **6. ALLOCATION OF FUNDS FROM CASH IN LIEU CONTRIBUTIONS**

As cash in lieu contributions are received instead of the provision of public open space, contributions received by Council will be set aside for that specific use. All funds received will be set aside in a reserve account for the purpose of improving the open space network.

- The expenditure of funds will be in accordance with any adopted Council open space strategy or plan, or in order to meet any local public open space or recreational needs.
- The funds will be used for strategic land acquisition of public open space or capital improvement of public open space facilities rather than for maintenance of existing infrastructure.



## **7. MONITORING AND REVIEW**

This policy is to be reviewed initially in February 2024 and thereafter, every four years or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager

## **8. RELATED POLICIES AND LEGISLATION**

This policy relates to and depends on other Council policies, as well as legislation, including:

- *Local Government (Building and Miscellaneous Provisions) Act 1993*
- *Land Use Planning and Approvals Act 1993*
- *Tasmanian Open Space Policy and Planning Framework*
- *Tasmanian Planning Scheme*
  - *State Planning Provisions*
  - *Break O'Day Local Provisions Schedule*
- *Break O Day Recreation and Open Space and Strategy 2014*

## **9. ATTACHMENTS**

*Criteria for Land Contributions for Public Open Space.*

ACTION	INFORMATION/DISCUSSION
PROPONENT	Tasmanian Government
OFFICER	NRM Facilitator
FILE REFERENCE	017\023\002\
ASSOCIATED REPORTS AND DOCUMENTS	BODC submission - Tasmanian Sustainability Strategy - 5 Oct. 2023

**OFFICER’S RECOMMENDATION:**

Council ratify the submission to the Tasmanian Government on development of its Tasmanian Sustainability Strategy.

**INTRODUCTION:**

A submission has been made to the Tasmanian Government’s current consultation for development of a state ‘sustainability strategy’. Submissions were due on 6 October, before Council’s Meeting.

**PREVIOUS COUNCIL CONSIDERATION:**

Council discussed points for a submission on the development of a Tasmanian Sustainability Strategy at its October 2023 Workshop.

Council considered a framework for environmental sustainability issues at its June 2016 Workshop Council, with a view to developing a municipal Environmental Sustainability Policy.

**OFFICER’S REPORT:**

The purpose of this report is for Council to receive and ratify a submission made for development of a on a Tasmanian Sustainability Strategy by the state.

The Tasmanian Government has been seeking feedback on a Tasmanian Sustainability Strategy it is developing ([www.sustainability.tas.gov.au/](http://www.sustainability.tas.gov.au/)) and released a discussion paper (short and full versions). Some key points from their consultation materials include:

- Sustainability strategies for present-day economic development and resource use that does not come at the expense of future generations or the depletion of natural resources.
- Views Tasmania as a sustainability leader and aims to coordinate efforts to “*provide strategic direction for improving the wellbeing of current and future generations.*”
- A vision and aspirational goals, targets and actions (measurable).
- Sustainability framed as social, economic and environmental.
- Suggesting goals for Climate and Renewables, Health and Wellbeing, Education and Skills, Circular Economy and Waste, Natural Environment and a Fair, Equitable and Inclusive Society – and referenced to the UN’s 2030 Global Agenda *Sustainable Development Goals* (SDGs).

- Shared responsibility.
- Asks about our aspirations, vision of a sustainable Tasmania, goals and the SDGs.

The Council submission is attached to the Agenda. It highlights a need for more time and resources for consideration of sustainability issues and priorities in Break O'Day by Council and our community. It includes the following points:

- 'Sustainability' has for years now been woven into the business and lives of the Break O'Day community and Council in different ways. For example, in Council, our municipal Strategic Plan 2017-2027, Policies, Environment and NRM Strategy, Wellbeing programs and governance, regulatory controls, services and infrastructure we manage for the future – including Climate Change. (These can be found on [Council's webpages](#)).
- While Break O'Day has been taking 'sustainability' action in different ways, the community and council do not have a municipal view or strategy for it. The state sustainability strategy should include as a priority helping local communities to identify their strategic priorities for sustainability action.
- The Tasmanian Government partnerships and support for the strategy should go further (Discussion Paper p.8). It's share of the responsibility includes going to communities and regions with state programs of funding, knowledge and capacity building for local action.
- A vision for sustainability will face important challenges from uncertainty of how we will live in the future and pressures to come: ranging from growth in tourism, to climate change impacts, including demand for land development if Tasmania becomes a climate change refuge.
- For Tasmania to be accountable globally, it should reference the UN Sustainable Development Goals in its sustainability goals and we support using streamlined goals that are based on the SDGs, provided all the SDGs are referenced. However, embracing social and economic wellbeing goals should be with the global outlook of the SDGs for global equity, and what Tasmania can contribute
- The Tasmanian Sustainability Strategy and its goals should not lose sight of social and economic sustainability ultimately being dependent on environmental sustainability
- Tasmania needs to monitor more than just progress on goals set in a state sustainability strategy to know it is 'sustainable'. It must be accountable to its promise to future generations and demonstrate a 'Sustainable Tasmania' brand with indicators for the limits of what the island can sustain.

## STRATEGIC PLAN & ANNUAL PLAN:

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

#### 'Our Vision'

*A naturally beautiful environment that speaks to our heart. A diverse and thriving community; a place of opportunity. A place where everyone feels safe, welcome and connected.*

#### Goal

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

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

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

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

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

#### Strategy

All

## LEGISLATION & POLICIES:

N/A

## BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

## VOTING REQUIREMENTS:

Simple Majority



32-34 Georges Bay Esplanade  
St Helens Tasmania 7216  
T: 03 6376 7900 | ABN 96 017 131 248



Our Reference: 23/22710  
Contact: Polly Buchhorn

Thursday, 5 October 2023

Tasmanian Positive - Our state's sustainability strategy  
Department of Premier and Cabinet  
GPO Box 123  
HOBART TAS 7001

Email: [policy@dpac.tas.gov.au](mailto:policy@dpac.tas.gov.au).

Dear Tasmanian Sustainability Strategy consultation team,

**Break O'Day Council response**

Thank you for the opportunity to be part of creating a shared sustainability vision and goals for Tasmania.

In the time available Council has given some thought to the consultation and discussion papers you have provided. One comment from Councillors during the discussion they had was that there was too little time to give the important questions around the framing and priorities of 'sustainability' for Break O'Day the consideration they deserve. We were not able to participate in your briefing session for Local Government for example.

That concern is addressed in one of the points, below, Council submits for the development of a sustainability strategy for Tasmania – that it should have as a priority action providing support and facilitation to communities for them to develop their shared sustainability vision, goals and priorities for local action.

- 'Sustainability' has for years now been woven into the business and lives of the Break O'Day community and Council in different ways. For example, in Council, our municipal Strategic Plan 2017-2027, Policies, Environment and NRM Strategy, Wellbeing programs and governance, regulatory controls, services and infrastructure we manage for the future – including Climate Change. (These can be found on [Council's webpages](#))

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

- While Break O'Day has been taking 'sustainability' action in different ways, the community and council currently don't have a shared municipal view or strategy for it. The state sustainability strategy should include as a priority helping local communities to identify their strategic priorities for sustainability action
- The Tasmanian Government partnerships and support for the strategy should go further (Discussion Paper p.8). It's share of the responsibility includes going to communities and regions with state programs of funding, knowledge and capacity building for local action
- A vision for sustainability will face important challenges from uncertainty of how we will live in the future and pressures to come: ranging from growth in tourism, to climate change impacts, including demand for land development if Tasmania becomes a climate change refuge
- For Tasmania to be accountable globally it should reference the UN Sustainable Development Goals in its sustainability goals and we support using streamlined goals that are based on the SDGs, provided all the SDGs are referenced. However, embracing social and economic wellbeing goals should be with the global outlook of the SDGs for global equity, and what Tasmania can contribute
- The Tasmanian Sustainability Strategy and its goals should not lose sight of social and economic sustainability ultimately being dependent on environmental sustainability
- Tasmania needs to monitor more than just progress on goals set in a state sustainability strategy to know it is 'sustainable'. It must be accountable to its promise to future generations and demonstrate a 'Sustainable Tasmania' brand with indicators for the limits of what the island can sustain.

Council asks that these points be taken into consideration and looks forward to the continued development of a Tasmanian Sustainability Strategy.

Yours sincerely



**John Brown**  
General Manager

CC: Rebecca Stevenson, Senior Policy Advisor, LGAT, [bec.stevenson@lgat.tas.gov.au](mailto:bec.stevenson@lgat.tas.gov.au)

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

**OFFICER'S RECOMMENDATION:**

That the General Manager's report be received.

**INTRODUCTION:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

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

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

18.09.2023	St Helens	– Royal Flying Doctor Service, meeting with the CEO and Primary Health Care Manager involving the Mayor, with a focus on the challenges and issues we have, service delivery and aero-medical transportation
20.09.2023	St Leonards	– NTDC Regional Collaboration Forum, a range of potential projects within the northern region were presented for discussion to identify potential regional priorities to form the basis of lobbying activities for future State and federal elections. The General Manager presented Roads projects which included the St Marys Pass Alternative Route.
21.09.2023	St Helens	– Senator Clare Chandler, meeting involving the Mayor which discussed the priorities which we have for the area including the St Marys Pass Alternative for which a detailed overview was provided. Also touched on the challenge surrounding the remoteness classification of Break O'Day and the need for a review process.
22.09.2023	MS Teams	– Office of Local Government - Councillor Learning & Development, meeting of the working group which discussed the funding model, governance training, barriers and challenges with the uptake in using the modules.
25.09.2023	MS Teams	– Child & Youth Safe Organisations Framework – Overview Forum
27.09.2023	St Helens	– Scamander River Golf Club, meeting with club representatives to discuss their push to establish club house facilities separate to the existing Scamander Sports Complex building.

27.09.2023	<b>St Helens</b>	– Susie Bower, meeting involving the Mayor with Susie Bower who is standing at the next Federal election. Focus was on the needs of the Break O’Day area and our priority projects.
28.09.2023	<b>MS Office</b>	– Child and Youth Safe Standards Forum – Local Government.
28.09.2023	<b>St Helens</b>	– RDA Tas Networking function, enjoyable and valuable networking forum which unfortunately had very little participation by the community
29.09.2023	<b>St Helens</b>	– RDA Tasmania Panel, discussions to understand how RDA Tasmania can support our and what is happening in our area. The panel consisted of Emily Jaksh, Stephen Walley, Leah Page, Grace Keath and Matthew Healey
02.10.2023	<b>St Helens</b>	– Special Council Meeting
02.10.2023	<b>St Helens</b>	– Council Workshop
05.10.2023	<b>St Marys</b>	– Hon John Tucker MP and Hon Lara Alexander MP, meeting involving the Mayor with a focus on the St Marys GP situation and the St Marys Community Health Centre; need for Allied Health Services; affordable housing and worker accommodation. Also discussed some of the priorities Council have for the State Budget and State Election

### Meetings & Events Not Yet Attended:

09.10.2023	<b>St Helens</b>	– Break O’Day Aquatic Working Group
10.10.2023	<b>St Helens</b>	– Tasmanian Community Fund
13.10.2023	<b>Swansea</b>	– East Coast Worker Accommodation Forum
14.10.2023	<b>St Helens</b>	– Wellbeing Festival
16.10.2023	<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 Insp Luke Manhood (Tasmania Police), Brian Lange, Tam Richardson and Nikki Treloggen (Christmas Committee), and Jason Unwin & Jen Binns (Easy Tiger Development).

### Brief Updates:

#### Child & Youth Safe Organisations Framework

The General Manager and some Council officers have recently participated in some online forums regarding the Child & Youth Safe Organisations Framework which is a comprehensive initiative aimed at ensuring the safety and well-being of children and young people across various settings. From a Local Government perspective, implementation of a Child and Youth Safe Framework in Council has several significant implications:

1. **Policy Development:** Develop and adopt policies that align with the framework's principles and guidelines. This includes creating child protection policies, staff codes of conduct, and procedures for reporting and responding to child safety concerns.
2. **Resource Allocation:** Allocating resources to support child and youth safety initiatives is crucial. This may involve budgeting for staff training, background checks, and the development of child-friendly spaces and services.

3. **Staff Training:** Local government employees, including elected officials and staff working in various departments such as parks and recreation, education, and social services, need training on child safety. This ensures that they are aware of their responsibilities and can recognize and respond appropriately to potential risks or abuse.
4. **Background Checks:** Conduct thorough background checks on employees and volunteers who have direct contact with children and youth to ensure they are suitable for their roles.
5. **Reporting and Response:** Establish clear protocols for reporting and responding to child safety concerns, both within their organizations and in collaboration with other relevant agencies, such as child protection services.
6. **Community Engagement:** Actively engage with parents, caregivers, and the community to inform them about their child safety initiatives, seek feedback, and involve them in the development of child-friendly programs and facilities.
7. **Monitoring and Compliance:** Regular monitoring and evaluation of child safety measures are essential to assess their effectiveness and identify areas for improvement. Local governments must ensure ongoing compliance with the framework's requirements.
8. **Cultural Sensitivity:** Recognizing and addressing the unique cultural needs and experiences of children and youth from diverse backgrounds is essential to ensure inclusivity and equity in child safety efforts.
9. **Liability and Legal Compliance:** Need to understand their legal obligations related to child and youth safety and take steps to mitigate liability risks associated with potential incidents.
10. **Collaboration:** Collaboration with other government agencies, non-profit organizations, and stakeholders in the community is critical for creating a comprehensive and coordinated approach to child and youth safety.

The Framework also places an expectation on Local Government that we will support, assist and advise community organisations to address these requirements.

In summary, the Child and Youth Safe Framework places a significant responsibility on Councils to prioritise the safety and well-being of children and youth. There is no doubt that Council as a whole agrees that the safety and wellbeing of children and youth is a given and we need to do what we can to ensure that this occurs. The General Manager has significant concerns about the capacity or community organisations to do this and fears that it might result in the volunteers who run these organisations and programs walking away.

## Communications Report

TOPIC	ACTIVITY	PROGRESS
<b>GENERAL COMMS</b>	BODC Newsletter	Sent out 2 weeks ago. Included stories on: <ul style="list-style-type: none"> <li>• STEM for Girls, St Helens</li> <li>• LIVE4LIFE Mental Health training</li> <li>• Fire awareness in Break O'Day</li> <li>• Weed Control workshop</li> </ul>
<b>SOCIAL MEDIA</b>	Break O'Day Council	<ul style="list-style-type: none"> <li>• Local Provision Schedule - Amendments underway.</li> <li>• Job opportunity – Full time Municipal Worker.</li> <li>• Volunteer opportunity – GetIn2Gear Learner driver mentors.</li> </ul>
	Tas Fire Service	<ul style="list-style-type: none"> <li>• Updates shared about the recent fires in the area.</li> <li>• Fire preparation information.</li> </ul>
	Programs	<ul style="list-style-type: none"> <li>• CFLC - Early learning 3 year olds workshop.</li> <li>• Library – Rock painting, plain English workshops.</li> <li>• STNH – Free weekly gardening workshops.</li> <li>• Services Australia – Mobile service to the East Coast.</li> <li>• Live well, Live Long – six-week program for over 45s.</li> </ul>
	Events	<ul style="list-style-type: none"> <li>• Festival of Wellbeing</li> <li>• Festival called George</li> <li>• Seniors Week bus trip</li> <li>• Referendum prepolling information</li> <li>• Just B U Youth art exhibition.</li> <li>• North East Tasmania Land Trust fundraiser.</li> <li>• STEM for Girls of St Helens award nomination</li> </ul>
	Awareness	<ul style="list-style-type: none"> <li>• Mental Health Week</li> <li>• Seniors Week</li> <li>• Rattle Ya Bones Day</li> <li>• Fisheries Tasmania – Catch reporting procedures.</li> </ul>
<b>GRANTS</b>	Open Spaces Grant.	Assisted the Department of Infrastructure and Works manager with their application for submission.
<b>EMAIL</b>	Continuing to develop	Continuing to collect email addresses for the



<b>DATABASES</b>		newsletter and township databases. This has been going well with all the consultation underway, which issued an opportunity to promote our EDMs.
<b>COMMUNITY ENGAGEMENT</b>	Fingal Housing Project letter	A letter sent to all Fingal residents stating the petition received and information about the project to answer community concerns.

#### **Actions Approved under Delegation:**

<b>NAME/DETAILS</b>	<b>DESCRIPTION OF USE OF DELEGATION</b>	<b>DESCRIPTION</b>	<b>DELEGATION NO / ACT</b>
Lease to Amplitel Pty Ltd – Land lease at Elizabeth Street, Mangana	Affixing Common Seal	Lease	Number 21 – Miscellaneous Powers and Functions to the General Manager
DA 307-2021 – Lot 2 32 Hammond Street, Falmouth	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager

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

<b>DATE</b>	<b>DOCUMENT</b>	<b>ADDRESS</b>	<b>PID OR DA</b>
04.09.2023	337 Certificate	88 Dakins Road, St Marys	3452985
06.09.2023	337 Certificate	12 Mill Court, St Helens	2988788
07.09.2023	337 Certificate	41-45 Horne Street, Fingal	6411353
11.09.2023	337 Certificate	31 Lawry Heights, St Helens	3435296
12.09.2023	337 Certificate	29A Morrison Street, Falmouth	2657655
12.09.2023	337 Certificate	253 Canhams Road, St Helens	2786983
13.09.2023	337 Certificate	24 Steel Street, Scamander	6406482
13.09.2023	337 Certificate	4 St Helens Point Road, Stieglitz	9999465
14.09.2023	337 Certificate	24309 Tasman Highway, St Helens	6792336
19.09.2023	337 Certificate	11 Cooper Street, Seymour	6406597
21.09.2023	337 Certificate	26 Albert Street, Fingal	6410318
22.09.2023	337 Certificate	Tasman Highway (CT185524/7), Scamander	9340250
26.09.2023	337 Certificate	7 Reason Way, Binalong Bay	3041393
27.09.2023	337 Certificate	4 Osprey Drive, Stieglitz	7319997
29.09.2023	337 Certificate	2 Alma Court, St Helens	2832871

### **Tenders and Contracts Awarded:**

- Council award Contract 030\001\145 "2023/2024 Bituminous Surfacing Program" to Crossroads Civil Contracting Pty Ltd

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

Break O'Day Strategic Plan 2017-2027 (Revised 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:**

N/A

### **BUDGET AND FINANCIAL IMPLICATIONS:**

N/A

### **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 30 June 2023

**OFFICER'S RECOMMENDATION:**

That Council receive the Review as at 30 June 2023 of the 2022-2023 Break O'Day Council Annual Plan.

**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.

**PREVIOUS COUNCIL CONSIDERATION:**

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

Council Workshop 4 September 2023

**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 at year-end. 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 90% completion vs a target of 100%. Looking at individual Key Focus Areas, progress sits at:

**GOAL- Community**

Communication	100%
Events & Activities	100%
Volunteering	100%
Community & Council Collaboration	95% (Delay with Arts & Cultural Strategy)
Wellbeing	100%

**GOAL – Economy**

Opportunities	88% (Primarily Visitor Information Review beyond our control)
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Brand	73% (Delayed by finalisation of Township Plans)
Population	50% (Resource constraint with Population Strategy)
Housing	82% (Primarily Housing Strategy resource constraint)

#### GOAL - Environment

Appropriate Development	100%
Land & Water Management	94% (Lower George Flood Plan activity)
Climate Change	100%

#### GOAL - Infrastructure

Community Facilities	75% (Delay with St Helens Foreshore Activation review)
Towns	34% (Delay to Car Parking Strategies due to resource constraints))
Recreational Facilities	90% (St Helens to Binalong Bay Link not progressed as projected)
Roads & Streets	67% (Transport Master Plan review not commenced)
Waste Management	100%

#### GOAL - Services

Youth	100%
Health & Mental Health	100%
Education, Skills and Training	100%
Access & Inclusion	100%

**It is worth highlighting the following key achievements during the year which were largely strategic in nature**

- ✓ Community Engagement Strategy
- ✓ Volunteering Strategy
- ✓ Nine Township Plans
- ✓ Local Provisions Schedule (Tasmanian Planning Scheme)
- ✓ Strategic Land Use Review
- ✓ Climate Change Action Plan
- ✓ Marine Facilities Strategy
- ✓ Recreational Trails Strategy

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.

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

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

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

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.*

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

N/A

#### **VOTING REQUIREMENTS:**

Simple Majority

191

GOALS

90%

GOAL COMPLETION

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

## BREAK O'DAY COUNCIL PLAN

### COMMUNITY

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2020	01/07/2023	Strategy 1.1 Create an informed and involved community by developing channels of communication. : 30% to 100%	
100%	01/07/2022	30/06/2023	→ Key Focus Area 1.1.1 Communication: Improve and develop communication processes that lead to the community feeling more informed and involved. : 100%	Completion of the Community Engagement Strategy marked a significant step in Council's approach and processes for engaging with the community into the future ensuring consistency in our approach to when and how the community have their say. All of the activities in this KFA were completed as planned and we continue to evolve our communication approaches.
100%	01/07/2022	30/06/2023	→ Actions 1.1.1.1 Community Engagement Strategy - Report back to the community on the finalisation of the Community Engagement Strategy.	In July 2022 Council formally adopted the Break O'Day Community Engagement Framework. This included a Community Engagement Strategy, and Community Engagement Promise which are public documents, as well as a procedure and templates which are used internally. The Strategy and the Promise documents have been made public on our website under My Community / Community Engagement. Since adoption the Community Engagement Framework, the Strategy has guided Council's community engagement activities which includes providing the community with access to the Community Engagement Reports via the website.



Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	→ <b>Actions 1.1.1.2 Communications - Ensure communication methods are diverse so to reach a broad range of community members.</b>	<p>Council is committed to ensuring we use a diverse range of platforms and methods of communication to reach as many people in our community as possible.</p> <p>The adoption of the Communication Engagement Strategy provides a set of guidelines regarding methods of communication to ensure that we have a consistent approach. This not only ensures staff have a clear approach to communication but that the community can learn where they can access Council information.</p> <p>One of the guidelines in the strategy is that communication methods must include a hard copy as well as online information.</p> <p>Some of the platforms that we use include:</p> <ul style="list-style-type: none"> <li>• Council Newsletter</li> <li>• Local publications the Valley Voice and the Coastal Column</li> <li>• Council's Facebook page</li> <li>• Council's website</li> <li>• Email Databases</li> </ul> <p>Email databases are an important communication tool as they allow us to communicate directly with our community. Growing and developing our email databases (EDMs) will continue to be a focus.</p>
100%	01/07/2022	30/06/2023	→ <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>	<p>Email Databases (EDMs) are an important tool that allows Council to directly communicate with our community. This is the most direct method of communication we have without community aside from mail and phone calls which are expensive and resource heavy.</p> <p>Council will continue to promote EDMs to our community and encourage them to sign up to our Newsletter email list as well as our Township email lists.</p>
100%	01/07/2022	30/06/2023	→ <b>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.</b>	<p>This financial year we have focussed on ensuring that information on the website is relevant and easily accessible. We have also been gathering ideas and suggestions across departments to undertake a full redevelopment of the website in 2023-2024.</p> <p>Some changes to the website this financial year include:</p> <ul style="list-style-type: none"> <li>• Development of a 'Business Development' tab to provide resources for existing and prospective businesses, as well as links to external agencies that provide business support are also provided.</li> <li>• Planning Enquiries Tab was created on the website that includes useful resources relating to Property Searches (detailing a property's zone, applicable codes, Title etc).</li> <li>• Customer Feedback page created to make it easy for the community to contact us. A Postcard was also created that has a QR code link straight to this page. The cards are used by the works team when they get an inquiry they are unsure of.</li> <li>• Development of FAQs - the communications coordinator worked with the Development Services team to develop FAQs for the website.</li> </ul>
100%	01/07/2022	01/07/2023	<b>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</b>	

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/202230/06/2023		→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%	Events are an important part of life within our community and as such is a key focus of Council with all activities completed as planned. With Covid impacting on a number of events over the last few years and volunteers reassessing what they wanted to do, it was pleasing to see a resurgence of events being run by local community groups and volunteers. The Festival of Wellbeing continues to grow in importance within our community and the Dragon Trail MTB event once again shone the spotlight on Break O'Day and the MTB trails. The events held were larger and very well attended this being shown by an increase in numbers of attendance. Although not a significant increase in new events for this period, Council staff have been working with community groups to look at new events for the future.
100%	01/07/202230/06/2023		→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>Great opportunities to raise environmental awareness, management skills and action in the community were taken by the Communications Coordinator and others in Council throughout the year. We provided important and relevant environmental news and management information for our community with print media articles and social media posts, activities and by providing landholder advice and support, on biodiversity and land values and weed and pest management for example. And we to do so we collaborate with our community and interest groups, the Parks and Wildlife Service, Department of Natural Resources and Environment, NRM North and others.</p> <p>Examples include</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, including a flyer to go out with dog registration renewals with information on enjoying the environment responsibly with your dog</li> <li>· Supporting students in the <i>Hands on Learning</i> program at St Helens District High School to develop environmental projects, including for National Tree day</li> <li>· Promoting funding opportunities for environmental actions to the community and business enterprises.</li> </ul>
100%	01/07/202230/06/2023		→Actions 1.2.1.2 Community Event Support - Assist the community with event delivery by providing support and assistance with planning, approvals processes, COVID-19 compliance and arrangements for Council assistance and resources.	We have seen a return of events from both community and commercial organisations after a downturn during Covid. Council staff continue to work with the organisers of the events to ensure that they fully understand what the requirements are in hosting events as they differ depending on the size of the event, location etc. Council staff assist event organisers with providing assistance with risk assessments and ensuring that they have enough infrastructure to support their events. Council also provides some financial support to ensure that these events continue within our municipality.

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	→ <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>
100%	01/07/2022	31/10/2022	→ <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>	<p>Council as part of their event strategy have been leading by example and showing community groups how they can change their previous practices to now use other alternative options instead of plastic. One example was the Kindness event where council staff use celo bags instead of a normal plastic option.</p>



Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	→ <b>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.</b>	<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 October 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.</p> <p>The 2023 festival is booked for Saturday 14 October and a community planning group has begun to promote and design the day.</p>
100%	01/07/2022	30/06/2023	→ <b>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.</b>	<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>
100%	01/07/2022	30/06/2023	→ <b>Key Focus Area 1.2.2 Volunteering - Build community sustainability and inclusion through a culture of volunteering and support within our community. : 100%</b>	Volunteers are the life blood of our community and the many organisations which exist and add to life within our community. During the year we completed and launched the Volunteer Strategy which was co-designed with the community with the support of Volunteering Tasmania. The Strategy provides a sound basis to work from moving forward and strengthening community volunteering. Other activities in this KFA were all completed as planned including the Volunteering event held on the St Helens Foreshore.
100%	01/07/2022	30/06/2023	→ <b>Actions 1.2.2.1 Volunteer Strategy - Develop and adopt a Volunteer Strategy developed through a co-design process with the community.</b>	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.

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	→ <b>Actions 1.2.2.2 Strategy Implementation - Implement and promote the Volunteer Strategy for Break O'Day.</b>	Council through activities and events promotes the Volunteer Strategy document by having copies of the document available. In May this year during Volunteer Week Council staff celebrated volunteerism with photos and quotes from local volunteers and we also promoted local volunteer opportunities with custom made volunteer postcards. These are located on Council's website for everyone to view and also to encourage other people wanting to know about how to volunteer and what groups are always looking for new volunteers to assist them in their great work.
100%	01/07/2022	30/06/2023	→ <b>Actions 1.2.2.3 Opportunity Promotion - Promote volunteering opportunities and the stories of volunteers.</b>	On Council's website we showcase a number of volunteer organisations and tell their inspirational stories. "The Tip Shop is run by volunteers and members of the auxiliary. All proceeds raised support St Helens Hospital in various ways". St Helens Tip Shop. Social media was another platform that Council staff used to promote the importance of volunteers to our community and during volunteer week we celebrated volunteerism with photos and quotes from our local volunteers. "I volunteer because I need to for myself – mental wellbeing is essential to be healthy!" and "To see people smile and be included".
100%	01/07/2022	30/06/2023	→ <b>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.</b>	Council staff have been working with an external agency, Red Cross Emergency Services to train interested community members in how they can assist with Council's response to an emergency event in the operation of an Evacuation Centre. It has also led to a few community members joining Red Cross Emergency Services giving them the opportunity to undertake further training to assist our community when events occur. Council staff have also been working with the Disability Action Group in developing a plan that can be used for people who rely on others to assist them in the event of an emergency.
95%	01/07/2022	01/07/2023	<b>Strategy 1.3 Foster and support leadership within the community to share the responsibility for securing the future we desire. : 30 to 100</b>	
95%	01/07/2022	30/06/2023	→ <b>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%</b>	The review and development of nine Township Plans was a very significant and resource intensive process during the year and it was pleasing to see that a new suite of Plans were adopted by Council during the year. Generally everything progressed as planned in this KFA though we experienced some challenges securing the engagement we needed from the Community in relation to a review of the Arts and Cultural Strategy.
100%	01/07/2022	30/06/2023	→ <b>Actions 1.3.1.1 Implement Community Engagement Strategy - Ensure the Community Engagement Strategy is accessible to the public and processes understood.</b>	The Community Engagement Strategy was formally adopted by Council in July 2022. Since adoption the strategy has been at the fore-front of our community engagement activities.  The Strategy clearly defines the roles and responsibilities of Council and Community in the engagement process. This includes a reporting back process that aims to show the community not just the results of engagement activities, but how their input affected Council's decision making.

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	→ <b>Actions 1.3.1.2 Customer Feedback - Develop and promote methods for easy customer feedback and contact with Council.</b>	<p>To make it easy for our community to communicate with us we developed a Customer Service webpage titled Customer Feedback. The page provides information on all the ways the community can 'talk' to us.</p> <p>To complement this page we also developed a Customer Service post card that is used predominantly by the Works Staff. The postcard features a QR code that links directly back to the Customer Feedback page.</p> <p>Focus is now on ensuring staff are using the cards as well as educating the community about the Customer Feedback page on the website.</p>
100%	01/07/2022	30/06/2023	→ <b>Actions 1.3.1.3 Local Township Plans - Complete the development of new Local Township Plans in consultation with the communities.</b>	All nine (9) Township Plan have been completed and adopted by Council following a substantial community engagement process. A reporting template has been developed so that we can keep the communities updated on Council's progress. with implementing the actions within the Township Plans.
75%	01/07/2022	30/04/2023	→ <b>Actions 1.3.1.4 Arts &amp; Cultural Strategy - Work with the community to review the Strategy and reflect changes in an update of the document.</b>	Council staff have been working with community members to form a working group to look at reviewing the current Arts & Cultural Strategy. After a discussion with those who were interested, it was agreed that as a group they felt they would like to review the document. We have a number of community members interested from the Fingal Valley and a few who have expressed an interest in being part of the review committee but due to prior commitments have asked if we could delay the commencement of the process. Council staff have agreed to delay the process as they believe that these community members would bring a lot of experience which would assist the working group through the process of reviewing the current document. Council staff believe that the skills that the working group have will ensure a very strategic approach to the review of the document.
100%	01/07/2022	30/04/2023	→ <b>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.</b>	Council has secured \$20,000 through grant funding to develop a plan for the Hub4Health facility. Council has designed a methodology for this work and is currently facilitating a health and social services network group who will identify what the needs and opportunities are for the Hub4Health facility. Hub4Health would be reinvigorated with a focus on helping healthy people stay healthy, Primary and Secondary prevention, health education and promotion and coordination of health service delivery.
100%	01/07/2020	01/07/2028	<b>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</b>	
100%	01/07/2022	30/06/2023	→ <b>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.</b>	The delivery approach of the Wellbeing Pilot Project continues to evolve based on participant feedback and the evaluation which is being undertaken by UTas and has now developed into an eight week program which is going to be delivered in the early part of the 2023-24 year. Our focus in this area continues to deliver increasing benefits to our community through the Wellbeing Actions which are developed and delivered by participants and the Festival of wellbeing which continues to grow in size.



Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	→ <b>Actions 1.4.1.1 Wellbeing Pilot Project - Support the implementation of the Break O'Day Community Wellbeing Pilot Project and related project activities.</b>	<p>In 2022 13 people completed a 15 week Certificate in Creating Wellbeing as part of the Community Wellbeing project. 11 of them from Break O'Day. Each participant designed their own wellbeing action project. Some of the projects implemented include the Gratitude Tree, Wellness Directory and Soul Surfing Sisters, and some other projects have potential for further development.</p> <p>85 people attended 12 Community Conversations in Break O'Day and a report was published about the conversations in December 2022 and made available on Council's website.</p> <p>The University of Tasmania evaluated the 2022 program and made recommendations for 2023.</p> <p>Council has revised the Wellbeing Certificate to an 8-week face-to-face program and developed a wellbeing website anyone can access. Preparations for the 2023 program are complete and as of 30 June enrolments are full for a group in St Marys and a group in St Helens to be delivered at St Helens Neighbourhood Houses and in St Marys together with Fingal Valley Neighbourhood House.</p> <p>Based on community feedback and our evaluation, Council is negotiating a project extension and variation with the Tasmanian Community Fund to extend the project until June 2025.</p>
100%	01/07/2022	30/06/2023	→ <b>Actions 1.4.1.2 Wellbeing Actions - Partner with the community to identify, design and deliver wellbeing actions and activities.</b>	<p>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 under development. The Project Officer continues to support the development of these projects and projects connected to the participants from the 2021 program to foster connections among the participants and with the broader community.</p> <p>The development of a wellbeing website builds on a project from 2021 and has provided a platform to share and celebrate local wellbeing actions and to share wellbeing content and celebrate what we love about Break O'Day with more people in our community.</p>

## ECONOMY

Current C...	Start D...	Due Da...	Goal	Update
88%	01/07/2023	01/07/2023	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	
88%	01/07/2023	30/06/2023	→Key Focus Area 2.1.1 Opportunities - Identify and realise opportunities that develop and support the Break O'Day economy in a sustainable manner. : 100%	This KFA included a large number of activities with the majority of them completed as planned. Some of those that were not completed as planned, were reliant on support and actions of other organisations or Government agencies where we had no direct control, Visitor Information review and Tourism Strategy Review.  The Bay of Fires Master Plan process stalled due to the funding issue with the State Government which will require the Council to review its position on the project in the 2023-24 year..
100%	01/07/2023	30/06/2023	→Actions 2.1.1.1 Prospectus - Update the Prospectus with latest Census data and promote.	The Break O'Day Prospectus has been updated with the latest information from the 2021 Census as well as recent REIT information.  The Revised document has been uploaded to the website as a link and a flip book.  Digital copies of the document have also been sent to the Office of the Coordinator General, Northern Tasmania Development Corporation, Regional Development Australia and the Break O'Day Business Enterprise Centre.
75%	01/07/2023	30/04/2023	→Actions 2.1.1.2 Economic and Tourism Strategies - Undertake a review of the existing Break O'Day Economic Development Strategy and Tourism Strategy for Council consideration.	A review of the existing Economic Development Strategy was brought to the May 2023 Council meeting. A recommendation was made to, and endorsed by, Councillors for the development of a new Economic Development Strategy. This action has been carried over to 2023/2024 action plan with the focus on delivering the Economic Development Strategy.  Due to the late release of the Federal Governments Tourism THRIVE 2030 Strategy, alongside the Tasmanian Visitor Economy Strategy 2030 (which has not been released), the priority to review and update Break O'Day Council's existing strategy lessened. It is crucial that Break O'Day Council's Tourism Strategy is informed and aligns with both stated government strategies alongside input from East Coast Tasmania Tourism 'place' strategy and brand which has recently been identified as a future project of East Coast Tasmania Tourism. As a result, a review and update of Break O'Day Council's Tourism Strategy has been carried over to 23/24 Action Plan.
100%	01/07/2023	30/06/2023	→Actions 2.1.1.3 Business Opportunities - Research and examine opportunities that could create jobs in Break O'Day (BOD).	Continued investigation relating to the opportunities in areas of an ageing population, tourism and industrial land provision. Awaiting the release of the Industrial Land Use Scoping Study to assess the types of land required for future industrial land supply. The future economic development strategy is also an important tool for strategic planning of the this action.
100%	01/07/2022	01/10/2022	→Actions 2.1.1.4 Review website information on the Break O'Day Council website and establish a 'Business Development' page.	Review of Website information relating to Economic Development was completed during the year and a Business Development' was included. A further review will be undertaken after the review of the Economic Development Strategy is completed.

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	01/09/2022	→ <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.
100%	01/07/2022	30/06/2023	→ <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 throughout the financial year, including via business newsletter, planning enquiries, grants/funding information and application support. Duties also included arranging meetings between relevant stakeholders including, General Manager, Development Services and PWS with prospective businesses. Of particular note was the increase seen in food truck enquiries and activation of the Georges Bay Track. Additional activities included providing contact information and connections between ECTT, Break O'Day Business Enterprise Centre, Van Diemen Project and businesses.
100%	01/07/2022	30/06/2023	→ <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>	Activity at a regional level is being monitored with the release of the draft Tasmanian Waste and Resource Recovery Strategy 2022-2025 and awaiting its implementation to explore opportunities for a Circular Economy within the municipality. The Future of Local Government Reform is also expected to inform future localised actions and initiatives. Attendance of Biochar information session, hosted in George Town and relating to Bell Bay, demonstrated proactive individuals/companies willing to collaborate to develop a Circular Economy. Whilst there may be a significant opportunity for Break O'Day in this space for the future, the considerable upfront and operational costs present challenges for implementation.
100%	01/07/2022	30/06/2023	→ <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. The BODEC Board participate actively at the State level as part of the Regional Jobs Hub network which includes an involvement in policy development.</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 of the Dorset team has now been completed. Establishment of a permanent presence in Scottsdale has been slightly delayed whilst suitable premises are found.</p> <p>Service establishment has progressed well with 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>



Current C...	Start D...	Due Da...	Goal	Update
75%	01/07/2023	30/06/2023	→ <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>	To date a detailed review of the land contained within the St Helens and Fingal Industrial areas has been completed in the 2022/2023 Financial Year. A Community Engagement Strategy was prepared and executed and the responses analysed. A draft report has been prepared. Currently the Senior Town Planner is editing the report and providing additional detailed information on lots to append to the report. Additional headings have been inserted into the report and are to be edited further. The final version will be presented to Council at a Workshop in the near future. The 2023/2024 Financial Year will ensure the edited Scoping Study is presented to Council with a recommendation on the extent of a Supply / Demand study to be conducted. This is tied into the Review of the Economic Development Strategy and as such will be a continued collaborative project with the Economic Development Officer. Recommendations out of the Land Use Strategy Review points toward encouraging more diverse industries into the region associated with promoting Entrepreneurship and diversification within the community which in turn will influence demand. As a result further work within the Supply/Demand of Industrial land within the Break O'Day Community will also need to address how we can promote, encourage and influence the type of industries within the local government area. A project brief will be prepared to accompany the Scoping Study report.
100%	01/07/2023	30/06/2023	→ <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>Break O'Day Council continues to work closely with East Coast Tourism around the promotion of our area as a destination.</p> <p>Conversations with the CEO of East Coast Tourism Tasmania has seen a committed approach to assisting us with ensuring our area is represented in Tourism Tasmania Promotions, in particular the Winter Marketing campaigns.</p> <p>To leverage off Tourism Tasmania's Off Season campaign a listing for the St Helens MTB Network was developed. This allows the trails to be featured in promotions targeting the mainland and international visitation.</p> <p>The Economic Development Officer continues to work with the Break O'Day Chamber of Commerce and where appropriate, assist them in leveraging marketing opportunities as they arise.</p> <p>Council's role in this space is largely to promote these opportunities and encourage local businesses to participate.</p> <p>Council also works with East Coast Tourism in developing a Memorandum Of Understanding (MOU) that includes areas we would like to see them focus on, for example winter visitation with a range of Key Performance Indicators (KPIs) which they report back to Council on.</p>
0%	01/07/2023	30/06/2023	→ <b>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.</b>	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.

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	28/02/2023	→ <b>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.</b>	1. staff in conjunction with Parks & Wildlife established a Steering Committee to undertake the Bay of Fires Master Plan project. Both and PWS contributed funding towards the engagement of a consultant to develop the Bay of Fires Master Plan. Expressions of Interest for the project were called and those received were above the funding that had been allocated for the project. staff wrote to Treasury through the budget submissions seeking an additional \$50,000 to assist with the development of this project. Unfortunately we were not successful in receiving this additional funding through budget deliberations but are now awaiting a response from the relevant Minister for this to be reconsidered putting forward the case that the development of the Bay of Fires Master Plan will ensure that any proposed developments/infrastructure are in keeping with the environmental, economic and social aspects of the Bay of Fires and will also reduce the amount of degeneration to the environment that is currently occurring.
100%	01/07/2022	01/07/2028	<b>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</b>	
73%	01/07/2022	01/07/2028	<b>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</b>	
73%	01/07/2022	30/06/2023	→ <b>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%</b>	Activity in this area was closely linked to the Township Plan process which was not completed until late in the year ultimately impacting on the timeframe to complete the actions which had been intended. This is now carrying forward into the 2023-24 year and will be completed in the first half of the year.
70%	01/10/2022	30/06/2023	→ <b>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.</b>	When we reviewed the Township Plans this year we asked community members questions that allowed us to develop a vision and legacy statement for each Township. These statements were then tested with the community when the Draft Township Plans went out to community for their feedback. These statements essentially identify the community's uniqueness and their brand.  The Economic Development Officer is working to expand on these brand identities and has approached Brand Tasmania to see if they would be interested in undertaking this work in the 2023-2024 Financial Year.  Further, East Coast Tasmania Tourism are preparing to implement a 'place' strategy and conduct community consultation to develop town brands and identities that informs East Coast's 'place' brand.

Current C...	Start D...	Due Da...	Goal	Update
75%	01/04/2023	30/06/2023	→ <b>Actions 2.3.1.2 Communications - Communicate individual township identities to Tourism bodies and other stakeholders.</b>	All individual Township Plans have been finalised and the updated documents made publically available through our website.  The new Township Plans include a Legacy and Vision statement for each Township. These statements will be used as a starting point when further developing their brand identities.  The Township Plans have been shared with East Coast Tourism and we look forward to further developing each Township's brand identity in the 2023- 2024 financial as part of East Coast Tourism Placemaking work.
66%	01/07/2020	01/07/2028	<b>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</b>	
50%	01/07/2022	30/06/2023	→ <b>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%</b>	Progress in this KFA was initially impacted by the flow of information from the ABS being delayed and following the initial release of information, work by Dr Lisa Denny provided an insight into the change in our population. It was intended to use internal resources to develop a Population Strategy in the second half of the year but the availability of resources was impacted with a focus on activities such as the Future of Local Government review taking priority.
100%	01/07/2022	30/06/2023	→ <b>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.</b>	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	31/03/2023	→ <b>Actions 2.4.1.2 Population Strategy - Develop Strategy to address BODC's Ageing Population.</b>	This is a future activity which will require a significant amount of internal and potentially external resources for it to be undertaken. Activity is carried forward to the 2023-24 year
82%	01/07/2022	30/06/2023	→ <b>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%</b>	Progress within this very significant area of activity has been challenging though progress is being made on a number of fronts. We need to appreciate that 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	30/06/2023	→ <b>Actions 2.4.2.1 Housing Strategy - Develop a strategy that examines what the housing opportunities and challenges are in Break O'Day.</b>	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.



Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	31/12/2022	→ <b>Actions 2.4.2.2 Housing Needs Assessment - advocate for the Tasmanian Government to complete a housing needs assessment for the East Coast.</b>	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.
100%	01/07/2022	30/06/2023	→ <b>Actions 2.4.2.3 State Housing Strategy - Participate in the development of the Tasmanian Government's Housing Strategy.</b>	The Tasmanian Housing Strategy discussion paper was released in September 2022. A submission to this paper was prepared and submitted in October 2022. Council awaited the draft strategy which was released in June 2023. A submission was developed by the Economic Development Officer, and endorsed by Council, in July 2023 workshop. In July 2023, Council officers shall attend an 'Action Plan' workshop to develop the key activities of the action plan.
80%	01/07/2022	30/06/2023	→ <b>Actions 2.4.2.4 Aged Housing - Pursue investment in construction of Independent Living Units in the area.</b>	Council has supported the partnership between Centacare Evolve Housing and Break O'Day Council in the delivery of Social and Affordable Housing within the municipality. Of note, there are two sites identified as potential locations: 29 Talbot Street, Fingal, and Annie Street. The Fingal project has progressed, including developing concept drawings and community consultation. Centacare Evolve Housing has received funding approval, by the State Government, for the project. In July 2023, Council officers are meeting with Homes Tasmania and Centacare Evolve Housing to ensure Council meets all requirements within s157 of the Local Government Act 1992 (Tas).  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.
100%	01/07/2022	30/06/2023	→ <b>Actions 2.4.2.5 Council Investment - Examine opportunities for greater Council involvement in the provision of housing.</b>	Council approved the partnership with Centacare Evolve Housing for the Fingal Housing Project which has provided the Council with a strategic resource and contact for the provision of social housing. There are currently two projects identified to be developed on Council owned land. Establishing such a partnership has achieved an excellent working relationship with a local housing provider enabling the development of future projects and further collaboration in the wellbeing and community services space.
100%	01/07/2022	31/12/2022	→ <b>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.</b>	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 C...	Start D...	Due Da...	Goal	Update
100%	01/07/2020	01/07/2028	Strategy 3.1 Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions. : 30 to 100	
100%	01/07/2022	30/06/2023	→ Key Focus Area 3.1.1 Appropriate Development: Encourage sensible and sustainable development through sound land use planning, building and design. : 100%	This KFA was a very significant area of activity during the year and has taken a lot of Council resources to complete all of the activities as scheduled. The focus was been on a number of strategic land use activities which will play an important role in the future of development in the Break O'Day area including the Local Provisions Schedule relating to the Tasmanian Planning Scheme; Strategic Land Use Review; Regional Land use Strategy and the Tasmanian Planning Policies.. To date the review of land. The flood modelling program and collaboration is pending allocation of SES resources to progress project.
100%	01/07/2022	30/06/2023	→ Actions 3.1.1.1 Flood Prone Area Procedures - Incorporate flood risk mapping in land use development strategy, controls and associated procedures to ensure flood-prone hazard areas are developed and used appropriately.	Development proponents were provided with support and flood data to help them address flood risk management requirements. This 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 so the community and industry can manage their own risks. And this has been supported by following state-wide developments, such as Planning Directives, outputs from Tasmanian Flood Mapping project and integration with Council's flood mapping data, and development of the State Emergency Service's <i>Risk Ready</i> service.
100%	01/07/2022	30/06/2023	→ Actions 3.1.1.2 Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy.	Planning reform relating to the Regional Land Use Strategies during the 2022/2023 financial year concentrated on the Regional Planning Framework and Draft Structure Plan Guidelines. The regional planning framework refers to the legislative, regulatory and administrative arrangements that support the Regional Land Use Strategies. "These improvements to the regional planning framework will support the comprehensive review of the Regional Land Use Strategies that will follow the making of the Tasmanian Planning Policies later in 2023" (State Planning Office). Development Services provided comment on the Regional Planning Framework Discussion Paper along with other Tasmanian local governments. The State Planning Office has since reviewed those submissions and on 17 May 2023 the State Planning Office released the summary of submissions. This is available on their website : <a href="#">Planning Reform : Regional Planning Framework</a> . Currently the State Government is drafting legislative /regulatory amendment to the Land Use Planning and Approvals Act and sometime this year they will invite public input on the proposed amendments. Following consultation they will prepare a response report on submissions received and draft a Bill as appropriate. Following will be the review of the Regional Land Use Strategy (RLUS) and we will participate in the Northern Tasmania RLUS. This work will continue into the 2023/2024 Financial Year with the milestones and timing set by the State Government.

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	→ <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>	<p>Council discussions with the Tasmanian Planning Commission (TPC) to date inform that we may expect a directions letter to be sent to Council towards the end of July 2023. The directions are expected to include some amendments whilst moving to the Tasmanian Planning Scheme. Internally work has commenced on the following:</p> <ul style="list-style-type: none"> <li>- Website update including link to planning scheme; Update / Remove Draft LPS page;</li> <li>- Update Planning Report Templates;</li> <li>- PlanBuild – update link; website information; planning enquiry information</li> <li>- Information Sheets;</li> <li>- Councillor / Staff Briefing / Information Pack;</li> <li>- Update s337 template</li> <li>- Update Planning Scheme and Code Templates for Development Assessment</li> <li>- Check on Spectrum Spatial update</li> </ul> <p>Additionally we have recently sent out letters to all existing applicants with applicant status of Invalid to advise them of upcoming changes. This is to ensure those wishing to be assessed under the current scheme and who are able to make their applications valid, have an opportunity to do so.</p> <p>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.</p>
100%	01/07/2022	30/04/2023	→ <b>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.</b>	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
100%	01/07/2022	30/06/2023	→ <b>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.</b>	The Northern Tasmania Regional Planning Group (RPG) has forwarded a response on behalf of all Northern Tasmania councils. Development Services participated in the development of this response. The response was endorsed by the General Managers at their group meeting on 23 June 2023. Public exhibition concluded on 26 June 2023 and the Tasmanian Planning Commission (TPC) agreed to accept a late submission from the RPG. This was uploaded onto the TPC website on 29/06/2023. The TPC will now review and make recommendations on the draft Tasmanian Planning Policies (TPPs) which will include a public exhibition and hearing process. Following this the Minister is expected to finalise the TPPs. The representations made on the TPPs can be viewed on the TPC website - <a href="#">Draft Tasmanian Planning Policies – Tasmanian Planning Commission Website</a>
100%	01/07/2022	01/07/2028	<b>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</b>	



Current C...	Start D...	Due Da...	Goal	Update
94%	01/07/2023	01/07/2028	<b>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</b>	
94%	01/07/2023	30/06/2023	→ <b>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%</b>	Land and Water Management is an important area of activity and underpins our approach to caring for the environment through a range of activities being delivered on the ground. Completion of the St Marys Flood Risk Management Plan was an important step in this project which has been ongoing for a few years and follows the previous completion of infrastructure activities. The Lower George Flood risk situation continues to prove a challenge but progress is being made, not just at the pace we had hoped.
100%	01/07/2023	30/06/2023	→ <b>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.</b>	Opportunities for funding and resources for land and water managers in Break O'Day were sought out and promoted. They included the Soil Monitoring Incentives Program for the National Soil Information System, Weeds Action Fund rounds, Drought Resilience Farming Practices grants, Landcare Action Grants and Forestry Industry Support Plantation Establishment funding. During the year Council had several grant funded projects of its own: the Break O'Day Communities Queen's Jubilee Trees project, Eradication of Serrated Tussock, Drought Weeds, George River Floodplain Impact Assessment and a new \$165,000 grant for a coastal hazards and flooding project at Scamander.
100%	01/07/2023	30/06/2023	→ <b>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.</b>	We have made good progress with strategic control of Council's weeds along our roads and in townships across the municipality – treating weeds at waste transfer stations, quarries, old tip sites and on parks and reserves. Examples include St Helens Aerodrome and waste transfer station, Pyengana quarry, Spanish heath on Ansons Bay Road, cumbungi at Ansons Bay and at St Marys, Spanish heath and gorse. Council began joint implementation with PWS of a Binalong Bay foreshore Weed Management Plan, removing blackberry, pittosporum, blue periwinkle and bridal creeper and planting native seedlings. Landholders were engaged and provided advice and support for their obligations to the control of pampas grass, Spanish heath, gorse, Patersons curse, boxthorn, broom and ragwort. We provided biosecurity and weed information to the community with our <i>Weed of the Month</i> in Council's Newsletter (including a Christmas weed quiz), social media posts and answering enquiries and requests.
100%	01/01/2023	30/06/2023	→ <b>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.</b>	After a successful start to the Break O'Day Serrated Tussock Eradication project in 2022 the two infestation sites had follow-up control work by landholders. A field day and follow-up detection dog surveys and control work to treat regrowth are planned for spring 2023 and 2024. Updating of weed control priorities and strategies for Break O'Day and the community was not completed this year.

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	→ <b>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.</b>	<p>Twelve Break O'Day cats and their owners were assisted by Council subsidies offered in partnership with the local Vet, to help them meet their obligations for all cats to be microchipped and desexed. Four of these cats were semi-owned or stray cats taken-in and now owned as pets with a home. A mobile population control project was planned with the RSPCA, with several township cat-colonies considered for a pilot action in winter. This has been deferred until all partner resources can be coordinated.</p> <p>Council has distributed responsible cat ownership information and messages in the community and continues to be active in the Northern Regional Cat Management working group. Council officers received training from Biosecurity Tasmania in enforcement of new regulatory controls for responsible cat ownership and cat management. One Multiple Cat Permit was issued in Break O'Day by Biosecurity Tasmania, in consultation with Council, and further cases are under investigation.</p>
100%	01/07/2022	30/06/2023	→ <b>Actions 3.3.1.5 Dog Management - Apply Dog Management Policy collaboratively with the community and Parks &amp; Wildlife Service and prepare for policy review in 2023/2024.</b>	<p>A shorebird working group, involving Parks and Wildlife Service (PWS), Council and NRM North, North East Bioregional Network and other community volunteers continues to deal with difficult issues balancing shorebird conservation with beach users and access. This has included volunteers leading the placement information signs at beach access points and organising a school education program using Council Community Grant funding. NRM North sponsored successful visits during January and the Easter holidays of a PWS Discovery Ranger, with a focus on the coast, shorebirds and the hooded plover.</p> <p>Council produced new statutory dog management signs implementing its Policy and Declared Areas for dog access, which were installed jointly by Council and PWS staff on coastal reserves. Council's Animal Control officer undertook 149 beach patrols and 105 town patrols, with 295 dog control issues and actions recorded.</p>
100%	01/07/2022	30/06/2023	→ <b>Actions 3.3.1.6 Catchment and River Management - Identify catchment, water quality &amp; riparian issues &amp; management problems including for Georges Bay &amp; facilitate projects to improve water management, rivercare, landholder involvement &amp; protect priority waterways &amp; resources.</b>	<p>Council's NRM Committee began investigating native flat-oyster reefs in Georges Bay and concerned community members were supported to investigate discharge of treated sewage from St Marys into the Break O'Day River. 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 &amp; resources.</p>
50%	01/07/2022	31/12/2022	→ <b>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.</b>	<p>The first stage of this project to identify likely river-breakout scenarios across the floodplain was completed. It found a new river channel is most likely to form in the existing secondary channel at the 'causeway' on Binalong Bay Road. Implementation of final stage of this project has been delayed. Recruitment is underway for a services consultant to undertake the Impact Assessment in 2023. This 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.</p>

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	31/12/2022	→ <b>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.</b>	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 (SES) Flood Ready program. It was tested and refined at an inter-agency scenario workshop with input from Council's Emergency Management and natural hazards risk management staff. The SES has not finalised a Community Flood Response Plan but it will be supported by Council and integrate with its preparedness and response priorities in its Flood Risk Management Plan.
100%	01/07/2022	30/06/2023	→ <b>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.</b>	The NRM Committee met in five times during the year, considering a wide range of issues including local government reform, review of Council's Conservation Covenant Policy, a new northern region NRM Strategy, safe use of rodenticides, weed, shorebird and dog management, engagement with the local Noiheener Aboriginal community organisation and NRM priorities for the next year and a new five-year Action Plan. In March the Committee visited sites on St Helens Point and to investigate off-road vehicle management issues.
100%	01/07/2020	01/07/2028	<b>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</b>	
100%	01/07/2022	30/06/2023	→ <b>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%</b>	Progress with this new KFA accelerated during the year with a particular focus on working with other northern region Councils to develop and implement climate change mitigation and adaptation actions. Important initial steps were completed towards the end of the year in establishing this partnership approach and this will be very evident during 2023-24. All activities were completed as planned.
100%	01/07/2022	30/06/2023	→ <b>Actions 3.4.1.1 Climate Change Action Plan - Collaborate in the Northern Councils Climate Change Action partnership to develop &amp; implement local priorities &amp; opportunities for climate change mitigation &amp; adaptation action to implement within Council &amp; to support in the community.</b>	A program of Climate Actions for Council to take was drafted following workshops with staff from across Councils various roles and functions and Council adopted this Climate Action Plan late in the year. 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.  Implementation within Council will be supported by the Regional Climate Change Action Program and its manager, starting in 2023/24.



Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	→ <b>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.</b>	Council has received an emissions accounting tool through the northern councils Regional Climate Change Action partnership and is gathering electricity and fuels consumption data from suppliers, to begin reporting and analysis of greenhouse gas emissions in 2023/24.
100%	01/07/2022	30/06/2023	→ <b>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.</b>	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.
100%	01/07/2022	30/06/2023	→ <b>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.</b>	<p>A funding agreement for \$165,000 from the Australian Government's <i>Coastal and Estuarine Risk Mitigation Program</i> is awaiting their approval for the <i>Scamander River Coastal Hazards Risk Mitigation &amp; Pathways Planning</i> project. The project is expected to start early in 2023/24.</p> <p>Council has committed to a three year partnership investment with all northern regional councils for the northern Regional Climate Change Action Program including a regional manager. The partnership has already seen significant funding secured for projects on climate change capacity building in local government, climate and disaster resilience and community health and wellbeing initiatives in coming years.</p>

## INFRASTRUCTURE

Current C...	Start D...	Due Da...	Goal	Update
75%	01/07/2020	01/07/2028	<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>	
75%	01/07/2022	30/06/2023	→ <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>	Good progress was made with most activities in this KFA with the highlight being the development and adoption of the Marine Facilities Strategy for Georges Bay. This important piece of work is setting the framework for development and provision of infrastructure around the Bay into the future, it also provided an important starting point to a more comprehensive examination of the St Helens Foreshore area which will now roll into the 2023-24 year.
100%	01/07/2022	30/06/2023	→ <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>	The St Helens Sports Complex Draft Master Plan Community Feedback document was completed and adopted by Council. Council staff reviewed the recommendations from the information summarised in that document and identified a path forward in relation to the future development of the St Helens Sports Complex. A recommendation was put to Council to engage a landscape architect and Council staff have commenced the development of a Brief which will ensure that all issues/recommendations raised by the user groups are captured.
100%	01/07/2022	30/04/2023	→ <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.
10%	01/07/2022	31/03/2023	→ <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 was deferred until the Georges Bay Activation Strategy was developed and endorsed by the Council. The Strategy endorsed by Council in March 2023 recognises the St Helens Foreshore as a destination foreshore space, that supports a diversity of uses including boating, passive use, active use, commercial/hospitality and community facilities. The key move relating to the foreshore area is to prepare a masterplan to guide the development of the St Helens Foreshore. The St Helens Foreshore Master Plan will be developed in 2023/24 and will consolidate and connect buildings, open space and facilities on the site prioritising walking/cycle connections, recreational facilities and commercial/hospitality businesses. The community will have further opportunities to provide comment on the draft masterplan.

Current C...	Start D...	Due Da...	Goal	Update
90%	01/07/2022	30/06/2023	→ <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 July 2023 relating to the two building projects. The Fingal playground project location is under review and will require further consultation in the community
34%	01/07/2020	01/07/2028	<b>Strategy 4.2 Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle. : 30 to 100</b>	
34%	01/07/2022	30/06/2023	→ <b>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%</b>	The construction element of this KFA was completed as planned during the later part of the year. Unfortunately completion of the Car Parking Strategies for St Marys and St Helens has not progressed as planned this year and the decision was made that external resources would be needed to assist with this project due to pressures on internal resources.
100%	01/07/2022	30/11/2022	→ <b>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 &amp; Community Infrastructure (LRCI) Program - Phase 3 project.</b>	<p>The Cecilia Streetscape project funded under the Australian Governments Local Roads and Community Infrastructure Program - Phase 3 at \$320,000 is nearing completion. Civil works commenced in mid-May after a period of community and business owner engagement. Civil works has included the replacement of kerb &amp; channel, footpath, parking bays and garden beds and the provision of additional parking spaces and alignment of pedestrian access ramps with the western side of the street at the frontage of the Bayside Inn. Minor works, the installation of bollards and refurbishment of a feature garden bed boat will be completed during July 2023.</p> <p>The initial project scope included the realignment of the Cecilia St/Georges Bay Esplanade junction. The sharp rise in civil construction cost and the need to acquire a small area of land have resulted in the deferral of the junction upgrade until the 2023/2024 financial year. Local Roads and Community Infrastructure Program - Phase 4 funding will be used to upgrade the junction, and which will also provide connectivity to the new streetscape footpath and the foreshore shared way.</p>
25%	01/07/2022	31/03/2023	→ <b>Actions 4.2.1.2 Streetscape Design - Develop a streetscape design and costing for the northern end of Cecilia Street, St Helens.</b>	<p>During the year work commenced on developing a conceptual plan that includes replacement of kerb and channel, revised parking provisions and general beautification of nature strips. Currently, consideration is being given to the upgrade requirements of the stormwater system at the northern end of Cecilia Street which will be an integral part of any future streetscape project.</p> <p>Due to resource constraints this activity has been carried forward to the 23/24 financial year, with community engagement yet to occur, prior to finalising final design and project cost estimates.</p>



Current C...	Start D...	Due Da...	Goal	Update
10%	01/07/2022	31/03/2023	→ Actions 4.2.1.3 St Marys Parking Strategy - Develop a car parking strategy for St Marys providing a long term plan for off-street parking.	Resource constraints have hindered the progress of this action. A budget allocation has been included in the 2023/24 capital plan to engage external town planning assistance to assist strategy development.  During the year State Growth approved the placement of additional parking guidance signs at Main Street with the objective of prompting a greater utilisation of available parking at the Community Hall. Car park line marking was also renewed. Use of the car park has increased marginally.
0%	01/07/2022	31/03/2023	→ Actions 4.2.1.4 St Helens Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for off-street parking.	Resource constraints have hindered the progress of this action. A budget allocation has been included in the 2023/24 capital plan to engage external town planning assistance to assist in strategy development.
86%	01/07/2020	01/07/2028	Strategy 4.3 Develop and maintain infrastructure assets in line with affordable long-term strategies. : 30 to 100	
90%	01/07/2022	30/06/2023	→ Key Focus Area 4.3.3 Recreational Facilities: Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure. : 100%	Good progress was made with most of the activities in this KFA with the highlight being the completion of the Recreational Trails Strategy for the Break O'Day area and its adoption by Council. The exception has been completing the St Helens to Binalong Bay link project to a shovel ready position, this will be prioritised by Council's Infrastructure department in the 2023-24 year. The Swimming and Hydra Therapy pool investigation started through the initial formation steps towards the end of the year and will feature prominently in the 2023-24 year.
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.  Cost estimates prepared in 2020-2021 are being updated to reflect current market construction rates. The project is to be progressed to a shovel ready stage in 2023-2024 in readiness for funding opportunity.
100%	01/07/2022	30/06/2023	→ Actions 4.3.3.2 St Helens MTB Network - Examine opportunities to evolve the network to enhance its attractiveness.	Opportunities to further enhance the existing network have being developed through the Trails Collective and have now been reviewed by Council officers. Development of these opportunities is being worked on in partnership with the Collective. Each potential trial has been assessed to determine approvals status.

Current C...	Start D...	Due Da...	Goal	Update
80%	01/07/202231/12/2022		→ <b>Actions 4.3.3.3 St Helens Pump Track - Examine the options for the construction of a Pump Track and progress construction.</b>	<p>Two community working groups were established to develop two pumptracks. One located in St Helens and the other located at the Flagstaff MTB Trailhead.</p> <p>The St Helens Pumptrack working group is made up of local community members including youth. The group developed a survey aimed at school children and then visited both schools to survey the students so as to determine:</p> <ul style="list-style-type: none"> <li>• What equipment the pumptrack should cater for</li> <li>• What pumptracks they liked and why</li> <li>• What features they would like to see included in the design.</li> </ul> <p>The survey will be collated early in 2023-2024 financial year and will be used to inform the brief for a tender and construct contract.</p> <p>The Flagstaff Pumptrack working group is made up of MTB Stakeholders including members from the Pedal Heads and the Trails Collective.</p> <p>A brief has been developed for the Flagstaff project and tender documents are currently being developed with construction of the Flagstaff Track expected to be completed by the end of 2023.</p>
100%	01/07/202230/06/2023		→ <b>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.</b>	Community consultation completed for the project, planning approval received in November. Edwards + Simpson are progressing the construction and tender documentation - final design and tender documents scheduled for completion in July 2023 relating to the two building projects funded as part of the Black Summer Bushfire Recovery funding
100%	01/07/202216/12/2022		→ <b>Actions 4.3.3.5 Recreational Trails Strategy - Complete the development of the Strategy including adoption by Council.</b>	Recreational Trails Strategy was adopted by Council on the 19th December, 2022. Final funding report submitted to Commonwealth Government with acquittal of funds spent
100%	01/07/202230/06/2023		→ <b>Actions 4.3.3.6 MTB Network - Develop and implement an operational and maintenance plan for the MTB trail networks</b>	Regular operational activities and maintenance activities which are undertaken have been drawn together into a formal Plan as well as the Asset Management Plan

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	→ <b>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</b>	<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 was considered by Council at the February Council meeting and following this an expression of interest process was undertaken to secure members for the working group. the decision on membership will be finalised at the July 2023 meeting. Provision was made within the 2022-23 Council Budget for a consultancy to undertake this work and an additional allocation was included in the 2023-24 Council Budget. Development of a Brief for the consultancy has commenced and will be completed over the next few months</p>
67%	01/07/2022	30/06/2023	→ <b>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%</b>	<p>During the year a focus on an alternative route became a significant focus of activity following the flooding in October 2022 and it was very pleasing to finally make some progress on this with the State Government. Overall there was reasonable progress in this area with the exception of the Transport Master Plan which was not progressed with internal resources.</p>
100%	01/07/2022	30/06/2023	→ <b>Actions 4.3.1.1 State Road Network - Pursue upgrades to State Government road infrastructure assets (Tasman Highway, Esk Main Road &amp; Binalong Bay Road) to improve safety and reliability: Result, network quality.</b>	<p>The largest disruptor to the Break O'Day Municipality this financial year were the October 2022 flood events that resulted in landslip activity on the St Mary's Pass and its closure for several weeks. The event triggered the increased traffic on German Town Road, Semmens Road and Upper Scamander Road and extended travel time from the coast to St Mary's for motorists using Elephant Pass, with delays occurring on that pass due to landslip and extended road works. During this period of time Council was proactive in ensuring that the Department of State Growth regularly provided updates to the community on remediation works of both Passes. In March 2023, Council's officers met with State Growth representatives to discuss an option for an alternative by-pass route to the St Mary's Pass. That option is currently being assessed by the Department, and who will respond to Council in due course.</p> <p>Council continues its dialogue with the Department over the deteriorating condition of the Esk Main Road, between Fingal and St Mary's, the eastern end of St Marys, the Tasman Highway and Binalong Bay Road. Substantial remediation works were undertaken by the Department through the Fingal Valley during the financial year.</p> <p>During the year State Growth advised of their plans for the upgrade of intersections along the Great Eastern Drive specifically 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</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 are yet to be confirmed.</p>



Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	31/12/2022	→ <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>Council received \$200,000 of Road Black Spot funding program to upgrade at the junction of Medea and Circassian Street, St Helens. Work includes the provision of a round-about, pedestrian footpath and vehicle parking bays. The funding arrangement requires Council to complete construction prior to 30 June 2024. In consultation with StateGrowth's Traffic Engineering Division, design work is progressing. It is anticipated that work at the junction will occur in the early part of 2024. This will be the second roundabout installed at St Helens, funded by the program. In September 2022, Council installed the first roundabout at the junction of Medea and Quail Streets, St Helens in response to the proceeding five-year accident history at the junction.</p> <p>Council officers monitor vehicle incidents recorded for the BODC road network by the Department of State Growth. Potential projects are assessed against Blackspot and Vulnerable Road User Programs (VRUP) criterion.</p> <p>Two projects were submitted to the VRUP program in March 2023.</p> <ol style="list-style-type: none"> <li>1. Informal pedestrian crossing in Main St, St Marys</li> <li>2. 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).</li> </ol> <p>Both submissions were unsuccessful. Councils Officers have met with State Growth's Traffic Engineering Division to discuss each submission and to seek guidance on changes required to enable re-submission at the next funding round later in 2023.</p>
0%	01/07/2022	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>
100%	01/07/2022	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 very significant area of focus during the year particularly given the introduction of a Statewide approach to dealing with waste management and the effective operation of Waste Transfer Stations. Our local activities all progressed as planned 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>

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2023	06/2023	→ <b>Actions 4.3.2.1 Waste Education - Develop communications that fosters the Reduce, Reuse and Recycle principals.</b>	<p>Educating our community around reducing their household waste will continue to be a focus for Council as costs to dispose of waste continue to rise.</p> <p>Some of the activities related to waste education include:</p> <ul style="list-style-type: none"> <li>• Embedding the Recycle Coach App on our website</li> <li>• Promoting the Recycle Coach App with a QR code flyer in the office and at the St Marys Markets through the local Waste Warriors</li> <li>• Developed and implemented a Plastic Free Policy for all Council owned and operated facilities</li> <li>• Developed a flyer designed to help the community comply with our new Single Use Plastics Policy</li> <li>• Facebook campaigns including: <ul style="list-style-type: none"> <li>• 12 days of a waste free Christmas,</li> <li>• one post a week through January sharing posts on reducing your household waste.</li> </ul> </li> </ul>
100%	01/07/2023	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>During 22/23 the Tasmanian Environmental Protection Authority (EPA) Policy Unit approved Councils St Helens Inert Landfill Plan that details operations at the site and establishes the reporting requirements which determines the waste level amount paid to the State Government. The agency has visited the site twice to verify compliance with the plan.</p> <p>To avoid landfilling , clean fill material such as rock, gravel, concrete and soil are being stockpiled at the site for future crushing and/or screening for reuse in civil construction activity. Material volumes received on an annual basis are small. Campaign processing of large material volumes is a viable longer term option for Council. This action has substantially decreased the landfilling of inert waste to less than 100 tonnes in 2022/2023.</p> <p>Shredding of clean plaster board sheeting with green waste was successfully trialed during the year with an intent to embed as a standard operational practice.</p> <p>Council continues to collect metal, e-waste, cardboard, waste oils and fuels, empty gas cylinders, flares, light bulbs and tubes, plastic bottle and drink containers, tyres, lead acid car batteries and glass for recycling - embedded operational practices.</p> <p>Mattresses and treated timber present ongoing disposal challenges.</p>

Current C...	Start D...	Due Da...	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 wheelie 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>
100%	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>In August 2022 the Council agreed to transition the hosting, administration and secretariat of the Northern Tasmanian Waste Management Group (NTWMG) from the City of Launceston to NRM North. Under a new governance model, the NTWMG is in a 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> <p>BoDC is an active NTWMG member and is currently participating in the development of new five-year Strategic Plan and Annual Plan for 2023-2024.</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>

Current C...	Start D...	Due Da...	Goal	Update
100%	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>	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 advised. 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 known.
100%	01/07/2022	01/01/2023	→ <b>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.</b>	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.



## SERVICES

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2020	01/07/2028	<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>	
100%	01/07/2022	30/06/2023	→ <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 has been a key activity for the year with a co-design process underway and a roadmap completed to develop the Strategy in the year ahead. Youth activities have progressed as planned during the year with Council officers working with local groups to facilitate meetings and activities.
100%	01/07/2022	30/06/2023	→ <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 has co-hosted quarterly Youth Network Meetings in 2022-23. Council is involved in the development of the in the Live4Life partnership to support the implementation of this important youth peer support program.  Council received \$1000 from The Tasmanian Government for a Youth Week event in partnership with Youth Collective of North East Coast Tasmania (YCNECT). Council had to postpone the event, Scooter Jam in St Marys that was booked for Sunday 7 May. Event will take place on 13 August 2023.  Council developed a roadmap to guide our facilitation of a Community Youth Strategy to be co-designed in 2023-24. The roadmap has been shared with youth stakeholders in our community.
100%	01/07/2022	30/06/2023	→ <b>Actions 5.1.1.2 Youth Strategy - Co-Design a Youth Strategy with community for Break O'Day.</b>	Council has developed and shared a roadmap with YCNECT and other youth stakeholders in our community to guide the co-design of a community level youth strategy with young people and youth stakeholders in our community. Discussions with stakeholders and Council staff have been occurring and staff have also been attending youth activities to start building connections with young people.
100%	01/07/2022	30/06/2023	→ <b>Actions 5.1.1.3 THRIVE - Maintain working relationship with THRIVE and participate in the activities which benefit the community.</b>	The THRIVE committee is currently not meeting. Meetings had originally been held under the leadership of the St Helens Neighbourhood House. The sub committees that were formed under the banner of THRIVE are still operating with the Mentoring program now run by the school and the community garden now being operated by the St Helens Neighbourhood House. Even though meetings are not held, the connections and knowledge gained through the original THRIVE sessions are still in place and opportunities to share knowledge and ideas still occur without the formal meetings taking place.
100%	01/07/2022	30/06/2023	→ <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 KFA directly link to activities which occur involving other organisations and have all progresses as planned. Towards the end of the year Council became directly involved in the challenges being experienced by Dr Cyril Latt at St Marys and the provision of health services at St Marys.



Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/202230/06/2023		→ <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>	Council staff continue to engage with Royal Flying Doctors Service (RFDS) workers who are currently engaged to work within our community to ensure that service delivery within our municipality is in line with our community's needs. RFDS are still receiving grant funding from PHT to delivery youth mental health and social worker services within our community at a local level.
100%	01/07/202230/06/2023		→ <b>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.</b>	Council continues to participate Mental Health Networks including the Suicide Prevention Trial and the Mental Health Professionals Network meetings. Council hosts a quarterly Health and Social Services Network and follows up with an e-news going to 80 subscribers.
100%	01/07/202230/06/2023		→ <b>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.</b>	In the last three months the situation of Dr Cyril Latt at St Marys became a significant issue within the community and for Council. This has involved both the Mayor and General Manager in numerous meetings with the Minister, Premier, Members of parliament, Department of Heath & Human Services, Tasmanian Health service and other stakeholders as we work to achieve a resolution which is sustainable. Council staff continue to participate in health and mental health networks to identify needs and opportunities in our community. This includes the Mental Health Professionals Network and the Suicide Prevention Trial Site. Council also fosters a health and social services network, and a collective of wellbeing advocates. Council was a Mental Health Week Advisory Group member in 2022 and has been accepted again in 2023.
100%	01/07/202001/07/2028		<b>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</b>	
100%	01/07/202230/06/2023		→ <b>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%</b>	This is a small area of focus for Council activities and is linked to other employment related activities involving Break O'Day Employment Connect. All activities progressed as planned
100%	01/07/202230/06/2023		→ <b>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.</b>	Activity during the early part of the 2022/2023 financial year was in relation to facilitating the delivery of hospitality training along the East Coast to meet industry needs. In the second half of the 2022/2023 financial year, Break O'Day Employment Connect operational team 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. Since April 2023 there were 13 training courses delivered in Break O'Day ranging from Hospitality to Employment Services, Forklift, first aid, life skills, Leadership & Management and Mental Health First Aid.

Current C...	Start D...	Due Da...	Goal	Update
100%	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.
100%	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
100%	01/07/2022	30/06/2023	→ 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 staff include access and inclusion considerations in all activities and events that Council design and host. This includes setting a welcoming inclusive tone including promotional design considerations, facilities choice and risk management considerations. Council staff participated in First Nations Cultural Awareness Training and Trauma Informed Practice Training. Council staff also saw a need to change the name of one of their committees; that being the Disability Access Committee to Access and Inclusion Advisory Committee to ensure that all people in our community who may be disadvantaged do not miss out on opportunities.
100%	01/07/2022	30/06/2023	→ Actions 5.2.2.2 Equitable Access - Advocate for, support, and facilitate actions to improve access to services, information and opportunities.	Council has reinvigorated a network of Health and Social Services that service our community. This network meets quarterly and council produces and e-news after the meetings to share stories and opportunities with 80 subscribers. These meetings host a guest speaker and membership continues to grow.
100%	01/07/2022	01/07/2028	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 C...	Start D...	Due Da...	Goal	Update
100%	01/07/2023	06/2023	<b>Financial Sustainability : 100%</b>	The LTFP was adopted by Council at its June 2023 meeting. The assumptions and projections contained in the LTFP directly informed the budget estimates and rates resolution, all passed unanimously by Council. Alignment of these important strategies and plans with Council decision making directly supports the ongoing financial sustainability of Council.
100%	01/07/2023	06/2023	→ <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>	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 St Helens Multi User Trail Funding - \$375,000
100%	01/07/2023	06/2023	→ <b>Revenue Generation - Identify opportunities to generate alternative revenue sources and secure a better return on the Cash holdings of Council. : 100%</b>	Given the high interest rate returns delivered throughout the current FY, the need to find alternate revenue sources has been limited. A number of ideas have been discussed and further work in the next FY will occur as time and opportunity allows.
100%	01/07/2023	06/2023	→ <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>	Annual target has been achieved.
100%	01/07/2023	06/2023	<b>Financial Management : 100%</b>	Council has performed well at a financial level with a number of key plans and strategies to support financial sustainability completed and endorsed by Council during the year.
100%	01/07/2023	06/2023	→ <b>Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel. : 100%</b>	Meetings completed in line with Audit Panel work plan.
100%	01/07/2023	04/2023	→ <b>Long Term Financial Plan (LTFP) - Review of the Plan completed to reflect updated Four (4) Year Capital Works &amp; Projects Budget and Asset Management Plan and updated Plan adopted by Council. : 100%</b>	The Long Term Financial Plan was reviewed and refined in the final quarter. This combined with a revised Financial Management Strategy and Rates and Charges Policy directly assisted Council in making an informed and considered decision regarding the 2023/2024 Budget Estimates and Rates Resolution.

Current C...	Start D...	Due Da...	Goal	Update
80%	01/07/2022	31/05/2023	<p>→ Internal Audit - System audits scheduled are completed, recorded and reported for the following: Annual maintenance statement; Community grants; Wages &amp; HR; Planning advice. : 100%</p>	<p>The Internal Audit program for the year centred upon the assessment of Fraud Control Policies and Procedures.</p> <p>With these now complete the year ahead will see a focus on Cyber Security and other internal functions due for review.</p>



## HUMAN RESOURCES / TRAINING/ WORK HEALTH & SAFETY

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2023	30/06/2023	<b>Workforce Plan : 100%</b>	
100%	01/07/2023	30/06/2023	→ <b>Following completion of the Works Department service delivery review, complete and commence implementation of the Plan to address succession requirements and an ageing workforce.</b>	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 have been reviewed and grouped where appropriate to provide a focus. major piece of work is addressing the structural setup of the teams and the overall management of activities..
100%	01/07/2023	30/06/2023	<b>Elected Members : 100%</b>	
100%	01/07/2023	30/06/2023	→ <b>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%</b>	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. New Councillors have been encouraged to attend professional development training through LGAT.
100%	01/10/2023	31/12/2022	→ <b>Councillor Induction - develop and deliver an induction program for Councillors following the Council elections. : 100%</b>	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%	01/07/2023	30/06/2023	<b>Council Advocacy : 100%</b>	
100%	01/10/2023	31/12/2022	→ <b>State Budget - Provide a submission to the 2023 - 2024 State Budget community consultation process advocating for local priorities. : 100%</b>	Council considered the matter at the October Council meeting and provided a submission with the following priorities: 1. Bay of Fires Master Plan. 2. Housing Needs Assessment 3. St Helens District High School – investigation of future replacement or upgrading options 4. Climate Resilient Councils – extension of program. 5. St Helens Wharf – funding for assessment of asset condition and maintenance works on the disputed section. 6. St Marys Childcare Centre – investigation into options for a new purpose built centre to service St Marys and surrounding areas
100%	01/07/2023	30/06/2023	<b>Wellbeing Program : 100%</b>	
100%	01/07/2023	30/06/2023	→ <b>Workplace Wellbeing - Finalise and implement a Mental Health and Wellbeing Plan for Council staff that creates a mentally safe workplace. : 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  Feedback and ideas from staff were incorporated into the Draft Mental Health and Wellbeing Plan which was developed in alignment with Safe Work Australia guidelines.



Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	<p>→ 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%</p>	A simple survey gathered ideas and feedback from staff about mental health in the workplace and this was collated with surveys, interviews and feedback provided to Human Resources and through Workplace Health and Safety meetings to be included in any planning and reports.

## CORPORATE RISK

Current C...	Start D...	Due Da...	Goal	Update
88%	01/07/2022	30/06/2023	<b>Risk Management/Work Health &amp; Safety</b>	Council has managed and mitigated risk to a high level during the FY. WH&S has also been adequately managed with a relatively small number of incidents during the period.
100%	01/07/2022	30/06/2023	→ <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 6 June 2023, all goals were updated. 379 Goals are now listed on the risk register, and 99% of Goal completion was achieved.  Reviews are scheduled next for 28 July 2023.
100%	01/07/2022	30/06/2023	→ <b>Workplace Safety - Ensure that Risk Management processes identify and manage psychological risk. : 100%</b>	No further updates on the matter.  Moving towards the new FY, a discussion should take place to combine this goal with the goal 'Workplace Safety - Ensure that the necessary systems are in place to reduce the likelihood of incidents of injury and illness in the workplace'. We either continue to separate physical and psychosocial hazards in the workplace or combine them. Council management will continue to learn more about psychosocial hazards and how to manage staff that report psychosocial hazards.
40%	01/08/2022	31/01/2023	→ <b>Risk Management Framework - undertake an external review of Risk Management and report on implementation of recommendations. : 100%</b>	An internal review of the Risk Management Framework has been undertaken in preparation for an external review in the next Financial year. Funds allocated to these audits were wholly spend on an external audit of Fraud and Corruption control, processes, and systems and implementation of the findings.
100%	01/07/2022	30/06/2023	→ <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 C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	<p>→ <b>Workplace Safety - Ensure that the necessary systems are in place to reduce the likelihood of incidents of injury and illness in the workplace. : 100%</b></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. These documents are reviewed every 2 years or when an incident was reported by staff or if an alert has been received from other authorities. Workers are consulted, and results are communicated throughout the process.</p> <p>WHS/RM meetings are held every 2 months with participation from 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 following legislative requirements, and new workers will be required to undergo training if they don't hold a ticket.</p> <p>Outdoor workers are kept up to date with any regulatory changes. They 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 is everyone's business which comes first in all their tasks, and this is also done during the WHS induction.</p> <p>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 C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/06/2023	<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.
100%	01/07/2022	30/06/2023	→ <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>	This is a very substantial area of activity during the year. Following release of the Stage 3 Options Paper in early May, Council has developed a position and undertaken discussions with neighbouring Councils. Officers and elected members have participated in forums to discuss the scenarios. A community engagement activity for the BODC community has been developed and will roll out during July 2023. Previously a submission was 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.
100%	01/07/2022	30/06/2023	→ <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.
98%	01/07/2022	30/06/2023	<b>Break O'Day Organisation : 100%</b>	
100%	01/11/2022	28/02/2023	→ <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.
90%	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>	During 2022/2023 a service delivery review for the Works Department was completed. The review included active participation of a Working Group comprising several Works employees.  The Working Group 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 currently under consideration. Appropriate actions for implementation will be developed in the early part of 2023-2024.
100%	01/07/2022	30/06/2023	→ <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 Executive Officer is working with Council Departments to develop engagement plans for specific projects based around the Strategy framework.

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2023	30/06/2023	→ Plain English Communication - Ensure all staff are aware of plain english guides and tools and are using the Style and Communication Guides. : 100%	<p>The use of Plain English is an important focus for all of Council's written material and is important in ensuring that our messages are being received and understood by the community.</p> <p>To assist departments with this, the Communications Coordinator developed Community Engagement templates that align with our Community Engagement Framework. The templates step staff through all the considerations they need to make when communicating with the community or stakeholders.</p> <p>Department heads are also now regularly checking any controversial correspondence with the Communication Coordinator for tone and plain English approach.</p> <p>The communications coordinator has also ensured staff have access to our templates, style and communication guides as well as can use tools like the Flesch Kinkade readability function in word.</p>
92%	01/07/2023	30/06/2023	Management Systems : 100%	
100%	01/07/2023	30/06/2023	→ Cascade - Progress with integration of Cascade as the key platform for managing day-to-day activities with a focus on project management. : 100%	Progress with the implementation of this system is ongoing with new team members quickly adapting to the system.
100%	01/07/2023	30/06/2023	→ Cascade Community Dashboard - ensure the community dashboard is operating on Council's website. : 100%	<p>A Cascade public dashboard has still not been developed.</p> <p>Instead we have been uploading the quarterly reports as an easy to read flip book on the website.</p>
75%	01/07/2023	30/06/2023	→ Welcome Pack - Review and redevelop the welcome pack for new residents. : 100%	<p>Due to other priorities, this task will now be undertaken by the end of 2023.</p> <p>The Executive Officer and the Governance Officer will work with admin staff, the senior planner and the Economic Development Officer to review the packs as well as the new resident survey.</p> <p>The review will include considering:</p> <p>Additional questions to the survey that will be useful to the Economic Development Officer and Planning team</p> <p>The appropriateness of each question and how this could be improved</p> <p>How we are collecting the data and whether there are opportunities for improvement.</p>
92%	01/07/2023	30/06/2023	Customer Service : 100%	The department has focussed heavily on improvements to customer service standards, the correct allocation of customer requests and tracking for compliance with the Customer Service Charter. Improvements in this important area will continue in the year ahead.



Current C...	Start D...	Due Da...	Goal	Update
75%	01/07/2022	30/06/2023	→ Access to Information - Ensure staff understand where they and customers can access Council information. : 100%	<p>The Executive Officer ensures staff have access to information they need by:</p> <ul style="list-style-type: none"> <li>• Emailing Admin staff any relevant information to do with communications including where to find hard copy surveys etc.</li> <li>• Staff receive a Council Bulletin within 24hrs of the Council meeting that briefly outlines Council decisions.</li> <li>• Community Engagement templates for staff include considering what staff need to know what</li> </ul> <p>We will also be reviewing the Reference Document folder and developing a procedure for staff around what to do with documents such as strategies etc once they have been endorsed by Council. This will be done in collaboration with the Corporate Services Coordinator.</p>
100%	28/09/2022	31/03/2023	→ Customer Service - Investigate and report on options for improving customer service telephone enquiries, particularly with staff Working From Home. : 100%	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. With staff returning to the office, the impetus to improve response times and customer support while working from home has eased.
100%	28/09/2022	30/04/2023	→ Customer Satisfaction - Research and develop a report in relation to options to monitor customer satisfaction. : 100%	A cornerstone to monitoring customer satisfaction is the manner in which customer requests and complaints are triaged and tracked internally. A TRIM based model has been set up and the CS team have been regularly discussing the customer experience and how this can be improved. The internal component of this system is working well with Development Services being the first department we have rolled this out to specifically with Planning Enquiries. The "closing the loop component" will commence very soon with the Customer Service Staff triaging the requests and contacting customers to gauge their customer experience and ensure that their enquiry has been dealt with. The information gathered through "closing the loop" will also be entered into our TRIM system and reports can be retrieved to allow Management to review and work with staff to ensure we are continually improving where required and necessary the Customer Service Experience.
100%	01/07/2022	30/06/2023	Asset Management : 100%	
100%	01/07/2022	30/06/2023	→ System Refinement - Develop and Refine Asset Management System including integration of all Council assets. : 100%	<p>Significant resource time has been invested in progressing Asset Management activities during the year, that include:</p> <ol style="list-style-type: none"> <li>1. Mapping Councils storm water system and updating the Storm water GIS database.</li> <li>2. Undertaking a road condition assessment of Councils sealed road network (November 2022).</li> <li>3. External assessment of Councils Bridge and major culverts (July 2022) and the update maintenance and bridge replacement schedules in Councils Bridge Management System.</li> </ol> <p>The next step to be taken in 2023-2024 is to investigate an integrated approach to asset management and one that is affordable to the business and delivers expected outcomes in managing assets.</p>
100%	01/09/2022	31/12/2022	→ 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.
100%	01/07/2022	30/06/2023	Public & Environmental Health : 100%	

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	28/06/2024	→ <b>New Municipal By-Law - Progress Development of Municipal By-Law which controls Keeping of Life Stock, Waste Disposal Site Controls &amp; Caravans within the Municipality. : 100%</b>	The final draft has now been completed will be presented at the July 2023 Council Meeting. A consultation strategy has now been developed and its implementation will be subject to certification provided by the Director of Local Government Division. Current planned implementation and full adoption of the by-law is planned prior to end of the 2023 calendar year
100%	01/07/2022	30/06/2023	→ <b>Food Premises - Deliver a regular program of Food Premises inspections. : 100%</b>	This action is an operational task which is an on going statutory function of Environmental Health Officer
100%	01/07/2022	30/06/2023	→ <b>Water Quality Monitoring - Undertake monitoring and reporting in recreational waters. : 100%</b>	Water Quality Monitoring was completed and reported within the development services operational report in the Council agenda. The results of relevant testing reported satisfactory results.
100%	01/07/2022	30/06/2023	<b>Stakeholder Management : 100%</b>	
100%	01/07/2022	30/06/2023	→ <b>Local Government Association of Tasmania (LGAT) and Australian Local Government Association (ALGA) - Participate actively at the State and National level in Local Government matters including policy development. : 100%</b>	Attendance of the Mayor and General Manager has occurred at LGAT meetings on 1/7/22 (Mayor only), 16/9/22 (plus Clr McGuiness), 17/3/23 (Mayor only), 30/6/23 (plus Clr Johnstone) and LGAT AGM 30/6/23 (plus Clr Johnstone) and Annual Conference 8&9/12/22 (plus Deputy Mayor Chapple). Mayor was Vice President of LGAT through 2022-23 and participates in the General Management Committee and ALGA Board. Mayor Tucker was elected President of LGAT late in the year taking office on 30/6/23 at the conclusion of the AGM. General Manager is participating in an Office of Local Government working group developing the Elected Member Learning and Development Framework.
100%	01/07/2022	30/06/2023	→ <b>Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy. : 100%</b>	Mayor and General Manager participate actively in NTDC activities. During the period this has included the Board Review workshop in mid July and resulting activities such as providing input into Constitutional changes and Letter of Expectations. Council discussed the matter at the September Council meeting and requested the NTDC Board to draft the recommended constitutional changes in collaboration with the Member Council General Managers/Chief Executive Officer for the further consideration of the member Councils at a Special General Meeting on 1/2/23. Regional Collaboration Framework was held on 3/5/23 which brought together a wide range of stakeholders to discuss and develop priorities for the northern region. An NTDC Strategic Planning session held on 26/5/23 assisted in finalising the NTDC Strategic Plan.
100%	01/07/2022	30/06/2023	→ <b>Legislative Reviews - Participate in reviews of legislation affecting Local Government. : 100%</b>	During the 2022-23 year, Council participated in the following legislative and policy reviews: <ul style="list-style-type: none"> <li>Local Government (Code of Conduct) Bill 2022 - August 2022 (Considered but no Submission made)</li> <li>Draft Tasmanian Planning Policies - October 2022 (Submission made)</li> <li>Discussion Paper - merit based recruitment in councils, Mar/Apr 2023 (Submission made)</li> <li>Discussion paper - Addressing councillor misconduct, Mar/Apr 2023 (Submission Made)</li> <li>Draft Tasmanian Planning Policies - June 2023 (Submission made)</li> </ul>

Current C...	Start D...	Due Da...	Goal	Update
100%	01/07/2022	30/11/2022	↳ <b>Planning Authority Delegation Review - Review of Delegations for Planning Authority Decisions with a aim to reduce unnecessary decision making processes and reporting for Planning items. : 100%</b>	A report regarding Planning Authority Delegation was delivered at the 1 August 2022 Workshop. Council resolved to apply the status quo to planning authority delegation. No further action required.
0%	01/07/2022	30/06/2023	<b>Organisational Efficiency : 100%</b>	
0%	01/07/2022	30/06/2023	↳ <b>Organisational Efficiency - Include consideration of access and inclusion best practices into reviews of Council's systems and processes. : 100%</b>	Due to resourcing constraints and prioritisation of other activities, work did not occur on this during the year.
100%	01/07/2022	30/06/2023	<b>Emergency Management : 100%</b>	
100%	01/07/2022	30/06/2023	↳ <b>Municipal Emergency Management Plan - Review and adopt the Plan in line with the Tasmanian Emergency Management Plan : 100%</b>	The Break O'Day Emergency Management Plan has been submitted to the Commissioner of Tasmania Police for sign off after extensive consultation with all relevant agencies. This document has been re-written in line with the new template (Tasmanian Municipal Emergency Management Plan) to ensure that all information is relevant to our community when such events trigger the implementation of this document.

<b>ACTION</b>	<b>DISCUSSION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	John Brown, General Manager
<b>FILE REFERENCE</b>	018\019\001\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Nil

**OFFICER'S RECOMMENDATION:**

It is recommended that the following priorities form the basis of Council's lobbying activities for the next State Election

1. St Marys Pass – a commitment to funding a replacement of the St Marys Pass within the next five (5) years
2. Bay of Fires Master Plan – funding of \$125,000 towards the cost of preparing this Plan
3. Georges Bay Foreshore Track – Parnella Linkage, funding of \$1Million to assist with securing Federal Government funding for the balance of the project
4. St Helens District High School investigation of replacement & upgrading options
5. St Marys Childcare Centre – co-located on Education Department property
6. St Marys Community Health Centre – commitment to maintaining a 24/7 operation for emergency presentations and In-patient services as well as expanding allied health and strengthening general practice delivery

**INTRODUCTION:**

The State Election is scheduled to be held on or before 28 June 2025 however, speculation continues to mount that the election is anticipated to occur fairly soon. Given this situation, it is important that Council consider what might be the priority projects that we will lobby for during this period.

**PREVIOUS COUNCIL CONSIDERATION:**

Council Workshops 7 August 2023 and 2 October 2023

**OFFICER'S REPORT:**

The General Manager believes that it is increasingly likely that a State Election will be called early. Ongoing events within the Liberal State Government is eroding confidence that the Government is likely to see out the current term. This means that it is important that the Council is well prepared with a list of priority projects that can be used in lobbying activities should an election be called early.

At the last State Election in 2021, the Council's identified priority projects were:

1. Georges Bay Foreshore Track – Parnella Linkage
2. Tasman Highway/Great Eastern Drive Upgrade – St Marys Pass to Dianas Basin
3. Updating State Infrastructure (St Helens Police Station replacement & Helipad)



With the exception of the Georges Bay Foreshore Track, the priority projects are largely underway with a new Police Station progressing and Tasman Highway upgrades coming through the pipeline over the next few years.

A related process is Council's submission through the community consultation process for the 2024-25 State Budget. At the August 2023 Council Meeting the following motion was passed.

**08/23.17.2.206**      Moved: Clr K Wright / Seconded: Clr K Chapple

That Council provide a submission to the 2024-2025 State Budget community consultation process covering the following items:

1. St Helens District High School investigation of replacement & upgrading options
2. St Helens Wharf repairs
3. St Marys Childcare Centre – investigation into options
4. St Marys Pass – investigation & business case

### **CARRIED UNANIMOUSLY**

Having regard to the discussion in relation to this decision it is logical to take a similar focus into the State Election process and include the following projects:

1. St Marys Pass – a commitment to funding a replacement of the St Marys Pass within the next five (5) years
2. Bay of Fires Master Plan – funding of \$125,000 towards the cost of preparing this Plan
3. Georges Bay Foreshore Track – Parnella Linkage, funding of \$1Million to assist with securing Federal Government funding for the balance of the project
4. St Helens District High School investigation of replacement & upgrading options
5. St Marys Childcare Centre – collocated on Education Department property

The General Manager suggests that the situation in relation to the St Marys Community Health Centre and the range of health services provided could be included as a priority for lobbying activities.

Council's suggestions on potential projects for further investigation and consideration are sought. The focus of Council's lobbying activities will be guided by the policy platforms of the major parties.

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

#### Break O'Day Strategic Plan 2017-2027 (Revised 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.

##### 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

*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%

#### Goal

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

#### Strategy

4.1 Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area.

#### *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.

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

#### Break O Day Annual Plan 2023 – 2024

#### *Actions:*

2.1.1.11 Bay of Fires Master Plan - Support and participate in the process to develop a Master Plan for the Bay of Fires area, lobby for increased funding.

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.

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

N/A

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

N/A

#### **VOTING REQUIREMENTS:**

N/A

<b>ACTION</b>	<b>DECISION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	John Brown, General Manager
<b>FILE REFERENCE</b>	002\014\001\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Nil

**OFFICER'S RECOMMENDATION:**

That Council authorise the General Manager to close the Council Office and the Works Depot for the Christmas Break from the close of business on Friday 22 December 2023 and reopen on Tuesday 2 January 2024 with the employee Christmas function to be held on a day to be determined with a closure happening at 12:30pm on that day.

**INTRODUCTION:**

Christmas Eve falls on a Sunday this year and consideration needs to be given to the closure period for the Council Office and Works Depot.

**PREVIOUS COUNCIL CONSIDERATION:**

Nil

**OFFICER'S REPORT:**

In previous years, the Council Office etc have closed at lunchtime (12:30) on the last day of work and following this, a break up/end of year function has occurred.

Holding the Christmas function on the last working day before the Christmas break is not ideal as there is usually a last minute rush of activities to complete and on a Friday, normally we are operating on a reduced number due to Works teams having a rostered day off. It is proposed that the options for the function will be considered with a decision being made by the General Manager on what works best from an operational perspective. We would like to continue this process and therefore close the Council Office, Depot and other Council operations (as necessary) at 12.30pm to enable the end of year Christmas function to take place for all staff (indoor, outdoor, Visitor Information Centre and History Room combined).

**STRATEGIC PLAN & ANNUAL PLAN:**

N/A

**LEGISLATION & POLICIES:**

N/A

**BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

There is no financial implication to Council in regards to this matter.

**VOTING REQUIREMENTS:**

Simple Majority

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

# IN CONFIDENCE

## **10/23.18.0      CLOSED COUNCIL**

**10/23.18.1      Confirmation of Closed Council Minutes – Council Meeting 18 September 2023**

**10/23.18.2      Outstanding Actions List for Closed Council**

**10/23.18.3      Demolition of Existing Building & Construction of New Indoor & Evacuation Centre**

**10/23.18.4      Fingal Community Shed**

*Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2005 that Council move out of Closed Council.*

## **10/23.19.0      MEETING CLOSED**

Mayor Tucker thanks everyone for their attendance and declared the meeting closed at ...pm.