



COUNCIL MEETING MINUTES

Monday 15 August 2022
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
8 August 2022

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AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

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

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

OPENING

The Mayor welcomed Councillors, members of the public and staff and declared 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.

08/22.1.0 ATTENDANCE

08/22.1.1 Present

Mayor Mick Tucker
Deputy Mayor John McGiveron
Councillor Kristi Chapple
Councillor Glenn McGuinness
Councillor Margaret Osborne OAM
Councillor Lesa Whittaker

08/22.1.2 Apologies

Councillor Barry LeFevre
Councillor Janet Drummond

08/22.1.3 Leave of Absence

Councillor Kylie Wright

General Manager, John Brown

Administration Officer, Rebecca Wood

Executive Assistant, Angela Matthews

Manager Infrastructure and Development Services, David Jolly (*Item 1.0-18.3*)

Manager Community Services, Chris Hughes (*Item 1.0-16.2*)

Acting Manager Corporate Services, Raoul Harper (*Item 1.0 – 18.3*)

Acting Development Services Coordinator/Senior Town Planner, Deb Szekely (*Item 1.0-14.3*)

Communications Coordinator, Jayne Richardson (*Item 1.0-17.8*)

Economic Development Officer, Anna Williams (*Item 17.1-17.2*)

NRM Facilitator, Polly Buchhorn (*Item 16.1-16.2*)

Five (5) people in the gallery.

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.

08/22.2.1

BODC Community Services and Infrastructure Investment – Sandra Ashley, St Helens on behalf of Break O’Day Aquatic Centre Committee

The newly formed Break O’Day Aquatic Centre Committee (referred to from this point on as the Committee) gratefully recognises BODCs commitment to BOD Aquatic Centre by allocating \$40k in the current budget for a feasibility study.

Q1:

- a. When will BODC advertise a tender or expression of interest for consultants to create a feasibility report?

As the General Manager mentioned to committee members at a face-to-face meeting on Tuesday 12 July 2022 the EOI will be developed when we have the resources available but it will be finalised towards the end of the year. Once a draft is developed it will need to go to Council for approval.

- b. Will the committee be consulted by the feasibility consultants? If not, why not?

Break O’Day Council will work with the appointed consultants to ensure that a comprehensive community engagement process occurs including consultation with key stakeholders that are yet to be identified but which will include members of the Committee.

- c. What is BODC’s feasibility report timeline for report completion?

This will need to be developed with the consultants.

The Committee gratefully recognise in today’s agenda the inclusion of the DRAFT CONCEPT Plan for the St Helens sports complex – Community Feedback pages 121-144:

Regarding Page 124:

“36 responses were received with regards to leisure facilities representing the majority of community feedback. Responses were overwhelmingly supportive of the inclusion of gym, pool and hydrotherapy facilities”.

Q2:

- a. Will BODC redesignate to acknowledge the community's feedback as "Aquatic Centre/Facilities"?

The Community Feedback document has been changed to reflect this request – new heading is Leisure/Aquatic Facilities

- b. If not, why not?

Not applicable

- c. When will this report be finalized, and how will the report be published for the community?

Council at its meeting on the 15th August, 2022 completed the consultation process and approved the release of the document – St Helens Sports Complex Master Plan – Community Feedback Summary v 5 along with supporting documents. This documentation is now on Council's website and copies of all documentation were emailed to those that provided an email address when providing submissions and those that posted submissions – were posted copies of the documentation as well.

Regarding page 121:

"User group feedback: The current users of the facility met on Tuesday 23rd February at 5pm at the Bendigo Community Stadium to ensure that the draft plan met the needs of their organisations for the next ten (10) years."

Q3:

- a. Please confirm BODCs roles and responsibilities to community clubs that are on the St Helens sports Complex?

Community clubs that have access to infrastructure at the St Helens Sports Complex enter into a lease agreement with Council. The lease agreement sets out the roles of responsibilities of the user and Council.

- b. Who/what entity(s) owns the buildings /facilities on the St Helens Sports Complex?

The land to which the St Helens Sports Complex is located on is classed as public land under the Local Government Act 1993 – Section 177A Public land – therefore Council owned:

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

(a).....

(b) any land that provides health, recreation, amusement or sporting facilities for public use;

.....

The buildings on the site are all owned by Council and are recorded on Council's Asset Register.

- c. Who/what entity(s) are responsible for the maintenance and operations of the buildings/facilities on the St Helens Sports Complex?

Community clubs that have access to infrastructure at the St Helens Sports Complex have entered into a lease agreement with Council. The lease document lists the maintenance responsibilities of the user group and Council in relation to maintenance.

- d. How many sports complexes/facilities in BOD does BODC have responsibility for?
Five

Q4: When will the BODC Aquatic Centre Project Research Report of other Tasmanian pools and aquatic centres (shared with the Council in the June 2022 Workshop) be finalised and shared with the community?

The Research Report will be completed when time and resources are available as matters such as the Future of Local Government Review are taking precedence.

Regarding the BODC survey data set that was quoted in July's minutes page 18:

"that "30% of new residents purchased in the area due to the MTB Network".

Q5: When and how will BODC provide access to this data set/report on BODC New Residents to the Community?

The New Resident Data is derived from new property owners who complete surveys and is largely used in house and is a live document updated daily so reports as such are not generated. We are however happy to share this information on request.

Q6:

- a. Does BODC have any plans to follow other councils to increase council rates for short stay accommodation?

Council considered this option at its meeting of 18 October 2021 and passed the following motion

10/21.13.5.220

Moved: Clr J Drummond / Seconded: Clr K Chapple

That Council move a motion at the Local Government Association of Tasmania (LGAT) General Meeting requesting legislation be amended to empower local government to levy differential rates for properties used for vacation rental.

CARRIED UNANIMOUSLY

Council continues to monitor the actions of other Councils around the State to look at opportunities to address this situation.

- b. If yes, will the BODC community be engaged/consulted/surveyed regarding how this additional income will be spent by BODC?

Currently Council is incurring additional costs relating to the operation of these premises and any future revenue will form part of the General Rate revenue of Council.

- c. If not, why not?

The report from the Manager of Corporate Services at the Council meeting on 18 October 2021 provides further detail on the situation

Q7:

- a. Does BODC have any plans to address community transportation for health and wellbeing needs for regular services connecting to the BOD communities?

Council is working and supporting other Community organisations with transport solutions. Transport is not a core business of Council – solutions need to be led by community and private enterprise.

- b. If not, why not?

Not applicable

08/22.3.0

DECLARATION OF INTERESTS OF A COUNCILLOR OR CLOSE ASSOCIATE

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

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

Nil.

08/22.4.0

CONFIRMATION OF MINUTES

08/22.4.1

Confirmation of Minutes – Council Meeting 18 July 2022

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 18 July 2022 be confirmed.

DISCUSSION:

Nil.

COUNCIL DECISION:

08/22.4.1.156

Moved: Cllr J McGiveron/ Seconded: Cllr L Whittaker

That the minutes of the Council Meeting held on the 18 July 2022 be confirmed.

CARRIED UNANIMOUSLY

08/22.5.0 COUNCIL WORKSHOPS HELD SINCE 18 JULY 2022 COUNCIL MEETING

There was a Workshop held on Monday 1 August 2022 and the following items were listed for discussion as well as a presentation from Rhonda Taylor, CEO – East Coast Tasmania Tourism (ECTT).

- 2021 – 2022 Annual Plan Review as at 30 June 2022
- 2021 – Future of Local Government Review
- Finance Reports Presentation from Xero
- Animal Control Report
- Public Request for Improvements to Drain in Victoria Street, Fingal
- St Marys Repurposing and Upcycling – Request for Fee Waiver
- Pyengana Recreation Ground – Orienteering Tasmania Championships 2023
- Waiver of Fees for Hire of Bendigo Bank Community Stadium – Careers Expo
- Christmas Signs – Town Welcome Signs
- St Helens Sports Complex Draft Master Plan – Community Feedback
- Pending Development Application Updates
- Draft Strata Title Policy
- Planning Authority Delegation
- Draft Cat Management Regulations 2022 – Consultation
- Break O’Day Communities Queen’s Jubilee Trees Project
- Launceston Gastronomy
- Northern Tasmania Waste Management Group (NTWMG)
- Pump Track Engagement Plan

08/22.6.0 PLANNING AUTHORITY

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

08/22.6.1 DA270 – 2021 – Three (3) Lot Subdivision – 202 Tully Street, St Helens

FILE REFERENCE	DA 270-21
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OFFICER’S RECOMMENDATION:

After due consideration of the application received and Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O’Day Interim Planning Scheme 2013* that the application for THREE (3) LOT SUBDIVISION on land situated at 202 TULLY STREET, ST HELENS described in Certificate of Title 218862/1 be APPROVED subject to the following conditions:

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

APPROVED PLANS			
PLAN / DOCUMENT NAME	REFERENCE NUMBER	PREPARED BY	DATED

Subdivision Proposal Lot Layout Plan	Drawing No. P01 Rev E	6TY Degrees Pty Ltd	9 June 2022
Bushfire Hazard Report	J5101 Version 1 Proposed Subdivision 202 Tully Street St Helens	Geo-Environmental Solutions	23 August 2021
Emissions Assessment for Proposed Subdivision at 202 Tully Street, St Helens	Ref: T-P.21.2303-ENV-LET-001-202 Tully St Noise Assessment.docx	Pitt & Sherry	23 December 2021
Natural Values Assessment of Proposed Subdivision at 202 Tully Street, St Helens	-	ECOtas Mark Wapstra	20 August 2021
Preliminary Onsite Wastewater Disposal Assessment	GL21610Ab	GeoTon Pty Ltd Geotechnical Consultants	21 October 2021

2. Approval is for Lots 1, 2 and 3 on the plan.
3. All works must be in accordance with Council Policy No. AM08: Subdivision New Works & Infrastructure Construction.
4. All works must be in accordance with the conditions of the Submission to Planning Authority Notice by TasWater, TWDA **2021/01595-BODC** as attached to this permit.
5. The vehicle crossover from the carriageway to the property boundary for Lots 2 & 3 must be constructed and maintained in accordance with Standard Drawings TSD-RO3-v3 & TSD-R04-v3.

Both crossovers should incorporate a shallow dish crossing instead of a culvert and headwalls due to the absence of roadside drainage.

No works are to commence on the crossover until a permit to undertake works in the road reservation has been issued by Council's Works Department for the crossovers.

6. Works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.
7. Standard *Phytophthora* hygiene measures must be implemented for the construction and maintenance of any works in accordance with and using the *Weed and Disease Planning and Hygiene Guidelines - Preventing the spread of weeds and diseases in Tasmania* (DPIPWE 2015, Eds. K. Stewart & M. Askey-Doran. DPIPWE, Hobart, TAS).
8. Any restrictive covenants created by this subdivision are not to preclude the use/development of this land for State, Commonwealth or Local Government purposes.
9. A copy of the final plan of survey and schedule of easements is to be submitted to Council for assessment of sealing. The plan will not be sealed until such time as all conditions on this permit have been complied with.

ADVICE

10. As with any subdivision, consideration should be given to the electrical infrastructure works that will be required to ensure a supply of electricity can be provided to each lot. To understand what these requirements may entail, it is recommended you advise the proponent to contact TasNetworks Early Engagement team at early.engagement@tasnetworks.com.au at their earliest convenience.).
11. Use or development which may impact on Aboriginal cultural heritage is subject to the *Aboriginal Relics Act 1975*. If Aboriginal relics are uncovered during works then an Aboriginal site survey is required to determine the level of impact and the appropriate mitigation procedures.
12. Activities associated with construction works are not to be performed outside the permissible time frames listed:

Mon-Friday 7 am to 6 pm
Saturday 9 am to 6 pm
Sunday and public holidays 10 am to 6 pm

INTRODUCTION:

The applicant is seeking approval for a three (3) lot subdivision of a single lot at 202 Tully Street, St Helens. A single dwelling is located at the development site and following reconfiguration of the lot, will be completely contained on Lot 1. The existing dwelling is connected to reticulated water (TasWater), however relies on onsite wastewater management for disposal of wastewater. Proposed Lots 2 and 3 will be unable to connect to TasWater Water Infrastructure, due to the existing water main on Tully Street not having adequate supply and cannot service the additional lots. The existing connection that services lot 1 is able to be retained. This advice from TasWater forms part of the conditions.

The proposed three lot subdivision was required to submit the following reports to demonstrate compliance with the Break O'Day Planning Scheme:

- Bushfire Hazard Report;
- Emissions assessment due to proximity to St Helens Industrial Area;
- Natural Values Assessment; and
- Onsite Wastewater Assessment.



Proposed 3 Lot Subdivision

DISCUSSION:

- The Planning Officer advised that this is a 3 Lot Subdivision in a rural living zone. The applicant needed to satisfy three performance criteria and provided the following additional reports; Bushfire Hazard Report, Emissions Assessment, Natural Values Assessment and Onsite Wastewater Assessment.
- The Planning Officer also advised that one (1) Representation was received regarding council stormwater infrastructure but this is not a matter for the subdivision.
- Councillor McGuinness supported the motion because the average lot size in area is under three hectares and the new blocks suit the style of living in the area.
- Councillor McGiveron is concerned that Taswater advised they can't supply water to the two new blocks.
- The Planning Officer advised this is to do with capacity, this area is already at capacity at the moment.

COUNCIL DECISION:**08/22.6.1.157**Moved: Clr G McGuinness/ Seconded: Clr J McGiveron

After due consideration of the application received and Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Interim Planning Scheme 2013* that the application for THREE (3) LOT SUBDIVISION on land situated at 202 TULLY STREET, ST HELENS described in Certificate of Title 218862/1 be APPROVED subject to the following conditions:

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

APPROVED PLANS			
PLAN / DOCUMENT NAME	REFERENCE NUMBER	PREPARED BY	DATED
Subdivision Proposal Lot Layout Plan	Drawing No. P01 Rev E	6TY Degrees Pty Ltd	9 June 2022
Bushfire Hazard Report	J5101 Version 1 Proposed Subdivision 202 Tully Street St Helens	Geo-Environmental Solutions	23 August 2021
Emissions Assessment for Proposed Subdivision at 202 Tully Street, St Helens	Ref: T-P.21.2303-ENV-LET-001-202 Tully St Noise Assessment.docx	Pitt & Sherry	23 December 2021
Natural Values Assessment of Proposed Subdivision at 202 Tully Street, St Helens	-	ECotas Mark Wapstra	20 August 2021
Preliminary Onsite Wastewater Disposal Assessment	GL21610Ab	GeoTon Pty Ltd Geotechnical Consultants	21 October 2021

2. Approval is for Lots 1, 2 and 3 on the plan.
3. All works must be in accordance with Council Policy No. AM08: Subdivision New Works & Infrastructure Construction.
4. All works must be in accordance with the conditions of the Submission to Planning Authority Notice by TasWater, TWDA **2021/01595-BODC** as attached to this permit.
5. The vehicle crossover from the carriageway to the property boundary for Lots 2 & 3 must be constructed and maintained in accordance with Standard Drawings TSD-RO3-v3 & TSD-R04-v3.

Both crossovers should incorporate a shallow dish crossing instead of a culvert and headwalls due to the absence of roadside drainage.

No works are to commence on the crossover until a permit to undertake works in the road reservation has been issued by Council's Works Department for the crossovers.

6. Works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.
7. Standard *Phytophthora* hygiene measures must be implemented for the construction and maintenance of any works in accordance with and using the *Weed and Disease Planning and Hygiene Guidelines - Preventing the spread of weeds and diseases in Tasmania* (DPIPWE 2015, Eds. K. Stewart & M. Askey-Doran. DPIPWE, Hobart, TAS).
8. Any restrictive covenants created by this subdivision are not to preclude the use/development of this land for State, Commonwealth or Local Government purposes.
9. A copy of the final plan of survey and schedule of easements is to be submitted to Council for assessment of sealing. The plan will not be sealed until such time as all conditions on this permit have been complied with.

ADVICE

10. As with any subdivision, consideration should be given to the electrical infrastructure works that will be required to ensure a supply of electricity can be provided to each lot. To understand what these requirements may entail, it is recommended you advise the proponent to contact TasNetworks Early Engagement team at early.engagement@tasnetworks.com.au at their earliest convenience.).
11. Use or development which may impact on Aboriginal cultural heritage is subject to the *Aboriginal Relics Act 1975*. If Aboriginal relics are uncovered during works then an Aboriginal site survey is required to determine the level of impact and the appropriate mitigation procedures.
12. Activities associated with construction works are not to be performed outside the permissible time frames listed:

Mon-Friday 7 am to 6 pm

Saturday 9 am to 6 pm

Sunday and public holidays 10 am to 6 pm

CARRIED UNANIMOUSLY

08/22.6.2 DA012 – 2022 – Upgrade Waste Water System, Legalisation of Deck Additions and Shed, Retaining Wall and Additional Use for Visitor Accommodation – 78 Main Road, Binalong Bay

FILE REFERENCE	DA 012-22
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OFFICER'S RECOMMENDATION:

After due consideration of the application received and Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Interim Planning Scheme 2013* that the application for UPGRADE WASTE WATER SYSTEM, LEGALISATION OF DECK ADDITIONS & SHED,

RETAINING WALL AND ADDITIONAL USE FOR VISITOR ACCOMMODATION on land situated at 78 MAIN ROAD, BINALONG BAY described in Certificate of Title 64628/1 be APPROVED subject to the following conditions:

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

APPROVED PLANS			
PLAN / DOCUMENT ANME	REFERENCE NUMBER	PREPARED BY	DATED
Cover Page	CD:01 Amendment 03	Freeform Designs	27 May 2022
Site Plan	CD:02 Amendment 03	Freeform Designs	27 May 2022
Elevations	CD:03 Amendment 03	Freeform Designs	27 May 2022
Parking	CD:05 Amendment 03	Freeform Designs	27 May 2022
Outbuilding - East Elevation	-	Applicant	-
Outbuilding - North and South Elevations	-	Applicant	-
Outbuilding West Elevation	-	Applicant	-
Classification & On-site Wastewater Disposal Assessment and Design	GL21602Ab Rev 2	Geoton Pty Ltd Geotechnical Consultants	4 April 2022

2. The outbuilding is approved for non-habitable residential use only.
3. Effluent disposal is subject to a technical assessment and issue of a Plumbing Permit by Council's *Plumbing Permit Authority*.
4. Provide appropriate landscaping to assist in screening the Aerated Wastewater Treatment System located within the front boundary setback to minimise any visual impact of the same from the road reserve and adjoining eastern property, prior to use.
5. Use of the development must not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*.
6. A maximum occupancy limit of 6 persons shall be applied to the Visitor Accommodation Use.
7. The existing septic tank and trench system serving the site must be demolished, treated with lime and backfilled. A report by a suitably qualified practitioner in relation to the required work is to be obtained before the issue of a building permit.
8. Works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.
9. Site benching through cut and fill must be in keeping with the physical and environmental capabilities of the site.
10. All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.

11. The colours of external surfaces of the deck must be the same shades and tones of the existing dwelling to ensure the structure blends with development site and streetscape, prior to use.

ADVICE

12. All works associated with the development should be conducted in accordance with *Guidelines for Soil and Water Management*, Hobart City Council, available on Council's website ([http://www.bodc.tas.gov.au/webdata/resources/files/Guidelines for Soil and Water Management.pdf](http://www.bodc.tas.gov.au/webdata/resources/files/Guidelines%20for%20Soil%20and%20Water%20Management.pdf)). All worked areas not covered by structures must be promptly and progressively stabilised (e.g. revegetated) so that they will not erode and/or act as a source of sediment transfer.
13. Use or development which may impact on Aboriginal cultural heritage is subject to the *Aboriginal Relics Act 1975*. If Aboriginal relics are uncovered during works then an Aboriginal site survey is required to determine the level of impact and the appropriate mitigation procedures.
14. Activities associated with construction works are not to be performed outside the permissible time frames listed:
 - Mon-Friday 7 am to 6 pm
 - Saturday 9 am to 6 pm
 - Sunday and public holidays 10 am to 6 pm

INTRODUCTION:

The applicant is seeking approval for an additional Use Class Visitor Accommodation and the installation of onsite wastewater infrastructure (Aerated Wastewater Treatment System AWTS) and disposal bed. Additionally, the applicant is seeking retrospective approval for deck additions to the front and side of the existing dwelling and a small outbuilding at the rear of the premises.



Pre unauthorised construction



Unauthorised construction including outbuilding to the rear.

DISCUSSION:

- The Planning Officer advised that the applicant is seeking retrospective approval for this development. There were three (3) representations received about the aerated waste water treatment system due to location, noise, type (fear of future problems with the system). This is also related to the waste water system dispersal area and has been referred to the Environmental Health Officer who reviewed the waste water report.
- Councillor McGiveron indicated he is comfortable with the report and is happy to support the application.
- Councillor Osborne agrees with Councillor McGiveron.
- Councillor Chapple is disappointed to see that we are doing retrospective approvals for works done by property owners, this seems to be happening a lot.
- Mayor Tucker indicated that better education is needed for the community.

COUNCIL DECISION:

08/22.6.2.158

Moved: Clr J McGiveron/ Seconded: Clr M Osborne

After due consideration of the application received and Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Interim Planning Scheme 2013* that the application for UPGRADE WASTE WATER SYSTEM, LEGALISATION OF DECK ADDITIONS & SHED, RETAINING WALL AND ADDITIONAL USE FOR VISITOR ACCOMMODATION on land situated at 78 MAIN ROAD, BINALONG BAY described in Certificate of Title 64628/1 be APPROVED subject to the following conditions:

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

APPROVED PLANS			
PLAN / DOCUMENT ANME	REFERENCE NUMBER	PREPARED BY	DATED
Cover Page	CD:01 Amendment 03	Freeform Designs	27 May 2022
Site Plan	CD:02 Amendment 03	Freeform Designs	27 May 2022
Elevations	CD:03 Amendment 03	Freeform Designs	27 May 2022
Parking	CD:05 Amendment 03	Freeform Designs	27 May 2022
Outbuilding - East Elevation	-	Applicant	-

Outbuilding - North and South Elevations	-	Applicant	-
Outbuilding West Elevation	-	Applicant	-
Classification & On-site Wastewater Disposal Assessment and Design	GL21602Ab Rev 2	Geoton Pty Ltd Geotechnical Consultants	4 April 2022

2. The outbuilding is approved for non-habitable residential use only.
3. Effluent disposal is subject to a technical assessment and issue of a Plumbing Permit by Council's *Plumbing Permit Authority*.
4. Provide appropriate landscaping to assist in screening the Aerated Wastewater Treatment System located within the front boundary setback to minimise any visual impact of the same from the road reserve and adjoining eastern property, prior to use.
5. Use of the development must not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*.
6. A maximum occupancy limit of 6 persons shall be applied to the Visitor Accommodation Use.
7. The existing septic tank and trench system serving the site must be demolished, treated with lime and backfilled. A report by a suitably qualified practitioner in relation to the required work is to be obtained before the issue of a building permit.
8. Works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.
9. Site benching through cut and fill must be in keeping with the physical and environmental capabilities of the site.
10. All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.
11. The colours of external surfaces of the deck must be the same shades and tones of the existing dwelling to ensure the structure blends with development site and streetscape, prior to use.

ADVICE

12. All works associated with the development should be conducted in accordance with *Guidelines for Soil and Water Management*, Hobart City Council, available on Council's website([http://www.bodc.tas.gov.au/webdata/resources/files/Guidelines for Soil and Water Management.pdf](http://www.bodc.tas.gov.au/webdata/resources/files/Guidelines%20for%20Soil%20and%20Water%20Management.pdf)). All worked areas not covered by structures must be promptly and progressively stabilised (e.g. revegetated) so that they will not erode and/or act as a source of sediment transfer.

13. Use or development which may impact on Aboriginal cultural heritage is subject to the *Aboriginal Relics Act 1975*. If Aboriginal relics are uncovered during works then an Aboriginal site survey is required to determine the level of impact and the appropriate mitigation procedures.

14. Activities associated with construction works are not to be performed outside the permissible time frames listed:

Mon-Friday 7 am to 6 pm

Saturday 9 am to 6 pm

Sunday and public holidays 10 am to 6 pm

CARRIED UNANIMOUSLY

08/22.6.3 DA243 – 2021 – Multiple Dwelling / Visitor Accommodation, Additions and New Access – 96 Main Road, Binalong Bay

FILE REFERENCE	DA 243-2021
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OFFICER'S RECOMMENDATION:

After due consideration of the representation received pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Council Interim Planning Scheme 2013* that the application for **Multiple Dwelling/Visitor Accommodation, Additions and New Access** on land situated at **96 Main Road, Binalong Bay** described in Certificate of Title CT 211751/1 be **APPROVED** subject to the following conditions:

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

Approved Plans / Documents			
Plan / Document Name	Reference Number	Prepared By	Dated
Site Plan, Drainage Plan, Flood Plans and Elevations, Fence Details, Shadow Diagrams	Job No: 177, Sheet No's: A01-A06	Jon Pugh Home Design	3 February 2022 (Rev: 1)
Compliance Report	-	Jon Pugh Home Design	Amended 20 June 2022
Further Information Response		Jon Pugh Home Design	29 March 2022
Property Report		Gilbert Plumbing & Gas	20 February 2022
Traffic Impact Assessment		Midson Traffic Pty Ltd	20 June 2022

2. All stormwater runoff from the proposed development must be detained by on-site water storage systems and overflow disposed to existing stormwater connection to Main Road.
3. The unapproved crossover adjoining the crossover for 1 King Street must be removed and reinstated with high back kerb to match and join seamlessly with the existing kerb to the north. LGAT standard TSD-R14-v3 applies.

The joining edge of the crossover at 1 King Street must be reinstated with a kerb transition wing to comply with LGAT standard drawing TSD-R09-v3.

4. The crossover from Main Road must be constructed in accordance with standard drawing TSD-R04-v3 incorporating a shallow dish crossing instead of a culvert. It must be either sealed to match the road or concrete.

Note: Prior to any work commencing on the crossovers a permit must be obtained by submitting a Works Permit application form.

5. Any damage that may occur to any Council infrastructure during the construction of the proposed development must be reinstated to the satisfaction of Council and at the costs of the developer.
6. An occupancy limitation of eight (8) persons shall be applied for the Visitor Accommodation use for the entire site.
7. Prior to the Visitor Accommodation use commencing on site, at least two vehicle parking spaces must be line marked or delineated for the Visitor Accommodation purpose only.
8. No further signage is approved as a part of this permit; any future signage will be subject to a separate application should it be required.
9. Use of the development must not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*.

ADVICE

- This permit allows for the dual Residential Use and Visitor Accommodation Use of both dwellings at CT 211751/1, 96 Main Road, Binalong Bay.
- All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works. Any works to be undertaken within two (2) metres of any Council owned infrastructure must be done in consultation with Council's Works Manager.
- The introduction of non-native plant species and plant species not of local provenance should be avoided and environmental weeds regularly monitored and targeted for removal.
- Activities associated with construction works are not to be performed outside the permissible time frames listed:
 - Monday - Friday 7 am to 6 pm
 - Saturday 9 am to 6 pm
 - Sunday and public holidays 10 am to 6 pm

PROPOSAL SUMMARY:

Application is made for the Change of use of Front Dwelling to include Visitor Accommodation Use, Change of Use of Rear Bungalow to Residential and Visitor Accommodation use, Proposed additions to both dwellings, proposed side and front boundary fence and a new crossover onto Main Road at 96 Main Road, Binalong Bay. Residential use in the Low Density Residential Zone is a permitted use without qualifications, under Table 12.2 of the *Break O'Day Interim Planning Scheme 2013*.



Site Photos



^Existing Dwelling from Main Road



^Proposed access location to Main Road



^ Existing Dwelling from King Street



^Existing dwelling and approved access to King Street



^ Bungalow and approved second access to King Street

DISCUSSION:

- The Planning Officer advised this application is for the front dwelling to be changed to include visitor accommodation and the second dwelling changed to residential and visitor accommodation with additions to both. Retrospective approval is sought for some changes to the second dwelling on property. The applicant needed to satisfy 10 performance criteria.
- The planning Officer also advised that two (2) representations were received regarding traffic and a traffic impact assessment report was done and conditions have been placed. Representations also related to setbacks.
- Councillor McGuinness noted the property has been there for a long time and felt this would improve the property.
- Councillor Osborne agreed.
- Councillor Chapple noted that she is disappointed with retrospective approval but agreed it will improve the property.

COUNCIL DECISION:

08/22.6.3.159

Moved: Clr G McGuinness/ Seconded: Clr M Osborne

After due consideration of the representation received pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Council Interim Planning Scheme 2013* that the application for **Multiple Dwelling/Visitor Accommodation, Additions and New Access** on land

situated at **96 Main Road, Binalong Bay** described in Certificate of Title CT 211751/1 be **APPROVED** subject to the following conditions:

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

Approved Plans / Documents			
Plan / Document Name	Reference Number	Prepared By	Dated
Site Plan, Drainage Plan, Flood Plans and Elevations, Fence Details, Shadow Diagrams	Job No: 177, Sheet No's: A01-A06	Jon Pugh Home Design	3 February 2022 (Rev: 1)
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Traffic Impact Assessment		Midson Traffic Pty Ltd	20 June 2022

2. All stormwater runoff from the proposed development must be detained by on-site water storage systems and overflow disposed to existing stormwater connection to Main Road.
3. The unapproved crossover adjoining the crossover for 1 King Street must be removed and reinstated with high back kerb to match and join seamlessly with the existing kerb to the north. LGAT standard TSD-R14-v3 applies.

The joining edge of the crossover at 1 King Street must be reinstated with a kerb transition wing to comply with LGAT standard drawing TSD-R09-v3.

4. The crossover from Main Road must be constructed in accordance with standard drawing TSD-R04-v3 incorporating a shallow dish crossing instead of a culvert. It must be either sealed to match the road or concrete.

Note: Prior to any work commencing on the crossovers a permit must be obtained by submitting a Works Permit application form.

5. Any damage that may occur to any Council infrastructure during the construction of the proposed development must be reinstated to the satisfaction of Council and at the costs of the developer.
6. An occupancy limitation of eight (8) persons shall be applied for the Visitor Accommodation use for the entire site.
7. Prior to the Visitor Accommodation use commencing on site, at least two vehicle parking spaces must be line marked or delineated for the Visitor Accommodation purpose only.
8. No further signage is approved as a part of this permit; any future signage will be subject to a separate application should it be required.

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

ADVICE

- This permit allows for the dual Residential Use and Visitor Accommodation Use of both dwellings at CT 211751/1, 96 Main Road, Binalong Bay.
- All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works. Any works to be undertaken within two (2) metres of any Council owned infrastructure must be done in consultation with Council's Works Manager.
- The introduction of non-native plant species and plant species not of local provenance should be avoided and environmental weeds regularly monitored and targeted for removal.
- Activities associated with construction works are not to be performed outside the permissible time frames listed:
 - Monday - Friday 7 am to 6 pm
 - Saturday 9 am to 6 pm
 - Sunday and public holidays 10 am to 6 pm

CARRIED UNANIMOUSLY

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.

08/22.7.0 COUNCIL MEETING ACTIONS

08/22.7.1 Outstanding Matters

The report was received.

08/22.8.0 PETITIONS

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:

That Council allocate \$30,000 from the St Helens Public Open Space Reserve towards the upgrading of the cricket pitch surfacing and the relocation and upgrading the cricket practice nets at the cricket ground of the St Helens Sports Complex.

SUBMISSION IN SUPPORT OF MOTION:Background

The St Helens Cricket Club has been working since March to be ready to apply for a grant from both Sport & Recreation and Cricket Tasmania when they become available. To this end both the senior and junior clubs have amalgamated, become incorporated, obtained an ABN and now meet on a monthly basis to look after all facets of cricket for the area for both male and female participants.

The Cost

The project has been costed at \$106,000.

The Club has not been successful in obtaining a Cricket Tasmania major grant however Clr Osborne approached the Minister's office who in turn advised the Club to approach the Council to partner with them to enable the Project to proceed. Sport & Recreation fund larger projects but the most that they can commit to for this coming year is \$60,000. The Club is obtaining sponsors to fund the balance.

The Project

The current surfaces of the pitch and the practice wickets have not been upgraded for over fifteen years and now require attention.

The practice wickets need relocating as currently they represent a health & safety risk for participants and people using the changerooms and proposed BBQ area especially when cricketers are using the practice nets and footballers are training as occurs at times.

Practice wicket relocation would also minimise the risk of cars being damaged by wayward cricket balls.

Usage

The Club is looking to field two junior teams in addition to seniors for the coming season.

DISCUSSION:

- Councillor Osborne advised that the St Helens Cricket Club has reformed and were going to try to apply for grant funding to replace the practice wicket but these grants are not available this year. They would like to apply to Council for funding to support it. The current practice wicket is unsafe and is quite close to the road.
- Councillor Chapple agreed with the motion and noted she is pleased to see the newly formed club and additional use of facilities but is unsure how this fits with the sports complex master plan.
- Councillor McGiveron noted the cost is \$106,000 so what happens if additional funding cannot be found, any grant would need to be conditional on additional funding.

COUNCIL DECISION:

08/22.9.1.160 Moved: Clr M Osborne/ Seconded: Clr K Chapple

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

That Council allocate \$30,000 from the St Helens Public Open Space Reserve towards the upgrading of the cricket pitch surfacing and the relocation and upgrading the cricket practice nets at the cricket ground of the St Helens Sports Complex.

CARRIED UNANIMOUSLY

08/22.9.2 **Notice of Motion – Housing Crisis Action – Clr J Drummond**

MOTION:

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

That the Mayor as the representative of Council write to those property owners with a secondary residence, or holiday home, in our municipality asking for consideration to be given to placing that secondary home/ holiday home into the local rental market, to address the lack of available rental properties in our community right now.

SUBMISSION IN SUPPORT OF MOTION:

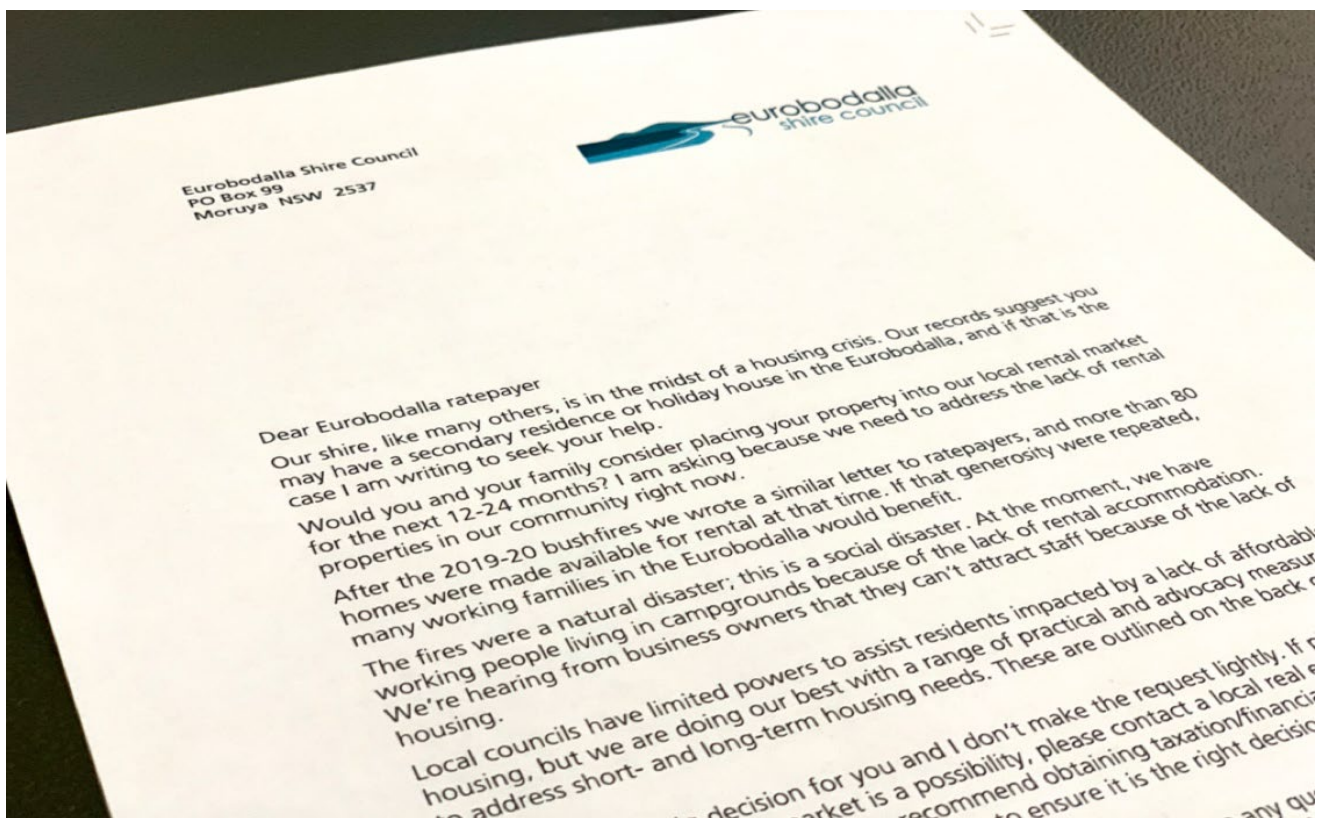
We are facing an unprecedented housing crisis in our municipality, and I believe as a Council we should be doing everything we can to find solutions, even if they may be temporary, to alleviate this situation.

This is a situation being witnessed throughout Australia, where families, young people, and others, cannot find rental accommodation and accommodation cannot be supplied to workers who are required in our tourist and other industries. This obviously has an impact on our local community in all kinds of ways.

The recent census data shows that the jurisdiction with the greatest proportion of unoccupied dwellings was the Northern Territory with 12.8 per cent, followed by Tasmania with almost 11.8 per cent.

In some council areas on the mainland efforts have been made via letters written by the Mayor to vacant property owners requesting them to consider placing their vacant property into the local rental property market.

I have included an image of one such letter sent by the Eurobodalla Shire Mayor in NSW below sourced from an ABC news item - <https://www.abc.net.au/news/2022-07-20/homeless-crisis-million-homes-vacant-in-australia/101234424>



DISCUSSION:

- Councillor McGuinness agreed that there is a desperate need for housing accommodation in the area for families and young people and liked the example included from Eurobodalla Council. He thought this would be a good idea to bring to light properties sitting there vacant.
- Councillor McGiveron supported the action for housing crisis but asked how we identify who has a second property that isn't being used. Could we ask through the newsletter to try and identify.

- Councillor Chapple supported the motion.
- Councillor Whittaker noted the numbers came from the census data so it is just a matter of identifying the property.
- The General Manager indicated we would need to see if we could access this through the rates database and contact Eurobodalla Council to see what sort of response they had.
- Mayor Tucker advised this will involve getting a report that will allow that information to come back to Councillors.

COUNCIL DECISION:

08/22.9.2.161 Moved: Clr G McGuinness/ Seconded: Clr K Chapple

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

That the Mayor as the representative of Council write to those property owners with a secondary residence, or holiday home, in our municipality asking for consideration to be given to placing that secondary home/ holiday home into the local rental market, to address the lack of available rental properties in our community right now.

CARRIED UNANIMOUSLY

08/22.10.0 COUNCILLOR'S QUESTIONS ON NOTICE

Nil.

08/22.11.0 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Regulation 29 of the Local Government (Meeting Procedures) Regulations 2005 specifies that in putting a Question Without Notice a Councillor must not offer an argument or opinion, draw any inference or make any imputations except so far as may be necessary to explain the question.

The Chairperson must not permit any debate of a Question without Notice or its answer.

08/22.11.1

Nil.

18.07.2022	St Helens Via Web	– Local Government Association of Tasmania (LGAT) – General Management Committee (GMC) Meeting
21.07.2022	St Helens	– Meeting with the Head of Ochre Health
22.07.2022	St Helens	– Northern Tasmania Development Corporation (NTDC) - .id Consulting Workshop
27.07.2022	Hobart	– Local Government Association of Tasmania (LGAT) – General Management Committee (GMC) Meeting and Premiers Local Government Council (PLGC) Meeting
28.07.2022	St Helens Via Web	– Australian Local Government Association (ALGA) Board Meeting
01.08.2022	St Helens	– Council Workshop
04.08.2022	St Helens Via Web	– Local Government Association of Tasmania (LGAT) – Future of Local Government Review Focus Groups
08.08.2022	Hobart	– Local Government Association of Tasmania (LGAT) – Premiers Local Government Council (PLGC) Meeting
15.08.2022	St Helens	– Council Meeting

08/22.12.2

Councillor's Reports for Period Ending 15 August 2022

This is for Councillors to provide a report for any Committees they are Council Representatives on and will be given at the Council Meeting.

St Helens and Districts Chamber of Commerce and Tourism – Cllr Margaret Osborne OAM

- No meeting.

NRM Special Committee – Cllr Janet Drummond

- Councillor Drummond not available.

East Coast Tasmania Tourism (ECTT) – Cllr Barry LeFevre

- Councillor LeFevre not available.

Mental Health Action Group – Cllr Barry LeFevre

- Councillor LeFevre not available.

Disability Access Committee – Cllr Janet Drummond

- Councillor Drummond not available.

Bay of Fires Master Plan Steering Committee – Cllr Glenn McGuinness

- No meeting.

08/22.13.0 BUSINESS AND CORPORATE SERVICES

08/22.13.1 Corporate Services Department Report

FILE REFERENCE	018\018\001\
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OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various issues which have been dealt with in the Business and Corporate Service Department since the previous Council Meeting.

DISCUSSION:

- Council Whittaker asked the following question in regards to page 383. Outstanding rates are sitting at 79.72% for 2021-2022 is this correct?
- The Acting Corporate Services Manager advised this is because it is split over four quarters and not reflective of the end of the period.
- Councillor Chapple is interested to know what percentage of rate payers take the option to pay in full.
- The General Manager advised that when we look at the discount amount claimed we can see who paid rates in full and we will be able to look at the first instalment is due for this financial year.

COUNCIL DECISION:

08/22.13.1.162 Moved: Clr L Whittaker/ Seconded: Clr K Chapple

That the report be received.

CARRIED UNANIMOUSLY

FILE REFERENCE	018\018\001\
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OFFICER'S RECOMMENDATION:

That the following reports for the month ending 31 July 2022 be received:

1. Profit and Loss - Summary
2. Profit and Loss – Detail
3. Balance Sheet
4. Cash Flow
5. Capital Works

INTRODUCTION:

Presented to Council are the monthly financial statements.

DISCUSSION:

- The Acting Corporate Services Manager advised that the notes provided at the bottom of the report should provide insight into any variances and asked if the new reporting structure is sufficient to meet the needs of Councillors.
- Councillor Whittaker noted it is hard to read including size and font.
- Both Councillor Osborne and Mayor Tucker agreed with this.
- Councillor Whittaker regarding page 392 regarding capital works for period ending 31 July 2022 – noted five (5) cars totalling \$212,000 and asked is that replacement of those cars?
- The General Manager advised this is the gross value and does not include trade in values.
- Councillor Whittaker asked is there another way we can purchase vehicles not totalling to this amount?
- The Acting Manager Corporate Services responded that there are many influences on the replacements of cars and currently the system is like for like replacements.
- Mayor Tucker noted that getting cheaper cars often means they do not have as much resale value/trade in rate and this rate is maximised by keeping kilometres reasonable. He also noted that we have looked at different vehicles in the past and due to the size of the municipality small vehicles and electric cars are not a feasible option.
- The General Manager advised that we keep cars to around 90,000 kilometres and are now putting vehicles to tender instead of trade in to maximise resale value. He also noted we are often waiting six months or more for vehicles to come at the moment.
- Councillor McGiveron noted in the old reporting system we had column of percentage of annual budget spent but this is no longer on there and asked if this will be added.
- The Acting Corporate Services Manager said this was one of the columns removed after the discussion at workshop.
- The General Manager advised this is to be reviewed and could be added to the report.

COUNCIL DECISION:

08/22.13.2.163

Moved: Clr J McGiveron/ Seconded: Clr K Chapple

That the following reports for the month ending 31 July 2022 be received:

1. Profit and Loss - Summary
2. Profit and Loss – Detail
3. Balance Sheet
4. Cash Flow
5. Capital Works

CARRIED UNANIMOUSLY

08/22.13.3

Visitor Information Centre Report

FILE REFERENCE	040\028\002\
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OFFICER’S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various issues which are being dealt with by the Visitor Information Centre.

DISCUSSION:

- The Acting Manager Corporate Services noted that we achieved the highest number, as far as visitors go, for July since 2014. It is good to see the value of the asset to the community.
- Mayor Tucker noted that as well as digitally literate people we still have many people who love to go in and talk to someone face to face.
- Councillor Whittaker said we are fortunate to have part of our local collection with the library, the feedback has been astounding and built a great relationship with the community.

COUNCIL DECISION:

08/22.13.3.164

Moved: Clr L Whittaker/ Seconded: Clr M Osborne

That the report be received.

CARRIED UNANIMOUSLY

08/22.14.0 WORKS AND INFRASTRUCTURE

08/22.14.1 Works and Infrastructure Report

FILE REFERENCE	014\002\001\
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OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

This is a monthly summary update of the works undertaken through the Works and Infrastructure Department for the previous month and a summary of the works proposed for the coming month, and information on other items relating to Council's infrastructure assets and capital works programs.

DISCUSSION:

- The Manager Works and Infrastructure noted two key points in his report. The first being the walkway and erosion barrier currently being done, they are making great progress on the walkway and hope to make this open to the public within the next fortnight, with the Treloggens track section hopefully opening in September. The other key point is waste management with work being done towards developing the inert landfill plan.
- Mayor Tucker congratulated all staff on the parkside walkway and reclaiming the old walkway at the bottom of the hill and noted it is going to be great for our community.

COUNCIL DECISION:

08/22.14.1.165 Moved: Clr M Osborne/ Seconded: Clr L Whittaker

That the report be received by Council.

CARRIED UNANIMOUSLY

08/22.14.2 Animal Control Report

FILE REFERENCE	003\003\018\
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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.

DISCUSSION:

Nil.

COUNCIL DECISION:

08/22.14.2.166 Moved: Clr J McGiveron/ Seconded: Clr M Osborne

That the report be received by Council.

CARRIED UNANIMOUSLY

08/22.14.3 Public Request for Improvements to Drain in Victoria Street, Fingal

FILE REFERENCE	032\005\015\
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OFFICERS RECOMMENDATION:

That Council give consideration to funding this project in a later financial year after current priority stormwater projects are addressed.

INTRODUCTION:

The purpose of this report to inform Councillors of the nature of Fingal street drainage, and of a specific request for improvement at one location.

DISCUSSION:

- The Manager Works and Infrastructure recommended that the project be given consideration in a later financial year.

COUNCIL DECISION:

08/22.14.3.167 Moved: Clr J McGiveron/ Seconded: Clr K Chapple

That Council give consideration to funding this project in a later financial year after current priority stormwater projects are addressed.

CARRIED UNANIMOUSLY

08/22.15.0 COMMUNITY DEVELOPMENT

08/22.15.1 Community Services Report

FILE REFERENCE	011\034\006\
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OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

DISCUSSION:

- The Manager Community Services noted this includes an update on the Bay of Fires master plan and Scamander gym equipment.

COUNCIL DECISION:

08/22.15.1.168 Moved: Cllr J MGiveron/ Seconded: Cllr M Osborne

That the report be received.

CARRIED UNANIMOUSLY

08/22.15.2 St Helens Sports Complex Draft Master Plan – Community Feedback

FILE REFERENCE	004\008\025\
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OFFICER'S RECOMMENDATION:

That Council receive the attached document providing community feedback on the St Helens Sports Complex Draft Master Plan noting the identified next steps.

INTRODUCTION:

Council staff sought feedback from the community in relation to the draft St Helens Sports Complex conceptual plan.

DISCUSSION:

- The Manager Community Services noted the name leisure facilities was chosen so that it could include both the gym and the pool not just aquatics.
- Councillor Chapple asked could it be changed to leisure and aquatics centre to include both?

- The General Manager advised that yes this could be done.
- The Manager Community Services advised this this will now be going onto the Council website and the document will be emailed to all those that provided feedback.

COUNCIL DECISION:

08/22.15.2.169

Moved: Clr K Chapple/ Seconded: Clr L Whittaker

That Council receive the attached document providing community feedback on the St Helens Sports Complex Draft Master Plan noting the identified next steps.

CARRIED UNANIMOUSLY

08/22.15.3

Waiver of Fees for Hire of Bendigo Bank Community Stadium- Careers Expo

FILE REFERENCE	004\010\006\
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OFFICER'S RECOMMENDATION:

That Council provide a 50% fee waiver for the hire of the Stadium for the Careers Expo being held by Break O'Day Employment Connect. Hire for 2 days @\$500 per day – 50% = \$500.

INTRODUCTION:

Council has received a request from the organisers of this event Break O'Day Employment Connect (BODEC) to waive 50% of the hire fees for the Bendigo Bank Community Stadium.

DISCUSSION:

Nil.

COUNCIL DECISION:

08/22.15.3.170

Moved: Clr M Osborne/ Seconded: Clr G McGuiness

That Council provide a 50% fee waiver for the hire of the Stadium for the Careers Expo being held by Break O'Day Employment Connect. Hire for 2 days @\$500 per day – 50% = \$500.

CARRIED UNANIMOUSLY

FILE REFERENCE	002\019\010\
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OFFICER'S RECOMMENDATION:

1. That Council engage St Helens District High School and St Marys District High School to work with the students to develop welcome-to-town Christmas signs to be installed at eight (8) townships within our municipality.
2. That Council cover the cost of the printing of the signs on corflute and installation of same.

INTRODUCTION:

The Community services staff have had discussions with both schools and they have agreed to work on this project if Council is supportive of same..

DISCUSSION:

- The Manager Community Services highlighted that this is a great project to engage young people at school with minimal cost to council.
- Councillor Osborne supported this.

COUNCIL DECISION:**08/22.15.4.171**Moved: Cllr M Osborne/ Seconded: Cllr K Chapple

1. That Council engage St Helens District High School and St Marys District High School to work with the students to develop welcome-to-town Christmas signs to be installed at eight (8) townships within our municipality.
2. That Council cover the cost of the printing of the signs on corflute and installation of same.

CARRIED UNANIMOUSLY

FILE REFERENCE	004\005\007\
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OFFICER'S RECOMMENDATION:

1. That Council approve a full fee waiver to use the St Marys Hall for a period of three months on a trial basis for the purpose of a Repurposing and Upcycling event to be held over one weekend a month for a period of three months – this does not include a waiver of the bond and admin fee.

2. The Repurposing and Upcycling event will only be for the purpose of using fabric which is made into pet beds/toys, pouffes, cushions, hats, aprons, balls of garden twine, reusable shopping bags.
3. After the three month trial, a report will be provided to Council on the events including structure, attendance, outcomes/benefits/impacts, identified improvements or issues, and, if relevant and based on the successes of the trial, a proposed model for more financially sustainable future operations.

INTRODUCTION:

Council has received a request for a full waiver to be applied for the St Marys Hall for the purpose of a Repurposing and Upcycling activity.

DISCUSSION:

- The Manager Community Services noted that this was discussed in detail at workshop. Full fee waiver is recommended for the trial period and is to be followed up with data collection and looking at options for an alternative space.

COUNCIL DECISION:

08/22.15.5.172

Moved: Clr G McGuinness/ Seconded: Clr LWhittaker

1. That Council approve a full fee waiver to use the St Marys Hall for a period of three months on a trial basis for the purpose of a Repurposing and Upcycling event to be held over one weekend a month for a period of three months – this does not include a waiver of the bond and admin fee.
2. The Repurposing and Upcycling event will only be for the purpose of using fabric which is made into pet beds/toys, pouffes, cushions, hats, aprons, balls of garden twine, reusable shopping bags.
3. After the three month trial, a report will be provided to Council on the events including structure, attendance, outcomes/benefits/impacts, identified improvements or issues, and, if relevant and based on the successes of the trial, a proposed model for more financially sustainable future operations.

CARRIED UNANIMOUSLY

FILE REFERENCE	004\008\008\
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OFFICER'S RECOMMENDATION:

That Council:

1. Allows approximately 120 people to camp at the Pyengana Recreation ground between January 7 and 12, 2023 who are participating in the Orienteering Championships at a cost of \$5 per person to cover the cost of extra cleaning of facilities and the transporting of additional water from St Helens to Pyengana to ensure supply of water to the existing toilets and showers; and
2. Assistance with the development of a Traffic Management Plan for the event and the placement of signage in line with the approved Traffic Management Plan.

INTRODUCTION:

The Tasmanian Orienteering Championships are being held in St Helens from January 7 to January 12, 2023. Orienteering Tasmania is seeking the support of Council in hosting this event.

DISCUSSION:

- The Manager Community Services noted this was discussed at the Council workshop and after this they went back to committee to discuss their offer of water and toilet provisions but they indicated they were not in a position to do this. She noted that she spoke to the local community who are supportive of this. A five dollar fee has been suggested.
- Councillor Osborne asked if this fee is for the whole time?
- The Manager Community Services advised that no it is per day and this will be updated to reflect this.
- Councillor Osborne expressed her concerns that with 125 people and only limited showers and toilets will this be enough.
- The Manager Community Services advised that the committee will provide portable toilets and they will be asking the Pyengana community to clean them when they clean the public toilets.
- Councillor McGuinness noted that cost recovery is needed.

COUNCIL DECISION:

08/22.15.6.173

Moved: Clr G McGuinness/ Seconded: Clr M Osborne

That Council:

1. Allows approximately 120 people to camp at the Pyengana Recreation ground between January 7 and 12, 2023 who are participating in the Orienteering Championships at a cost of \$5 per

person per day to cover the cost of extra cleaning of facilities and the transporting of additional water from St Helens to Pyengana to ensure supply of water to the existing toilets and showers; and

2. Assistance with the development of a Traffic Management Plan for the event and the placement of signage in line with the approved Traffic Management Plan.

CARRIED UNANIMOUSLY

08/22.16.0 DEVELOPMENT SERVICES

08/22.16.1 Development Services Report

FILE REFERENCE	031\013\003\
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OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

DISCUSSION:

- The Acting Development Services Coordinator advised that the planning commission have scheduled the hearing in relation to the Break O'Day Draft LPS, all dates scheduled in St Helens will be in The Council Chambers except 7 September 2022 which will be held at Panorama Hotel.
- The Acting Development Services Coordinator also noted that planning activity is close to last year but slightly lower for development applications.
- Councillor Whittaker asked where is the telecommunications tower is in St Helens?
- The Acting Development Services Coordinator advised she will confirm and provide this information for Councillors.

COUNCIL DECISION:

08/22.16.1.174 Moved: Cllr M Osborne/ Seconded: Cllr K Chapple

That the report be received.

CARRIED UNANIMOUSLY

FILE REFERENCE	003\001\003\
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OFFICER'S RECOMMENDATION:

That Council provide comment to the Tasmanian Government on the Tasmanian *Draft Cat Management Regulations 2022*, asking that:

1. the proposed amendment Regulation 19 regarding prescribing Council land as cat Prohibited Area be changed to require a Council decision to prescribe Council land, and
2. limit the reasons to there being 'significant ecological, scientific, cultural or recreational values' present that may be threatened by cats.

INTRODUCTION:

The Department of Natural Resources and Environment Tasmania has sought Council's input on a draft Cat Management Regulations 2022 following a regular review. The proposed changes follow amendments of the Cat Management Act implemented in 2021 and this year.

DISCUSSION:

- The NRM Facilitator recommends that feedback be provided on the act and regulations particularly in relation to Council land be listed as prohibited. This was too open to interpretation and needs to be clearer.

COUNCIL DECISION:**08/22.16.2.175**Moved: Clr M Osborne/ Seconded: Clr K Chapple

That Council provide comment to the Tasmanian Government on the Tasmanian *Draft Cat Management Regulations 2022*, asking that:

1. the proposed amendment Regulation 19 regarding prescribing Council land as cat Prohibited Area be changed to require a Council decision to prescribe Council land, and
2. limit the reasons to there being 'significant ecological, scientific, cultural or recreational values' present that may be threatened by cats.

CARRIED UNANIMOUSLY

Meeting adjourned at 11:00am.

Meeting resumed at 11:08am.

FILE REFERENCE	002\012\001\
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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.

DISCUSSION:

- The General Manager drew attention to the part about population and noted the substantial change to our population. Interesting information was around the increase in dwellings and families living in the area, when we look at occupancy certificates issued this clearly shows how this is affecting the housing crisis as new builds are not keeping up with population growth.
- The General Manager advised we will be working with the St Helens Online Access Centre committee to assist in lobbying – their funding has not increased in 9 years.
- Councillor Whittaker found it interesting that the median age was listed as 56 as she thought this would be higher.
- The General Manager advised that further reporting is due to be done around this, the number is lower than expected but higher than 2016.

COUNCIL DECISION:**08/22.17.1.176**Moved: Cllr L Whittaker/ Seconded: Cllr J McGiveron

That the General Manager's report be received.

CARRIED UNANIMOUSLY

FILE REFERENCE

014\001\009\

OFFICER'S RECOMMENDATION:

That Council approve funding in the 2022/2023 at the same level of funding as the 2021/2022 of \$2,311.53 to the Launceston Gastronomy project.

INTRODUCTION:

Northern Tasmania's place as one of the great food regions is an underpinning reason for the focus on Launceston being recognised as a UNESCO City of Gastronomy. This recognition was secured in late 2021 providing the all important first step in progressing this project.

The role of Launceston Gastronomy is to champion the Creative City objectives of promoting and sustaining diversity, innovation, competition and entrepreneurship across food and beverage related activities that build economic, cultural, social and environmental prosperity for Northern Tasmania.

Correspondence (attached) has been received from Launceston Gastronomy providing an update on progress and detailing the work plan moving forward.

DISCUSSION:

- The Economic Development Officer advised that the Launceston Gastronomy forms part of the UNESCO gastronomy project and highlighted that Launceston is the first Australian city to be recognised as a UNESCO City of Gastronomy.
- Three (3) KPIs have been achieved and three (3) have not – these are expected to be achieved by the end of 2022.
- The agriculture event from last week received a lot of good feedback and was a great success and the Fermentation Hub project is expected to be delivered by 2024.

COUNCIL DECISION:**08/22.17.2.177**Moved: Clr M Osborne / Seconded: Clr K Chapple

That Council approve funding in the 2022/2023 at the same level of funding as the 2021/2022 of \$2,311.53 to the Launceston Gastronomy project.

CARRIED UNANIMOUSLY

FILE REFERENCE	018\019\001\
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OFFICER'S RECOMMENDATION:

That Council note the pump track engagement plan.

INTRODUCTION:

During the State Election campaign in 2021, the Liberal Government made an election, funding promise of \$500,000 to Council to construct pump track/s.

Initial investigations show that this funding should facilitate the delivery of two pump tracks.

Due to project having high community interest in both the positive and negative, it is important that we develop an engagement plan that will ensure meaningful consultation in collaboration with the community.

The engagement plan aims to provide the following engagement outcomes:

- Community/Council Collaboration
- Community Leadership
- Opportunity for meaningful engagement
- Opportunity to influence the plans
- Opportunity to engage directly with our youth

DISCUSSION:

- Councillor McGiveron indicated that this is a good plan.
- Councillor Whittaker asked about the reasoning behind both tracks being at St Helens.
- The Communications Coordinator advised that this has not been finalised yet but the purpose is to try and draw mountain bikers back into St Helens itself, this will be investigated as part of the reporting process.
- The General Manager advised the funding is for St Helens and we also need to consider things like skateboarding and scooters. Council already has facilities in other townships such as Scamander and St Marys as well as a project coming through for Fingal.

COUNCIL DECISION:

08/22.17.3.178

Moved: Clr J McGiveron/ Seconded: Clr M Osborne

That Council note the pump track engagement plan.

CARRIED UNANIMOUSLY

FILE REFERENCE	002\036\002\
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OFFICER'S RECOMMENDATION:

That Council receive the Review as at the 30 June 2022 of the Break O'Day Council Annual Plan 2021 / 2022.

INTRODUCTION:

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.*

DISCUSSION:

- The General Manager noted that the Council finished at 89% overall this year with the strategic plan component finished at 91%. The General Manager made the following comments in relation to some of the Goals:
 - The Community goal has some tasks through to completion but community engagement arising from the Community Engagement Strategy is a bit behind.
 - The Economy goal is a bit low on tourism, we need clearer direction on the Visitor Information review and the General Manager has a meeting booked with the CEO of East Coast Tasmania Tourism.
 - The stand out area for completion was the Environment goal, all tasks were completed or within the 90s percentage range except the review of the weed action plan.
 - The Infrastructure goal has faced some resourcing challenges and extra time was needed to complete some items such as the aerodrome management plan.
 - The Recreation Facilities Key Focus Area is at 72% with a couple of projects at St Marys dependent on the finalisation of the Recreational Trails Strategy which is now complete.
 - Great work from Development Services on their information nights for builders, tradies and real estate agents.
 - The Corporate Plan has had the planned efficiency and internal audit delayed but these are now moving forward.
 - This is a moving target and everyone should be happy with such a high percentage. It is such as small team so well done to everyone.

COUNCIL DECISION:

08/22.17.4.179

Moved: Cllr K Chapple/ Seconded: Cllr L Whittaker

That Council receive the Review as at the 30 June 2022 of the Break O'Day Council Annual Plan 2021 / 2022.

CARRIED UNANIMOUSLY

08/22.17.5

Future of Local Government Review – Interim Report on Stage 1

FILE REFERENCE	014\006\001\
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OFFICER'S RECOMMENDATION:

That Council endorse the Council's submission to the Interim Report on Stage 1 of the Future of Local Government Review.

INTRODUCTION:

The Future of Local Government Review is now entering the second phase of activity following the release by the Local Government Board of its Interim Report on Stage 1 of the Review. The Report has been developed by the Board based on the, community engagement and evidence gathering identifying six 'priority reform areas' to be focussed on in this phase and has been framed in a way so as to promote community discussion on these areas.

The formal consultation period on the Report is open until 25 August 2022 and apart from Council preparing a submission it is important that we do all we can to encourage the community to provide their thoughts.

DISCUSSION:

- The General Manager advised that we have until 25th August to provide comments on the Interim Report from review stage 1. He found this report a bit underwhelming, substantially lacking in certain areas. The three elements of feedback include responding to questions asked; a critique of the report; and posing questions. A draft response was circulated to Councillors last week and feedback received would be greatly appreciated. Are councillors happy with these responses?
- Mayor Tucker noted that LGAT wrote a strong letter to the Minister requesting an extension to the process, as we will have new councillors and mayors who will be training and doing inductions during the second phase. The Minister responded accordingly and has supported the extension.
- Mayor Tucker is also concerned that very few people (0.4 of a percent) engaged with the process and provided feedback.
- Councillor McGuinness indicated that the draft response is pretty close to the mark and would like to see a report on the population attached.

- The General Manager advised this will be included with a graph.
- Councillor Whittaker agreed that the feedback was on point, well done for what the General Manager has done.
- The General Manager advised that some of the financial analysis will need to be reviewed by our accountant and that we will need to make sure the board is held accountable.
- Mayor Tucker stated that the commentary needs to be tested for accuracy to ensure decisions are made with appropriate information.
- The General Manager advised the report will be further refined over the next week and will be sent out to councillors as soon as possible so they are able to give any last minute feedback.

COUNCIL DECISION:

08/22.17.5.180

Moved: Clr J McGiveron/ Seconded: Clr K Chapple

That Council endorse the Council's submission to the Interim Report on Stage 1 of the Future of Local Government Review.

CARRIED UNANIMOUSLY

08/22.17.5.181

Moved: Clr J McGiveron/ Seconded: Clr M Osborne

That Council publicly acknowledge and thank all those who contributed to the work being done on the Future of Local Government Review.

CARRIED UNANIMOUSLY

08/22.17.6

Local Government Code of Conduct

FILE REFERENCE	014\006\001\
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OFFICER'S RECOMMENDATION:

That Council provide a submission to the Tasmanian Government in relation to:

1. draft Local Government Amendment (code of Conduct) Bill 2022
2. draft prescribed information to be included in Council's dispute resolution policy

which reflects the discussion which has occurred at the meeting.

INTRODUCTION:

A review of the Local Government Code of Conduct was commenced in 2020 which has involved consultation with the local government sector, Local Government association of Tasmania and the community. This was followed by further consultation in relation to potential targeted legislative

changes with the release of the *Code of Conduct Framework Discussion Paper*. Draft legislation has now been released for public consultation.

Feedback is being sought from Councillors which will assist in framing a Council response to the Tasmanian Government in relation to:

1. draft Local Government Amendment (code of Conduct) Bill 2022
2. draft prescribed information to be included in Council's dispute resolution policy

Submissions are required by 5 September 2022.

DISCUSSION:

- The Manager advised that this has come straight to Council as we have to have submissions in by 6 September 2022. Six reform areas were identified and one key change is that Council will have to adopt a dispute resolution policy within twelve months.
- Councillor Chapple questioned the timing of this and the previous item and that it seems to be done in a hurry, trying to push things through. This is related to the election and new Councillors coming in.
- The General Manager agreed with Councillor Chapple, he indicated that this has been coming through slowly for a while and now they are trying to get it all in place ready for new Councillors to operate within this framework. They are trying to strengthen and simplify the system.
- Councillor Osborne noted that some Councils have a real problem with code of conduct and asked whether this is why they are changing things?
- Mayor Tucker indicated that we need to accept the changes to help councils work in a more efficient and respectful manner.
- Councillor Chapple expressed concern that it is giving our staff another task that they need to look at, concerned that we are stretching councils resources a bit thin.

COUNCIL DECISION:

08/22.17.6.182

Moved: Cllr K Chapple/ Seconded: Cllr M Osborne

That Council provide a submission to the Tasmanian Government in relation to:

1. draft Local Government Amendment (code of Conduct) Bill 2022
2. draft prescribed information to be included in Council's dispute resolution policy

which reflects the discussion which has occurred at the meeting.

CARRIED UNANIMOUSLY

FILE REFERENCE	014\002\010\
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OFFICER'S RECOMMENDATION:

That having conducted a review of Council's Delegations Register in accordance with Section 22 of the *Local Government Act 1993*, the Council adopt the Delegations Register dated August 2022.

INTRODUCTION:

The aim of the report is to provide Council with an updated "Break O'Day Delegations Register July 2022" following the annual review as required under the *Local Government Act 1993*.

DISCUSSION:

- The Executive Assistant advised that this is an annual review of delegations and all new delegations are in red, one change noted was the Corporate Services Manager delegation regarding facilities hire.

COUNCIL DECISION:**08/22.17.7.183**Moved: Clr J McGiveron/ Seconded: Clr K Chapple

That having conducted a review of Council's Delegations Register in accordance with Section 22 of the *Local Government Act 1993*, the Council adopt the Delegations Register dated August 2022.

CARRIED UNANIMOUSLY

FILE REFERENCE	033\024\002\
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OFFICER'S RECOMMENDATION:

That the Council agrees to transition the hosting, administration and secretariat of the Northern Tasmanian Waste Management Group from City of Launceston to NRM North consistent with the approach outlined in the attached paper entitled: *Northern Tasmanian Waste Management Group Revised Government Model*.

INTRODUCTION:

Councils within the northern region need to reconsider the management arrangements of the Northern Tasmania Waste Management Group (NTWMG). Changes driven from the State level commenced in 2019 when the State Government released a Draft Waste Action Plan outlining the development of a statewide legislated landfill levy as part of *Tasmanian Waste and Resource*

Recovery Bill 2022. Now legislated, this State landfill levy will replace the current NTWMG voluntary landfill levy removing the income source for the NTWMG to achieve strategic projects.

The current administration model of NTWMG involves hosting by the City of Launceston and provided for efficient use of resources at the outset. With the implementation of a statewide approach to waste management the need for increased separation between NTWMG and Councils has been a point of discussion with the State Government due to the potential conflict of the City of Launceston, as the operator of the second largest landfill in the State, seeking grant funding opportunities for improved resource recovery at the Launceston Waste Centre whilst, managing NTWMG.

It is proposed that the Councils consider a new governance model for the NTWMG that can better position it to respond to growth, significant budget responsibilities, potential conflict of interest and a new funding structure in the State Government landfill levy which was implemented 1 July 2022.

It is proposed that Councils move to a new governance structure hosted by NRM North, who is a trusted partner with NTWMG member councils. NRM North has a proven track record demonstrating independent and transparent management of significant multi-stakeholder programs, such as the *kanamaluka*/Tamar Estuary and Esk Rivers (TEER) program, and the waste management function offers many synergies with the existing functions which are delivered by the organisation.

DISCUSSION:

- The General Manager noted that we no longer pay the NTWMG a levy as it is now a statewide levy. With these changes it is felt that NTWMG should no longer be housed under Launceston Council and a transition to NRM North has been suggested. This does not involve any large changes and charges will be very similar.

COUNCIL DECISION:

08/22.17.8.184

Moved: Clr J McGiveron/ Seconded: Clr L Whittaker

That the Council agrees to transition the hosting, administration and secretariat of the Northern Tasmanian Waste Management Group from City of Launceston to NRM North consistent with the approach outlined in the attached paper entitled: *Northern Tasmanian Waste Management Group Revised Government Model*.

CARRIED UNANIMOUSLY

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

Moved: Clr Whittaker/ Seconded: Clr Chapple

CARRIED UNANIMOUSLY

IN CONFIDENCE

08/22.18.0 CLOSED COUNCIL

08/22.18.1 Confirmation of Closed Council Minutes – Council Meeting 18 July 2022

08/22.18.2 Outstanding Actions List for Closed Council

08/22.18.3 Animal Control Officer - Closed Council Item Pursuant to Section 15(2)A of the Local Government (Meeting Procedures) Regulations 2015

COUNCIL DECISION:

TO BE PUBLISHED IN THE PUBLIC MINUTES:

08/22.18.3.CC Moved: Cllr J McGiveron/ Seconded: Cllr K Chapple

That Council receive this report.

CARRIED UNANIMOUSLY

08/22.18.4 2 Annie Street, St Helens - Closed Council Item Pursuant to Section 15(2)F of the Local Government (Meeting Procedures) Regulations 2015

COUNCIL DECISION:

TO BE PUBLISHED IN THE PUBLIC MINUTES:

08/22.18.4.CC Moved: Cllr L Whittaker/ Seconded: Cllr M Osborne

That pursuant to Section 177 of the Local Government Act 1993 Council note the valuation from Opteon dated 19 May 2022 and agree to the sale of approximately 3,750m² of Council owned land at 2 Annie Street, St Helens to the Department of Police and Emergency Management (or purchaser nominated by the Department).

That pursuant to Section 177 (3)(b) the General Manager be authorised to enter into a Contract to sell the agreed land at the negotiated price and that the Common Seal be affixed to the Contract.

CARRIED UNANIMOUSLY

Mayor Tucker thanked everyone for their attendance and declared the meeting closed at 12:10pm.

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MAYOR

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DATE