



COUNCIL MEETING AGENDA

Monday 21 July 2025
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
15 July 2025

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 21 July 2025 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: 15 July 2025

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AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

All ordinary meetings, special meetings and annual general meetings will be live streamed using audio/visual technology. A link to the audio/visual recordings will be made available to the public post the meeting on Council's website (within seven (7) days post the meeting in line with the uploading of the minutes from the meeting). The audio/visual recording of Council Meetings will only be retained for six (6) months.

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of the Meeting.

The streaming platform utilised for recording and streaming is setup specifically for Break O'Day Council and Council has full control of which meetings are streamed or uploaded for viewing. There is no ability for the public to comment, edit or download recordings in anyway. They can only be viewed via the Council link.

Participation in person at the Council Meeting is considered as providing your consent to livestreaming of that meeting.

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.

LIVE AUDIO/VISUAL STREAMING OF COUNCIL MEETINGS

Ladies and gentlemen, I would like to advise you that today's Council Meeting is being live streamed and recorded. This means that members of the public who are unable to attend in person can still observe the proceedings. By remaining in this chamber, you are consenting to being filmed and recorded. Please be mindful of your actions and contributions as they will be visible to the public. Thank you for your cooperation.

07/25.1.0 ATTENDANCE

07/25.1.1 Present

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

07/25.1.2 Apologies

Councillor Barry LeFevre

07/25.1.3 Leave of Absence

07/25.1.4 Staff in Attendance

General Manager, John Brown
Administration & Governance Support Officer, Linda Singline

07/25.2.0 PUBLIC QUESTION TIME

07/25.2.1 Council Sponsorship and Memorandum of Understanding – Mr & Mrs Rubenach

- 1. What are Council policies and procedure guidelines specific to sponsorships/donations, especially focusing on the selection of applicants: recipients' accountability/responsibility and accountability of the use of this ratepayers/taxpayers funding?**

REPLY

Sponsorships and donations are a decision of Council and Council considers the merit or otherwise in any requests for sponsorship or donation. There is no specific policy or procedure which can adequately cover every request due to their unique nature, hence the reason it is a decision of Council. Sponsorship details are included in the Community Services Department report on a monthly basis which shows the status of payment in relation to sponsorship payments. Council officers monitor the delivery of events/activities where sponsorship has been provided, recipients are expected to demonstrate responsible use of funds and provide basic reporting to confirm alignment with the intended purpose relating to the request to Council and the decision made.

2. Exactly what number and who are the recipients of Break O’Day Council Memorandum of Understanding? What is the exact amount and nature given to each of these recipients of Memorandum of Understanding and what benefits are derived from each of these Memorandum of Understanding for the benefit of the entire Break O’Day municipality?

REPLY

As of July 2025, there are eleven (11) active recipients with whom Break O'Day Council has MOUs in place. These recipients are:

- Counselling & Consulting Services Tasmania – Human resources support
- St Marys Hospital Auxiliary – Operation of the St Marys Tip Shop
- St Helens Hospital Auxiliary – Operation of the Recycling Centre (St Helens Tip Shop)
- Tasmanian State Emergency Service (SES) \$18,500 – Emergency coordination and support
- Volunteering Tasmania – Volunteer strategy and community development
- East Coast Skips Tasmania – Battery collection from Council waste transfer station
- St Marys Sports Centre Inc. – Mowing and maintenance of the St Marys Sports Centre grounds
- Safer Australian Roads and Highways Inc. (SARAH) – Yellow Ribbon Road Safety Council partnership
- Dogs’ Homes of Tasmania – Animal management and shelter support
- Bay of Fires Winter Arts Festival \$14,000 – Agreement concerning artworks and funding
- East Coast Tasmania Tourism \$70,000 – Serving and growing the East Coast tourism sector

Each MOU addresses a distinct area of service or community engagement. Examples include:

- Counselling Services MOU: Provides psychological and emotional support for Council staff, improving workplace wellbeing and retention.
- Tip Shops (St Helens & St Marys): Run in partnership with local auxiliaries to support recycling, waste management, and fundraising for health services.
- SES MOU: Ensures collaborative emergency response planning, directly enhancing community safety.
- Volunteer Strategy MOU: Developed with Volunteering Tasmania to support and grow local volunteering culture.
- Battery Collection & Waste Services: Supports environmental sustainability by ensuring proper disposal of hazardous waste.
- St Marys Sports Centre Grounds Maintenance: Preserves vital recreational infrastructure for local use.
- SARAH (Yellow Ribbon): Raises awareness and educates the community about road safety.
- Dogs' Homes of Tasmania: Supports humane treatment and management of stray or surrendered animals.
- Bay of Fires winter Arts Festival: Addresses artworks received as a result of winning the annual Bay of Fires Art Prize and annual financial support
- East Coast Tasmania Tourism: provides a range of services focussed on Industry including Industry Development; Operator support; Advocacy; Networking opportunities; Leadership; Communication; Social media; Tourism 30 Strategy

Each MOU contributes to community wellbeing, operational efficiency, sustainability, or safety.

A Memorandum of Understanding (MoU) is a formal, agreement between two or more parties that outlines the intentions, roles, and responsibilities of each party in relation to a common goal or project. An MoU demonstrates a mutual commitment to cooperation.

Typically, such agreements would be reviewed and approved internally by Council based on need, value for community, risk, and governance considerations.

07/25.3.0 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.

07/25.4.0 CONFIRMATION OF MINUTES

07/25.4.1 Confirmation of Minutes – Council Meeting 16 June 2025

Please note – The minutes were amended after publication for:

- *Item 06/25.2.1 – Council Sponsorship – Mr & Mrs Rubenach*
- *Item 06/25.11.1 - Flying the Rainbow Pride Flag During Pride Month 2026 – Cllr Liz Johnstone*

OFFICER’S RECOMMENDATION:

That the minutes of the Council Meeting held on the 16 June 2025 be confirmed.

07/25.5.0 COUNCIL WORKSHOPS HELD SINCE 16 JUNE 2025 COUNCIL MEETING

There was a workshop held 7 July 2025 and the following items were listed for discussion.

- Presentation – ERA Planning and Environment – Clare Hester at 10.45am
- Pending Development Application Updates
- Storage Container for Emergency Services - Marine Rescue Site - Marina Parade, St Helens
- Appointment of Break O'Day Council Natural Resource Management Committee representative
- Scamander Coastal Hazards Risk Mitigation and Pathways Planning Project – Update
- Asset Recognition and Depreciation Policy (AM01)
- Animal Control Report
- Policy review – EP06 Tree Management Policy
- Policy review – AM15 Asset Disposal Policy
- Scamander Inert Landfill Study – Project Update
- Sponsorship request – A Festival Called George
- Sponsorship request – St Helens Flower Show
- Break O'Day Council Action Plan
- CCTV Cameras at Mathinna Recreation Ground
- Local Government Association of Tasmania (LGAT) – General Meeting November 2025 - Call for Motions
- Local Government (General) Regulations remake 2025
- Local Government (Meeting Procedures) Regulations remake 2025
- Economic Development Strategy
- Aquatic Facility Feasibility – Stage 1 Findings and Next Steps

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.

DA 076-2025 Community Meeting & Entertainment Alterations/ Additions to Community Centre– 18 Morrison Street, Falmouth

ACTION	DECISION
COUNCIL MEETING DATE	21 July 2025
PROPONENT	Spectura Studio
OFFICER	Planning Consultant – Rebecca Green
FILE REFERENCE	DA 2025 / 00076
ASSOCIATED REPORTS AND DOCUMENTS	<ol style="list-style-type: none"> 1. Plans and Details – Spectura Studio 2. Planning Scheme Response – Spectura Studio 3. Planning Scheme Assessment

OFFICER'S RECOMMENDATION:

- A. After due consideration of the application received and pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Tasmanian Planning Scheme – Break O'Day*, that the application for Community Meeting & Entertainment - Alterations/Additions to Community Centre on land situated at 18 Morrison Street, Falmouth described in Certificate of Title 114977/1 be APPROVED subject to the following plans / documents and conditions:

Approved Plans / Documents			
Plan / Document Name	Reference Number	Prepared By	Dated
Cover Sheet	A00	Spectura Studio	12/06/2025, Rev: B
Location Plan	A01	Spectura Studio	12/06/2025, Rev: B
Site Plan	A02	Spectura Studio	12/06/2025, Rev: B
Site Plan - Overall	A03	Spectura Studio	12/06/2025, Rev: B
Floor Plan	A04	Spectura Studio	12/05/2025, Rev: A
Kitchen Layout	A05	Spectura Studio	12/05/2025, Rev: A
Elevations	A06	Spectura Studio	12/05/2025, Rev: A
Existing Conditions	A07	Spectura Studio	12/05/2025, Rev: A
Demolition Plan	A08	Spectura Studio	12/05/2025, Rev: A
Planning Scheme Response	-	Spectura Studio	13/06/25

CONDITIONS

CONDITION	TIMING
1	Approved Plans and/or Document
	Undertake development in accordance with the approved plans and/or documents. These plans and/or documents will form part of the approval, unless otherwise amended by conditions of this approval.
2	Security Lighting

A	External security lighting must be baffled so as to ensure that direct light does not extend into an adjoining property.	Prior to use and maintained at all times.
3	Car Parking	
A	The areas shown to be set aside for vehicle access and car parking must be: a. completed before the use of the development; b. Line-marked or delineated.	Prior to use and maintained at all times.
4	Stormwater	
A	Concentrated stormwater must not be discharged into neighbouring properties.	To be maintained at all times.
5	Nuisance	
A	Use of the development must not create a nuisance as defined by the Environmental Management and Pollution Control Act 1994.	At all times.
B	During the period of construction, works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.	Prior to use and maintained at all times.
C	The driveway / carparking must be constructed in a manner that ensures sediment is neither tracked nor eroded across the property boundary.	Prior to use and maintained at all times.
D	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.	At all times.
6	Underground Infrastructure	
A	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.	Prior to site works and maintained at all times.

ADVICE

1. 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.
2. 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

3. Be advised that in accordance with the *Building Act 2016* assessment for building approval cannot commence until such time as Council is provided with full Building Design Plans and Specifications prepared by a Tasmanian Licenced designer.

- B. That all external Referral Agencies for the development application be provided with a copy of the Council's decision (Permit).

	Applicable Y/NA	Referral Agency
That all external Referral Agencies for the development application be provided with a copy of the Council's decision (Permit)	NA	NA

- C. That the following information be included in the Permit.

Development Permit Information	Details
<i>Development Description</i>	Community Meeting & Entertainment - Alterations/Additions to Community Centre
<i>Relevant Period of Approval</i>	2 Years
<i>Other Necessary Permits</i>	Building/Plumbing
<i>Attachments</i>	Nil
<i>Representations</i>	Nil

INTRODUCTION:

The applicant is seeking approval for use and development of upgrades to an existing community centre.

PREVIOUS COUNCIL CONSIDERATION:

The site background and development history for the subject premise is as follows:

- Nil

OFFICER'S REPORT:

1. The Proposal

The project involves the upgrade to the kitchen and bar/serving area of the centre as well as accessibility upgrades. Proposed works include:

- Demolition of the existing kitchen.
- Construction of a new wing on the eastern elevation of the building adjacent to the existing rainwater tank.
- New fit for purpose kitchen.
- New AS1428.1 compliant parking and access to the building.
- Extended weather protection to the existing access area.

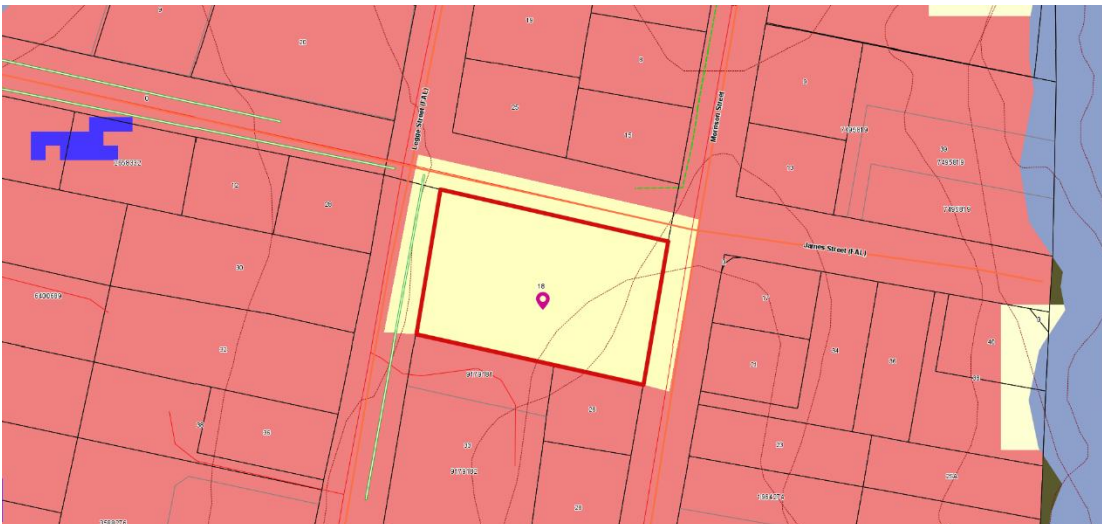
The subject site can be described being relatively flat, with frontage to Morrison Street, James Street and Legge Street. The site accommodates the existing Falmouth Community Centre, together with

off-street parking, a playground and tennis court. The site is not provided with reticulated water, sewerage or stormwater.

Direction	Planning Scheme Zone	Current Land Use
North	10.0 Low Density Residential Zone	Residential – Single Dwelling
South	10.0 Low Density Residential Zone	Residential – Single Dwelling
East	10.0 Low Density Residential Zone	Residential – Single Dwelling
West	10.0 Low Density Residential Zone	Residential – Single Dwelling



Aerial Imagery



Locality Plan

Site photographs







2. Applicable Planning Assessment

STATUTORY DETAILS	
Planning Legislation:	<i>Land Use Planning and Approvals Act 1993</i>
Planning Scheme:	<i>Tasmanian Planning Scheme</i> State Planning Provisions Version 10

LOCAL PROVISIONS SCHEDULE	APPLICABLE	NOTES
ZONE	YES	27.0 Community Purpose
SPECIFIC AREA PLANS	NO	BRE-S1.0 SAFEGUARDING ST HELENS AERODROME
	NO	BRE-S2.0 STORMWATER MANAGEMENT

STATE PROVISIONS	PLANNING	CODES	TRIGGER	APPLICATION
C2.0 Parking and Sustainable Transport Code		C2.2	Applies to all use and development.	Applies.

3. Referrals

3.1 Council Referrals

3.1.1 Works Department

Road Authority Comments:

- Council's Works and Infrastructure Department advised on 2 July 2025 that they have no comment to make in relation to the application.

Stormwater Authority Comments:

- Council's Works and Infrastructure Department advised on 2 July 2025 that they have no comment to make in relation to the application.

Engineering Comment e.g. Flood:

- N/A

4.1.2 Environmental Health

- N/A

4.2 External Referrals

- N/A

4. Assessment

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

Tasmanian Planning Scheme – Break O'Day State Planning Provisions Version 10:

Performance Criteria	27.4.2 Setback (P1) C2.5.1 Car Parking Numbers (P1.1)
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Detailed assessment against the provisions of the *Tasmanian Planning Scheme – Break O'Day* version 10 where the proposal was reliant on satisfying the performance criteria, is provided below.

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

27.0 Community Purpose Zone

27.4 Development Standards for Buildings and Works

27.4.2 Setback

Acceptable Solutions	Performance Criteria
A1 Buildings must have a setback from a frontage of: (a) not less than 5m; or (b) not more or less than the maximum and minimum setbacks of the buildings on adjoining properties,	P1 Buildings must have a setback from a frontage that is compatible with the streetscape, having regard to: (a) the topography of the site; (b) the setbacks of buildings on adjacent properties; (c) the height, bulk and form of

whichever is the lesser.	existing and proposed buildings; and (d) the safety of road users.
<p>Performance Criteria Assessment</p> <p>The existing building setback from the front is 5.659m. The proposed additions will be located 3.326m from the frontage and rely upon assessment against the performance criteria.</p> <p>The proposed addition setback is viewed as compatible with the topography of the site, the site being a gently sloping site with no proposed changes to the slope.</p> <p>The proposed addition frontage setback is compatible with setbacks of properties adjacent or in the street, including properties immediately to the east.</p> <p>The proposed addition frontage setback, height, bulk and form impact are viewed as minimal, with the proposed addition creating articulation and softening the facade and is setback further from the front boundary than the existing adjacent rainwater tank.</p> <p>The proposed addition front setback is not considered to adversely affect the current safety of road users due to the proximity of the existing rainwater tank.</p> <p>The proposal is consistent with the performance criteria.</p>	

C2.0 Parking and Sustainable Transport Code

C2.5 Use Standards

C2.5.1 Car Parking Numbers

Acceptable Solutions	Performance Criteria
<p>A1</p> <p>The number of on-site car parking spaces must be no less than the number specified in Table 2.1, less the number of car parking spaces that cannot be provided due to the site including container refund scheme space, excluding if:</p> <ul style="list-style-type: none"> (a) the site is subject to a parking plan for the area adopted by council, in which case parking provision (spaces or cash-in-lieu) must be in accordance with that plan; (b) the site is contained within a parking precinct plan and subject to Clause C2.7; (c) the site is subject to Clause C2.5.5; or (d) it relates to an intensification of an existing use or development or a change of use where: <ul style="list-style-type: none"> (i) the number of on-site car parking spaces for the existing use or development specified in Table C2.1 is greater than the number of car parking spaces specified in Table C2.1 for the proposed use or 	<p>P1.1</p> <p>The number of on-site car parking spaces for uses, excluding dwellings, must meet the reasonable needs of the use, having regard to:</p> <ul style="list-style-type: none"> (a) the availability of off-street public car parking spaces within reasonable walking distance of the site; (b) the ability of multiple users to share spaces because of: <ul style="list-style-type: none"> (i) variations in car parking demand over time; or (ii) efficiencies gained by consolidation of car parking spaces; (c) the availability and frequency of public transport within reasonable walking distance of the site; (d) the availability and frequency of other transport alternatives; (e) any site constraints such as existing buildings, slope, drainage, vegetation and landscaping; (f) the availability, accessibility and safety

<p>development, in which case no additional on-site car parking is required; or</p> <p>(iii) the number of on-site car parking spaces for the existing use or development specified in Table C2.1 is less than the number of car parking spaces specified in Table C2.1 for the proposed use or development, in which case on-site car parking must be calculated as follows:</p> $N = A + (C - B)$ <p>N = Number of on-site car parking spaces required A = Number of existing on site car parking spaces B = Number of on-site car parking spaces required for the existing use or development specified in Table C2.1</p> <p>C= Number of on-site car parking spaces required for the proposed use or development specified in Table C2.1.</p>	<p>of on-street parking, having regard to the nature of the roads, traffic management and other uses in the vicinity;</p> <p>(g) the effect on streetscape; and</p> <p>(h) any assessment by a suitably qualified person of the actual car parking demand determined having regard to the scale and nature of the use and development.</p>
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Performance Criteria Assessment

Proposed plans include a total of 6 car parking spaces on site. Current site conditions would allow for a total of 9 car parking spaces. The proposed kitchen addition requires an additional 1 car parking space as per Table C2.1. As the site does not provide for 4 of the existing/required car parking spaces due to the proposal including the new AS1428.1 compliant parking and kitchen addition, the proposal will rely on performance criteria

- (a) An additional 8 on-street parking spaces is available on James Street frontage of the site. The closest publicly available off-street parking can be found at Falmouth Recreation reserve, approximately 500m walking distance.
- (b) Car parking demand for use of the tennis court and playground on site will be low, with most users of these facilities walking from their place of residence or utilising the available on-street car parking adjacent to the site in James Street. During larger events, the carparking available will be effective for event organisers and volunteers, and the proposed accessible parking bay will provide adequate parking and access to those requiring accessible access, previously unavailable.
- (c) No public transport is available to the site location.
- (d) The community centre has a central location in the Falmouth locality, walking from place of residence to the site is a popular means of access. Bike riding is also a viable means of transport, with a proposed bike rack incorporated in the alterations and additions design.
- (e) The location of the existing community centre and related on-site wastewater management system and fencing does create limited space to provide parking spaces directly adjacent to the building off Morrison Street. Any new off-street parking provisions off James Street would require removal of vegetation and recreation area

space, with any parking spaces gained as off-street parking resulting in an equal loss of on-street parking already available in this location.

- (f) There is a significant quantity of on-street parking already available, which has been made use of to date without incident.

Given the low frequency of event usage requiring full parking space capacity, the low traffic volume of the roads adjacent to the site and the preferred usage of these parking spaces for users of the tennis court and playground, these existing parking spaces are seen as adequate for providing parking space for community centre events requiring full parking capacity.

- (g) The proposed parking arrangement will not affect the existing streetscape as it is utilising the existing car parking areas already in use.

- (h) Not applicable.

The proposal is considered to be consistent with the performance criteria.

5. Representations

The application was advertised 21 June 2025 to 4th July 2025 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. No representations were received prior to the closing date and time.

6. Mediations

N/A

7. Conclusion

In accordance with 6.10 of the *State Planning Provisions (Tasmanian Planning Scheme – Break O’Day)*, the application has been assessed against the objectives of the Scheme, in particular the Community Purpose zone and all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and two (2) Performance Criterion.

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

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.

Key Focus Area

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

LEGISLATION & POLICIES:

Tasmanian Planning Scheme – Break O’Day

Land Use Planning and Approvals Act 1993

Local Government (Building and Miscellaneous Provisions) Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable, all costs associated with the project are a separate consideration of Council.

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
COUNCIL MEETING DATE	21 July 2025
PROPONENT	Jennifer Binns
OFFICER	Planning Consultant – Rebecca Green
FILE REFERENCE	DA 2025 / 00025
ASSOCIATED REPORTS AND DOCUMENTS	<ol style="list-style-type: none"> 1. Advertised Documents 2. Representations (01 and 02) 3. Amended Plans for Approval 4. Planning Scheme Assessment

OFFICER'S RECOMMENDATION:

- A. After due consideration of the application received and pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Tasmanian Planning Scheme – Break O'Day*, that the application for Construction of a Dwelling and Outbuildings on land situated at 98 Grant Street, Falmouth described in Certificate of Title 115262/1 be APPROVED subject to the following plans / documents and conditions:

Approved Plans / Documents			
Plan / Document Name	Reference Number	Prepared By	Dated
Site Plan	0123ZI – a04	Jennifer Binns	23.06.25
Proposed Floor Plan	0123ZI – a05	Jennifer Binns	23.06.25
Proposed Garage	0123ZI – a06	Jennifer Binns	23.06.25
Elevations	0123ZI – a07	Jennifer Binns	23.06.25
Elevations	0123ZI – a08	Jennifer Binns	23.06.25
Visuals	0123ZI – a09	Jennifer Binns	23.06.25

CONDITIONS

CONDITION		TIMING
1	Approved Plans and/or Document	
	Undertake development in accordance with the approved plans and/or documents. These plans and/or documents will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and to be maintained at all times.
2	Single Dwelling	
A	If a visitor accommodation use is sought for the dwelling, a further development application must be lodged with Council to seek approval for the allocation of an additional use to the dwelling.	Prior to use and maintained at all times.
B	The garage is approved for non-habitable residential use only.	To be maintained at all times.

3	Residential Use Car Parking	
A	<p>The areas shown to be set aside for vehicle access and car parking must be:</p> <ul style="list-style-type: none"> a. completed before the use of the development; b. provided with space for access turning and maneuvering of vehicles on-site to enable them to enter and leave the site in a forward direction; c. surfaced with a pervious dust free surface and drained in a manner that will not cause stormwater nuisance. 	Prior to use and maintained at all times.
4	Vehicle Crossover and Stormwater	
A	The new crossover must be constructed in accordance with standard drawing TSD-R04-v3, incorporating a shallow dish crossing in line with the roadside drain instead of a culvert. The crossover must be either sealed or constructed in concrete.	Prior to use and maintained at all times.
B	Stormwater MUST be piped to the roadside drain on Grant Street. The connection must be completed by a licenced plumber in accordance with drawing number PPA-4d (attached).	Prior to use and maintained at all times.
C	To accommodate stormwater discharge to the 'open swale drain' at the roadside the drain will need to be reshaped to allow water to flow south.	Prior to use and maintained at all times.
D	An application must be submitted to obtain a Works Permit prior to undertaking any work on the vehicle crossover and stormwater connection.	Prior to commencement of work.
5	Nuisance	
A	Use of the development must not create a nuisance as defined by the Environmental Management and Pollution Control Act 1994.	At all times.
B	During the period of construction, works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.	Prior to use and maintained at all times.
C	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.	At all times.
6	Effluent Disposal	
A	Effluent disposal is subject to a technical assessment and issue of a Plumbing Permit by Council's Plumbing Permit Authority.	Prior to use and maintained at all times.
7	Underground Infrastructure	
A	All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to	Prior to site works and maintained at all times.

	the commencement of any on-site excavation and / or construction works.	
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ADVICE

1. 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.
2. 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

- B. That all external Referral Agencies for the development application be provided with a copy of the Council's decision (Permit).

	Applicable Y/NA	Referral Agency
That all external Referral Agencies for the development application be provided with a copy of the Council's decision (Permit)	NA	NA

- C. That the following information be included in the Permit.

Development Permit Information	Details
<i>Development Description</i>	Residential - Construction of a Dwelling and Outbuildings
<i>Relevant Period of Approval</i>	2 Years
<i>Other Necessary Permits</i>	Works Permit and Building/Plumbing Permit
<i>Attachments</i>	Nil
<i>Representations</i>	Two (2)

INTRODUCTION:

The applicant is seeking approval for a new single dwelling and outbuildings, together with associated driveway, vehicle crossing and vegetation removal.

PREVIOUS COUNCIL CONSIDERATION:

Nil

OFFICER'S REPORT:

1. The Proposal

The proposal is for a new single dwelling and outbuildings. The single dwelling will comprise a floor area of 168.42m², with additional verandah and porch. The single dwelling is to accommodate three bedrooms, main with ensuite and walk-in-robe, laundry, bathroom, toilet and living, dining and kitchen with pantry. The dwelling is to be clad with James Hardie stria external wall cladding with a painted finish with a timber lined porch. The height of the single dwelling will be maximum 5.76m.

A 6mx6.4m garage with carport attached (as amended) is proposed in the southeastern corner of the site. The outbuilding is to have a maximum height of 5.43m and will be clad to match the dwelling on the site.

A gravel driveway and new vehicle crossing is also proposed, as well as some vegetation removal to facilitate the proposed development. Four water tanks and an on-site wastewater system are also to be located within the boundaries of the site.

2. Applicable Planning Assessment

- 10.0 Low Density Residential Zone
- C2.0 Parking and Sustainable Transport Code
- C3.0 Road and Railway Assets Code

3. Referrals

- Works and Infrastructure (8 April 2025)

- The new crossover must be constructed in accordance with standard drawing TSD-R04-v3, incorporating a shallow dish crossing in line with the roadside drain instead of a culvert. The crossover must be either sealed or constructed in concrete. (There is a good example of the standard of work required at 75 Grant Street).
- To accommodate stormwater discharge to the 'open swale drain' at the roadside the drain will need to be reshaped to allow water to flow south.
- The stormwater connection to the roadside drain must be constructed in accordance with standard drawing PPA-4d.
- Prior to commencing any work on the crossover, swale drain and/or the stormwater connection a permit to work in the road reservation must be obtained by submitting a Works Permit application form.

4. Assessment

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

Tasmanian Planning Scheme – Break O'Day State Planning Provisions Version 10:

- 10.4.3 Setback (P2)
- C2.6.1 Construction of parking areas (P1)
- C3.5.1 Traffic generation at a vehicle crossing, level crossing or new junction (P1)

Detailed assessment against the provisions of the *Tasmanian Planning Scheme – Break O'Day* version 10 where the proposal was reliant on satisfying the performance criteria, is provided below.

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

Planning Assessment

10.0 Low Density Residential Zone

10.4 Development Standards for Dwellings

10.4.3 Setbacks

Acceptable Solutions	Performance Criteria
<p>A2</p> <p>Dwellings, excluding outbuildings with a building height of not more than 2.4m and protrusions that extend not more than 0.9m horizontally from the building, must have a setback from side and rear boundaries of not less than 5m.</p>	<p>P2</p> <p>The siting of a dwelling must not cause an unreasonable loss of amenity to adjoining properties, having regard to:</p> <ul style="list-style-type: none"> (a) the topography of the site; (b) the size, shape and orientation of the site; (c) the setbacks of surrounding buildings; (d) the height, bulk and form of existing and proposed buildings; (e) the existing buildings and private open space areas on the site; (f) sunlight to private open space and windows of habitable rooms on adjoining properties; and (g) the character of development existing on established properties in the area.
<p>Assessment against the Performance Criteria is required.</p> <p>Performance Criteria Assessment</p> <p>The proposed dwelling is to be located 3.6m to the northern side boundary and cannot meet the acceptable solution.</p> <ul style="list-style-type: none"> a) The land is gently sloping from east to west, the topography has not influenced the location of the development; b) The proposed dwelling has been designed to suit the size, shape and orientation of the site and the needs of the owners. The proposed development is placed approximately central to the site; c) The proposed dwelling will have setbacks a similar distance to a side boundary to the dwelling located at 94 Grant Street. Land immediately to the north is vacant and will not be unreasonable affected by the proposal; d) The height, bulk and form of the dwelling is in keeping with the surrounding buildings on adjoining and nearby properties; e) The dwelling is provided with adequate private open space located on the north of the property including proposed courtyard. f) There will be no negative impact on the private open space and windows of habitable windows on adjoining properties, noting the northern adjacent property is vacant. g) The proposed development is in keeping with the character of established properties in the area. <p>Performance criteria met for the dwelling.</p> <p>The proposed outbuilding, further, to receipt of two representations has been redesigned and located. This assessment is based on amended plans for the outbuilding dated 23 June 2025. The</p>	

outbuilding is to be located 1.5m to the eastern rear boundary and 0.5m to the southern side boundary and cannot meet the acceptable solution.

a) The land is gently sloping from east to west, the topography has not influenced the location of the development;

b) The proposed outbuilding has been designed to suit the size, shape and orientation of the site, constraints due to the requirement to accommodate on-site wastewater system and the needs of the owners, as well as consideration of the matters raised in representations. The proposed outbuilding is located in line with the driveway providing for adequate vehicular access within the site;

c) The proposed outbuilding will have setbacks a similar distance to a side boundary to the outbuilding located at 94 Grant Street and similar distance to a side or rear boundary to the outbuilding located at 106 Grant Street. Land immediately to the south is a driveway providing for access to the land located to the east. The property to the east accommodates a single dwelling, single storey in height. The existing dwelling at 96 Grant Street is located within close proximity to the shared boundary, which would today rely on a performance criteria if proposed, as within 4.5m of the boundary to a property located in front;

d) The height, bulk and form of the outbuilding is residential in scale and is in keeping with the surrounding buildings on adjoining and nearby properties. The proponent further to receipt of concerns raised during the public exhibition period has amended the location and design of the outbuilding, so that the carport is in front of the shed, rather than side by side, reducing the impact of the length of the building adjacent to the eastern rear boundary. The tallest height of the outbuilding is now located to the south of the outbuilding, as opposed originally to the north.;

e) The dwelling on the site is provided with adequate private open space located on the north of the property including proposed courtyard.

f) There will be no negative impact on the private open space and windows of habitable windows on adjoining properties, the changes the proponent has undertaken to ensure that the highest section of the outbuilding is furthest away from the adjoining dwelling at 96 Grant Street. The main visual bulk of the building is now viewed from the south of the site, which is an internal driveway to 96 Grant Street. The outbuilding (as amended) will have negligible impact on sunlight to habitable rooms and private open space of adjoining properties due to location and orientation as well as the open sided nature of the carport component of the structure. It is noted that the existing vegetation on the site, to be removed, would cause equivalent, if not more impact on shading than the proposed structure.

g) The proposed development is in keeping with the character of established properties in the area.

Performance criteria met for the outbuilding.

C2.0 Parking and Sustainable Transport Code

C2.6 Development Standards for Buildings and Works

C2.6.1 Construction of parking areas

Acceptable Solutions	Performance Criteria
A1 All parking, access ways, manoeuvring and circulation spaces must: (a) be constructed with a durable all	P1 All parking, access ways, manoeuvring and circulation spaces must be readily identifiable and constructed so that they

<p>weather pavement;</p> <p>(b) be drained to the public stormwater system, or contain stormwater on the site; and</p> <p>(c) excluding all uses in the Rural Zone, Agriculture Zone, Landscape Conservation Zone, Environmental Management Zone, Recreation Zone and Open Space Zone, be surfaced by a spray seal, asphalt, concrete, pavers or equivalent material to restrict abrasion from traffic and minimise entry of water to the pavement.</p>	<p>are useable in all weather conditions, having regard to:</p> <p>(a) the nature of the use;</p> <p>(b) the topography of the land;</p> <p>(c) the drainage system available;</p> <p>(d) the likelihood of transporting sediment or debris from the site onto a road or public place;</p> <p>(e) the likelihood of generating dust; and</p> <p>(f) the nature of the proposed surfacing.</p>
<p>Assessment against the Performance Criteria is required.</p> <p>Performance Criteria Assessment</p> <p>Proposed compacted gravel driveway relies on performance criteria.</p> <p>All parking, access ways, manoeuvring and circulation spaces will be readily identifiable and will be constructed so that they are useable in all weather conditions.</p> <p>The use is a single dwelling, which is anticipated to have 7-9 vpd.</p> <p>The land slopes down slightly toward Grant Street. A new crossover will be required to be sealed or concreted and will minimise the transportation of any sediment or materials being disposed onto the road surface.</p> <p>It is proposed that the driveway stormwater run-off will be collected and drained to a swale drain in the road reserve.</p> <p>With the construction of compacted gravel together with a sealed/ concrete crossover minimum transportation of sediment or debris from the site is possible. A condition may be placed on any approval requiring that no sediment or debris be transported onto the road.</p> <p>The driveway is to be constructed of compacted gravel, due to the minimal traffic movements and low speed of vehicles using the driveway, the likelihood of generating dust is minimal.</p> <p>The nature of the proposed surfacing is in keeping with the majority of adjacent properties and those in the area.</p> <p>With appropriate conditions, the proposal will meet the performance criteria.</p>	

C3.0 Road and Railway Assets Code

C3.5 Use Standards

C3.5.1 Traffic generation at a vehicle crossing, level crossing or new junction

Acceptable Solutions	Performance Criteria
<p>A1.1</p> <p>For a category 1 road or a limited access road, vehicular traffic to and from the site will not require:</p> <p>(a) a new junction;</p> <p>(b) a new vehicle crossing; or</p> <p>(c) a new level crossing.</p>	<p>P1</p> <p>Vehicular traffic to and from the site must minimise any adverse effects on the safety of a junction, vehicle crossing or level crossing or safety or efficiency of the road or rail network, having regard to:</p> <p>(a) any increase in traffic caused by the use;</p>

<p>A1.2 For a road, excluding a category 1 road or a limited access road, written consent for a new junction, vehicle crossing, or level crossing to serve the use and development has been issued by the road authority.</p> <p>A1.3 For the rail network, written consent for a new private level crossing to serve the use and development has been issued by the rail authority.</p> <p>A1.4 Vehicular traffic to and from the site, using an existing vehicle crossing or private level crossing, will not increase by more than:</p> <ul style="list-style-type: none"> (a) the amounts in Table C3.1; or (b) allowed by a licence issued under Part IVA of the <i>Roads and Jetties Act 1935</i> in respect to a limited access road. <p>A1.5 Vehicular traffic must be able to enter and leave a major road in a forward direction.</p>	<ul style="list-style-type: none"> (b) the nature of the traffic generated by the use; (c) the nature of the road; (d) the speed limit and traffic flow of the road; (e) any alternative access to a road; (f) the need for the use; (g) any traffic impact assessment; and (h) any advice received from the rail or road authority.
<p>Assessment against the Performance Criteria is required.</p> <p>Performance Criteria Assessment</p> <p>As a new vehicle crossing is proposed the proposal relies on P1.</p> <ul style="list-style-type: none"> (a) The increase in traffic due to the proposal is estimated at 7-9 vpd. A simple access layout compliant with Council requirements is proposed and considered adequate. (b) The nature of the traffic generated by the use will be 100% light vehicles post residential construction phase. (c) Grant Street is of a suitable standard to cope with projected traffic activity. (d) Grant Street in the vicinity of the proposed access has a speed limit of 40km/h which encapsulates the coastal township of Falmouth. (e) Not applicable. (f) The use is consistent with the land use zoning for the area. (g) Not applicable. (h) Council's Works and Infrastructure Department have considered the access adequate and provided their conditions for any approval in terms of construction requirements. <p>Performance criteria met.</p>	

5. Representations

The application was advertised 7 June 2025 to 23 June 2025 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. Two (2) representations were received prior to the closing date and time. The issues raised within the representation are as follows:-

Issue	Response
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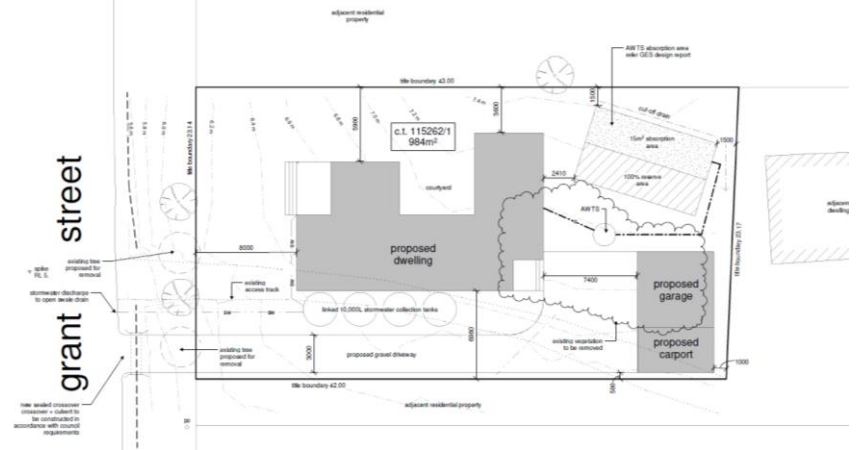
Building height concerns and that the proposed development will not meet the performance criteria.

Proposed outbuilding will have an adverse impact on the adjacent property, including an impact on the liveability of the property, unacceptable overshadowing of habitable rooms facing west on the adjacent property and visual impact and impact on adjoining private open space.

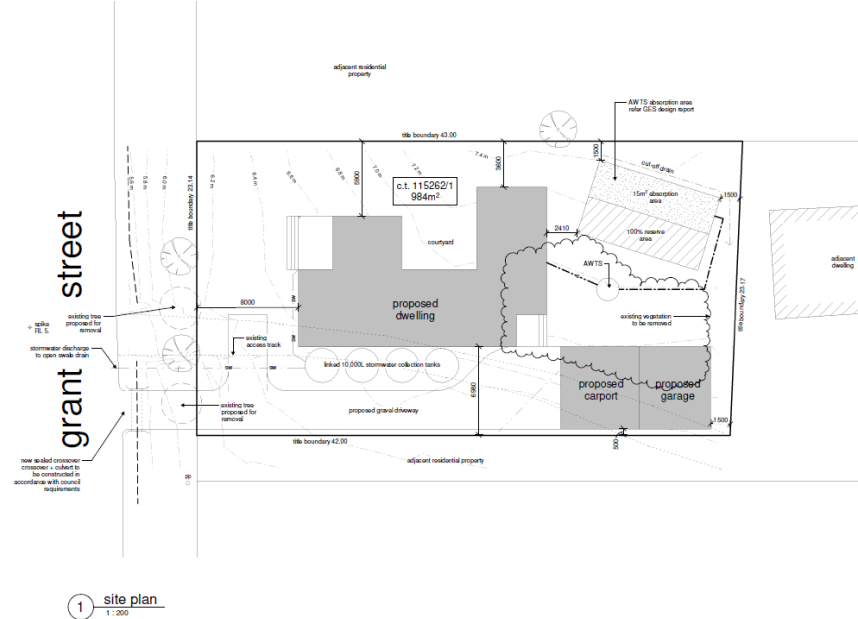
The proposed dwelling and outbuilding are both less than 8.5m in height and meet the acceptable solution. The proposal does not rely therefore on the performance criteria, no further consideration of this matter required.

Further to receipt of the issues raised in the representations, the proponents have reconsidered the layout of the outbuilding and have since located the carport to the front (west) of the garage, and placed now the highest slope of the outbuilding to the south rather than north. The outbuilding has also been moved further to the west away from the boundary, to 1.5m. Any impact on the eastern property has reduced considerably and the amended proposal has been assessed against the relevant setback provision and performance criteria, provided earlier in this report. The proposal as amended, is compliant with the performance criteria.

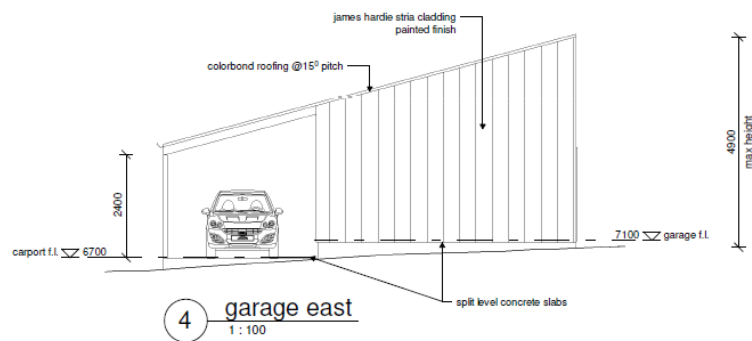
Advertised Site Plan



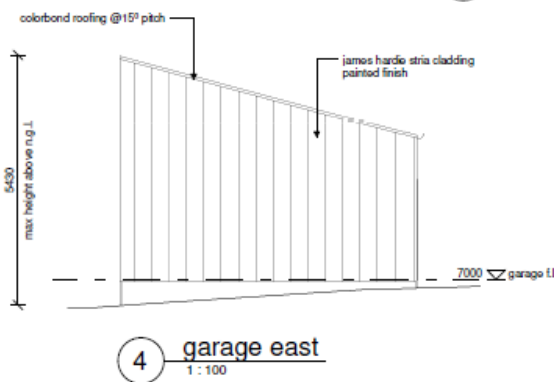
Amended Site Plan



Advertised outbuilding east elevation



Amended outbuilding east elevation



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

6. Mediations

- It is worth noting that in response to the submitted representations, the applicant through consultation with the property owner sent amended plans on the 8/07/2025 demonstrating the relocation of the proposed garage and attached carport as shown above. The amended plans were sent to both representors via email on the 8/07/2025 with subsequent responses being received on the 10/07/2025. Both representors confirmed the intent for their representations to remain for consideration in the July Council Meeting.

7. Conclusion

In accordance with 6.10 of the *State Planning Provisions (Tasmanian Planning Scheme – Break O’Day)*, the application has been assessed against the objectives of the Scheme, in particular the Low Density Residential Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and three (3) Performance Criterion. The received representations have been considered.

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

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.

Key Focus Area

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

Break O'Day Annual Plan 2023 -2024

Actions:

LEGISLATION & POLICIES:

Tasmanian Planning Scheme – Break O'Day

Land Use Planning and Approvals Act 1993

Local Government (Building and Miscellaneous Provisions) Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
COUNCIL MEETING DATE	21/07/2025
PROPONENT	Jennifer Binns
OFFICER	Alex McKinlay
FILE REFERENCE	DA 2025 / 00055
ASSOCIATED REPORTS AND DOCUMENTS	<ol style="list-style-type: none"> 1. Plans for Approval 2. Representations (01 and 02) 3. Applicant's Response to Representations 4. Original Version of Shadow Diagrams 5. Planning Scheme Assessment

OFFICER'S RECOMMENDATION:

- A. After due consideration of the application received and pursuant to Section 57 of *the Land Use Planning & Approvals Act 1993* and the *Tasmanian Planning Scheme – Break O'Day*, that the application for Demolition of Existing Outbuildings, Construction of Dwelling Additions and Alterations on land situated at 298 St Helens Point Road, Stieglitz described in Certificate of Title 242677/8 be APPROVED subject to the following plans / documents and conditions:

Approved Plans / Documents			
Plan / Document Name	Reference Number	Prepared By	Dated
Cover Page	Nil	Jennifer Binns	28/05/2025
Site Plan	A03	Jennifer Binns	28/05/2025
Existing Floor Plan	A04	Jennifer Binns	28/05/2025
Proposed Floor Plan	A05	Jennifer Binns	28/05/2025
Elevations	A06 and A07	Jennifer Binns	28/05/2025
Visuals	A08	Jennifer Binns	28/05/2025
Shadow Diagrams	A09	Jennifer Binns	16/06/2025

CONDITIONS

CONDITION		TIMING
1	Approved Plans and/or Document	
	Undertake development in accordance with the approved plans and/or documents. These plans and/or documents will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and to be maintained at all times.
2	Single Dwelling	
A	If a visitor accommodation use is sought for the dwelling, a further development application must be	Prior to use and maintained at all times.

	lodged with Council to seek approval for the allocation of an additional use to the dwelling.	
B	The garage is approved for non-habitable residential use only.	To be maintained at all times.
3	Residential Use Car Parking	
A	The areas shown to be set aside for vehicle access and car parking must be: <ul style="list-style-type: none"> a. completed before the use of the development; b. constructed with a durable all weather pavement and drained in a manner that will not cause stormwater nuisance. 	Prior to use and maintained at all times.
4	Vehicle Crossover and Stormwater	
A	All stormwater (existing and proposed) should be discharged to a new bubble up pit to be located on the nature strip clear of the mapped hazard area.	Prior to use and maintained at all times.
B	The upgrade and widening of the crossover should be constructed using the "CONCRETE" details shown in standard drawing TSD-R09-v3. The section to be sealed should join seamlessly with the edge of the road and meet the standards for "ASPHALT" shown on the same standard drawing.	Prior to use and maintained at all times.
C	A Permit to Work in the Road Reservation should be obtained from the Works Department before commencing any work in the road reserve (naturestrip etc).	Prior to commencement of work.
5	Nuisance	
A	Use of the development must not create a nuisance as defined by the Environmental Management and Pollution Control Act 1994.	At all times.
B	During the period of construction, works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.	Prior to use and maintained at all times.
C	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.	At all times.
6	Underground Infrastructure	
A	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.	Prior to site works and maintained at all times.

ADVICE

1. 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

- B. That all external Referral Agencies for the development application be provided with a copy of the Council's decision (Permit).

	Applicable Y/NA	Referral Agency
That all external Referral Agencies for the development application be provided with a copy of the Council's decision (Permit)	N/A	N/A

- C. That the following information be included in the Permit.

Development Permit Information	Details
<i>Development Description</i>	Residential - Demolition of Existing Outbuildings, Construction of Dwelling Additions and Alterations
<i>Relevant Period of Approval</i>	2 Years
<i>Other Necessary Permits</i>	Works Permit, Building/Plumbing
<i>Attachments</i>	Nil
<i>Representations</i>	Two (2)

INTRODUCTION:

The applicant is seeking approval for the demolition of existing outbuildings, construction of dwelling additions and alterations in addition to the construction of a concrete driveway and sealed crossover with stormwater intended to be discharged into a new bubble up pit located in the nature strip.

PREVIOUS COUNCIL CONSIDERATION:

Nil

OFFICER'S REPORT:

1. The Proposal

The proposal is for the demolition of the existing outbuildings and the construction of dwelling additions and alterations. Specifically, the proposed development is intended to include the following:

- Demolition of existing garage and sheds;
- Construction of a 69.76m² garage and 39.87m² carport;
- Construction of additions resulting in a new total floor area of 189.37m² for the dwelling. The additions include an additional bedroom and expanded area for the kitchen, dining and living rooms;
- Construction of a proposed 40.74m² veranda and 36.22m² patio;
- Internal and external alterations to the dwelling;
- Construction of concrete driveway and sealed crossover;
- Installation of bubble up pit in the nature strip.

2. Applicable Planning Assessment

- 8.0 General Residential Zone
- C2.0 Parking and Sustainable Transport Code
- BRE-S2.0 Stormwater Management Specific Area Plan

3. Referrals

- Council Works Department (15/05/2025):
'The submitted plans indicate that an existing stormwater line exists however the "Scheme Response" states on page 3 "The property is not serviced by Council's stormwater system and stormwater is currently discharged to the ground." A quick view of the property from the street shows a down pipe at the north-west corner of the house discharging to the ground. Onsite detention of stormwater is unlikely to be achievable due to the mapped hazard area. All stormwater (existing and proposed) should be discharged to a new bubble up pit to be located on the naturestrip clear of the mapped hazard area.'

The mapped hazard area does not meet the definition of "flood" provided in the TPS in that the water does not come from a watercourse or other inland water source.

Please check with Jake about the floor level of the proposed extension at the northern end in relation to the mapped hazard.

Upgrade and widening of the crossover as proposed is ok.

The concrete section should be constructed using the "CONCRETE" details shown in standard drawing TSD-R09-v3. The section to be sealed should join seamlessly with the edge of the road and meet the standards for "ASPHALT" shown on the same standard drawing.

A Permit to Work in the Road Reservation should be obtained from the Works Department before commencing any work in the road reserve (naturestrip etc)'.

4. Assessment

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

Tasmanian Planning Scheme – Break O'Day State Planning Provisions Version 11:

- 8.4.2 Setbacks and building envelope for all dwellings (P3)

Detailed assessment against the provisions of the *Tasmanian Planning Scheme – Break O’Day* version 11 where the proposal was reliant on satisfying the performance criteria, is provided below.

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

Planning Assessment

8.0 General Residential Zone

8.4 Development Standards for Dwellings

8.4.2 Setbacks and building envelope for all dwellings

Acceptable Solutions	Performance Criteria
<p>A3</p> <p>A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions that extend not more than 0.9m horizontally beyond the building envelope, must:</p> <ul style="list-style-type: none"> (a) be contained within a building envelope (refer to Figures 8.1, 8.2 and 8.3) determined by: (ii) a distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a property with an adjoining frontage; and (iii) projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above existing ground level at the side and rear boundaries to a building height of not more than 8.5m above existing ground level; and (b) only have a setback of less than 1.5m from a side or rear boundary if the dwelling: <ul style="list-style-type: none"> (i) does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining property; or (ii) does not exceed a total length of 9m or one third the length of the side boundary (whichever is the lesser). 	<p>P3</p> <p>The siting and scale of a dwelling must:</p> <ul style="list-style-type: none"> (a) not cause an unreasonable loss of amenity to adjoining properties, having regard to: <ul style="list-style-type: none"> (i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property; (ii) overshadowing the private open space of a dwelling on an adjoining property; (iii) overshadowing of an adjoining vacant property; and (iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining property; (b) provide separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area; and (c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on: <ul style="list-style-type: none"> (i) an adjoining property; or (ii) another dwelling on the same site.
<p>Performance Criteria Assessment</p> <p>The proposed development which includes the demolition of existing outbuildings, construction of dwelling additions and alterations for the subject site at 298 St Helens Point Road, Stieglitz, is unable to satisfy the acceptable solution thereby requiring assessment against the performance criteria.</p> <p>It is worth noting that the setback requirements stipulated for frontages as detailed above (A1 and A2) can be achieved, the proposed dwelling additions have a 3.66m setback to the south-</p>	

western side boundary and the inclusion of the 0.5m parapet wall exclusively on the northern side of the existing office (note: results in a total height of 3.2m and can be deemed as a protrusion which does not extend more than 0.9m horizontally beyond the building envelope) is able to achieve the relevant acceptable solution requirements outlined in A3. However, the proposed development is unable to satisfy the acceptable solution requirements as the proposed garage will be located directly on the southeastern side boundary adjoining 69 Peron Street, Stieglitz. Specifically, the proposed garage is unable to be sited within the building envelope shown in figure 8.2, has a setback less than 1.5m to the abovementioned side boundary and a wall length exceeding 9m. However, the performance criteria can be considered appropriately satisfied as evident in the completed assessment below:

(a)

- (i) The total building height of the proposed development is 3.8m as shown within the submitted elevation drawings. With regards to the dwelling on the adjoining property at 69 Peron Street, Stieglitz, it is sited approximately 26m to the south-east of the proposed garage. Notably, there is an existing shed located between this adjoining property's dwelling and the common boundary with the subject site. It is reasonable to conclude that the development will not contribute to a reduction of sunlight to habitable rooms of the existing dwelling on this property.
- (ii) It is evident from the corrected shadow diagrams provided by the applicant that there will be some overshadowing of the adjoining property between the hours of 1pm and 3pm on the 21 June. However, due to the 26m separation distance between the existing dwelling on the adjoining property (69 Peron Street, Stieglitz) and the proposed garage, it is reasonable to conclude that overshadowing impacts on the private open space associated with the adjoining property can be considered minimal to non-existent.
- (iii) N/A – the subject site does not adjoin vacant land. No further assessment is required.
- (iv) With reference to the assessment completed above for (i) and (ii), it is reasonable to determine that the proposed development will not contribute towards an unreasonable visual impact when viewed from the adjoining property at 69 Peron Street, Stieglitz. Specifically, the proposed development remains a single storey structure (note: total building height is 3.8m) and is residential in scale which remains consistent with established residential properties within the surrounding area.

(b) The setback distance to side boundaries (i.e. less than 1.5m) on the subject site is consistent with established properties within the surrounding area. Specifically, there are several established properties that include either the dwelling and or subservient outbuildings that have a side boundary setback less than 1.5m with such examples including but not limited to:

- 25 Moriarty Road, Stieglitz
- 37 Peron Street, Stieglitz
- 296 St Helens Point Road, Stieglitz
- 217 St Helens Point Road, Stieglitz

- (c) The proposed garage has an approximate separation distance of 26m to the existing dwelling located on the adjoining property (69 Peron Street, Stieglitz) which does not currently have solar energy installations, and the subject site does not adjoin vacant land.

Additionally, in conjunction with aerial imagery and the corrected shadow diagrams, it is evident that there will be some overshadowing impacts on the solar installation located on the adjoining property at 296 St Helens Point Road. The corrected shadow diagrams demonstrate that between the hours of 9am and 11am on June 21 there will be a reduction of sunlight to the existing solar installation but from 1pm onwards it is evident that sunlight will be unobstructed. However as detailed above, the proposed development achieves the acceptable solution requirements regarding building height, frontage setbacks and the side boundary setback regarding the south-western boundary (note: common boundary with 296 St Helens Point Road, Stieglitz).

5. Representations

The application was advertised 7th June 2025 to 23rd June 2025 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. Two (2) representation were received prior to the closing date and time. The issues raised within the representation are as follows:

Representation 01:

Issue	Response
Advertised Planning Report incorrectly noted 6 MacMichael Terrace, St Helens on the cover page.	In response to the submitted representation, the applicant has provided an amended planning report which includes the correct address on the cover page.
Revision required to the planning report as the subject site is not affected by the '1.0 Percent AEP Hazard Riverine Flooding [Climate Change]' layer available on the Land Information System Tasmania (LIST) online mapping. Statements made regarding flooding need to be removed or replaced with statements from a suitably qualified individual.	Council's Works Department confirmed that the mapped hazard area (note: H1 flood hazard classification shown in Council's flood mapping) does not meet the definition of "flood" provided in the Tasmanian Planning Scheme (TPS) in that the water does not come from a watercourse or other inland water source. Assessment was not required against the C12.0 Flood-Prone Areas Hazard Code .
The subject site is affected by the Low Coastal Erosion Hazard Band which requires consideration of the C10.0 Coastal Erosion Hazard Code.	While the low coastal erosion hazard has been partly applied to the intended development site, assessment will not be required against the C10.0 Coastal Erosion Hazard Code from the TPS as this application is able to meet the exemption requirements outlined within (a) and (b) under <u>C10.4 Use or Development Exempt from this Code</u> .

Representation 02:

Issue	Response
<p>Accuracy of the provided shadow diagrams and outlined that overshadowing is likely to impact the adjoining property with direct reference to clause 8.4.2 <i>Setbacks and building envelope for all dwellings</i> (P3).</p>	<p>In response to the submitted representation, the applicant has provided corrected shadow diagrams.</p> <p>Refer to Planning Officer's completed planning scheme assessment for performance criteria P3 of clause 8.4.2 <i>Setbacks and building envelope for all dwellings</i>. Additionally, I would like to note that recent Tribunal decisions have demonstrated that potential overshadowing impacts that are likely to arise from a proposed development does not necessarily equate to having a detrimental impact upon the amenity of adjoining properties. Though the applicable zone, planning scheme and nature of the proposed developments may be different from what is being proposed as part of this current application, the conclusions drawn within each case are important for consideration. For reference, there are two cases of particular relevance including:</p> <ol style="list-style-type: none"> 1. <i>MCB Developments Pty Ltd v Launceston City Council (No 2)</i> 2. <i>Hall v Hobart City Council</i>
<p>Visual bulk of the development with reference to proposed dining room and barbecue wall, will adversely impact amenity and enjoyment of the deck on the adjoining property at 296 St Helens Point Road, Stieglitz.</p>	<p>Refer to the above.</p>
<p>Viability of disposing stormwater via a bubble up pit in the nature strip and whether consent from the General Manager was obtained.</p>	<p>Through delegation, Council's Works Department have provided consent in addition to conditions that will be required which include the following (note: this relates to both the bubble up pit and the crossover):</p> <ul style="list-style-type: none"> • <i>All stormwater (existing and proposed) should be discharged to a new bubble up pit to be located on the naturestrip clear of the mapped hazard area.</i> • <i>Upgrade and widening of the crossover as proposed is ok. The concrete section should be constructed using the "CONCRETE" details shown in standard drawing TSD-R09-v3. The section to be sealed should join seamlessly with the edge of the road and meet the</i>

	<p><i>standards for “ASPHALT” shown on the same standard drawing.</i></p> <ul style="list-style-type: none"> • <i>A Permit to Work in the Road Reservation should be obtained from the Works Department before commencing any work in the road reserve (naturestrip etc).</i>
Section of the proposed additions are affected by the Low Coastal Erosion Hazard Band and if bubble up pit is sited within the nature strip what impact might this have on the coastal erosion hazard in addition to how the bubble pit is intended to be protected.	As outlined above in representation 01, while the low coastal erosion hazard has been partly applied to the intended development site, assessment will not be required against the C10.0 Coastal Erosion Hazard Code from the TPS as this application is able to meet the exemption requirements outlined within (a) and (b) under <u>C10.4 Use or Development Exempt from this Code</u> . As stipulated within the abovementioned condition from Council’s Works Department, it will be a requirement that the bubble up pit is sited outside of a mapped hazard area and will be subject to requiring a Works Permit before any works commence.
Queries the potential impacts regarding the low coastal erosion hazard band and the partial application of the flooding overlay.	See above regarding the coastal erosion hazard code. As outlined within representation 01 above, Council’s Works Department confirmed that the mapped hazard area (note: H1 flood hazard classification shown in Council’s flood mapping) does not meet the definition of “flood” provided in the Tasmanian Planning Scheme (TPS) in that the water does not come from a watercourse or other inland water source. Assessment was not required against the C12.0 Flood-Prone Areas Hazard Code .

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

6. Mediations

No mediation has occurred.

7. Conclusion

In accordance with 6.10 of the *State Planning Provisions (Tasmanian Planning Scheme – Break O’Day)*, the application has been assessed against the objectives of the Scheme, in particular the 8.0 General Residential Zone and all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and one (1) Performance Criterion. The received representations have been considered.

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

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.

Key Focus Area

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

Break O'Day Annual Plan 2023 -2024

Actions:

LEGISLATION & POLICIES:

Tasmanian Planning Scheme – Break O'Day

Land Use Planning and Approvals Act 1993

Local Government (Building and Miscellaneous Provisions) Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
COUNCIL MEETING DATE	21 July 2025
PROPONENT	Woolcott Land Services
OFFICER	Planning Consultant – Rebecca Green
FILE REFERENCE	DA 2024/00213
ASSOCIATED REPORTS AND DOCUMENTS	<ol style="list-style-type: none"> 1. Subdivision Plan 2. Planning Report – response to planning scheme 3. Traffic Impact Assessment 4. Bushfire Hazard Report 5. Natural Values Assessment 6. On-site Wastewater Assessment 7. Representation 8. Applicant Response to Representation 9. Planning Scheme Assessment

OFFICER’S RECOMMENDATION:

Approval is recommended with extra conditions.

- A. Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Tasmanian Planning Scheme – Break O’Day*, that the application for SUBDIVISION - 3 LOT SUBDIVISION on land situated at 42 SEAVIEW AVENUE, BEAUMARIS (CT169790/1) ROW (CT169790/2) and New Shared Crossover/Access with (CT62113/2) be APPROVED subject to the following plans / documents and conditions:

Approved Plans / Documents			
Plan / Document Name	Reference Number	Prepared By	Dated
Planning Report	Job No: 230902	Woolcott Land Services	8 April 2025, v5
Bushfire Hazard Report	Job No: 230902	Geoff McGregor BFP-176	14/02/2024, Rev 1
Traffic Impact Assessment	Draft #3	Traffic & Civil Services	April 2025
Natural Values Assessment	-	Environmental Consulting Options Tasmania (ECOtas)	29 January 2025
On-Site Wastewater Assessment	-	Geo-Environmental Solutions (GES)	Updated January 2025

Plans / Documents to be Amended			
Plan / Document Name	Reference Number	Prepared By	Dated
Proposed Subdivision Plan	230902_PropPlan_200525_v3.0.dwg	Woolcott Land Services	20/05/25

CONDITIONS

CONDITION		TIMING
1	Approved Plans and/or Document	
	Undertake development in accordance with the approved plans and/or documents. These plans and/or documents will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan) and to be maintained at all times.
2	Amended Plan Required	
A	Submit an amended Proposed Subdivision Plan incorporating the following: <ul style="list-style-type: none"> The 6.0m wide right of way along the eastern boundary must be moved to no less than 6.0m from the eastern boundary. 	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
B	Obtain approval from Council for the amended Proposed Subdivision Plan in accordance with (A) above.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
C	Implement the requirements and recommendations of the approved plan(s). The approved amended plan(s) will form part of the approval.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
3	Additional Document Required	
A	Submit a rehabilitation and regeneration landscaping plan incorporating the following: <ul style="list-style-type: none"> Landscaping, including rehabilitation and regeneration located between the 6.0m wide right of way and the eastern boundary, to an average height of 1.0m above natural ground level. 	Prior to undertaking any works or development.
B	Obtain approval from Council for the Rehabilitation and Regeneration Landscaping Plan in accordance with (A) above. The approved document will form part of the approval.	Prior to undertaking any works or development.
C	The rehabilitation and regeneration must be: <ol style="list-style-type: none"> Installed in accordance with the endorsed plan; and Measures to facilitate regeneration must be installed prior to the approval of the final plan of subdivision; and Maintained as part of the development. It must not be removed, destroyed or lopped without the written consent of the Council. 	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan) and maintained.

4	Lots	
	Approval is for Lots 1 - 3.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. survey plan).
5	Bushfire Requirements	
	Prior to sealing of the Final Plan of Subdivision, written advice from an accredited bushfire practitioner must be submitted to Council advising that all recommendations and requirements of the Bushfire Hazard Report by (Geoff McGregor BFP-176, Job No: 230902, 14/02/2024) have been implemented, including requirements regarding water supply, access, and vegetation / fuel hazard management.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. survey plan).
6	Covenants	
A	<p>Suitable covenants must be included in the Schedule of Easements with respect to the protection and conservation of natural values:</p> <ol style="list-style-type: none"> 1. 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. 2. Minimise the extent of clearance and conversion and/ or disturbance to native vegetation. 3. Avoid, where practical, removal of hollow-bearing trees; 4. Avoid, where practical, removal of individuals of <i>Eucalyptus globulus</i>; 5. With respect to possible future boundary fences: <ol style="list-style-type: none"> a. At least 50% of each boundary or internal fence should be constructed in a manner that allows free movement of ground-dwelling fauna (e.g. a simple post-and-wire fence rather than a solid 6-foot high paling or metal fence); b. Barbed or electrified wire should be avoided; and c. Where fencing is required through threatened native vegetation (i.e. <i>Eucalyptus ovata</i> forest and woodland, TASVEG code: DOV & <i>Allocasuarina littoralis</i> forest, 	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).

	TASVEG code: NAL), clearing should be minimised (e.g. no more than 1-2 m each side) and restricted to understorey clearing only, such that the integrity, composition and condition of the overall communities will be maintained (and free movement of vertebrate fauna also maintained).	
B	Covenants must incorporate the recommendations of the approved Natural Values Management Plan.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
C	Alert to Covenant information is adequately noted on the final plan.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
7	Easements to be created	
A	An Easement must be created over the internal access road servicing Lots 1 – 3.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
B	Such easements must be created on the final plan to the satisfaction of the General Manager and must detail construction and ongoing maintenance responsibilities for each lot.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
8	Building Envelopes	
A	The Final Plan and Schedule of Easements for Lots 2-3 must describe a residential building envelope for each lot generally in accordance with the approved subdivision plan and approved Bushfire Hazard Management Area plan, outside of which no residential building is to be constructed.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
B	Such building envelopes must be created on the final plan to the satisfaction of the General Manager.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
9	Erosion and Sediment Control	
A	Submit an Erosion and Sediment Control Plan prepared by a suitably qualified person and prepared in accordance with the Tasmanian Government publication 'Soil & Water Management on Building & Construction Sites'. The plan will address the construction of the internal access road.	Prior to commencement of works and to be maintained current at all times during construction.
B	The plan must ensure that pollutants such as mud, silt or chemicals are not released from the site or transported onto the road reserve (including nature strip, footpath and road pavement).	At all times

C	Obtain approval from Council for the Control Plan	Prior to the commencement of works.
D	Implement the requirements and recommendations of the Erosion and Sediment Control Plan.	During site works and for any period of maintenance identified within the Plan.
10	Weed and Disease Hygiene Management	
A	Submit a Weed and Disease Hygiene Management Plan that: <ul style="list-style-type: none"> 1. Minimises the risk of introducing weeds and pathogens to site during subdivision works including internal access road construction; 2. Machinery and vehicle hygiene protocols; 3. Sourcing gravel and other such materials from a facility certified as weed- and disease- free; and 4. Post-construction monitoring and weed control. 	Prior to commencement of works and to be maintained current at all times during construction.
B	Obtain approval from Council for the Management Plan	Prior to commencement of works and to be maintained current at all times during construction.
C	Carry out works in accordance with the approved Management Plan.	At all times
11	Driveway Crossover	
A	Construct a driveway crossover from the road carriageway to the property boundary in accordance with the requirements of the Department of State Growth and recommendations of the approved Traffic Impact Assessment prepared by Traffic & Civil Services and dated April 2025.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
B	Following construction, the crossover must be maintained or repaired by the owner at the owner's expense in accordance with any directions given by the Department of State Growth.	Following construction and then maintained at all times.
C	The existing driveway crossover at 185 Tasman Highway must be removed and made good in accordance with the requirements of the Department of State Growth.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
12	Municipal standards & certification of works	
	Unless otherwise specified within a condition, all works must comply with the Municipal Standards including specifications and standard drawings. Any design must be completed in accordance with Council's	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).

	Subdivision Design Guidelines to the satisfaction of the Works Department. Any construction, including maintenance periods, must also be completed to the approval of the Works Department.	
13	Works in State Road Reserve	
A	The developer must obtain a permit from the Department State Growth for any works to be undertaken within the State Road reservation, including any works necessary in relation to access construction, stormwater drainage and/or traffic management control and devices from the proposal.	Prior to undertaking any works in State Road Reserve.
B	Application requirements and forms can be found at transport.tas.gov.au . In accordance with the Roads and Jetties Act 1935, works must not be commenced within the State Road reservation until a permit has been issued.	Prior to undertaking any works in State Road Reserve.
14	Infrastructure Repair	
A	The owner must, at their expense, repair any Council services (e.g. pipes, drains) and any road, crossover, footpath or other Council infrastructure that is damaged as a result of any works carried out by the developer, or their contractors or agents pursuant to this permit. These repairs are to be in accordance with any directions given by the Council. If the owner does not undertake the required repair works within the timeframe specified by Council, the Council may arrange for the works to be carried out at the owner's expense.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
15	Temporary Exclusion Barrier	
	Delineate areas where vegetation is proposed to be retained with exclusion fencing/barriers/means of identification, to prevent accidental felling.	During site works.
16	Covenants on Subdivisions	
A	Any restrictive covenants created by this subdivision are not to preclude the use/development of this land for State, Commonwealth or Local Government purpose.	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).
17	New Works & Infrastructure Construction	
A	All works, where relevant, must be in accordance with Council Policy No. AM08:	Prior to submitting to the Council any request for approval of a plan of subdivision (i.e. a survey plan).

	Subdivision New Works and Infrastructure Construction	
18	Final Plan of Survey	
A	A copy of the final plan of survey and schedule of easements is to be submitted to Council for assessment of sealing. Advice: The plan will not be sealed until such time as all conditions on this permit have been complied with.	On completion and satisfaction of all conditions on this permit.

ADVICE

- 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.
- 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.

4. TasNetworks Advice:

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

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.

It is recommended that the customer or their electrician submit an application via our website portal found here <https://www.tasnetworks.com.au/Connections/Connections-Hub> to establish an electricity supply connection to the proposed lots 2 & 3. "

- 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
- Please review the attached correspondence from Sustainable Timber Tasmania regarding adjoining land which does include areas of working forests.

- That all external Referral Agencies for the development application be provided with a copy of the Council's decision (Permit).

	Applicable Y/NA	Referral Agency
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That all external Referral Agencies for the development application be provided with a copy of the Council's decision (Permit)	Yes	Department of State Growth.
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C. That the following information be included in the Permit.

Development Permit Information

	Details
Development Description	Subdivision – 3 Lot Subdivision
Relevant Period of Approval	2 Years
Other Necessary Permits	DSG Permit – New access onto a State controlled road
Attachments	Nil
Representations	One (1)

INTRODUCTION:

The application was assessed against the relevant zone and code standards within the State Planning Provisions as well as applicable standards within the Local Provisions Schedule where relevant as detailed in the tables above. The proposal complied with the relevant standards, except for the identified discretions that follow.

The application has relied on the following performance criteria of the planning scheme in seeking approval:-

Performance Criteria	<p><i>22.5.1 Lot Design (P1, P3 & P4)</i></p> <p><i>C3.5.1 Traffic Generation at a Vehicle Crossing, Level Crossing or New Junction (P1)</i></p> <p><i>C7.7.2 Subdivision within a priority vegetation area (P1.1 & P1.2)</i></p> <p><i>C8.6.2 Development within a Scenic Road Corridor (P1 & P2)</i></p>
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PREVIOUS COUNCIL CONSIDERATION:

Nil

OFFICER'S REPORT:

1. The Proposal

The applicant is seeking approval for a subdivision of the site to 3 lots. Lot 1 will contain the existing single dwelling and outbuilding. Lot 1 will retain the existing right of way easement over 42 Seaview Avenue, as well as a vehicle access point proposed to Tasman Highway.

The proposed access point will be a consolidated access to the subject site and to 185 Tasman Highway. The proposed access point will be at the southern end of the frontage to 185 Tasman Highway, joined to the proposed access to the site at 42 Seaview Avenue. The existing access to 185 Tasman Highway will be closed and remediated.

Proposed Lots 2 and 3 will use this single point of access via a right of way easement across the frontage. The proposed and consolidated access point will serve four lots in total.

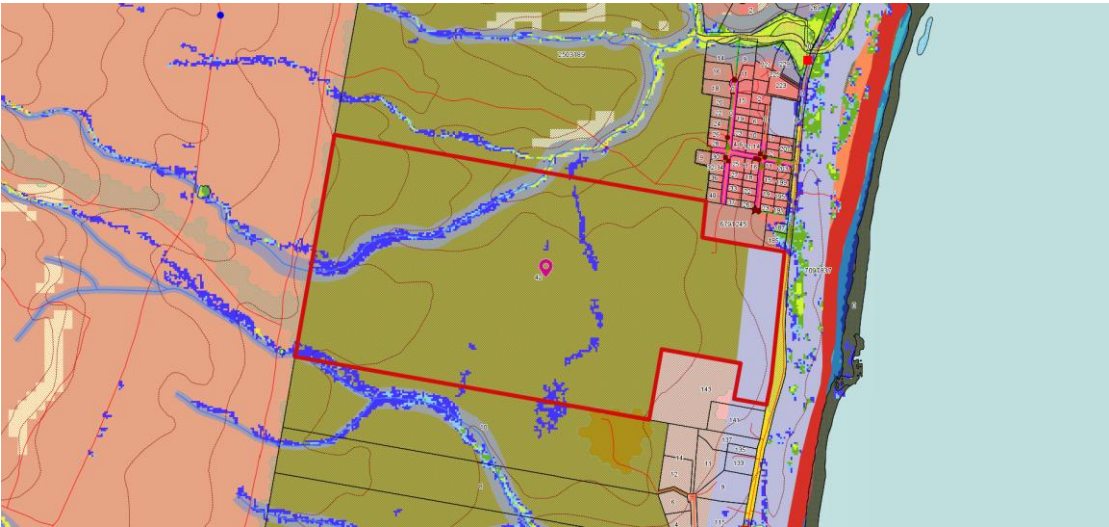
All lots as proposed will have onsite servicing.

The proposal includes building envelopes nominated on Lots 2 and 3. The building envelopes aim for balance between landscape values and more dense vegetation cover on the lot.

2. Description of the Site and Surrounds

The subject site comprises an area of area of 73.29ha. The site contains an existing single dwelling and associated outbuildings.

Direction	Planning Scheme Zone	Current Land Use
North	10.0 Low Density Residential	Residential - Single dwelling
South	11.0 Rural Living 22.0 Landscape Conservation	Residential – Single dwelling
East	26.0 Utilities 23.0 Environmental Management	Road – Tasman Highway Foreshore area - PWS
West	20.0 Rural	Resource Development - plantations



Locality Plan



Aerial Imagery

3. Referrals

3.1 Council Referrals

3.1.1 Works Department

Road Authority Comments:

Not applicable

Stormwater Authority Comments:

Not applicable

Engineering Comment e.g. Flood:

Not applicable

3.1.2 Environmental Health

Not applicable

3.2 External Referrals

Department of State Growth

The Department advised Council on 13 November 2024 that as cited in their Consent to the proponent, they will need to apply for an access permit prior to any access works to be undertaken within the State Road reservation.

TasNetworks

TasNetworks advised Council on 13 November 2024 that based on the information provided, the development is not likely to adversely affect TasNetworks’ operations.

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.

4. Tasmanian Planning Scheme Assessment

4.1 State Planning Provisions Version No: 8

An assessment against the relevant parts of the State Planning Provisions is set out below. The application has relied on Performance Criteria to seek approval.

22.0 Landscape Conservation Zone

22.5 Development Standards for Subdivision

22.5.1 Lot Design

Acceptable Solutions	Performance Criteria
<p>A1</p> <p>Each lot, or a proposed lot in a plan of subdivision, must:</p> <ul style="list-style-type: none">(a) have an area of not less than 50ha and:(i) be able to contain a minimum area of 25m x 25m, where native vegetation cover has been removed, with a gradient not steeper than 1 in 5, clear of:<ul style="list-style-type: none">a. all setbacks required by clause 22.4.2 A2, A3 and A4; andb. easements or other title restrictions that limit or restrict development; and(ii) existing buildings are consistent with the setback required by clause 22.4.2 A2, A3 and A4;(b) be required for public use by the Crown, a council or a State authority;(c) be required for the provision of Utilities; or(d) be for the consolidation of a lot with another lot provided each lot is within the same zone.	<p>P1</p> <p>Each lot, or a proposed lot in a plan of subdivision, must have sufficient useable area and dimensions suitable for its intended use, having regard to:</p> <ul style="list-style-type: none">(a) the relevant Acceptable Solutions for development of buildings on the lots;(b) existing buildings and the location of intended buildings on the lot;(c) the ability to retain vegetation and protect landscape values on each lot;(d) the topography of the site; and(e) the pattern of development existing on established properties in the area, and must have an area not less than 20ha.
<p>Performance Criteria Assessment</p> <p>The proposal is for three lots each less than 50ha and therefore the proposal relies on assessment against the performance criteria.</p>	

Each lot proposed in a plan of subdivision is of a sufficient useable area and dimensions for its intended use.

- (a) Each lot can contain an area of 25m x 25m. Each lot is at least 100m wide and can accommodate a 25m wide area with 20m setback to each side boundary. Building envelopes have been allocated to Lots 2 and 3 which comply with the development standard acceptable solutions. The building envelopes have been selected based on minimal impact to priority vegetation, and to be set behind the expanse of coastal heathland with the aim of retaining a large section of this vegetation as intact as is reasonably possible given the constraints to access. The existing dwelling on proposed Lot 1 will have a setback of 76m from the new boundary.
- (b) The existing building will be suitable located within proposed Lot 1. The location for any future buildings is included in the plan as a building envelope. There is scope within the building envelopes for some variation.
- (c) The building envelopes included within the plan have been selected based on minimal impact to vegetation and landscape values.
- (d) The site has varied topography that rises in elevation to the west, however there are no particular topographical constraints present that will affect future use and development.
- (e) Land adjoining the site to the north is developed for residential use and is within the Low Density Residential zone. Land to the south is zoned Rural Living. Should the lots proposed be developed for a residential use, which is discretionary in the Landscape Conservation zone, such use would be compatible to surrounding use and development. There are also similar lots further to the north and south of the proposed lot sizes and shapes.

All proposed lots will have an area not less than 20ha.

The proposal is consistent with the performance criteria.

<p>A3</p> <p>Each lot, or a lot proposed in a plan of subdivision, must be provided with a vehicular access from the boundary of the lot to a road in accordance with the requirements of the road authority.</p>	<p>P3</p> <p>Each lot, or a lot proposed in a plan of subdivision, must be provided with reasonable vehicular access to a boundary of a lot, if any, having regard to:</p> <ul style="list-style-type: none"> (a) the topography of the site; (b) the length of the access; (c) the distance between the lot or building area and the carriageway; (d) the nature of the road and the traffic; and (e) the anticipated nature of vehicles likely to access the site.
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Performance Criteria Assessment

Each of the proposed lots are provided with a reasonable vehicular access to a road, and in consultation the Department of State Growth. The Tasman Highway at Beaumaris is not a limited access road and allows for access to the highway. Access will be parallel to the eastern boundary and in an area the owner claims as a maintained firebreak, however this is not registered as such on the title or Council records. The access will be approximately 216m long and will then turn west to the building envelopes. Accesses are anticipated to be used for residential purposes. A Traffic Impact Assessment considered the singular vehicle crossing to the road as preferred.

The proposal meets the performance criteria.

A4 No Acceptable Solution.	P4 Each lot, or a lot proposed in a plan of subdivision, must be capable of accommodating an on-site wastewater management system adequate for the intended use and development of the land, which minimises any environmental impacts.
<p>Performance Criteria Assessment</p> <p>Each proposed lot is to have an area of at least 24 hectares. The onsite wastewater infrastructure for the existing dwelling on Lot 1 is contained within the boundaries of proposed Lot 1. Lots 2 and 3 are considered adequate in size to provide for the provision of onsite wastewater infrastructure. The specific details of any particular system would be determined at the time of a future dwelling application.</p> <p>An On-site Wastewater Assessment, prepared by GES accompanied the application and demonstrated that the capability of the proposed new lots can support a typical residential dwelling and on-site wastewater disposal.</p> <p>Performance criteria met.</p>	

C3.0 Road and Railway Assets Code

C3.5 Use Standards

C3.5.1 Traffic Generation at a Vehicle Crossing, Level Crossing or New Junction

Acceptable Solutions	Performance Criteria
<p>A1.1 For a category 1 road or a limited access road, vehicular traffic to and from the site will not require:</p> <ul style="list-style-type: none"> (a) a new junction; (b) a new vehicle crossing; or (c) a new level crossing. <p>A1.2 For a road, excluding a category 1 road or a limited access road, written consent for a new junction, vehicle crossing, or level crossing to serve the use and development has been issued by the road authority.</p> <p>A1.3 For the rail network, written consent for a new private level crossing to serve the use and development has been issued by the rail authority.</p> <p>A1.4 Vehicular traffic to and from the site, using an existing vehicle crossing or</p>	<p>P1 Vehicular traffic to and from the site must minimise any adverse effects on the safety of a junction, vehicle crossing or level crossing or safety or efficiency of the road or rail network, having regard to:</p> <ul style="list-style-type: none"> (a) any increase in traffic caused by the use; (b) the nature of the traffic generated by the use; (c) the nature of the road; (d) the speed limit and traffic flow of the road; (e) any alternative access to a road; (f) the need for the use; (g) any traffic impact assessment; and any advice received from the rail or road authority.

<p>private level crossing, will not increase by more than:</p> <ul style="list-style-type: none"> (a) the amounts in Table C3.1; or (b) allowed by a licence issued under Part IVA of the <i>Roads and Jetties Act 1935</i> in respect to a limited access road. <p>A1.5 Vehicular traffic must be able to enter and leave a major road in a forward direction.</p>	
<p>Performance Criteria Assessment</p> <p>A new vehicle crossing is proposed to Tasman Highway, and not able to meet A1.2. A Traffic Impact Assessment (TIA), prepared by Richard Burk accompanied the application demonstrating compliance with P1.</p> <ul style="list-style-type: none"> (a) The increase in traffic due to the proposal is estimated at 18 vpd and does not justify an Austroads BAR and BAL junction. A simple access layout compliant with DSG and firefighting requirements is proposed and considered adequate. (b) The nature of the traffic generated by the use will be 98% light vehicles post residential construction phase. (c) Tasman Highway is of a suitable standard to cope with projected traffic activity in 2035. (d) The Tasman Highway in the vicinity of the proposed access has a speed limit of 80km/h which encapsulates the coastal township of Beaumaris. (e) The proposed relocation of access to #185 Tasman Highway and combination with Right of Way to proposed Lots 1-3 minimises impact on the Tasman Highway. (f) The use is consistent with the land use zoning for the area. (g) The TIA found no reason to disallow the proposal due to traffic impacts. (h) No specific advice on traffic management is provided from Council. DSG have considered the access adequate and provided their conditions for any approval in terms of construction requirements. <p>The TIA found no traffic safety or capacity issues due to the proposal.</p> <p>Performance criteria met.</p>	

C7.0 Natural Assets Code

C7.7 Development Standards for Subdivision

C7.7.2 Subdivision within a Priority Vegetation Area

Acceptable Solutions	Performance Criteria
<p>A1 Each lot, or a lot proposed in a plan of subdivision, within a priority vegetation area must:</p> <ul style="list-style-type: none"> (a) be for the purposes of creating separate lots for existing buildings; (b) be required for public use by 	<p>P1.1 Each lot, or a lot proposed in a plan of subdivision, within a priority vegetation area must be for:</p> <ul style="list-style-type: none"> (a) subdivision for an existing use on the site, provided any clearance is contained within the minimum area necessary to be cleared to provide adequate bushfire protection, as recommended by the Tasmania Fire Service

<p>the Crown, a council, or a State authority;</p> <p>(c) be required for the provision of Utilities;</p> <p>(d) be for the consolidation of a lot; or</p> <p>(e) not include any works (excluding boundary fencing), building area, bushfire hazard management area, services or vehicular access within a priority vegetation area.</p>	<p>or an accredited person;</p> <p>(b) subdivision for the construction of a single dwelling or an associated outbuilding;</p> <p>(c) subdivision in the General Residential Zone or Low Density Residential Zone;</p> <p>(d) use or development that will result in significant long term social and economic benefits and there is no feasible alternative location or design;</p> <p>(e) subdivision involving clearance of native vegetation where it is demonstrated that on-going pre-existing management cannot ensure the survival of the priority vegetation and there is little potential for long-term persistence; or</p> <p>(f) subdivision involving clearance of native vegetation that is of limited scale relative to the extent of priority vegetation on the site.</p> <p>P1.2</p> <p>Works association with subdivision within a priority vegetation area must minimise adverse impacts on priority vegetation, having regard to:</p> <p>(a) the design and location of any works, future development likely to be facilitated by the subdivision, and any constraints such as topography or land hazards;</p> <p>(b) any particular requirements for the works and future development likely to be facilitated by the subdivision;</p> <p>(c) the need to minimise impacts resulting from bushfire hazard management measures through siting and fire-resistant design of any future habitable buildings;</p> <p>(d) any mitigation measures implemented to minimise the residual impacts on priority vegetation;</p> <p>(e) any on-site biodiversity offsets; and</p> <p>(f) any existing cleared areas on the site.</p>
<p>Performance Criteria Assessment</p> <p>P1.1 The relevant provision is P1.1 (b) in that the proposed lots would all be for single dwellings or/and an associated outbuilding. It is possible that also P1.1 (f) is satisfied. A Natural Values Assessment prepared by ECOtas accompanied the application demonstrating compliance.</p> <p>P1.2 A Natural Values Assessment prepared by ECOtas accompanied the application demonstrating compliance.</p> <p>(a) In the opinion of the author of the Natural Values Assessment, this has been addressed by avoiding the part of the titles such as the watercourse, site supporting giant velvet</p>	

work and restricting development to the eastern portion of the title. The assessing planner agrees with the opinion provided.

- (b) The risk of construction machinery and vehicles introducing weeds and disease to the subject title is considered low.
- (c) In this case, the final BAL rating is not considered of particular relevance to the management of natural values given the non-threatened status of the SAC and SCH mosaic where the buildings will be. In fact, fire management will almost certainly enhance the diversity of native herbs and grasses on the site.
- (d) There will be no “residual impact on priority vegetation” because no priority vegetation has been identified from the area proposed for development. In relation to future potential fencing, which may pass through two threatened communities, recommendations of the Natural Values Assessment shall be included in specific permit conditions on any approval in relation to fencing.
- (e) No such offsets have been identified as necessary.
- (f) Except for the cleared area in relation to the proposed access along the eastern boundary, which should be appropriately revegetated with respect to the impact on the Tourist Road Corridor, excluding areas for private vehicle access and boundary fencing.

With appropriate conditions, the proposal will be consistent with the performance criteria.

C8.0 Scenic Protection Code

C8.6 Development Standards for Buildings and Works

C8.6.2 Development within a Scenic Road Corridor

Acceptable Solutions	Performance Criteria
A1 Destruction of exotic trees with a height more than 10m, native vegetation, or hedgerows within a scenic road corridor must not be visible from the scenic road.	P1 Destruction of exotic trees with a height more than 10m, native vegetation, or hedgerows within a scenic road corridor must not cause an unreasonable reduction of the scenic value of the road corridor, having regard to: <ul style="list-style-type: none"> (a) the nature, extent and location of the exotic trees, native vegetation and hedgerows; and (b) the purpose of any management objectives identified in the relevant Local Provisions Schedule.
Performance Criteria Assessment <p>An area of native vegetation along the eastern title boundary has been removed prior to the application for subdivision being submitted to the Council. Whilst slashing was undertaken and low level vegetation remains, this section of the Road Corridor provided for a view of the natural landscape when viewed from a public roads.</p> <p>The Scenic Value of Tasman Highway – Great Eastern Drive Scenic Road Corridor as per BRE-C8.2.1 is “A diverse, ever-changing mix of landscapes either side of the Great Eastern Drive. The road provides views of the coastline, agricultural landscapes, bushland and other reserves”. Objectives of the Scenic Road Corridor are to maintain the dominant landscape elements when viewed from public roads and to reduce the visual contrast between buildings and works and</p>	

the natural landscape.

The proposed subdivision plan proposes a 6.0m wide right of way from the proposed vehicle crossing at the boundary with #185 Tasman Highway for a distance of approximately 216m south where the driveways will each travel west to the proposed building envelopes. To meet bushfire access requirements a driveway width of 4.0m is required. The provision of a 216m long by 4m wide driveway, a hard surface in a natural landscape to be either constructed of a gravel or sealed surface which could be located immediately adjacent to the eastern title boundary together with the area of native vegetation is considered to have an unreasonable reduction of the scenic value of the road corridor.

It is considered that the landscape and natural values of the site warrant controls to be put in place at the subdivision stage and to designate driveway located so as to minimise impact on landscape qualities, particularly the area of coastal heathland to the east of the site.

With consideration of vegetation exemptions 4.4.1 (f) and 4.4.1 (h), it is considered that the right of way must be moved off the eastern title boundary to allow for an area of revegetation/regeneration of the existing cleared area and rehabilitation to provide for an area of landscape between the title boundary and the future driveway. The right of way is to be moved by way of a requirement for amended plans a minimum 6.0m from the eastern boundary and there must be a requirements by way of any conditions on an approval for a revegetation/rehabilitation plan to Council's satisfaction and the establishment of that area between the right of way and eastern boundary prior to the issue of titles. This will also provide a vegetation buffer between the Tourist Road corridor, and provide for physical separation between the footpath and a private driveway running parallel. The revegetation/regeneration of coastal heathland and shrub-land to approximately 1.0m – 1.5m in height will not impact on the TasNetworks vegetation clearance zones, and will assist in mitigating any vehicular headlight impact on any oncoming vehicles and mitigate any dust generation.

With the inclusion of appropriate conditions, the proposal will be consistent with the performance criteria.

A2

Buildings or works within a scenic road corridor must not be visible from the scenic road.

P2

Buildings or works within a scenic road corridor must not cause an unreasonable reduction of the scenic value of the road corridor, having regard to:

- (a) the topography of the site;
- (b) proposed reflectance and colour of external finishes;
- (c) design and proposed location of the buildings or works;
- (d) the extent of any cut or fill required;
- (e) any existing or proposed screening;
- (f) the impact on views from the road; and
- (g) the purpose of any management objectives identified in the relevant Local Provisions Schedule.

Performance Criteria Assessment

An area of native vegetation along the eastern title boundary has been removed prior to the application for subdivision being submitted to the Council. Whilst slashing was undertaken and low level vegetation remains, this section of the Road Corridor provided for a view of the natural

landscape when viewed from a public roads.

The Scenic Value of Tasman Highway – Great Eastern Drive Scenic Road Corridor as per BRE-C8.2.1 is “A diverse, ever-changing mix of landscapes either side of the Great Eastern Drive. The road provides views of the coastline, agricultural landscapes, bushland and other reserves”. Objectives of the Scenic Road Corridor are to maintain the dominant landscape elements when viewed from public roads and to reduce the visual contrast between buildings and works and the natural landscape.

The proposed subdivision plan proposes a 6.0m wide right of way from the proposed vehicle crossing at the boundary with #185 Tasman Highway for a distance of approximately 216m south where the driveways will each travel west to the proposed building envelopes. To meet bushfire access requirements a driveway width of 4.0m is required. The provision of a 216m long by 4m wide driveway, a hard surface in a natural landscape to be either constructed of a gravel or sealed surface which could be located immediately adjacent to the eastern title boundary together with the area of native vegetation is considered to have an unreasonable reduction of the scenic value of the road corridor.

It is considered that the landscape and natural values of the site warrant controls to be put in place at the subdivision stage and to designate driveway located so as to minimise impact on landscape qualities, particularly the area of coastal heathland to the east of the site.

With consideration of vegetation exemptions 4.4.1 (f) and 4.4.1 (h), it is considered that the right of way must be moved off the eastern title boundary to allow for an area of revegetation of the existing cleared area and rehabilitation to provide for an area of landscape between the title boundary and the future driveway. The right of way is to be moved by way of a requirement for amended plans a minimum 6.0m from the eastern boundary and there must be a requirements by way of any conditions on an approval for a revegetation/rehabilitation plan to Council’s satisfaction and the establishment of that area between the right of way and eastern boundary prior to the issue of titles. This will also provide a vegetation buffer between the Tourist Road corridor, and provide for physical separation between the footpath and a private driveway running parallel. A similar example is located at 24175 Tasman Highway CT 175542/1 where an area of approximate width 1.5 metres is vegetated between the boundary and the driveway, together with additional vegetation growth in the road reserve, noting that the footpath does not run along the frontage of this particular property. The required revegetation/replanting of coastal heathland and shrub-land to approximately 1.0m – 1.5m in height will not impact on the TasNetworks vegetation clearance zones, and will assist in mitigating any vehicular headlight impact on any oncoming vehicles and mitigate any dust generation.

With the inclusion of appropriate conditions, the proposal will be consistent with the performance criteria.

4.2 Local Provisions Schedule Version No: 4

Not applicable

Public Notification

The application was advertised 24 May 2025 until close of business on 6 June 2025 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining

landowners. One (1) representation was received prior to the closing date and time. The issues raised within the representation are as follows:-

Issue	Response
Compliance with State Coastal Policy 1996	The State Planning Provisions have been determined by the State Government as consistent with the State Coastal Policy 1996 and compliant with S15 SPPs criteria of the <i>Land Use Planning and Approvals Act 1993 (LUPAA)</i> . The purpose and objectives within the Landscape Conservation Zone are contained within the State Planning Provisions as are the relevant Codes. The development has been assessed against each relevant zone and code provision within the State Planning Provisions. Additionally, the zone Landscape Conservation has been applied to the subject site within the Break O'Day Local Provisions Schedule. The Tasmanian Planning Commission has approved the BOD LPS as being consistent with each State policy (S34 (2) (d) LUPAA). The Break O'Day has transitioned to the Tasmanian Planning Scheme, including the Break O'Day Local Provisions Schedule and as such a separate assessment against the State Coastal Policy 1996 is not required.
The development application is inconsistent with the Tasmanian Planning Scheme, Landscape Conservation Zone.	The development application has been assessed against the Tasmanian Planning Scheme. Details are contained within the report
Lot design contributing to landscape fragmentation.	This matter had already been considered and conditions imposed.
Protection for native vegetation outside of building envelopes.	This matter had already been considered and conditions imposed.
Scenic Protection Code concerns.	The development has been assessed against the Scenic Protection Code.

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

5. Mediations

No mediation has occurred.

6. Conclusion

In accordance with 6.10 of State Planning Provisions (Tasmanian Planning Scheme – Break O'Day), the application has been assessed against the objectives of the SPP, in particular the Landscape Conservation Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and eight (8) Performance Criterion. The received representation has been considered.

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

STRATEGIC PLAN & ANNUAL PLAN:

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.

Key Focus Area

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

LEGISLATION & POLICIES:

Tasmanian Planning Scheme – Break O'Day

Land Use Planning and Approvals Act 1993

Local Government (Building and Miscellaneous Provisions) Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority

The Mayor advised the Council that it had now concluded its meeting as a Planning Authority under Section 25 of the Local Government (Meeting Procedures) Regulations 2015.

07/25.7.0

COUNCIL MEETING ACTIONS

07/25.7.1

Outstanding Matters

COUNCIL RESOLUTIONS - MEETINGS - PUBLIC
15/07/2025

25
GOALS

80%
GOAL COMPLETION

COUNCIL RESOLUTIONS PLAN

COUNCIL RESOLUTIONS - JUNE 2025

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	16/06/2025	21/07/2025	06/25.13.4.613 2025-2026 Budget Estimates	That Council adopt the Budget Estimates for the 2025/2026 Financial Year.	Council approved the budget estimates at its June meeting.	Business Services Manager
100%	16/06/2025	21/07/2025	06/25.13.5.614 2025 – 2026 Rates Resolution	That Council approve the Rates Resolution 2025-2026.	Council endorsed the Rates Resolution at its June meeting.	Business Services Manager
100%	16/06/2025	21/07/2025	06/25.13.6.615 Review of Policy LG40 - Rates and Charges Policy	That pursuant to section 86B of the <i>Local Government Act 1993</i> (Tas), Council adopt the revised Rates and Charges Policy.	The revised Rates and Charges Policy was approved at the June Council meeting.	Corporate Services Coordinator
100%	16/06/2025	21/07/2025	06/25.13.7.616 Audit Panel Minutes	That Council: 1. Receive the minutes of the Audit Panel meeting of the 2 June 2025. 2. Endorse the Audit Panel Annual Work Plan for the next financial year as listed in the Minutes of the Audit Panel meeting. 3. Note the Report from the Audit Panel Chair regarding execution of duties and responsibilities by the Audit Panel as listed in the Minutes of the Audit Panel meeting.	The Audit Panel Minutes were received at the June Council meeting.	Business Services Manager
100%	16/06/2025	21/07/2025	06/25.15.2.620 Appointment of Councillor as Council Representative on the Access and Inclusion Advisory Committee	That Council appoint Councillor Ian Carter to replace Cllr Janet Drummond on the Access and Inclusion Advisory Committee. Councillor Kylie Wright will be appointed as Chair of the Committee.	Cllr Ian Carter appointed to fill the vacant position on the Access and Inclusion Committee left after the resignation of Cllr Janet Drummond	Manager Community Services
100%	16/06/2025	21/07/2025	06/25.15.3.621 Purchase replacement vehicle for Learner Driver program	That Council allocate \$7,955.39 in the 2024 – 2025 financial year to cover the shortfall costs in purchasing a replacement vehicle for the Learner Driver program.	Learner driver vehicle has now been purchased and back on the road providing a vehicle for learners to practice their driving.	Manager Community Services

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
50%	16/06/2025	30/09/2025	06/25.16.2.623 Falmouth Toilet Block Project	<ol style="list-style-type: none"> 1. To accept the Summary Report in Relation to the Community Consultation Phase; 2. That the Council approves to progress the final design & regulatory approvals (including Crown, Planning, Building and Plumbing where applicable) of the new amenity building in its current location and inform the community of Council's decision; 3. A budget allocation of \$200,000 has been proposed for consideration in the 2025/2026 budget deliberations. 	<p>Council decision has been actioned by Council Officers and relevant Crown & Plumbing approvals are being progressed.</p> <p>The capital budget allocation was approved at the June 2025 Council meeting.</p>	Development Services Coordinator
50%	16/06/2025	30/09/2025	06/25.16.3.624 Upgrades & Additions to Falmouth Community Centre	<ol style="list-style-type: none"> 1. To accept the minutes and feedback received in relation to consultation with the community group; 2. That the Council approves to progress the final design & regulatory approvals (including Planning, Building and Plumbing where applicable) of the new additions & alterations to the existing building; 3. A budget allocation of \$150,000 has been proposed for consideration in the 2025/2026 budget deliberations. 	<p>Council decision has been actioned by Council Officers and relevant Planning, Building & Plumbing approvals are being progressed.</p> <p>The capital budget allocation was approved at the June 2025 Council meeting.</p>	Development Services Coordinator
100%	16/06/2025	21/07/2025	06/25.17.3.627 East Coast Tasmania Tourism – Memorandum of Understanding	That Council agree to enter the revised Memorandum of Understanding with East Coast Tasmania Tourism for the period 1 July 2025 to 30 June 2027 at an increased funding level of \$70,000 per annum.	Memorandum signing underway	General Manager
100%	16/06/2025	21/07/2025	06/25.17.4.628 2025-2026 Annual Plan	That Council adopt the 2025-26 Annual Plan as presented.	Council officers will enter the Plan in Cascade over the coming month	General Manager
100%	16/06/2025	21/07/2025	06/25.17.5.629 Next State Election	Council's identified priorities for the State Election are as outlined in the report with the addition of St Marys Community Health Centre.	Priorities communicated the candidates and pursued with them when the opportunity arose	General Manager

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
33%	16/06/2025	21/07/2025	06/25.17.6.630 Public Land List - St Helens Aerodrome	<p>That Council:</p> <p>Resolve pursuant to Section 178 of the <i>Local Government Act 1993</i> ("the Act") that Council by absolute majority commence proceedings to remove the land on which the St Helens Aerodrome is located contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2) from the Public Land list maintained pursuant to the <i>Act</i> and</p> <ol style="list-style-type: none"> 1. Authorise the General Manager to publish the intention to remove the aerodrome from the Public Land list and display a copy of the notice on any boundary of the public land that abuts a highway and notify the public that objection to the proposed removal from the register may be made to the General Manager within 21 days of the date of the first publication. 1. Authorise the General Manager to consider and acknowledge any objection received pursuant to Section 178 (6) of the <i>Act</i> and report to a future Council meeting 2. If the General Manager does not receive any objection under Section 178 subsection (4) and an appeal is not made under Section 178A, the General Manager will amend the Public Land list to remove the land contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2): 	Advertising undertaken in accordance with requirements.	General Manager

COUNCIL RESOLUTIONS - JANUARY 2025

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	20/01/2025	30/05/2025	01/25.16.2.533 Industrial Land Study – Project Brief	Development Services release the Project Brief – Industrial Land Study publicly to obtain expressions of interest after consideration and feedback from Council.	The project brief was completed and the project commenced. This should complete this matter with updates to the project being provided within the Annual Plan.	Senior Town Planner
100%	20/01/2025	30/04/2025	01/25.16.3.534 Scamander/ Beaumaris Structure Plan – Project Brief	Development Services release the brief publicly to attract quotations for services specified in the brief. CARRIED UNANIMOUSLY	The project brief was completed and the project has commenced. This should complete this entry with updates being provided within the Annual Plan.	Senior Town Planner

COUNCIL RESOLUTIONS 2024

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
90%	15/01/2024	05/02/2024	01/24.9.2.290 Binalong Bay Parking, Traffic and Pedestrian Safety – Mayor Tucker	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>Council Officers review the existing Binalong Bay Foreshore Master Plan and develop a project scope that can be used to engage an expert to provide a report on the following:</p> <ol style="list-style-type: none"> 1. Improved Parking Accessibility 2. Assessment of Additional Parking Areas, traffic calming and pedestrian safety improvements. 	Binalong Bay Master Plan has been reviewed and a draft consulting services brief prepared and will be addressed as part of the Liveability Strategy to be developed.	Manager Infrastructure and Development Services
75%	20/05/2024	24/06/2024	05/24.9.1.358 Developing walking trails around and within the Scamander Complex precinct – Clr Carter	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That Council considers options to develop walking trails around and within the Scamander Complex precinct.</p>	This project to be considered as part of the development of a Scamander Sports Complex Master Plan proposed for the 2025-2026 Capital budget.	Manager Infrastructure and Development Services
99%	24/06/2024	31/07/2024	06/24.14.3.391 Speed Limits – North Ansons Bay Road and Ansons Bay	That Council adopt the recommendations made by Traffic & Civil Services as stated in this report.	All required documentation to support the proposal for speed limit reductions have been submitted to the Transport Commission - Closure of the item is pending a decision and direction from the Transport Commissioner.	Manager Infrastructure and Development Services
25%	15/07/2024	31/08/2024	07/24.9.1.401 Lease/ management agreement for the front garden of the old hospital site at St Helens – Clr Carter	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That Council immediately pursue a lease/ management agreement for the front garden of the old hospital site at St Helens, from the State Government, and open it up as public open space.</p>	Discussions with the owner of the site have recommenced and Council's interest in securing this piece of land has been reinforced. Follow up contact made on 8/10/24 with Homes Tasmania regarding Council's request and again following the February 2025 Council meeting	General Manager

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
85%	21/10/2024	16/12/2024	10/24.15.2.470 Future use of the old Council offices – 29 Talbot Street, Fingal	<ol style="list-style-type: none"> 1. That Council call for Expressions of Interest for the use of the building located at 29 Talbot Street, Fingal which more recently was leased to Integrated Living. 2. That Council allow the SES response vehicle to be parked in the garage located on the property at 29 Talbot Street, Fingal to ensure quick response to incidents in the Fingal Valley. 	Council received one expression of interest through the process. This will be taken to a future Council workshop.	Manager Community Services
85%	21/10/2024	31/12/2025	10/24.16.2.472 Proposed new electronic scoreboard	<ol style="list-style-type: none"> 1. That Council grant permission, as landowner for the lodgement of planning and building approvals (if required) on Council owned land, 117 Tully Street, St Helens (St Helens Sports Complex), and 2. Subject to Planning and Building approval being obtained that Council grant permission to carry out the proposed installation of a new electronic scoreboard, and 3. That the Lease between the St Helens Football Club and Break O' Day Council be amended to ensure that all ongoing maintenance and insurance requirements are the sole responsibility of the St Helens Football Club as it relates to the Electronic Scoreboard. 	<p>Works in relation to the installation of the Electronic Scoreboard are now complete.</p> <p>The amended lease has been drafted and pending signatures.</p>	Development Services Coordinator

COUNCIL RESOLUTIONS 2023

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
50%	20/03/2023	30/06/2023	03/23.15.7 St Helens Sports Complex	<ol style="list-style-type: none"> 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. 	A draft Brief has been developed for this project. This project will now be incorporated into the St Helens and Binalong Bay Liveability Strategy which is currently being developed.	Manager Community Services
75%	26/06/2023	31/07/2023	06/23.9.2.131 Online Access Centre Funding – Clr Carter	<p>That Council write to the State Government requesting:</p> <ol style="list-style-type: none"> 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 	As reported at the February 2025, Libraries Tasmania and the Consultants undertaking the review process failed to ensure that the views of Council were obtained. Correspondence has been sent to the Minister on the matter expressing our disappointment with the engagement process including the engagement being framed as a survey on Digital Inclusion. Advice has been received through the St Helens OAC that funding has been extended to 30 June 2026 at current levels.	General Manager
75%	18/12/2023	29/02/2024	12/23.9.1.265 Indigenous name for St Patricks Head – Clr J Drummond	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That Council support the Indigenous name for St Patricks Head, which is lumeragenena wuggelena according to the Department of Natural Resources and Environment Tasmania.</p>	As the Reconciliation Action Plan process has been delayed, the matter has been pursued with PWS requesting that they install the signage as per their internal processes	General Manager

COUNCIL RESOLUTIONS 2022

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
35%	21/02/2022	01/05/2025	02/22.16.5.39 - Management of Freshwater Resources and Water Quality	Council show leadership on freshwater management arrangements and seek input and advice from state water managers and independent experts on freshwater management arrangements and development initiatives in Tasmania, and their adequacy for ensuring the ecologically sustainable use and development of freshwater systems and resources in Break O'Day.	This issue was brought to Council's attention through Council's NRM Committee in 2022 when questions were raised statewide about the adequacy of freshwater management arrangements and development initiatives in Tasmania and ecologically sustainable use and development of freshwater systems. The Department of Natural Resources and Environment Tasmania is generally responsible for freshwater resources regulation and management. In 2022 it started several initiatives responding to concerns being. Freshwater water resources and water quality management issues are an on-going topic for Council's NRM Committee. Investigation of developments in management of freshwater resources, with input from Tasmanian Government agencies and/or other bodies, will be reported to Council.	NRM Facilitator
77%	27/06/2022	31/10/2022	06/22.15.3.123 - Outdoor Exercise Equipment - Scamander	That Council seek external funding to cover the cost of this project.	Council at their meeting in June, 2024, in consultation with the community changed the location of the proposed exercise gym equipment to the eastern side of the bridge	Manager Community Services

07/25.8.0

PETITIONS

Nil

07/25.9.0

NOTICES OF MOTION

07/25.9.1

St Mary's Exhibition Building Formation of a liaison committee during restoration period 2025/2026 – Cllr Johnstone

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:

Establish, as soon as practicable in the second half of 2025, a liaison committee to oversee the repair and maintenance of the St Marys Exhibition Building for community use, including oversight of the expenditure of the \$100,000 allocated in the 2025/26 Budget.

The committee shall comprise:

- Two representatives from the Break O'Day community
- Two Council staff
- One Councillor

The committee shall be chaired by the Council officer responsible for managing the restoration project. Draft Terms of Reference for the committee are to be prepared and made available for public review.

SUBMISSION IN SUPPORT OF MOTION:

Motion 04/25.9.2 St Marys Exhibition Building – Mayor Tucker

That Council:

1. Thanks the community for having their say on the future of the St Marys Exhibition Hall, and notes the clear message that locals want to see the Hall kept for community use.
2. Agrees to keep the Hall and get on with the job of making it safe and usable again by doing the structural repairs and basic maintenance that are needed.
3. Sets aside \$100,000 in the 2025/2026 budget to get those safety and maintenance jobs done, and gives the go-ahead for Council staff to follow the process required to bring in the right engineers and builders to get the work underway as soon as possible in the new financial year.

4. Acknowledges the Expression of Interest process and thanks everyone who put forward a proposal. A decision about the future use or management of the Hall will be put on hold until the building works are finished.
5. Reconfirms Council's commitment to balancing responsible spending with delivering real value to the community. By backing this motion, we're taking a practical approach—keeping costs down while getting a good outcome that lines up with what the community's asked for.

MAYOR SUPPORTING STATEMENT:

This motion has come about because we've listened. The people of St Marys have told us loud and clear—they want to keep their Hall. It's an important part of the town, and it means a lot to the community. I'm proud to put my full support behind this. We've had solid engagement and honest feedback, and this recommendation reflects that local voice. It also gives us a practical, affordable way forward. We're not talking about any gold-plated fix here—just doing what needs to be done to get the Hall safe, usable, and open again for the community.

By locking in the funding now Council, the community, and our staff can get on with the job—no more sitting in limbo, no more back and forth. It gives us the breathing space to do the work properly, and once that's sorted, we can all come back around the table and keep working with the community to get the best outcome for its use in the future. And I just want to say—I've got a lot of trust in the councillors around this table. We might not always agree on every detail, but I reckon we're all here for the right reasons—doing our best to support what matters to our communities. This is the sort of decision that lets us move forward, together, in a way that makes sense for the people we're here to serve.

07/25.10.0 COUNCILLOR'S QUESTIONS ON NOTICE

07/25.10.1 - Question on Notice – “Lift the Tone” Campaign Implementation – Cllr Drummond

Given the Local Government Association of Tasmania's "Lift the Tone" campaign to promote respectful, ethical, and inclusive conduct in local government, could the General Manager please advise:

- 1. What actions Break O'Day Council has taken or is planning to take to support and implement the principles of the “Lift the Tone” campaign?**

REPLY

Council's 2025-26 Annual Plan which was adopted by Council at the Council Meeting on 16 June 2025 included the following action:

1.1.1.5 Council Brand - develop a communications campaign building off the LGAT Lift the Tone Campaign that showcases elected members, Council's employees and Council activities to facilitate a deeper understanding of Council.

Break O'Day Council supports the principles of the Local Government Association of Tasmania's (LGAT) "Lift the Tone" campaign, which promotes respectful, ethical, and inclusive behaviour across all levels of local government.

Council has already taken several steps in support of this initiative, including:

- All members of Council signing the campaign pledge and encouraging members of the community to do the same.
- Promoting the campaign through Council's social media platforms and website using LGAT-provided materials.
- Actively encouraging positive and respectful engagement in Council consultations and decision-making processes.

Council will continue to build on this foundation by identifying further opportunities to embed the campaign's messages across both internal operations and community-facing communications.

2. How will the campaign's objectives be embedded in council operations, including meeting conduct, communication protocols, staff-councillor engagement, and community interaction?

REPLY

Council is committed to fostering a respectful organisational culture and will embed the campaign's objectives through:

- Ongoing reinforcement of the Local Government Code of Conduct and LGAT guidelines at meetings and workshops.
- Ensuring meeting conduct remains professional and inclusive, with all participants encouraged to engage respectfully and constructively.
- Reviewing internal communication protocols to ensure respectful and clear interaction between staff, councillors, and the community. This includes exploring policies such as the Unacceptable Behaviour Policy and the Staff and Councillor Interaction Policy.
- Continuing to model respectful dialogue through Council's public communications, including Council's social media platforms, website, and community engagement activities.

3. Will councillors and staff be provided with information, training, or resources as part of this initiative?

REPLY

Yes. Council is committed to continuous improvement and professional development. As part of the "Lift the Tone" campaign:

- Councillors and staff have been provided with LGAT campaign materials and any associated guidance.
- Opportunities for training or facilitated workshops on respectful engagement, conflict resolution, and communication may be considered where appropriate. Staff have recently undertaken training in Mad Bad Sad Tears Abuse and Threats (6 Unwelcome Behaviours in Local Government) workshop.
- Any updates will be shared internally via staff and Councillor communications.

4. How will the effectiveness of these actions be monitored or evaluated?

REPLY

Effectiveness will be monitored through:

- Ongoing feedback from staff, councillors, and the community.
- Review of Council meeting conduct, including any Code of Conduct complaints or procedural concerns.
- Monitoring community sentiment and engagement through social media and public consultation feedback.

07/25.11.0 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.

07/25.12.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

07/25.12.1 Mayor's Communications for Period Ending 21 July 2025

17.06.2025	St Helens	– Meeting with Stuart Tanner from Tanner Architects, the General Manager and Council's Manager of Business Services.
18.06.2025	Launceston	– Meeting with Premier Rockliff.
18.06.2025	MS Teams	– Local Government Association of Tasmania (LGAT) meeting to discuss State Election Priorities.
19.06.2025	St Helens	– Citizenship Ceremony to welcome a new member to our community.
19.06.2025	St Helens	– Attendance at Premier Rockliff's Open Invitation Event – Easy Tiger Cinemas, St Helens
20.06.2025	St Helens	– Meeting with Premier Rockliff.
20.06.2025	St Helens	– Meeting at St Helens District Hospital with Premier Rockliff, Deputy Premier and Minister for Health Guy Barnett.
20.06.2025	St Helens	– Roundtable at Council offices with Premier Rockliff.
23-27.06.2025	Canberra	– Australian Local Government Association's (ALGA) National General Assembly. An opportunity to advocate for better federal funding, policy reforms and effective partnerships.
01.07.2025	St Helens	– Meeting with Matthew and Victoria from Lions
03.07.2025	St Helens	– Meeting with John Hardy from RSL Tasmania
04.07.2025	St Helens	– Meeting with Mark Hennessey and Kim Towns
07.07.2025	St Helens	– Council Workshop
11.07.2025	Launceston	– NTDC's State election priorities session. NTDC will present the region's top priorities for the state election.
16.07.2025	MS Teams	– Meeting with LGAT CEO Dion Lester.

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

- Break O'Day 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

07/25.13.0 BUSINESS AND CORPORATE SERVICES

07/25.13.1 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:

Investments

With the commencement of the 2025/2026 financial year Council Officers are currently investigating forward investments to add to our current portfolio.

Training

Various Council staff, including indoor, outdoor staff and staff from the Visitor Information Centre undertook training called "Mad, Bad, Sad, Tears, Abuse and Threats – Dealing with six unwelcome behaviours within Local Government".

This training taught participants how to deal with behaviours in a manner that keeps any follow up aggravation at bay and keep people safe. Participants explored a number of psychological tools that they can use when they feel intimidated or angry in these encounters.

Rates

2025/2026 Rates have been raised and rates notices were issued on Friday 11 July with the first instalment being due on the 31 August, alternatively ratepayers are also able to take advantage of the 2% discount if their rates are paid in full by this date.

Rates Summary – 30 June 2025

	2024/2025		2023/2024	
Rates Brought Forward	%	\$	%	\$
Outstanding Rate Debtors		813,964.84		695,682.00
Less Rates in Credit		-296,603.81		-271,007.13
Net Rates Outstanding at 30 June 2024	3.58	517,361.03	3.37	424,674.87
Rates and Charges Levied	95.20	13,746,671.32	95.60	12,048,610.77
Interest and Penalty Charged	1.22	175,758.52	1.03	129,887.72
Total Rates and Charges Demanded	100.00	13,922,429.84	100.00	12,178,498.49
Less Rates and Charges Collected	88.90	12,836,493.58	89.72	11,308,146.31
Less Credit Journals and Supp Credits	1.86	268,893.22	1.31	165,557.86
Remissions and Discount	4.46	643,474.12	4.86	611,964.62
Unpaid Rates and Charges -5 June 2025	4.78	690,929.95	4.11	517,504.57

Remissions and Discounts	2024/2025	2023/2024
Early Payment Discount	120,293.88	116,854.39
Pensioner Rebates	523,180.24	495,110.23
	643,474.12	611,964.62

Number Rateable Properties	6,916	6,876
Number Unpaid Rateable Properties	724	655
% Not fully paid	10.47	9.53

Instalment date was 31 March

Right to Information (RTI) Requests

Nil

132 and 337 Certificates

	132	337
May 2025	75	38
June 2025	41	37
May 2024	47	25

Debtors/Creditors as at 9 July 2025

DEBTORS INFORMATION

Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD 24/25	Month	YTD 23/24
84	\$ 358,266.43	832	66	899

CREDITORS INFORMATION

Payments Made

Current			Previous Year	
Month	Mth Value	YTD 24/25	Month	YTD 23/24
365	\$ 4,560,633.49	3695	266	3199

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 June 2025 be received:

1. Profit and Loss Statements
2. Balance Sheet
3. Statement of Cash Flows
4. Capital Works 2024-2025

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 June 2025.

Profit and Loss

Break O'Day Council

For the year ended 30 June 2025

Account	Actual YTD	Budget YTD	Budget Variance YTD	Budget Variance % YTD	Annual Budget	Notes
Trading Income						
Rates	13,563,427	13,385,406	178,021	1%	13,385,406	
User Fees	1,504,269	1,481,549	22,720	2%	1,481,549	
Operating Grants	4,034,531	4,335,240	(300,709)	-7%	4,335,240	
Interest & Investment Income	1,285,982	1,133,512	152,470	13%	1,133,512	1
Contributions	53,433	10,765	42,668	396%	10,765	
Other Revenue	127,974	93,907	34,067	36%	93,907	
Total Trading Income	20,569,616	20,440,379	129,237	1%	20,440,379	
Gross Profit	20,569,616	20,440,379	129,237	1%	20,440,379	
Capital Grants						
Grants - Commonwealth Capital	288,689	1,495,767	(1,207,078)	-81%	1,495,767	
Grants - Roads to Recovery	836,438	854,579	(18,141)	-2%	854,579	
Grants - State Capital	1,560,397	720,000	840,397	117%	720,000	
Total Capital Grants	2,685,524	3,070,346	(384,822)	-13%	3,070,346	2
Other Non Operating Income						
Net Gain/Loss on Disposal of Assets	31,267	100,000	(68,733)	-69%	100,000	3
Total Other Non Operating Income	31,267	100,000	(68,733)	-69%	100,000	
Total Non Operating Revenue	2,716,792	3,170,346	(453,554)	-14%	3,170,346	
Operating Expenses						
Employee Costs	6,373,352	6,511,003	(137,651)	-2%	6,511,003	
Materials & Services	7,519,816	8,689,785	(1,169,969)	-13%	8,689,785	4
Interest	141,186	143,732	(2,546)	-2%	143,732	
Depreciation	5,090,789	4,811,927	278,862	6%	4,811,927	
Other Expenses	369,183	294,210	74,973	25%	294,210	5
Total Operating Expenses	19,494,326	20,450,657	(956,331)	-5%	20,450,657	
Operating Net Profit	1,075,290	(10,278)	1,085,568	-10562%	(10,278)	
Net Profit (Including Non Operating Revenue)	3,792,082	3,160,068	632,014	20%	3,160,068	
Work in Progress						
Capital Work in Progress	6,930,241	0	6,930,241	0%	0	
Total Work in Progress	6,930,241	0	6,930,241	0%	0	

Notes

Please note that these are not the final figures for end of financial year and they will change during the preparation of the end of year financial statements.

- Interest & Investment Income is \$152k (13%) higher than budget YTD, which is predominantly due to higher average investment funds than anticipated.
- Capital grants are \$385k lower than budget, due to timing of some grant payments inline with project milestones.
- Net Gain/Loss on Disposal of Assets are \$69k below budget YTD due to lower than anticipated asset sales.
- Materials and services are \$1.2m (14%) below budget YTD, which relates to some areas recording a lower level of spending than forecast, primarily relating to strategic and grant funded projects. Some invoices relating to June are still to be received at the time of publishing this report.
- Other expenses are \$75k (25%) above budget YTD, which is due to the balance paid to Telstra for \$69k relating to the Mangana Cell Tower as part of the Black Summer Bushfire Recovery Program.

Balance Sheet

Break O'Day Council

As at 30 June 2025

Account	30 June 2025	30 June 2024
Assets		
Current Assets		
Cash & Cash Equivalents	7,442,388	4,725,768
Investments	5,000,000	9,500,000
Trade & Other Receivables	989,464	1,206,440
Inventory	155,054	78,421
Other Assets	2,838	2,838
Total Current Assets	13,589,744	15,513,467
Non-current Assets		
Trade and Other Receivables	14,392	14,392
Property, Plant & Equipment	223,609,539	228,698,313
Right of Use Asset	760,143	760,143
Intangible Assets	(106)	20,918
Investment in Water Corporation	35,744,578	35,744,578
Other Investments	30,000	30,000
Mineral Resources Bond	151,500	0
Total Non-current Assets	260,310,045	265,268,344
Total Assets	273,899,789	280,781,811
Liabilities		
Current Liabilities		
Trade & Other Payables	976,012	1,114,574
Contract Liabilities	0	1,029,936
Lease Liability	58,498	58,498
Interest Bearing Loans & Borrowings	384,494	2,605,557
Provisions	995,080	885,062
Trust Funds and Deposits	575,780	561,053
Total Current Liabilities	2,989,864	6,254,681
Non-current Liabilities		
Lease Liabilities	701,645	701,645
Interest Bearing Loans & Borrowings	609,491	993,986
Provisions	776,475	871,026
Total Non-current Liabilities	2,087,612	2,566,656
Total Liabilities	5,077,475	8,821,338
Net Assets	268,822,314	271,960,473
Equity		
Accumulated Surplus	42,074,244	45,212,403
Reserves	226,748,070	226,748,070
Total Equity	268,822,314	271,960,473

Statement of Cash Flows

Break O'Day Council

For the year ended 30 June 2025

Account	YTD	2024
Operating Activities		
Receipts from customers	1,756,598	1,412,395
Receipts from rates	13,415,515	11,824,140
Receipts from Operational Grants	3,993,239	3,566,931
Contributions	53,665	264,095
Interest received	820,382	947,098
Dividends received	465,600	465,600
Payments to employees	(6,372,408)	(6,005,239)
Payments to suppliers	(8,651,756)	(7,577,566)
Finance Costs	(143,733)	(252,112)
Cash receipts from other operating activities	1,293,362	391,066
Cash payments from other operating activities	(3,002)	(2)
Net Cash Flows from Operating Activities	6,627,463	5,036,406
Investing Activities		
Payment for property, plant and equipment	(7,386,003)	(5,019,611)
Payment for investments	4,500,000	(884,134)
Capital Grants received	1,717,280	2,255,298
Other cash items from investing activities		
Mineral Resources Bond	(151,500)	0
Total Other cash items from investing activities	(151,500)	0
Net Cash Flows from Investing Activities	(1,320,222)	(3,648,447)
Financing Activities		
Proceeds of trust funds and deposits	14,936	(171,476)
Repayment of loans	(2,605,557)	(2,267,279)
Repayment of lease liabilities	0	(42,522)
Net Cash Flows from Financing Activities	(2,590,621)	(2,481,276)
Net Cash Flows	2,716,619	(1,093,318)
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	4,725,768	5,819,086
Net change in cash for period	2,716,619	(1,093,318)
Cash and cash equivalents at end of period	7,442,388	4,725,768

Break O'Day Council			
Capital Works 2024-2025			
For the 12 months ended 30 June 2025			
Project Details	YTD @ 30/6/2025	Revised Budget 2024/2025	Comments
Plant & Equipment			
Replace 1358 H66ZW - Kia Sportage	87,580	40,000	Vehicle for Assistant Works Operations Manager. Second vehicle purchased to replace 1374
Replace 1404 - K70GB Works Operations Manager	50,112	50,000	
Replace 1374 - I65JH Animal Control Vehicle	40,271	40,000	Plant 1374 not traded in
Replace 1269 - Coastal Crew truck	53,859	170,000	
Replace 1099 - Mack truck	-	-	Replacement not required in 24/25. Maintenance undertaken.
Vehicle Management Tracking System	-	30,000	
Small Plant - VARIOUS	71,431	45,000	
Replace 1360 - Dmax 4x4 Crew Cab with HIHAB lift	-	60,000	
Replace 1226 - WTS Ute	-	35,000	
Replace 1022 - Small tipper truck	53,859	140,000	
Replace Turf mower	24,959	27,000	
New Tandem Mower Trailer (Plant 1442)	12,495	-	
Emergency Evacuation Generator & Trailer	14,908	15,342	Grant Funded
		-	
Skoda Fabia Grey Hatchback (L32XS) - Learner vehicle	23,502		
Waste Collection truck	92	550,000	Contingency amount at this point in time - March 2024. Further discussion required....
Total Plant & Equipment	433,069	1,202,342	
Furniture & IT			
CCTV - additional cameras and installation		100,000	Additional CCTV for Waste Transfer Stations & St Helens Foreshore
Total Furniture & IT	-	100,000	
Buildings			
Fingal Community Shed (Old Tas Hotel)	156,306	156,837	BSBR Grant - need to carry forward all remaining budget. Additional income from Neighbourhood House \$25k, includes increased scope of works for driveway and fencing. Additional Council contribution of \$30k. Project now complete. Minute 10/23.18.4
St Marys Indoor & Evacuation Centre	940,708	967,144	BSBR Grant - need to carry forward all remaining budget. \$500k from State Gov't (\$250k to be received in 25/26)..Minute 05/24.18.3
Portland Hall Upgrades	-	20,000	\$20K Total for Rerender and Repaint
Scamander Sports Complex	87,780	80,000	\$60K Public Toilets, \$20K Commence Design Phase for Additions/Alterations
Council Chambers additions and improvements	22,754	39,324	Continuation of Building improvements, Painting outside, front counter alterations, Heat pumps
Falmouth - New Toilet design	10,352	10,000	Design, Approval Phase only - Construction in 25/26
Falmouth Community Centre - Internal Alterations	2,525	5,000	
Pyengana Recreation Ground Improvements	-	-	Defer works to 25/26
Binalong Bay - Village Green BBQ Replacements	44,615	60,000	Demolition & Made Good, Electrical, Pathways & new Structure
Memorial Park Toilet Block Replacement	-	15,000	Design, Approval Phase only - Construction in 25/26
Water Fountains (memorial Park plus other locations)	12,553	15,000	
Marine Rescue Building Renovations	-	-	
Police Station & Health Building Upgrade - 1 Annie Street	4,519	-	

Project Details	YTD @ 30/6/2025	Revised Budget 2024/2025
Service Tasmania Replace Carpet & Repaint	16,480	-
St Marys Sports Complex (Bowls Club) - Small Shed & Security System	36,946	40,000
St Helens Sports Complex - Athletics Building	-	48,589
Emergency Security System Works Depot	41,582	
History Room Upgrades	14,116	12,000
Total Buildings	1,391,234	1,468,894
		-
Parks, Reserves & Other		-
Special Project: Scamander Coastal Hazards Project	34,114	220,292
Rec trails strategy implementation - stage 1	-	100,000
Fingal Youth Playground/recreation hub	467,272	386,184
Pump Track/s	591,751	496,099
Playground equipment replacement program	-	60,000
Dog exercise area St Helens Improvements	-	5,000
St Marys Dog Park	1,870	20,000
St Helens Cemetery Master Plan improvements	194	50,000
Georges Bay Walkway - Parnella Linkage	11,250	
St Helens Walkway Lighting Project (FUNDED)	280,144	
St Helens Foreshore – Amenities Gateway Submission	15,265	
St Helens Rec Ground water meters	-	20,000
Totals Parks, Reserves & Other	1,401,858	1,357,575
Roads - Streetscapes		
Cecilia Street/Georges Bay Esplanade junction	13,863	35,409
Quail St Parking Bay	-	50,000
Total Streetscapes	13,863	85,409
		-
Roads - Footpaths		-
Footpath - segment replacement various locations	16,822	30,000
Parkside Foreshore Footpath	-	-
Lindsay Parade to Sunny Bank Close	-	30,000
Binalong Bay Footpaths internal thoroughfares	-	100,000
Total Footpaths	16,822	160,000
		-
Roads - Resheeting		-
24/25 Road Resheeting to be confirmed- various	425,108	510,000
Total Resheeting	425,108	510,000
Roads - Reseals		
St Marys - Story Street Esk Main Road to Groom Street	-	55,084
Boronia Street Reseal		2,404
24/25 Reseals TBC- Various	819,714	800,000
Totals Reseals	819,714	857,488
Roads - Construction, Digouts & Other		
Digouts and road edge remediation to be allocated	188,370	250,000
Circassian/Medeas Sts Intersection	180,654	185,000
Road Network - Sign Replacement	15,808	25,000
LRCI Program - Phase 4 Projects	-	-
- LRCI 4: St Columba Falls Road, Pyengana	26,424	27,193
- LRCI 4: Scamander Avenue - Pedestrian footpath improvements	12,955	14,632
- LRCI 4: Rehabilitation of Alexander Street - Cornwall	255,861	300,000

Project Details	YTD @ 30/6/2025	Revised Budget 2024/2025
- LRCI 4: Ansons Bay Road Sealing	298,525	350,000
- LRCI 4: Gray Road - Pathway Extension	50,805	50,000
- LRCI 4: Sealing of Tasman Highway, Seymour	205	
Upper Scamander Road, Scamander (Flood Oct 2022)	-	-
Mangana Road - Rehabilitation/reconstruction	286,619	300,000
Totals - Roads Construction, Digouts & Other	1,316,226	1,501,825
Totals Roads & Footpaths	2,591,733	3,114,722
Bridges		
B2293 - Cecilia St	216,339	167,379
B7027 - Mathina Plains Road	92,281	90,000
Culvert 5539 - Mathinna Road	37,274	40,000
Lower Germantown Road B1675	141,328	158,190
B1243 Binns Road	3,947	28,328
B1245 Clelands Road	3,777	29,128
St Columba Falls Road (B1605)	394	17,000
Argyle St Bridge (B2809)	331,032	350,000
Total Bridges	826,372	880,025
Stormwater		
Minor stormwater Jobs	90,928	150,000
Treloggens Track Stormwater	-	-
Osprey Drive	27,012	10,000
Beumaris Ave to Tasman Highway SW pipe	-	30,000
Penelope Street	93,027	119,031
Aulichs Lane, St Marys	-	84,220
Tully Street / Northern end of Cecilia St Stormwater System Upgrade	7,256	70,000
SD Victoria Street, Fingal	-	-
Total Stormwater	196,566	463,251
Waste Management		
Ansons Bay WTS - Bulk Bin Loading Ramp Upgrade	-	30,000
Scamander WTS - Waste Paint Container Station		10,242

Project Details	YTD @ 30/6/2025	Revised Budget 2024/2025
Scamander WTS - Replace sump pit & pump	13,896	7,170
Scamander WTS - Waste Compactor	5,685	60,000
Scamander WTS - Inert Landfill study	69,830	163,982
Total Waste Management	89,410	271,394
	-	
Total Capital	6,930,241	8,858,203

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 a few overseas from the UK
- 1 staff member is currently on Annual Leave
- Had our yearly TVIN Audit and passed
- Delivered some of our area maps to Information Centres on the North West Coast.

The History Room Curator Report:

- No Report for June as Curator is currently on leave

Statistics:**Door Counts**

Month/Year	Visitor Numbers	Daily Average	History Room
June 2013	766	25.53	62
June 2014	880	29.33	54
June 2015	1,038	34.60	38
June 2016	803	26.77	35
June 2017	918	30.60	30
June 2018	820	27.33	49
June 2019	805	26.83	58

June 2020	196	14.00	8
June 2021	919	30.63	63
June 2022	1,000	33.33	34
June 2023	1,276	42.50	45
June 2024	1,191	39.70	33
June 2025	1,157	38.56	32

Revenue 2023/2024

Month	VIC Sales	HR Entry	HR Donations/Sales
July	3,108.79	174.00	149.50
August	4,459.92	0	131.05
September	5,654.13	311.00	85.20
October	6,891.47	356.00	162.80
November	8,255.03	519.00	127.50
December	7,284.50	369.00	51.00
January	8,438.70	518.00	157.75
February	9,845.73	565.00	272.90
March	8,884.98	661.00	215.90
April	4,440.14	397.00	164.35
May	2,922.06	185.00	165.50
June	1,766.86	133.00	211.30

Revenue 2024/2025

Month	VIC Sales	HR Entry	HR Donations/Sales
July	3,418.19	150.00	91.20
August	3,740.70	0	177.55
September	4,581.03	288.00	412.25
October	7,359.22	338.00	390.25
November	8,828.24	546.85	335.30
December	8,093.19	302	89.85
January	9,869.20	459.00	172.55
February	10,101.96	435.45	171.55
March	11,789.02	844.00	208.55
April	5,343.24	357.00	145.85
May	3,710.45	209.00	112.95
June	1,711.97	134.00	16.25

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

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	DECISION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Manager Business Services
FILE REFERENCE	018\018\001\
ASSOCIATED REPORTS AND DOCUMENTS	Asset Recognition and Depreciation Policy (AM01)

OFFICER'S RECOMMENDATION:

That Council:

1. Endorse the revised Asset Recognition and Depreciation Policy (AM01) as attached to this report; and
2. Rescinds the previous version of the policy adopted on 20 December 2021 (Minute No. 12/21.13.4.264).

INTRODUCTION

The purpose of this report is to present the revised Asset Recognition and Depreciation Policy (AM01) for Council consideration and endorsement. The proposed updates improve compliance with Australian Accounting Standards and provide clearer guidance for the recognition, depreciation, and revaluation of Council assets.

PREVIOUS COUNCIL CONSIDERATION

Adopted 20 December 2021 - **Minute No. 12/21.13.4.264**

OFFICER'S REPORT

As part of Council's ongoing asset management improvement program, significant progress has been made in sealed roads, bridges, and stormwater infrastructure through updated condition assessments and revaluation processes. Council is continuing to enhance the quality and consistency of asset data across other asset classes—particularly buildings, unsealed roads, and legacy assets—through a structured program of condition assessments and asset validation. This policy supports efforts to strengthen the integrity of Council's asset data and ensure alignment between condition assessments, useful life estimates, and depreciation schedules.

Following detailed reviews of assets currently listed in the register, it has been identified that a material number of assets are recorded with a value between \$1,000 and \$5,000. To address this, the policy has been revised and the capitalisation threshold at \$1,000 has been applied to all asset classes. This threshold reflects Council's materiality threshold and risk environment, helping to avoid double-counting costs through simultaneous expensing and depreciation of low-value items. This position also ensures greater confidence in data accuracy and register manageability.

The revised policy reflects key updates in response to audit findings, improved asset revaluation practices, and developments in financial reporting standards. These include:

Treatment of Sub-Threshold Assets: The updated policy clarifies that where low-value assets are identified during revaluation but form part of a broader capitalised system (e.g., road segments, culverts), they may be capitalised using professional judgment, despite not meeting the individual capitalisation threshold. This supports accurate representation of asset networks in Council's balance sheet.

Management Oversight of Valuations: A new clause has been included confirming that while asset valuations may be undertaken by qualified internal or external experts, management retains responsibility for reviewing and approving valuation methodologies, assumptions and outputs. This aligns with the principles of AASB 116 and ensures accountability and consistency.

Improved Structure and Terminology: The policy has been restructured for improved readability, with clearer definitions, updated depreciation ranges, and modern formatting to support practical application by finance and asset staff.

These changes are designed to enhance internal financial controls, support compliance with AASB 116, AASB 13, AASB 1051 and AASB 108, and improve the accuracy of Council's long-term financial and asset management practices.

STRATEGIC PLAN & ANNUAL PLAN:

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

Break O'Day Annual Plan 2024 – 2025

Financial Management

Break O'Day Council Long Term Financial Plan

LEGISLATION & POLICIES:

Local Government Act 1993 (Tasmania) Section 84(2) (b)

Local Government (General) Regulations 2015 Regulation 22 and Schedule 1

AASB 116 – Property, Plant and Equipment:

AASB 13 – Fair Value Measurement:

AASB 1051 – Land Under Roads:

AASB 108 – *Accounting Policies, Changes in Accounting Estimates and Errors:*

Valuation of Land Act 2001

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

POLICY NO AM01 ASSET RECOGNITION AND DEPRECIATION POLICY

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Manager Business Services
LINK TO STRATEGIC PLAN:	Ensure the efficient and effective provision of appropriate community assets
STATUTORY AUTHORITY:	Local Government Act 1993 Local Government (General) Regulations 2005 AASB Accounting Standards
OBJECTIVE:	To establish a consistent and transparent framework for the recognition, measurement, depreciation, revaluation, impairment, and disposal of Council assets in accordance with relevant Australian Accounting Standards. This ensures accurate financial reporting, improved asset data integrity, and responsible asset management that supports long-term service delivery.
POLICY INFORMATION:	Adopted 25 June 2012 – Minute No 06/12.11.9.149 Amended 29 January 2013 – Minute No 01/13.11.10.21 Amended 17 March 2014 – Minute No 03/14.11.7.052 Amended 21 March 2016 – Minute No 03/16.12.4.58 Amended 20 August 2018 – Minute No 08/18.12.6.189 Amended 21 December 2020 – Minute No 12/20.12.8.234 Amended 20 December 2021 – Minute No 12/21.13.4.264

POLICY

1. BACKGROUND

Break O'Day Council is committed to sound accounting practices and transparent financial reporting. This policy outlines the principles for recognising, measuring, depreciating, revaluing, and disposing of assets in line with applicable Australian Accounting Standards, supporting both financial compliance and effective stewardship of community assets.

As part of Council's ongoing asset management improvement program, significant progress has been made in sealed roads, bridges, and stormwater infrastructure through updated condition assessments and revaluation processes. Council is continuing to enhance the quality and consistency of asset data across other asset classes—particularly buildings, unsealed roads, and legacy assets—through a structured program of condition assessments and asset validation. This policy supports efforts to strengthen the integrity of

Council's asset data and ensure alignment between condition assessments, useful life estimates, and depreciation schedules.

Following detailed reviews of assets currently listed in the register, it has been identified that a material number of assets are recorded with a value between \$1,000 and \$5,000. To address this, Council has reinstated the capitalisation threshold at \$1,000 for all asset classes. This threshold reflects Council's materiality threshold and risk environment, helping to avoid double-counting costs through simultaneous expensing and depreciation of low-value items. This position also ensures greater confidence in data accuracy and register manageability.

2. POLICY STATEMENTS

2.1 Recognition and Measurement

Council uses the cost method of accounting for asset acquisition. Cost includes the fair value of consideration given to acquire the asset, incidental acquisition costs, and costs directly attributable to bringing the asset to working condition.

An asset will be recognised where it is probable that future economic benefits embodied in the asset will eventuate, the useful life of the asset exceeds one year, and the cost of the asset can be measured reliably and exceeds the threshold applicable to its class.

Council's capitalisation threshold is set at \$1,000 for all asset classes. This threshold reflects Council's operational context, administrative efficiency, and materiality principles under AASB 108 and AASB 116. Assets valued below this threshold are expensed unless they form part of a group of assets with collective significance.

	Threshold
	\$000
Property	
Land	
land	1.0
land improvements	1.0
Buildings	
buildings	1.0
heritage improvements	1.0
Plant and Equipment	
plant, machinery and equipment	1.0
fixtures, fittings and furniture	1.0
computers and telecommunications	1.0
Infrastructure	
Roads	
road pavements and seals	1.0

road substructure	1.0
road formation and earthworks	1.0
road kerb, channel and minor culverts	1.0
Bridges	
bridges deck	1.0
bridges substructure	1.0
Other	
footpaths and cycle ways	1.0
drainage	1.0
recreational, leisure and community facilities	1.0
waste management	1.0
parks and recreation	1.0
coastal assets	1.0

Items below these thresholds are expensed unless they form part of a group of assets with collective significance. Donated assets and developer-contributed assets are recognised at fair value at the date of acquisition.

Treatment of Sub-Threshold Assets Identified During Revaluation

During asset revaluations, Council may identify individual asset components or new segments whose standalone fair value falls below the applicable capitalisation threshold. Where these assets are:

- 1) Clearly identifiable as part of a broader capitalised network or infrastructure system, and
- 2) Expected to provide future service potential as part of that system, they may be recognised and capitalised as part of the existing asset class, even if individually below threshold.

In cases where assets are determined to be immaterial to the class and not essential to the service potential of the broader network, they may be expensed.

This approach aligns with AASB 116 and AASB 108 and allows for the application of professional judgment and materiality principles in recognition decisions.

2.2 Depreciation and Amortisation

Buildings, land improvements, plant and equipment, infrastructure and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Where a specific asset has an identifiable life attributed by a qualified expert, this may be used rather than depreciation periods by asset class.

Straight line depreciation is charged based on the residual useful life as determined each year.

Major depreciation periods used are listed below:

Property	Period
Land	Years
land improvements	10-100
Buildings	
buildings	25-220
Plant and Equipment	
plant, machinery and equipment	3-20
fixtures, fittings and furniture	5-75
Infrastructure	
Roads	
road pavements and seals	15-100
road substructure	75-100
road formation and earthworks	N/A
road kerb, channel and minor culverts	95
Bridges	
bridges superstructure	20-80
bridges substructure	20-80
Other	
footpaths and cycle ways	10-80
drainage	75-100
waste management	25
parks and recreation	6-100
coastal assets	20-50

2.3 Revaluation

After the initial recognition of assets, non-current physical assets, other than Plant and Equipment, Furniture and Fittings, Land Improvements, Parks & Recreation, Waste and Historical Improvements are recognised at fair value, being the amount for which the assets could be exchanged between knowledgeable willing parties in an arm's length transaction.

For infrastructure and other assets where no active market exists, fair value will be determined to be the current replacement cost of an asset less, where applicable,

accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefit of the asset. The current replacement cost of the asset will be based on the asset in its current form, not an intended future form.

Council shall undertake a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 3 to 5 years. The valuation shall be performed either by experienced council officers or independent experts.

Where the assets are re-valued, the revaluation movements are journalled directly to the asset revaluation reserve. Within the same class of assets, revaluation increments and decrements within the year shall be offset. The total net asset revaluation increments or decrements will appear on the Statement of Comprehensive Income as other comprehensive income items that will not be reclassified subsequent to net result; which means that it does not impact the net result for the year and movements will appear in the Statement of Changes in Equity.

2.4 Land under Roads

Land under Roads is valued by:

Office of the Valuer-General provides valuation by land category

Council identifies the length and land category of each road in the municipality

Council identifies the width of road formation for each road

Total value of Land under Roads is therefore the area of road in each category, added together to provide the total for the municipality.

3. ANNUAL REPORTING

These policies are included in Note 1 Significant Accounting Policies to the Financial Statements in each Annual Report.

4. MONITORING AND REVIEW

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

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:**Works Operations – General:**

	June	July
Aerodrome	<ul style="list-style-type: none"> • Routine inspections • Mowing 	<ul style="list-style-type: none"> • Routine inspections • Runway grading and rolling subject to weather completed first week in July.
Town Maintenance	<ul style="list-style-type: none"> • Leaf sweeping. • Kerb edging and footpath edging all areas • Street amenities upgraded in St Marys • Memorial furniture placed on the foreshore pathway and at the St Helens WTS tip shop 	<ul style="list-style-type: none"> • Tree pruning • Footpath repairs • General town maintenance

BODC Road Network	<ul style="list-style-type: none"> Shoulder/verge maintenance – St Helens area Ansons Bay Road Causeway running surface repaired after flood water damage Maintenance grading completed at Roses Tier Road, St Marys area, Weldborough and Anchor Road. Pothole remediation Bridge Maintenance – BODC road network 	<ul style="list-style-type: none"> Maintenance grading planned for Lottah and surrounding areas Road network signs to be replaced as required
MTB	<ul style="list-style-type: none"> Routine track maintenance 	<ul style="list-style-type: none"> Routine track maintenance Trail inspections
Weed Management	<ul style="list-style-type: none"> Scamander – Spanish heath, pampas, various Beaumaris – Spanish heath, various Fingal – Cape weed, Patterson’s curse, broadleaf Stieglitz – Broadleaf St Helens – Spanish heath, cape weed, thistles, flat weeds 	

Waste Management – General Information

General/Commercial & Industrial Waste (MSW) to Copping Landfill													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	FY
2024/25 (T)	222	224	167	240	224	282	352	221	215	247	198	182	2,774
2023/24 (T)	187	232	224	214	240	274	361	233	228	301	222	185	2,901
Difference	35	-8	-57	36	-16	8	-9	-12	-13	-54	-24	-3	-127

Kerbside Comingled Recyclables Collection – JJ’s Waste													
Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
2024/25 (T)	43	41	40	56	48	56	73	51	48	51	45	38	590
2023/24 (T)	49	45	49	38	45	58	55	50	57	47	54	50	597
Difference	-6	-4	-9	18	3	-2	18	1	-9	4	-9	-12	-7

St Helens Waste Transfer Station:

Green waste mulch (coarse and fine grade material) is available for purchase Monday – Friday, opening hours.

CAPITAL WORKS

Item	Comment
Alexander Street Rehabilitation - Cornwall	Completed
Bridge 1675 – Lower German Town Road	Completed
Bridge 2293 – Cecilia Street	Completed
Bridge 185 – Gillies Road	In-progress - Preliminaries
Bridge 2684 – Pedder Street	In-progress - Preliminaries
Culvert 5539 – Mathinna Road	Completed
Culvert 7027 – Mathinna Plains Road	Completed
Georges Bay – Shared pathway solar lighting	Scheduled works: July - September
Georges Bay Walking Track Extension	In-progress – Design stage
Road Pavement Repairs – “Dig outs” 2024-2025 works	Completed
Road Re-sealing:2024-2025	Completed
Road Re-sheeting: 2024-2025	Completed
Scamander WTS – Waste Compactor	In-progress. Cost estimate detail being updated to enable final options to be considered by the Council in the first quarter of 2025-2026.
Scamander Inert Landfill Development	In-progress. Master Plan completed. Detail design and engagement with the Tasmanian EPA will occur during 2025-2026.
Scamander Coastal Hazards Project	In-progress: Community meeting part of project well attended in June.
St Helens Cemetery Master Plan improvements	Schedule start – August 2025: Columbarium Wall build.
St Marys Dog Park	Construction commencing 10 July 2025.
Storm Water – Aulichs Lane	In-progress: Design completed, and materials purchased. Installation pending completion of sewer main works by TasWater. Installation post Spring.
Storm Water – Penelope Street	In-progress with a pipe segment to be installed during July.
Tully Street – Northern end: Stormwater System Design	In-progress – Project scope development.

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 report aims to provide Councillors with summary statistics covering the reporting month and year to date.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:**Summary Statistics Reporting Period – June 2025**

Category/Area	Binalong Bay, The Gardens, Ansons	Fingal, Mathinna	Falmouth, 4 Mile	Seymour, Denison	Beaumaris, Diana B	Scamander	St Helens, Stieglitz Pyengana	St Marys, Cornwall	REPORTING PERIOD TOTAL	2024- 2025 YTD
Dog - Attack on a person (Serious)									0	4
Dog - Attack on another animal (Serious)									0	3
Dog – Attack on another animal (Minor)		1							1	4
Dog – Attack on a person (Minor)									0	5
Dog - Declared Dangerous									0	2
Dog - Dangerous Dogs Euthanized									0	1
Dog - Barking		1					1		2	35
Dog - Chasing a person									0	7
Dog - Impounded									0	10
Dog - in Prohibited Area									0	2
Dog - Lost Dogs Reported									0	3
Dog - Rehomed/kennel for rehoming									0	2

Dog - Wandering/at large							3		3	19
Verbal Warnings							2		2	25
Notice Issued - Unregistered Dog									0	10
Notice Issued - Caution Notice									0	15
Notice Issued - Infringement Notice									0	5
Infringement Notice - Disputes									0	4
Infringement Notice - Revoked									0	0
Written Letter - Various matters to Dog		1					2	1	4	44
Patrols - Township/Urban Areas						1	3		3	55
Patrols - Beaches/Foreshore					1	1	2		4	80
Kennel Licence - Issued									0	2
Other - Cat complaints						1			1	2
Other - Livestock		1						1	2	7
Other - Poultry		1					1	1	3	7
Other - RSPCA intervention									0	6
TOTAL	0	5	0	0	1	3	13	3	25	358

Dog registrations: 2025/2026 - Registered to date: 870 (63%). Pending: 510 (36.9%)

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:

- *Dog Control Act 2000*
- *EP05 Dog Management Policy*

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\003\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – EP06 Tree Management Policy

OFFICER’S RECOMMENDATION:

That Policy EP06 Tree Management Policy be accepted with minor amendment.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – **Minute No 03/12.15.4.069**

Amended 25 June 2012 – **Minute No 06/12.12.3.153**

Amended 19 August 2019 – **Minute No 08/19.13.3.203**

Amended 18 July 2022 – **Minute No 07/22.14.7.148**

OFFICER’S REPORT:

This Policy was previously reviewed in July 2022 and is therefore due for revision.

Minor amendments have been recommended to the policy.

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

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

LEGISLATION & POLICIES:

As identified in the policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

POLICY NO EP06 TREE MANAGEMENT POLICY

DEPARTMENT:	Works and Infrastructure
RESPONSIBLE OFFICER:	Manager Infrastructure and Development Services
LINK TO STRATEGIC PLAN:	To balance our use of the natural environment to ensure that it is available for future generations to enjoy as we do.
STATUTORY AUTHORITY:	Best practice approach - Australian Standard for Tree Pruning AS 4373
OBJECTIVE:	To provide a practical and balanced approach to tree management that seeks to maximise the abundance and health of trees on Council land while ensuring public safety and allowing controlled development.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 25 June 2012 – Minute No 06/12.12.3.153 Amended 19 August 2019 – Minute No 08/19.13.3.203 Amended 18 July 2022 – Minute No 07/22.14.7.148

POLICY

1. INTRODUCTION

Break O'Day Council has responsibility for the planning, establishment and maintenance of all street trees in the municipality. The Council is committed to providing a quality living environment for its residents, ratepayers and visitors and recognises the significance of street trees in creating streetscapes with purpose and appeal.

2. STREET TREE MANAGEMENT

Street tree management is a Council responsibility. Council recognises that all trees have a finite lifespan and aims to remove and replace trees at a point in time before they start to pose management risks.

A whole of life risk-based approach shall be adopted so as to effectively manage the physical risks associated with street trees and covers tree selection, planting, maintenance, risk management and removal.

Ongoing risk assessment in accordance with ISO31000 will form the basis of all decisions relating to the planting, maintenance and removal of trees with the objective of ensuring that the benefits of trees can be enjoyed by current and future generations.

Council shall maintain a "Tree Inventory" as a fundamental component in the management of tree assets. The inventory shall record trees greater than five (5) meters in height that are planted within urban road reserves, recreation grounds, parks and reserves. The inventory shall include Trees of Significance that have been assigned ~~on the basis of~~based on horticultural, cultural and/or historical significance to the community.

Councils Works Department is to be consulted prior to any works occurring in the vicinity of any tree, including all infrastructure works.

3. STREET TREE PRUNING

Street tree pruning is determined through proactive tree asset maintenance based on a known needs basis, tree species and habit, by customer request or resulting from ~~an emergency situation~~ an emergency.

3.1 Tree Pruning Objectives

Council trees shall be pruned to:

- maintain public safety through the removal of structurally unsound ~~limbs~~ limbs.
- maintain tree health through the removal of dead or diseased or pest infected ~~material~~ material.
- maintain prescribed clearances from services
- maintain prescribed clearances over roads, footpaths and ~~driveways~~ driveways.
- ensure traffic safety and visibility of street signs
- minimise future work requirements through the removal of potential problems at an early stage

3.2 Tree Pruning & Inspection Programme

An essential component of the management of Council's tree assets is the maintenance of individual trees in a safe and visually appealing condition. Once established, the major maintenance requirement of a tree is pruning.

The council will not undertake unnecessary pruning works where there is no good arboriculture reason to do so.

~~As a general rule~~ As a rule, the pruning of trees should be minimised as all pruning cuts are potentially injurious and trees look more appealing when left to develop into their natural shape. Trees should only be pruned to achieve specific goals.

Scheduled inspections should be carried out on an annual basis and shall be inspected for the following:

- overhanging Limbs
- structural damage
- exposed tree roots
- root rot
- disease and pest infestation

3.3 Pruning Programs

Pruning within the Municipality shall be carried out on a programmed basis by qualified personnel. Trees that are located within higher-risk areas will be assessed and pruned at least once every three (3) years. In addition, individual trees shall be pruned as deemed necessary in response to legitimate complaints from residents or reporting of faults by Council Staff or external authorities.

TasNetworks is the relevant Tasmanian agency responsible for undertaking the pruning of street trees in the vicinity of overhead power lines in consultation with Council.

3.4 Pruning of Council Trees by Residents

Pruning of Council owned trees by anyone other than Council Staff or contractors engaged by Council shall not be permitted.

3.5 Pruning for Views

Pruning of Council owned trees to provide or maintain views from private properties shall not be permitted.

3.6 Pruning for Solar Access

Pruning of Council owned trees to provide or maintain solar access will not be permitted without due consideration of the ongoing health and ecological importance of the tree. Any costs associated with arborist activities for private solar access will be undertaken by Council but at the cost of the person making the request.

Council will consider each request for tree pruning/removal in line with a report and recommendation from a qualified arborist. Council will consider this request at the first ordinary Council Meeting following the receipt of the report from the arborist.

4 TREE REMOVAL

Removal of trees from nature strips and parks is potentially the greatest source of conflict in the management of Council's trees. Prudent tree management requires Council to assume that every tree, no matter how significant it may appear, is important to someone.

Decisions regarding tree removal, however, do become necessary in response to applications by residents, developers and external authorities or through observation of problem trees by Council staff.

Council will consider removing a street tree only in the instances where:

- a tree is dead,
- a tree is in a state of decline and to a point that survival advised by a qualified arborist is unlikely, e.g. typically ~~as a result of~~because of structural failure, disease, pest damage or other human interference,
- a tree is causing a proven level of invasive damage to infrastructure or services, as well as presenting an unacceptable level of risk to surrounding infrastructure,
- the retention of a tree is not possible due to an approved development.

It is Council's desire to maximise the possibility of retaining any street tree.

All requests received for the removal of street trees will be assessed in accordance with an independent arborist's assessment and written report.

Council will not remove a tree or undertake unnecessary pruning works where there is no sound arboriculture reason to do so.

5 PUBLIC CONSULTATION

Council will consult with affected stakeholders during the planning stages of specific streetscape replanting programs.

~~Notification-Council~~ will provide written notification to the adjoining resident/stakeholders in cases where a tree is required to be removed and replaced, unless in ~~an emergency situation~~an emergency.

6 TREE PLANTING

Tree planting by Council is required to provide a quality living environment and to create functional and aesthetic streetscapes, parks and reserves.

Council will consult with the community on the broader strategic or specific project or development plans relating to the planting of trees on Council owned land and reserves under management by the Council.

Individual tree planting will be undertaken by Council's Works Department.

6.1 Species Selection

The following applies to Council operations and submissions received from local residents, community and land care/environmental groups.

The overarching principle in the selection of a tree species is the '*right tree for the right location*'.

Tree species will be assessed on the basis of being appropriate to the local environmental conditions and the constraints of the planting location with specific consideration given to the following:

Streetscape character

To maintain the existing streetscape character or to align with a new desired streetscape character (e.g. a streetscape reconstruction or new subdivision).

Public Safety

Species that have an inherent potential to develop structural flaws shall not be selected for planting near roads, footpaths, recreational areas or any building or any other location deemed to present an unsatisfactory level of public risk, such as in a position that restricts sight distance for pedestrians or motorists.

Impact on Infrastructure

Species with invasive root systems that have an inherent potential to damage underground ~~infrastructure~~ infrastructure, and private property will not be selected.

Tall street trees with large canopies are not permitted to be planted in the vicinity of overhead power lines.

Environmental Compatibility

Species must be able to grow in the local environment. Selected species must have a demonstrated ability:

- to withstand known weather elements and events. Given the long life of street trees, consideration shall also be given to a species capacity to survive with longer term changing climatic conditions.
- to not have a detrimental effect on native flora and fauna populations. Consideration shall be given to the impact of berry and seed germination, invasive and competitive root systems and fruit and leaf toxicity. Noxious & Invasive Species (trees and plants) are not permitted to be planted at any time.
- to grow in the available space. Species that require large amounts of space to maintain a strong root system or canopy will not be selected for planting in areas of existing condensed trees or adjacent or ~~in close proximity to~~ near any infrastructure.

- species requiring excessive maintenance such as pruning and watering will not be selected

Native Trees & Plants

The planting of native trees and plants (including rare or endangered species) in urban public areas that are endemic to a local area is encouraged.

6.2 Planting by Residents

Planting of street and park trees by residents should only be undertaken in consultation with Council Officers. Unauthorised planting of street trees by residents shall be discouraged, but recently planted trees shall be allowed to remain ~~provided that~~ if they are:

- of a suitable ~~species that~~ species that are compatible with stated species selection criterion
- good quality specimens
- planted correctly

Where a tree does not meet these conditions, the resident shall receive a written request to remove the tree. If this request is not complied with, within ten (10) working days of a letter being sent to the resident Council staff will act to remove the tree.

6.3 Resident Opposition to Tree Planting

The establishment or maintenance of a consistent planting theme can sometimes require Council to plant a tree in a nature strip against the wishes of the resident immediately adjacent. This is a difficult situation that calls for Council to make a judgement regarding the rights of the wider community over the individual resident.

When making such a decision, it should be kept in mind that a major factor in the survival of a newly planted street tree is the cooperation of the nearest resident in maintaining that tree.

The decision on planting shall be made by the Works Department in consultation with ~~local residents~~ residents.

6.4 Planting Parks

Where a community group or resident has requested tree planting in a particular park, the park will be assessed and prioritised according to:

- existing tree ~~cover~~ cover
- a demonstrated level of community interest and support for a requested/proposed planting
- level of park usage

7. DAMAGE CAUSED BY TREES

The response by Council to damage caused by trees will vary according to the type and extent of the damage and advice provided by a qualified arborist.

8. MONITORING AND REVIEW

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

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\003\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – AM15 Asset Disposal Policy

OFFICER’S RECOMMENDATION:

That Policy AM15 Asset Disposal Policy be accepted with minor amendment.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

Adopted 21 August 2014 - **Minute No. 08/14.12.4.239**

Amended 21 November 2016 – **Minute No. 11/16.12.6.256**

Amended 19 August 2019 – **Minute No. 08/19.13.3.204**

Amended 18 July 2022 – **Minute No 07/22.14.5.146**

OFFICER’S REPORT:

This Policy was previously reviewed in July 2022 and is therefore due for revision.

Minor amendments have been recommended to the policy.

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

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

LEGISLATION & POLICIES:

As identified in the policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

POLICY NO AM15 ASSET DISPOSAL

DEPARTMENT:	Works and Infrastructure
RESPONSIBLE OFFICER:	Manager Infrastructure and Development Services
LINK TO STRATEGIC PLAN:	
STATUTORY AUTHORITY:	Nil.
OBJECTIVE:	The objectives of this policy are to ensure Council's processes for calling of tenders for the sale and disposal of assets are fair and transparent , and transparent and define those circumstances with reasons for sale and disposal methods other than by tender.
POLICY INFORMATION:	Adopted 21 August 2014 - Minute No. 08/14.12.4.239 Amended 21 November 2016 – Minute No. 11/16.12.6.256 Amended 19 August 2019 – Minute No. 08/19.13.3.204 Amended 18 July 2022 – Minute No 07/22.14.5.146

POLICY

1. PURPOSE

The purpose of this policy is to provide a systematic and accountable method for the disposal of surplus assets, excluding real property, and to ensure the process is transparent and complies with Council's Code of Conduct.

Council aims to achieve advantageous disposal outcomes by:

- enhancing value for money by encouraging competition in disposal practices and using competitive disposal processes,
- promoting the use of resources in an efficient, effective and ethical manner,
- ensuring fair and equitable process and decisions,
- making decisions with probity, accountability and transparency,
- advancing and/or working within Council's economic, social and environmental policies and/or Agreements in accord with Council's Strategic Management Plan,
- appropriately managing risk,
- promoting compliance with all relevant legislations and regulations.

2. SCOPE

This policy applies to all assets owned and maintained by Council, except real property (land and buildings).

3. DEFINITIONS

“Asset” means any item that Council owns and that is recognised by the Council's accounting system as an asset. This includes plant, machinery, equipment, tools, furniture and all other physical objects. In this policy, it does not include land, buildings, financial investments or finance related activities.

“Major plant / equipment” are assets that include trucks, graders, other operating machinery, motor vehicles and small plant items.

“Minor plant / equipment” are assets that include loose tools, store items, furniture, old computers, second hand items removed from other assets (such as air conditioners, bricks, pavers and exercise equipment), where the individual value of each plant or equipment is less than \$2,000.

“Beyond economical repair” means a classification given to an asset where that asset requires repairs likely to be more expensive than its replacement value.

4. PRINCIPLES

Delegation

The following positions have authority to approve the disposal of assets under their control that are surplus to requirements:

- General Manager
- Senior Managers

Disposal rules

At all times, surplus assets or materials should be disposed of in a way that maximises returns whilst maximising open, transparent and effective competition. Most commonly this will be through publicly competitive process of public auction, public tender or through a secure electronic tendering/auctioning facility.

Prior to disposal, a reasonable effort is to be made to ensure no other Council area has a need for the asset.

Items of historical or cultural significance should be given special ~~regard~~regard, and any dangerous goods are disposed of only in an authorised and safe manner.

No warranty is to be offered on assets sold.

Conflict of Interest

The officer responsible for the disposal of any Council asset and the relevant Manager must ensure that no conflict of interest occurs in or ~~as a result of~~because of the asset disposal process.

Reasons for disposal

A decision to dispose of an asset may be based on one or more of the following:

- obsolescence,
- non-compliance with occupational health and safety standards,
- no use expected in the foreseeable future,
- no usage in the previous 6 months (stores stock items),
- optimum time to maximise return,
- discovery of hazardous chemicals or materials present in the asset,



- uneconomical to repair.

Preparing assets for sale

A check must be carried out to ensure assets do not contain:

- additional items not intended for sale,
- confidential documents (records, files, papers),
- documents on Council letterhead or which may be used for fraudulent purposes,
- software (which could lead to a breach of licence or contain confidential data),
- hazardous materials.

As much as is practical, any "Break O'Day Council" identifying mark should be removed or obliterated. Spare parts held for a particular item shall be disposed of in one parcel with the asset.

Destruction of assets classified as beyond economical repair

Where an asset is classified as beyond economical repair and council is unable to dispose of it through normal processes, the asset may be destroyed or removed to a waste disposal facility.

Sale of Information Technology (IT)/computer equipment

Council is bound to wipe all Council data and software applications from all hard drives, and remove external asset tags and labels connecting a machine to the Council.

5. MAJOR PLANT / EQUIPMENT DISPOSAL

Methods of disposal of assets

As appropriate, any of the following methods may be used for the sale or disposal of major plant/equipment:

- a) trade in - trading in goods to equipment suppliers,
- b) expressions of interest - seeking expressions of interest from buyers,
- c) select tender - seeking tenders from a selected group of persons or companies,
- d) open tender - openly seeking, through advertisement, tenders or buyers,
- e) public auction - by appointment of a suitably qualified auctioneer with an established reserve price.

Selection of a suitable option will include consideration of:

- the public demand and interest in the asset,
- the method most likely to return the highest revenue,
- the value of the asset,
- the costs of the disposal method compared to the expected return,
- compliance with statutory and other obligations.

Disposal Conditions

- The reasons for selecting the method of sale, including the reasons for using anything other than a tender process, will be documented in Council's records management system.
- Council Members and employees of the Council will not be permitted to purchase major plant/equipment unless the purchase is through public auction or open tender.
- Where relevant, purchasers will be required to acknowledge in writing that no warranty is given in respect of the suitability and condition of the item before purchasing any item of major plant/equipment.

6. MINOR PLANT / EQUIPMENT DISPOSAL

#AM15 – Asset Disposal Policy

Page 3 of 4

Community Groups

Council is often approached by many charities, community groups and schools who are seeking ~~excess-~~ access to computer equipment or other Council property for their use.

Council authorises the sale or gifting of minor plant and equipment to these organisations.

A check shall be made to ensure the group is not-for-profit and that the intended use of the asset is non-commercial (i.e. not-for-profit).

Methods of disposal of assets

The sale of minor plant/equipment shall be by:

public auction - sale of goods through public open process (for example for items grouped into lots such as IT equipment, phones, etc.)

Disposal Conditions

- The reserve price of individual items to be auctioned shall be determined by the relevant Manager.
- The reasons for selecting the method of sale will be documented in Council's records management system.
- Council Members and employees of the Council will not be permitted to purchase minor major plant/equipment unless through public auction only.
- Where relevant, purchasers will be required to acknowledge in writing that no warranty is given in respect of the suitability and condition of the item before purchasing any item of minor plant/equipment.
- Where items remain unsold through public auction or no interest is received by a community group(s) the item shall be either scrapped or dismantled for component recycling.

Donations

- Scrap materials salvaged from works e.g. ~~pavers-deemed~~ pavers deemed unsuitable for new Council projects may be "donated" to charities/sporting bodies with the authority of the General Manager.
- Donations of other old assets may only be made with the authority of the General Manager and only after exploring all avenues for recouping a fair value for the Council.

Council should only consider donations in response to a formal written request.

7. MONITORING AND REVIEW

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

07/25.15.0 COMMUNITY DEVELOPMENT

07/25.15.1 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:

The Community Services team is committed to ensuring that all our programs, services, and initiatives are guided by a strong commitment to access and inclusion. This approach is embedded in everything we do, ensuring that all members of our community—regardless of age, ability, background, or circumstance—can participate fully and equitably.

Our team actively advocates for inclusive practices in all the networks and meetings we are part of, both within Council and in collaboration with external partners. By championing access and inclusion at every level, we aim to foster a more connected, supportive, and equitable community for all.

2025 – 2026 Community, Council Events, Programs and Initiatives

Items listed below are supported by a Council decision or have been approved through the yearly budget process.

Grants Programs	2025-2026 Budget	Funds expended on project or forwarded to community group
Community Grants	60,000	
Art & Culture Community Grants	30,000	
School Prizes	1,000	
Contributions to Events		

Swimcart	1,000	
St Helens Athletic Carnival	2,500	
Carols by Candlelight	1,600	
Fingal Valley Coal Festival	2,000	
Pyengana Endurance Ride -	500	
St Helens Game Fishing Comp	2,000	
Marketing Valley Tourism	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	
BODRA Winter Lights	2,000	
Suicide Prevention	1,000	
Pyengana Easter Carnival	1,000	
Australia Day Event – Woodchopping	\$5,000	
Misc Donations & Events	7,500	
Wellbeing Festival	3,500	
Mannalargenna Day	2,500	
Council Sponsorship		
Funding for BEC Directory	2,000	
St Helens Marine Rescue	3,000	
Business Enterprise Centre (BEC)	28,000	
Council Sponsorship		
Seniors Day	3,000	
Australia Day event	5,000	
Volunteer Week	2,500	
Mental Health Week	500	
International Disability Day event	1,000	
Christmas Decorations	6,000	
Specific Programs & Initiatives		
Youth Services	8,000	
Welcome to Town Christmas Signs	1,500	

Updates on current projects being managed by Community Services:

Reconciliation Action Plan

Council staff are working with Councillors to develop a cultural inclusion plan that outlines specific actions and initiatives to be undertaken in collaboration with our local Aboriginal community.

Bay of Fires Master Plan

The consultants working on developing the Bay of Fires Master Plan have provided the following update:

“Thank you to all the community members and stakeholders who took the time to share their feedback on the Bay of Fires Masterplan. Your input has confirmed we're heading in the right direction.

The project team has carefully considered all the feedback and is now beginning to draft the Masterplan. We'll be bringing it back for community input in the coming months.

Engaging with the Tasmanian Aboriginal community remains one of our core principles, and we're allowing more time to ensure those important conversations can happen—especially as their capacity is limited at the moment.”

Scope of works – Rail trail – Cornwall to St Marys

Council staff have completed a draft scope of works, including a concept plan outlining the project's vision and proposed construction. These drafts have been reviewed internally with some final adjustments being made to stage the project given the funding situation.

Once we receive expressions of interest in the conceptual planning phase — which will also provide preliminary cost estimates — we will be in a position to pursue grant funding to support the delivery of the project.

Community Events/Activities

Community Services staff have been working with community members in ensuring that all the great events listed below are able to go ahead. We thank the volunteers who put a lot of their time into organising these events so that the community and visitors to our area can enjoy what we have in our municipality.

Month/Year

July 2025

- 11 – Cavaliers netball Clinic – Bendigo Bank Community Stadium
- 12 Citroen Car Club of Tasmania – St Helens Foreshore
- 14-18 – Pre Polling – Tasmanian Electoral Commission – Portland Hall
- 19 – State Election – Portland Hall
- 19 – State Election – St Marys Hall

August 2025

- 7- Building Blocks – St Marys Hall
- 18 – Vietnam Veterans Day – Portland Hall

Learner Driver Mentor Program

The new learner driver car is performing well, with positive feedback received from both mentors and learners. One Learner driver successful obtained his provisional licence this month.

Total on-road hours – 15 Hours

Total Mentors - 7

Learner in car - 7

Waiting list – 8

Graduated – 1

Community Wellbeing Project

Council staff are working on finalising the grant funds in readiness to acquit the grant.

Youth

No report at this time.

Health and Wellbeing

The Health and Social Services Network was held at the Fingal Valley Neighbourhood House on Monday 16 June 2025. The network continues to be a forum for sharing good news, stories updates and opportunities and identifying ways we might all collaborate.

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	Chris Hughes and Jenna Barr, Community Services Department
FILE REFERENCE	005\017\004\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER’S RECOMMENDATION:

1. That Council supports this event by granting a full waiver for the hire, installation, and removal of 8 banner poles.
2. That Council does not support a \$2,000 financial sponsorship to this business in delivering a satellite event as part of the broader “A Festival Called George” event.

INTRODUCTION:

The organisers of A Festival Called George are seeking Councils continued support for the 2025 event.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 7 July 2025

OFFICER’S REPORT:

There has been a change to the “A Festival called George” this year. After three years, the event organisers have realised the festival model wasn’t exactly what you’d call “sustainable” as the costs to hold the event on the St Helens Foreshore were becoming excessive having to fence off the entire event area. This event will now be held on private property to try and reduce some of the overheads in holding this event.

The Tasmanian Event Collective have made the call to pass the “A Festival called George” model to Manchild Brewing, a local brewing company, with the mission to make it more profitable, more sustainable, and just as magical.

“A Festival Called George” is an initiative celebrating local culture, creativity, and enterprise through a series of events held across the municipality. The event promotes social inclusion, supports small businesses and artists, and encourages community participation and tourism. As part of the broader program, the organisers have requested Council's support via a fee waiver for banner pole usage and a financial sponsorship for a satellite event to be hosted by a participating business.

The event organisers are seeking a waiver for the fees associated with the hire, installation, and removal of eight (8) banner poles to promote the festival. The banner displays will enhance visibility supporting attendance and public awareness.

Council has three options in considering this request:

- **(a) Full Waiver:** Council may waive all fees associated with the hire, installation, and removal of the banner poles;
- **(b) Partial Waiver:** Council may waive all fees except those directly related to cost recovery for installation and removal;
- **(c) No Waiver:** Council may determine that all associated costs are to be borne by the event organisers.

Manchild Brewing, who is now running this event has proposed to deliver a satellite event as part of the festival program. The organisers are seeking a \$2,000 financial contribution from Council to support this initiative. This event will contribute to the overall success and reach of the festival, activate a local business space, and provide additional cultural engagement opportunities for the community.

Manchild Brewing have provided the following information in relation to their request for sponsorship from Council:

“They (St Helens Bowls Club) are desperately trying to fund their new astro turf for the green and every little bit helps. I met with their treasurer over the weekend and they are as excited as I am. I am not sure if I made it clear enough in the email but the event will be entirely free and Manchild Brewing and the festival itself stand to make no profit out of this event. All proceeds will go to the St Helens Bowls Club. “

This request aligns with Council’s strategic objectives including:

- Fostering a connected and inclusive community;
- Supporting arts, culture, and local events;
- Encouraging economic development and activation of public and business spaces.

The festival presents a valuable opportunity to support local culture, small businesses, and community engagement. The banner poles provide effective event visibility, while the satellite event expands the festival’s reach. Providing financial and in-kind support represents a modest investment for strong community benefit and economic return.

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.

Break O Day Annual Plan 2024 – 2025

Actions:

- 1.2.1.2 Community Event Support – Assist the community with event delivery by providing support and assistance with planning, approvals processes, compliance and arrangements for Council assistance and resources.
- 1.2.1.3 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.

LEGISLATION & POLICIES:

CB05 – Banner Infrastructure Hire Policy

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

This event has not been allocated funding in the 2025–2026 budget, and the requested \$2,000 financial sponsorship has not been identified as a budgeted expenditure.

The cost of the banner poles – as set out below:

- **Full Waiver** – Waive all fees associated with the hire, installation, and removal of 8 banner poles.
Estimated cost: \$500.00 per pole x 8 = \$4,000.00
- **Partial Waiver (Cost Recovery Only)** – Waive all fees except for cost recovery associated with the installation and removal of 8 banner poles.
Cost recovery includes \$100.00 per pole for installation and removal, which includes the time of two (2) staff members and the use of necessary plant and equipment.
Total: \$100.00 x 8 poles = \$800.00

VOTING REQUIREMENTS:

Absolute Majority

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes and Jenna Barr, Community Services Department
FILE REFERENCE	018\019\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

1. That Council provide \$1,000 to assist the Scamander Garden Club with their event “ A Burst of Summer Flower Show in the Bay of Fires” which is being held on 31 January 2026
2. That Council include the sum of \$1,000 in any future budgets for this event as Council sponsorship

INTRODUCTION:

Council has received a written request to assist the Scamander Garden Club with funding to help them with their event “A burst of Summer Flower show in the Bay of Fires”

PREVIOUS COUNCIL CONSIDERATION:**Council Workshop 7 July 2025****OFFICER'S REPORT:**

The Scamander Garden Club will host its second "Burst of Summer Flower Show" on Saturday, 31 January 2026, at Portland Hall in St Helens. The Club is seeking \$1,000 in sponsorship from Break O'Day Council to support the ongoing development and delivery of this community event.

The requested funding would assist with a range of costs, including advertising and promotional activities, printing (programmes and certificates), venue hire, tablecloths for displays, and general expenses related to community engagement. This includes involving local school students, residents of Medea Park, and providing materials to support their participation.

Following a 20-year break, the inaugural show was held in January 2025 and was met with widespread praise from both participants and attendees. The event celebrated gardening and community spirit, drawing over 400 locals and visitors, including the President of Garden Clubs of Australia.

The Scamander Garden Club, which has served the Break O'Day community for over 50 years, has recently welcomed members of the now-closed St Helens Garden Club. Together, they are committed to growing this event into a regional highlight.

The Flower Show encourages broad participation, with entry open to all — from experienced gardeners to enthusiastic beginners, and includes a wide variety of categories, including children's

competitions. In 2025, a special flower arranging competition was introduced exclusively for Medea Park residents, fostering inclusion and community spirit.

Plans for the 2026 show include greater involvement from local groups such as the schools and Medea Park, aligning well with other events in the area and offering an enriching experience for attendees. The show is timed for the peak of summer, when gardens are in full bloom and the region sees a high number of tourists. With growing interest from across Tasmania, including early expressions from potential participants and judges statewide, the event is well-positioned to attract even more visitors and entries in 2026.

Should the Club be successful in securing Council sponsorship, Break O'Day Council will be acknowledged as an official sponsor of the event.

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.

Break O Day Annual Plan 2024 – 2025

Actions:

- 1.2.1.2 Community Event Support – Assist the community with event delivery by providing support and assistance with planning, approvals processes, compliance and arrangements for Council assistance and resources.
- 1.2.1.3 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.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are budget implications to Council as this request was not considered as part of the 25-26 budget, but funds are available through the budget line Miscellaneous donations.

VOTING REQUIREMENTS:

Absolute Majority

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community Services
FILE REFERENCE	004\008\007\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council investigate the installation of security cameras at the Mathinna Recreation Ground in response to ongoing reports of alleged inappropriate or anti-social behaviour occurring on weekends and pursue relevant grant funding opportunities to cover the associated installation costs.

INTRODUCTION:

That Council consider the installation of CCTV cameras at the Mathinna Recreation Ground. The goal of this initiative is to deter negative behaviour, improve safety, and provide a means of identifying individuals responsible for any future incidents.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 7 July 2025

OFFICER'S REPORT:

Council acknowledges the concerns raised by members of the community regarding reports of antisocial behaviour occurring at the recreation ground, particularly during weekends. In response to these concerns, Council staff are proposing the installation of CCTV cameras as a proactive measure to deter inappropriate behaviour, enhance public safety, and safeguard Council-owned infrastructure.

To ensure the effectiveness of the proposed CCTV system, an assessment of the proposed area will be undertaken which will look at camera visibility, coverage of high-risk zones, potential privacy impacts, and technical requirements including access to power and data storage. These considerations will inform the strategic placement of cameras to achieve optimal results.

CCTV systems provide considerable benefits in addressing antisocial behaviour within small community towns, especially in public spaces like recreation grounds. Although designed for community enjoyment and social interaction, these areas can sometimes become sites for vandalism, littering, alcohol misuse, and intimidating behaviour, particularly after hours. The presence of CCTV acts as a strong deterrent, with individuals less likely to engage in unlawful or disruptive activity when they know their actions are being recorded. The visibility of cameras reinforces accountability and encourages respect for shared community spaces.

In addition to deterring inappropriate behaviour, CCTV supports the efforts of Tasmania Police by providing reliable video evidence to assist in identifying offenders and supporting prosecutions where necessary. The availability of recorded footage also enables the timely resolution of complaints, reducing the reliance on conflicting accounts and enhancing the efficiency of investigations. This fosters greater transparency and helps to build trust between the community and public authorities.

Furthermore, the implementation of CCTV contributes to an increased sense of safety for all community members, particularly parents, children, and vulnerable individuals who may feel apprehensive about using public facilities. By demonstrating a commitment to maintaining a secure and welcoming environment, Council helps instil community pride and encourages the positive use of recreational spaces. Over time, this approach can lead to stronger community engagement, improved public amenity, and a lasting reduction in antisocial activity.

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

Key Focus Area:

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.

Break O Day Annual Plan 2024 – 2025

Actions:

1.3.1.4 Portland Court Building - Develop the use of the former Hub 4 Health building through a co-design process with the community.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Quotes to be sourced if Council agree to instal CCTV at the Mathinna Recreation Ground. Based on previous quotes for installation of CCTV cameras, it may cost in the vicinity of \$25,000 but this will need to be firmed up if the recommendation is supported.

Other options that could be considered would be portable surveillance cameras that can be placed in an area for a certain period of time.

VOTING REQUIREMENTS:

Simple Majority

07/25.16.0 DEVELOPMENT SERVICES

07/25.16.1 Development Services Report

ACTION	INFORMATION
PROPONENT	Department
OFFICER	Development Services Coordinator
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. Falmouth Community Centre Upgrades & Falmouth Toilet Replacement final design plans and building application package being progressed.
2. Industrial Land Use Strategy progressing in consultation with REMPLAN;
3. ERA Planning & Environment for Scamander & Beaumaris Structure Plan progressing.;
4. Further Plan Build Demonstrations provided to Development Services Staff.

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 2023 / 2024
NPR	4	5	4	6	2	1	1	2	6			1	32	
Permitted	1	4	1	8	1	1	6		4			2	28	
Discretionary	14	6	8	5	9	10	9	8	11	3	4	7	94	
Amendment	4	2	2	3	1	2	1	2	2	8	2	1	30	
Strata	1					2	1			1	2	2	9	
Final Plan		2	1			2		1	1		1	1	9	
Adhesion												1	1	
Petition to Amend Sealed Plan			1		1								2	
Boundary Rectification														
Exemption														
Total applications	24	19	17	22	14	18	18	13	24	12	9	15	205	242

Ave Days to Approve Nett *	21.8 7	20.21	22.94	17.18	46	22.1 6	32.61	34	24.62	27.5	25.33	29.6 6	27
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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:

Jun 2025

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
190-2014 STRATA AMEND NO 3	Scamander	Amendment to Disclosure Statement	STRATA	5	5
159-2024 FINAL	St Helens	Boundary Adjustment - Final Plan of Survey	FINAL	7	7
044-2025	Binalong Bay	Dwelling Alterations and Construction of a Deck Extension and Retaining Walls	S57	71	37
078-2025	St Helens	Shed	NPR	21	21
089-2025	Beaumaris	Adhesion Order	ADHESION	20	20
068-2025	St Helens	Boundary Adjustment	S58	28	28
011-2024 AMEND	Gray	Minor Amendment - Multiple Design Changes	S56	21	21
023-2025	Scamander	Construction of a Dwelling and Shed	S57	50	42
059-2024	St Marys	4 Lot Subdivision	S57	68	42
043-2019 STRATA	Falmouth	Strata Lot 300 - (Future Lots 20 & 21)	STRATA	19	19
047-2025	Falmouth	Construction of a Visitor Accommodation Unit	S57	43	42
002-2025	St Marys	Construction of a Garage and Attached Carport	S57	157	52
049-2025	Stieglitz	Construction of a Dwelling and Outbuilding	S57	43	42
011-2025	St Helens	Demolition of Old Hospital	S58	26	26
038-2025	Mathinna	Construction of a Shed	S57	62	41

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Denotes Applications Requiring a Planning Authority Decision due to representations being received.

Strategic Planning Projects in the 2024/2025 financial year

Description	Percentage Complete	Current Update
Scamander/Beaumaris Township Structure Plans - Develop Project Brief and engage consultancy to undertake the work.	100%	<p>ERA Planning & Environment have been engaged to complete this Project work.</p> <p>This action is now complete with the consultancy work scheduled to be completed prior to 30 December 2025.</p> <p>The first round of consultation with staff and elected representatives has occurred. The Engagement Strategy for stakeholders and community has been completed and will commence shortly.</p> <p>The consultants have commenced work on the state of play report.</p>
Break O'Day Council Land Use Strategy 2015 - Project Brief to be developed for implementation	15%	<p>Review of the Land Use Strategy has been completed.</p> <p>Review of Low Density Residential and Rural Living land has commenced. Currently on hold as we progress the Structure Plan and Industrial Land use study.</p> <p>A budget proposal for a Rural Living Strategy was unable to be considered in the 2025/2026 budget but further work internally will continue.</p>
Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy.	75%	<p>Break O'Day is actively participating in the review of the Northern Tasmania Regional Land Use Strategy (NTRLUS) through the Regional Planning Group (RPG).</p> <p>The consultants are currently working on the Strategic Directions document following workshops with council staff, elected representatives and state government agencies.</p>
Industrial Land Use Study - Complete the 'Scoping Study' and progress the study to identify future demand, land analysis, constraints and opportunities.	60%	<p>The Scoping Study is completed and REMPLAN have been appointed to complete the follow on phase of an Industrial Land Study.</p> <p>Project work has commenced and a workshop with elected members has been completed. Consultation with internal staff continues.</p> <p>The stakeholder engagement strategy has been completed and a survey has been released. A further survey will be released shortly with one on one consultation being sought with relevant stakeholders.</p>

BUILDING PROJECTS REPORT

Projects Completed in the 2025/2026 financial year

Description	Location	Updates
NIL		

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

Description	Location	Updates
Building upgrades	St Marys Railway Station	<ul style="list-style-type: none"> Repainting identified as priority which is currently being scheduled.
Air-conditioning upgrades & completion of external painting	Council Office	<ul style="list-style-type: none"> Internal lighting upgrades to LED fittings currently being installed; Air Conditioning Upgrades Scheduled for completion during July 2025.
Demolition & Construction of New Public BBQ Facility and Associated work	Village Green, Binalong Bay	<ul style="list-style-type: none"> Works commenced and scheduled for completion by end July 2025.
Additions & Internal Alterations	Falmouth Community Centre	<ul style="list-style-type: none"> Pending structural design package and regulatory approvals. Works are planned to progress in September 2025 pending above.
Demolition of Existing Toilet & Construction of New Facility	Beach Reserve, Falmouth	<ul style="list-style-type: none"> Pending structural design package and regulatory approvals. Works are planned to progress in September 2025 pending above.

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

Description	Location	Updates
Repair Render & Repaint Front Facade	Portland Hall, St Helens	<ul style="list-style-type: none"> Works scoping to be conducted in conjunction with design work for Memorial Park toilet replacement. New Budget approved in capital works program.
Community Consultation, Design & Development Approval Phase – Public Toilet Replacement	Memorial Park, St Helens	<ul style="list-style-type: none"> Community engagement phase to commence as priority in conjunction with consultant designer who has now been appointed;

		<ul style="list-style-type: none"> Initial concepts drawings have been completed and the consultation phase is to be scheduled.
Internal Renovations	Hub 4 Health, Portland Court, St Helens	<ul style="list-style-type: none"> Budget approved in capital works program.
Refurbish Toilet & Shower Facility	St Marys Sports Complex	<ul style="list-style-type: none"> Budget approved in capital works program.
Installation of Roof Mounted Solar Panels	St Marys Hall	<ul style="list-style-type: none"> Budget approved in capital works program.
Installation of Roof Mounted Solar Panels	Fingal Depot	<ul style="list-style-type: none"> Budget approved in capital works program.
Replacement of Roof Cladding	St Marys Tennis Club	<ul style="list-style-type: none"> Budget approved in capital works program.
Replacement of Roof Cladding	Pyengana Hall	<ul style="list-style-type: none"> Budget approved in capital works program.
New Solar Powered Power Supply & Electrical Fit-out	St Marys Waste Transfer Station	<ul style="list-style-type: none"> Budget approved in capital works program.
New Ceiling Insulation & Roof Replacement	St Helens Works Depot Office building	<ul style="list-style-type: none"> Budget approved in capital works program.
Structural Stabilisation Works	St Marys Exhibition building	<ul style="list-style-type: none"> Budget approved in capital works program.
New Public BBQ Facility – Design Phase	Pyengana Recreation Ground	<ul style="list-style-type: none"> Budget approved in capital works program.
Toilet/Amenities Replacements – Design Phase	St Helens Foreshore	<ul style="list-style-type: none"> Budget approved in capital works program.

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

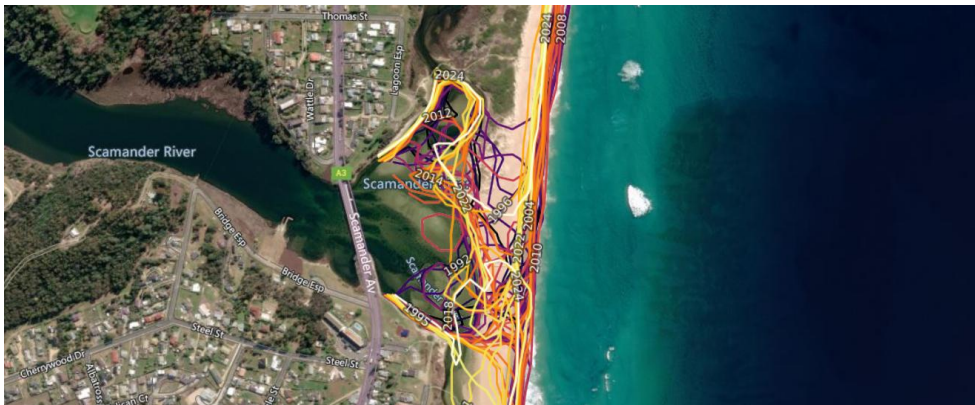
Building Services Approvals Report
June 2025

No.	BA No.	Town	Development	Value
1.	2024/00205-STAGE 2	St Helens	New Dwelling	\$306,000.00
2.	2024/00142	St Helens	New Industrial Storage, Shipping Containers (x2) with roof over	\$112,000.00
3.	2025/00061	St Helens	New installation - Solar Panels	\$11,525.00
4.	2024/00123	Ansons Bay	New Visitor Accommodation (x2), Deck, Shed & Outbuilding	\$500,000.00
5.	2024/00210	Scamander	Demolition (Shed) & New (Shed)	\$36,000.00
6.	2022/00304	Scamander	New Dwelling & Deck	\$115,000.00
7.	2019/00043-LOT 2 (AMEND)	Falmouth	Amendment for Deck, Spa & Pool Fencing (Visitor Accommodation)	N/A
8.	2024/00153-STAGE 2	St Helens	New Dwelling, Deck & Carport	\$450,000.00
9.	2025/00109	Stieglitz	New Solar Panel Installation	\$14,000.00
10.	2025/00042	Scamander	New Shed with Amenities	\$40,000.00
11.	2024/00202	Stieglitz	Plumbing only – Amenities to shed	N/A

ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2023/2024	2024/2025
	\$29,083,209.00	\$28,407,167.00

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2024	2025
	June	\$1,992,000.00	\$1,584,525.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2023/2024	2024/2025
	June	173	134

Description	Updates
NRM Committee	The Break O'Day Council NRM Committee Meeting met on Tuesday 10 June. It received a briefing from consultants working on the Scamander-Beaumaris Structure Plan project for Council.
Scamander Coastal Hazards and Flood Risk Management project	<p>A community workshop, site inspections and conversations with stakeholders were held during the first 'information gathering' visit to the Scamander River mouth by project consultants. Over thirty people attended the information workshop to hear about the dynamic coastal processes at the mouth of the river, its history and future with climate change, the significant erosion and inundation hazards, and strategies to manage and adapt to them.</p>  <p>The Scamander Coastal Hazards and Flood Risks Pathways Planning project is identifying the assets and values at risk first, which includes homes and infrastructure, its popularity for river and beach recreation and natural values. With further community and stakeholder input, it will work through management options for the coastal and flood risks and evaluating them for the best long term adaption pathways plan.</p> <p>A project webpage is available on Council's website under: My Council > Current Projects and Activities.</p>
Community Awareness & Engagement	<p>This year's Irapuna / Bay of Fires Community Weekend beach walks have been organised for August. Council contributes logistical support to this annual event organised by the Wildcare Friends of Irapuna Coast, with the PWS, Tasmanian Walking Company, Tasmanian Aboriginal Land Council, and this year with funding support through a hooded plover project by NRM North with Australian Government's Saving Native Species program.</p> <p>The walks to help clean-up sea spurge and marine debris from 60km of coastline and are being held on 2 and 22-24 August.</p>
Cat Management	Plans to control large colonies of semi-owned cats at Weldborough and Scamander are progressing. Investigations are showing that well-meaning free-feeding of stray and roaming cats leads to large populations of cats (colonies) developing, with increased predation of native animals and incidence of disease and parasites in the cats.

A cat trapping expert has inspected the sites to provide advice and training for Council, and Parks and Wildlife Service (PWS) staff. As well as the PWS, Council is collaborating with the RSPCA, Invasive Species Branch of Biosecurity Tasmania, the local Vet and Just Cats.

PUBLIC HEALTH REPORT

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	2024/2025		2023/2024	
	Persons	Vaccinations	Persons	Vaccinations
July - December	5	5	19	20
January - June	134	136	153	154
TOTAL	139	141	172	174

Sharps Container Exchange Program as at 9 July 2025

Current Year	Previous Year
YTD 2024/2025	YTD 2023/2024
75	84

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

ACTION	DECISION
PROPONENT	NRM Special Committee
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	010\028\003\
ASSOCIATED REPORTS AND DOCUMENTS	Charter for the Break O'Day Council Natural Resource Management Committee - September 2021

OFFICER'S RECOMMENDATION:

That Council appoint Councillor Vaughan Oldham as its third representative on Council's Natural Resource Management Special Committee.

INTRODUCTION:

The Council's Charter for its Natural Resource Management (NRM) Committee provides for appointment of three Council representatives to the Committee.

PREVIOUS COUNCIL CONSIDERATION:**Council Meeting 19 May 2025**

05/25.16.3.606 Moved: Clr B LeFevre/ Seconded: Clr K Chapple

1. That Council reappoint Mr Craig Lockwood and Mr Todd Dudley to the Natural Resource Management Special Committee, respectively as representatives of the marine and aquaculture sector and community conservation.
2. That Council appoint one of its Councillor representatives as Chair of the Natural Resource Management Special Committee.

Clr Ian Carter nominated Clr Liz Johnstone as Chair. Clr Liz Johnstone accepted the nomination.

CARRIED UNANIMOUSLY**OFFICER'S REPORT:**

Following Council's Meeting in May one of the three Councillor representative positions on its NRM Committee became vacant.

At this month's Council Workshop discussion Clr. Vaugh Oldham indicated an interest in taking up the role on the Committee.

His background and experience in farming in the George catchment would provide the NRM Committee with valuable depth and perspectives.

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

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

LEGISLATION & POLICIES:

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

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority



CHARTER

FOR THE

BREAK O'DAY COUNCIL NATURAL RESOURCE MANAGEMENT COMMITTEE

This Charter¹ sets out the terms for the establishment and operation of Break O'Day Council's Natural Resource Management (NRM) Committee as *Special Committee of Council* under the Local Government Act 1993, Section 24.

NRM Committee

The composition and representation of the NRM Committee is as follows:

Council	three Councillor representatives	3
Community	two individual or local interest group representatives	2
Community conservation	one local conservation interest representative	1
Aboriginal community	one representative	1
Agricultural sector	two representatives	2
Public land management	one representative from the Parks and Wildlife Service and one representative from the forest industry	2
Marine and aquaculture	one local industry representative	1
Education sector	one representative from schools or early or higher education	1
		13

Skill base required

- Primary production
- Community group on-ground expertise
- Conservation management
- Public Reserve management and Forestry expertise
- Marine management
- Environmental projects design and implementation

¹ This Charter is based on the *Charter for Meander Valley Council Natural Resource Management Committee*, which Break O'Day Council gratefully acknowledges.

Council representatives appointed for four year terms following normal four yearly Council elections. All other representatives appointed for two year terms. Nominating bodies to review their representation accordingly, every four and two years respectively.

Nominations of proxies for members, that are consistent with their representation on the Committee, may be recommended by the Committee for appointment by Council.

All appointments are at the discretion of Council.

The Chairperson of the Committee shall be a member appointed by Council.

Terms of Reference

1. To promote the protection, effective management and sustainable use of Break O'Day Municipality's natural resources, including flora and fauna, coastal and marine assets, soils, water and atmosphere, through implementation of the Break O'Day Environment and NRM Action Plan and Strategy.
2. To evaluate progress towards the objectives of the Break O'Day Environment and NRM Action Plan and Strategy.
3. To provide support and advice to Council on issues referred to the Special Committee by Council.
4. To bring before Council significant matters relating to management of natural resources which require attention and/or are not incorporated in the Break O'Day Environment and NRM Action Plan and Strategy.
5. To represent the views of the Break O'Day community or sections of the community as they relate to social, economic and environmental implications of natural resource management activities.

Natural Resource Management Committee Responsibilities

1. To undertake its Terms of Reference
2. To provide timely information to the General Manager, or Council as requested through the General Manager
3. To comply with statutory requirements, State Government policies and Council policies
4. Work together as a positive and proactive team, treating all people fairly and with respect, to hear representative's differing points of view, focus on the issues and accept the consensus of the Committee
5. Hold at least three NRM Committee meetings every year unless otherwise determined by the NRM Committee. Additional meetings may be convened if and when required by members;
6. The business for meetings shall include confirmation of minutes, review of any outstanding business, reports from NRM and relevant officers and to consider NRM projects or issues and recommended actions
7. Members to attend at least three (3) meetings of the Committee each year
8. A quorum for decision-making is six members with one at least being a Councillor member. However in the absence of a quorum being present at a meeting, urgent matters relating to the agenda of that meeting can be determined
 - by at least six (6) members communicating their agreement at that meeting and/or by written or electronic communication subsequently
 - and where these decisions are ratified at the next meeting.

Council responsibilities

1. Provide a meeting venue for the Committee as required to fulfil its functions;
2. Provide support to the Committee;
3. To give appropriate and timely consideration to Committee recommendations;
4. Allow the formation of Subcommittees under Committee guidance where special circumstances warrant it; and
5. Consult prior to and provide reasonable notice of any changes it intends to make with respect to the NRM Committee and Charter.

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 matters which are being dealt with by the General Manager and with other Council Officers where required.

PREVIOUS COUNCIL CONSIDERATION:

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

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

17.06.2025	Fingal	– Fingal Post Office, attended the community meeting Pat the Fingal Valley Neighbourhood House (FVNH) to discuss the discuss matters relating to the Fingal Post Office, including its current status and community concerns.
19.06.2025	MS Teams	– Scamander Sports Complex project, meeting with ERA Planning and Environment to finalise the community engagement relating to the future recreational requirements of the Scamander and Beaumaris communities.
20.06.2025	MS Teams	– Circular North Steering Committee Meeting, quarterly meeting of the regional body, key items included 25-26 Budget and Operational Plan; funding arrangements with the State Government; and potential innovation project.
23.06.2025	MS Teams	– TasWater General Meeting
23-27. 06.2025	Canberra	– Australian Local Government Association's (ALGA) National General Assembly. An opportunity to advocate for better federal funding, policy reforms and effective partnerships.

26.06.2025	MS Teams	– East Tas Education and Employment (ETEE), meeting of Interim Board to address matters relating to the Study Hub Centre project.
07.07.2025	St Helens	– Council Workshop
08.07.2025	MS Teams	– ESRP St Marys Childcare Needs Analysis, scheduled meeting with consultants undertaking this project to review progress and the key elements they are currently working on.
09.07.2025	MS Teams	– NTDC Population Program, meeting with Northern Tasmania Development Corporation (NTDC) and Council's Economic Development Officer to participate in the initial consultation regarding the Regional Population Program. NTDC were seeking to gain an understanding of the focus of Council on matters relating to population.
10.07.2025	MS Teams	– East Tas Education and Employment (ETEE), meeting of interim Board to progress matters relating to the Study Hub Centre.
11.07.2025	Launceston	– NTDC's State election priorities session, forum involving Councils, NTDC representatives and available candidates from the Bass and Lyons electorates to discuss the region's top priorities for the state election.

Meetings & Events Not Yet Attended:

11.07.2025	Launceston	– Northern Region General Managers meeting
16.07.2025	St Helens	– Break O'Day Employment Connect (BODEC), monthly meeting of the Board which oversees this project.
21.07.2025	St Helens	– Council Meeting
21.07.2025	St Helens	– Citizenship Ceremony welcoming new members to our community.

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 and stakeholders included Sally Faulkner (Scamander Sports Complex), Stuart Hollingsworth (Department of State Growth), Mark Hennessy and Kim Towns.

Brief Updates:

Scamander Sports Complex

Following presentations from the Scamander River Golf Club and the Scamander sports Complex Committee regarding the need for additional facilities on the site, Council officers met with the various users of the Scamander Sports Complex to discuss current and future needs and to identify the challenges being experienced. This very much provided a focus on current uses and users and did not provide a broader view of what is actually required to meet community needs. The current Scamander-Beaumaris Structure Plan process has provided Council with an opportunity to engage more broadly with the communities in relation to the actual needs of the community. The brief associated with this project has been expanded to specifically focus on the recreation elements for the future. The outcomes from this work will then be fed into developing a more detailed Master Plan for the site.

Communications Report

TOPIC	ACTIVITY	PROGRESS
GENERAL COMMS	BODC Newsletter	Sent out 1 week ago. Included stories on: <ul style="list-style-type: none"> • Bay of Fires Winter Arts Festival Celebrates 12 Years of Creativity • Serpenterium Wildlife Park: Local Volunteers Caring for Our Bushland • Lighting the Way: New Solar Lights Set to Enhance Georges Bay Multi-User Track • TasWater Sewer Pipe Upgrade - St Marys Rivulet
	Website	<ul style="list-style-type: none"> • St Helens Neighbourhood House - Carers Group Meeting – 22 July 2025
	Valley Voice: Five minutes with the Mayor	Mayor's piece about: <ul style="list-style-type: none"> • Break O'Day Council advocating our priority projects ahead of the State Election • Changes to waste and recycling collection begin 7 July 2025
	North Eastern Advertiser	Mayor's piece about: <ul style="list-style-type: none"> • Congratulations to the Bay of Fires Winter Arts prize winners
SOCIAL MEDIA	Break O'Day Council	<ul style="list-style-type: none"> • Waste and Recycling collection changes • Australia Post – EOI for Fingal Post Office
	Shared Social Media Posts	<ul style="list-style-type: none"> • Cavaliers Netball Clinic • Fisheries Tasmania – Winter fishing clinics • Child and Family Learning Centre – NAIDOC event • St Helens Library – School holiday events
SURVEYS	Scamander- Beaumaris Structure Plan	https://qk3eatkr196.typeform.com/to/tafcOIFr?typeform-source=www.scamander-beaumaris.com
COMMUNITY ENGAGEMENT	Scamander- Beaumaris Structure Plan	First round of community consultation is open from Thursday 10 July to Wednesday 6 August 2025
	Expression of Interest	Bay of Fires Steering Committee Member
EMPLOYMENT	Break O'Day Council	Corporate Services Officer – closes 18 July 2025
EMAIL DATABASES	Continuing to develop	Continuing to collect email addresses for the newsletter and township databases. This has been going well with all the consultation underway, which is used as an opportunity

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
DA 209-2024 126 Tully Street, St Helens	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
DA 089-2025 15-17 Reedy Road, Beaumaris	Affixing Common Seal	Adhesion Order	Number 21 – Miscellaneous Powers and Functions to the General Manager
Learner Driver Mentor Program	Affixing Common Seal	Grant Deed	Number 21 – Miscellaneous Powers and Functions to the General Manager
DA 323-2021 26 Coffey Drive, Binalong Bay	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
DA 323-2021 26 Wrinklers Drive, Scamander	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
Volume 161402 Folio 201 6-8 Scamander Avenue, Scamander	Affixing Common Seal	Deed of Agreement	Number 21 – Miscellaneous Powers and Functions to the General Manager
Georges Bay Walking Track	Affixing Common Seal	Deed of Variation	Number 21 – Miscellaneous Powers and Functions to the General Manager
Provision of Statutory Valuation Services	Affixing Common Seal	Contract	Number 21 – Miscellaneous Powers and Functions to the General Manager

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

DATE	DOCUMENT	ADDRESS	PID OR DA
02.06.2025	337 Certificate	111 St Helens Point Road, Stieglitz	7440519
02.06.2025	337 Certificate	13 Sunnybank Close, St Helens (Unit 2)	9193300
03.06.2025	337 Certificate	23 Parnella Drive, Stieglitz	7147857
04.06.2025	337 Certificate	19 Talbot Street, Fingal	6412452
04.06.2025	337 Certificate	313 Binalong Bay Road, St Helens	6804042
04.06.2025	337 Certificate	6 Beaumaris Avenue, Beaumaris	6787203
04.06.2025	337 Certificate	10 Peron Street, Stieglitz	6785494
05.06.2025	337 Certificate	15 Malibu Street, Scamander	9340244
05.06.2025	337 Certificate	53 Parnella Drive, Stieglitz	2253343
05.06.2025	337 Certificate	79 Tully Street, St Helens	7371402
10.06.2025	337 Certificate	24 Freshwater Street, Beaumaris	2905866

11.06.2025	337 Certificate	4 Cooper Street, Seymour	6406626
11.06.2025	337 Certificate	Bent Street (CT103415/3), Mathinna	7884953
11.06.2025	337 Certificate	48 Winifred Drive, Scamander	9837159
12.06.2025	337 Certificate	89 Medeas Cove Road (CT223041/1), St Helens	7440826
12.06.2025	337 Certificate	9 View Street, St Helens	7827959
13.06.2025	337 Certificate	71 Cecilia Street, St Helens	6793515
16.06.2025	337 Certificate	83 Acacia Drive, Ansons Bay	7197942
16.06.2025	337 Certificate	89 Medeas Cove Road (CT230424/1), St Helens	7440826
16.06.2025	337 Certificate	49 Winifred Drive, Scamander	9837151
16.06.2025	337 Certificate	8 Story Street, St Marys	6405324
17.06.2025	337 Certificate	Upper Scamander Road (CT248731/1), Scamander	6792782
17.06.2025	337 Certificate	1/4 Tully Street, St Helens	7632107
18.06.2025	337 Certificate	10 Dune Street, Scamander	6405674
19.06.2025	337 Certificate	328 Gardens Road, Binalong Bay	1951238
19.06.2025	337 Certificate	3 Tully Street, St Helens	6795713
19.06.2025	337 Certificate	34 Peron Street, Stieglitz	6785347
23.06.2025	337 Certificate	14-16 Palm Court, St Helens	2925701
23.06.2025	337 Certificate	77b Tully Street, St Helens	3370816
25.06.2025	337 Certificate	53 St Helens Point Road, Stieglitz	6789866
25.06.2025	337 Certificate	1 Hugh Street, St Marys	6403468
27.06.2025	337 Certificate	34 Treloggen Drive, Binalong Bay	6798340
27.06.2025	337 Certificate	15 Ti-Tree Drive, Ansons Bay	7156411
27.06.2025	337 Certificate	29 Grant Street, Fingal	6410879
30.06.2025	337 Certificate	7 Talbot Street, Fingal	6412524
30.06.2025	337 Certificate	47 North Ansons Road, Ansons Bay	6810637
30.06.2025	337 Certificate	9 Ocean Drive, Beaumaris	1812836

Tenders and Contracts Awarded:

Nil

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	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\006\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Council Meeting Procedures 2025 Draft Council Meeting Agenda Template Local Government (Meeting Procedures) Regulations 2025 (provided separate under cover)

OFFICER'S RECOMMENDATION:

That Council approve the updated Council Meeting Procedures 2025 and Council Meeting Agenda Template in accordance with the amendments to the *Local Government (Meeting Procedures) Regulations 2025*.

INTRODUCTION:

The Local Government (Meeting Procedures) Regulations 2015 is an important part of the local government legislative framework in Tasmania. The Meeting Procedures Regulations are made under the *Local Government Act 1993 (the Act)*.

Regulations last for 10 years and are then required to be 'rewritten' (or remade). This requirement is set out under *section 11(2) of the Subordinate Legislation Act 1992*.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 7 July 2025

OFFICER'S REPORT:

The Department of Premier and Cabinet has provided an updated version of the proposed draft regulations following initial sector consultation. While many core provisions remain unchanged, key amendments have been introduced to better align the regulations with contemporary expectations around governance, accountability, and inclusivity.

Amendments since the previous Discussion Paper include:

2015 Meeting Procedures regulation number	2025 Meeting Procedures regulation number	Title	Change
		PART 1 - PRELIMINARY	
1	1	Short title	Amended
Intent: Updated date to 2025.			
2	2	Commencement	Amended
Intent: Updated date to 2025.			

2015 Meeting Procedures regulation number	2025 Meeting Procedures regulation number	Title	Change
3	3	Interpretation	New interpretations
Intent: <i>Changes recommended by the Office of Parliamentary Counsel (OPC):</i> <ul style="list-style-type: none"> • ‘workshop’ interpretation moved to regulation 10 as it is the only reference in the Regulations. • new interpretations: minutes, motion without notice, motion with notice, public question on notice, public question without notice, question on notice, question without notice. 			
Schedule 1	4	Fees	Moved, no change
Intent: <i>Recommended by OPC – moved from schedule to body of Regulations.</i>			
		PART 2 - MEETINGS	
		Division 1 -- Convening and agendas	
4	5	Convening council meetings	Amended
Intent: <i>Clarification provided for the meaning of majority in this regulation. ‘On a date determined by the Minister’ has been removed from 5(4) on advice from OPC. There is no power for this in the Local Government Act 1993.</i>			
-	8	Statement to be made at meetings	New
Intent: <i>This notifies attendees at meetings that the meeting is to be recorded and promotes respectful participation</i>			
8	10	Agenda	Amended
Intent: <i>‘Applications’ for leave of absence changed to ‘requests’ for leave of absence. New reference to notifications of leave of absence for parental leave. ‘Pecuniary’ has been removed so that all interests are to be declared and not just pecuniary interests. Councillor question time and councillor motions with notice have been included for items that may be included in the agenda.</i> Note <i>that the recording of councillor questions in the minutes as per regulation 39 relates to questions asked by councillors under the specific agenda item ‘councillor questions’. It is not intended that every question asked by a councillor during other parts of a meeting is subject to regulation 39.</i>			
11	13	Quorum	Amended
Intent: <i>The definition of ‘pecuniary interest’ has been moved to this regulation from the interpretation section as it is only referred to in this regulation.</i>			
13	15	Adjournments	Restructured
Intent: <i>Slight change to the order of provisions as suggested by OPC.</i>			
15	17	Closed meetings	Amended
Intent: <i>Regulation 17(2)(h) has been separated to enable a matter to be heard in a closed session if it is either personal and confidential or provided on the basis it be kept confidential. For example, when information concerning the nature and location of a place or an item of Aboriginal significance on community land is included in an agenda item it will now be able to be included in a closed session. Notifications of parental leave have been added so they can be heard in closed session. Regulation 17(5)(c) has been amended so that the chairperson can invite a person to a closed session to provide service, assistance or support to the meeting. For example, this will allow councils to have an audio technician present to record a closed session.</i>			
		Division 2 -- Motions	Restructured and amended
16	18	Motions generally	

2015 Meeting Procedures regulation number	2025 Meeting Procedures regulation number	Title	Change
<p>Intent: The provisions about motions have been separated into three sections to promote clarity and implementation.</p> <p>Regulation (6) - the reasons a motion can be refused have been expanded to include if a motion 'does not relate to the activities, or functions, of the council.</p>			
19	19	Written notice of motion	Restructured and amended
<p>Intent: Clarifies that if the motion is accepted that it is to be included on the next agenda.</p>			
20	20	Motions without notice	Restructured and amended
<p>Intent: Clarifies that any previous motions without notice that were set aside are to be heard.</p>			
		Division 4 -- Questions	
-	33	Questions generally	New
<p>Intent: The provisions about questions have been separated into sections to promote clarity and implementation.</p> <p>33(1) - 'Relevant entity' is included to clarify who is responsible for making decisions on acceptance or refusal of questions. For example, if the question is provided before the meeting the general manager makes the decision, if the question is raised without notice at the meeting the chairperson makes the decision. Noting that the chairperson and general manager always have the option of consulting each other for guidance/support.</p> <p>33(2) and (3) – Clear guidance is provided as to what is and isn't acceptable for questions. Note that statements can still be invited and provided under regulations 44 and 46.</p>			
29	34	Questions without notice by councillor	Restructured
30	35	Questions on notice by councillor	Restructured
-	36	Questions by member of the public	Restructured
<p>Intent: Questions from the public will also need to comply with guidance about what is and isn't acceptable in regulation 33(2) and (3).</p>			
-	37	Questions without notice by member of the public	Restructured
-	38	Questions on notice by member of the public	Restructured
		Division 5 -- Minutes	
32	39	Minutes	Amended
<p>Intent: The list of matters to be included in council minutes is referred to as the minimum requirement.</p> <p>39(1)(f) – identifies what is to be recorded in the minutes related to declarations of interest. The term 'member' and 'close associate' have been removed as the Meeting Regulations only relate to council meetings and council committee meetings. Close associates and members are members of special committees or other meetings not covered by the Meeting Regulations.</p> <p>Note the Office of Local Government is working on declarations as provided in the Local Government Act and further information will be provided to councils as part of that process.</p> <p>Clarification is provided about what is to be recorded for questions from councillors and members of the public.</p>			

Questions that are refused no longer have to be included in minutes except for the reason of refusal, the name of the person who asked the question and the date of the meeting. This prevents inappropriate questions being recorded.

39(3) – is a new avoidance of doubt provision to clarify that the written minutes are the true record of the meeting.

		PART 3 – GENERAL PROVISIONS	
33	43	Audio recording of meetings	Amended
<p>Intent: The audio recording of meetings has been changed from ‘may’ to ‘is to’. The intent is to make council meetings more accessible to more people. The recordings are to be provided sooner (within five business days) than minutes making the flow of information more efficient. An audio recording is the minimum requirement but councils may also use audio visual or live recordings and do not need to also provide an audio recording.</p> <p>Councils are to publish recordings for a minimum of 12 months and keep them for a minimum of two years.</p> <p>Recordings can be edited to remove harmful or unlawful content. Edited versions are to include a statement about why they have been edited. Councils must keep an unedited version in their records. There is no obligation on the general manager to edit recordings as ‘may’ is used in this provision and it is therefore discretionary. It is at the general manager’s discretion, to assess and/or edit an audio recording if the audio recording meets one or more of the criteria in regulation 43(8).</p> <p>Councils can use the recordings to confirm written minutes are correct.</p> <p>Closed sessions are also to be recorded and kept but do not need to be published.</p> <p>The consultation version of the Regulations contained provisions about what happens if there are technical difficulties. It was unnecessary to keep these provisions as recordings are not mandatory. A council may determine any other procedures relating to the audio recording of meetings that it considers appropriate, regulation 43(9), which can include guidance about technical difficulties.</p> <p>The cost of recording is to be funded by councils.</p>			
37	44	Other procedures	Reduced
Intent: The requirement to attend meetings in person has been moved to its own section.			
-	45	Requirement to attend meetings in-person	Moved
Intent: This has been separated from the previous provision to assist with remote attendance at meetings, when those provisions are introduced at a later date.			
39	47	Leave of absence	Amended
Intent: Small amendments have been made to note the new parental leave of absence provisions and that parental leave and the usual leave of absence provisions cannot be taken at the same time.			
-	48	Parental leave	New
<p>Intent: New provisions that enable a person to take parental leave as a right, ie it is not subject to a request and approval as is the usual leave of absence provisions. The intent is to encourage people wanting to become parents to see the role of councillor as inclusive. This is important to increase the number of younger people and women in councils.</p> <p>Note that a councillor on parental leave will receive their allowance as per section 340A of the Local Government Act 1993 which provides that allowances are paid unless a councillor is suspended or if they ask not to receive it.</p> <p>Note that suggestions to extend this provision to other types of leave were not included as they can be provided for under regulation 47 leave of absence provisions.</p>			
42	51	Powers and functions of regulations to commissioner under section 232	Amended
Intent: Updated by OPC without changing the intent.			

The Council Meeting Procedures and Council Agenda template has been updated to reflect these changes.

These changes aim to improve transparency, accountability, inclusivity, and fairness across Councils, and align with the broader objectives of the Local Government Priority Reform Program 2024–2026.

STRATEGIC PLAN & ANNUAL PLAN:

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

Break O Day Annual Plan 2024 – 2025

Stakeholder Management

Legislative Reviews - Participate in reviews of legislation affecting Local Government.

LEGISLATION & POLICIES:

Local Government (Meeting Procedures) Regulations 2015

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

Council Meeting Procedures



*Version: 1 – Adopted 10 June 2010
Version: 2 – Reviewed May 2018
Version 3 – Reviewed April 2019
Version 4 – Adopted 24 June 2019
Version 5 – Reviewed November 2021
Version 6 – Adopted 21 August 2023
Version 7 – Implemented 15 April 2024 (Live Streaming)*

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1. Introduction

- 1.1 Break O'Day Council considers that the process of Local Government meetings should be open, transparent and accessible to the community.
- 1.2 To ensure that the processes undertaken by Council are consistent in their application, Council will use the *Local Government (Meeting Procedures) Regulations 2015-2025* ("the regulations") and the *Local Government Act 1993* ("the Act") supported by the following meeting procedures as the basis for the operation of Council and Committee meetings.
- 1.3 In accordance with Regulation 37 of the regulations the following procedures be adopted in respect of the operation of Council Meetings and Council Committee Meetings.

2. Interpretation

- 2.1 "Meeting": means either a Council Meeting or a Council Committee Meeting.

3. Agenda for Council and Council Committee Meetings

- 3.1 The standard agenda to be used for a Council Meeting is shown in Appendix A.
- 3.2 The standard agenda to be used for a Council Committee Meeting is shown in Appendix B.
- 3.3 The Duties and Responsibilities of a Chairperson ("Chair") of a Meeting are shown in Appendix C.

4. Live Audio/Visual Streaming of Council Meetings

All ordinary meetings, special meetings and annual general meetings will be live streamed using audio/visual technology. A link to the audio/visual recordings will be made available to the public post the meeting on Council's website. The audio/visual recording of Council Meetings will be published for a minimum of 12 months and kept for a minimum of two years~~only be retained for six (6) months~~. Audio recordings of Closed Council meetings must be made but are not to be published. These recordings will be stored securely and kept separate from public recordings, in line with confidentiality requirements.

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of the Meeting.

The streaming platform utilised for recording and streaming is setup specifically for Break O'Day Council and Council has full control of which meetings are streamed or uploaded for viewing. There is no ability for the public to comment, edit or download recordings in anyway. They can only be viewed via the Council link.

Participation in person at the Council Meeting is considered as providing your consent to livestreaming of that meeting.

The Chairperson will read aloud the following Disclaimer at the commencement of meetings and this disclaimer will also be published within the agenda:

Ladies and gentlemen, I would like to advise you that today's Council Meeting is being live streamed and recorded. This means that members of the public who are unable to attend in person can still observe the proceedings. By remaining in this chamber, you are consenting to being filmed and recorded. Please be mindful of your actions and contributions as they will be visible to the public. Thank you for your cooperation.

The audio/visual recording of the meetings does not replace the written minutes and a transcript of the recording will not be prepared.

Signs will be placed in prominent positions within the Council Chambers/Meeting Room to inform the public entering the room that the meeting is being audio/visually streamed and recorded.

The Chairperson has the authority at any time of the proceedings to direct the termination of the audio recording of a meeting. However, the Chairperson should only terminate the audio/visual streaming/recording in exceptional circumstances including (but not limited to):

- It is clearly evident that the discussion is (or potentially likely to be):
 - o An infringement of copyright;
 - o A breach of privacy and/or unlawful disclosure of personal information;
 - o A release of privileged or confidential information of Council.
- Unexpected adjournment;
- Inappropriate behaviour;
- Moving into a closed session; or
- Formally closing the meeting.

If in the situation of a technical difficulty that the live streaming is not possible, every attempt will be made to audio record the meeting and the Chairperson will advise those present of the circumstances. In the event that an audio recording is unable to take place due to the same technical difficulties affecting the live streaming or, if any file becomes corrupt and therefore unavailable, this information will be provided on the Council website (or equivalent).

The following Frequently Asked Questions are provided for information purposes only and are simply a general guide in relation to the live streaming of meetings.

What is live streaming?

Live streaming is the transmission over the Internet of video of an event as it happens. Streaming is a form of online video in which the site sends video footage to a user's machine "on the fly" rather

than as a complete file. It is like the difference between watching a TV show as it airs and watching a DVD.

What do I need to view the videos?

You need a device running a supported operating system, a supported web browser, and speakers. Please see responses below for more details.

What platforms and browsers are supported?

The following browsers are supported:

- Chrome
- Firefox
- Internet Explorer 11+
- Opera
- Safari
- iOS
- Android 4(Mobile)

What connection speed is required to watch the videos?

To be sure the video will play smoothly, you will need a minimum connection speed of 700kbs.

How much data will be used while streaming a video?

While live streaming a video from this website, it will use approximately 6MB per minute (700kpbs).

Video Player for archive videos?

For archive videos, you need a browser compatible to play html5 video most update to date browsers can play html5 video.

How soon after a Council Meeting will the video be available to watch?

In most cases, once a Council Meeting has concluded, the video will be available to watch online within two business days. These are available in the [archive](#).

5. Public Question Time

5.1 A member of the public may give written notice to the General Manager at least seven (7) days before an ordinary Council Meeting of a question to be asked at that meeting.

5.2 A member of the public can ask no more than four (4) questions per meeting.

~~5.3 A member of the public can speak for no longer than five (5) minutes per meeting.~~

~~5.4~~ 5.3 The Chairperson of an ordinary Council meeting will address questions on notice submitted by members of the public and invite any members of the public present at the meeting to ask questions relating to the activities of the Council.

5.4 A question asked at a meeting is to:

5.4.1 Be concise; and

5.4.2 Be clear; and

5.4.3 Not be a statement; and

5.4.4 Have minimal preamble

~~5.4.1 Questions from the public must be clear and concise. The question must be asked first and then any supporting explanation provided must directly relate to the question in a clear and concise manner.~~

5.5 ~~A question~~ Questions must relate to the ~~activities~~ business of ~~the~~ Council as a whole and not be directed to a particular Councillor and how they are discharging their duties as a Councillor.

5.6 General statements from the public are not permitted during public question time.

5.7 The Chairperson will require a question from a member of the public asked at the meeting to be put in writing and provided at that meeting.

5.8 A question by any member of the public under this regulation and an answer to that question are not to be debated at the ordinary Council meeting.

5.9 The Chairperson of an ordinary Council meeting may refuse to accept a question from a member of the public and if the Chairperson refuses to accept a question they must give reasons for doing so.

6. Questions on Notice

6.1 This agenda item allows Councillors to ask a question on notice on any matter relevant to Council activities.

6.2 A Councillor can ask no more than four (4) questions on notice per meeting by giving the General Manager written notice of the question(s) at least seven (7) clear days before the date of the meeting at which the question is to be asked.

6.3 A question asked at a meeting is to:

6.3.1 Be concise; and

6.3.2 Be clear; and

6.3.3 Not be a statement; and

6.3.4 Have minimal preamble

6.3.4 In the event the question is accepted the General Manager must ensure that the question and the reply are placed on the agenda for the meeting at which the question is to be asked.

6.4.5 The question and the reply must be entered in the minutes of the relevant meeting.

7. Notice of Motion

Motions and amendments should not be vague or ambiguous; they should be couched in precise and definite language and should comply with any regulations as to form a notice; otherwise the Chair should refuse to allow them to be put. [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Ellis S Magner, Thomson Lawbook co., 2007]

- 7.1 This agenda item allows Councillors to bring forward any business in the form of a written notice of motion.
- 7.2 A notice of motion must be given to the General Manager at least seven (7) clear days before the date of the meeting at which the motion is to be moved.
- 7.3 A Councillor can submit no more than four (4) notices of motion per meeting.
- 7.4 Provided the General Manager does not refuse to accept a notice of motion in accordance with Regulation 16(6) of the regulations then the General Manager must ensure that the motion on notice is placed on the agenda for the meeting at which the notice of motion is to be moved.
- 7.5 No motion shall be proceeded with in the absence of the Councillor giving notice unless some other Councillor has been authorised to move it by the Councillor who gave notice. *[Joske's Law and Procedure at Meetings in Australia, 10th Edition, Ellis S Magner, Thomson Lawbook co., 2007]*

All notices of motion must be preceded by the following statement:

"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 its meeting on the..."

8. Petitions

- 8.1 Where a petition is received by a Councillor pursuant to Section 57(1) of the Act then that Councillor is to forward the petition to the General Manager within seven (7) days of receiving it.
- 8.2 Where a petition is received directly by the General Manager in accordance with Section 57 of the Act or is received by the General Manager in accordance with 6.1 above the General Manager will, subject to Sections 58(3) and 59 of the Act, ensure that the petition is placed on the agenda of the next ordinary meeting of Council with a short statement as to the nature of the petition and the number of signatures to the petition.

8.3 If the petition placed on the Council Meeting agenda is accompanied by a report from a Council Officer, the Council may consider the petition at the Council Meeting.

8.4 If the petition placed on the Council Meeting agenda is not accompanied by a report from a Council Officer, and if it however relates to a matter that:-

8.4.1 Has recently been on (or is already on) an agenda of a Council Meeting, and/or

8.4.2 The community at large do not need to have the opportunity to be aware of and/or have the opportunity to comment on, and

8.4.3 Does not require further information to be provided by a Council Officer prior to Council making an informed decision,

The Chair will allow the petition to be considered at the Council Meeting.

8.5 The head petitioner or their nominee will be invited to attend the Council Meeting as a delegate and will be offered an opportunity to speak to the petition for a maximum of five (5) minutes, except in the case that the petition relates to a matter Council is undertaking consultation on, or relates to a matter that is not the responsibility of Council. Councillors will then be able to ask questions of the petitioner.

8.6 After the petitioner has been heard, the Chair of the Council Meeting will bring forward that item or items on the agenda to enable the matter(s) to be discussed forthwith.

If the head petitioner or their nominee attends a Council Meeting and has an opportunity to speak to the petition, any further request to speak at a subsequent Council Meeting will only be approved by the Chair if new material is placed on the agenda by a Council Officer in relation to the petition.

9. Deputations

9.1 A request for a deputation to a meeting received in accordance with Regulation 38 will be referred to the Chair for his/her approval for the deputation to appear.

9.2 Approval for a depute to speak will only be refused by the Chair if the depute has previously addressed the Council or a Council Committee about the same subject in the previous six (6) months and Council has resolved the matter.

9.3 Deputies will be given the opportunity to address the Council or Council Committee for a maximum of five (5) minutes. Councillors will then be able to ask questions of the depute.

- 9.4 Deputies will be heard and questioned without debate.
- 9.5 After hearing the deputations the Chair will bring forward the relevant item on the agenda (if any) to enable the matter to be discussed forthwith.

10. Voting Procedures

- 10.1 At a meeting, each Councillor, including the Chair, has one (1) vote.
- 10.2 The Chair is to take a vote by any means the Council determines.
- 10.3 Voting at a meeting may be conducted by secret ballot if the purpose is to select a person to represent the Council on a Committee or other body.
- 10.4 Where a Councillor abstains from voting the vote is recorded as a negative.
- 10.5 A tied vote results in a motion being determined in the negative.
- 10.6 The Chair will count the number of votes for and against a decision and then declare an outcome. The details of Councillors votes and the outcome are recorded in the minutes.

11. Questions Without Notice

- 11.1 This agenda item allows Councillors to ask no more than four (4) questions per meeting on any matter relevant to Council activities.
- 11.2 Councillors should provide the Chair with a written copy of the question.
- 11.3 Questions without notice, and any answers to those questions, are not required to be recorded in the minutes.

12. Acting as a Planning Authority

- 12.1 If a Council or Council Committee intends to act at a meeting as a “Planning Authority” under the *Land Use Planning and Approvals Act 1993*, the Chair is to advise the meeting accordingly as follows:

At the Commencement of the “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.”..

At the Conclusion of the “Planning Authority”:

“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.”

- 12.2 A member of the Planning Authority is required to make decisions within the framework of the *Land Use Planning and Approvals Act 1993* (LUPAA).
- 12.3 As a member of a Planning Authority your decisions must be based on the provisions of the Planning Scheme.
- 12.4 Process to Decision:
- 12.4.1 Application
 - 12.4.2 Advertising
 - 12.4.3 Representation
 - 12.4.4 Assessment
 - 12.4.5 Decision
- 12.5 Assessment Report – The Planning Authority will be guided by its Planning Officers, who will assist by:
- 12.5.1 Identifying which parts of the Scheme you need to consider – Discretion triggers;
 - 12.5.2 Identify relevant considerations;
 - 12.5.3 Representations – relevance; and
 - 12.5.4 Recommendation.
- 12.6 If the Planning Officer recommends that a development application is refused, then the motion to be considered by the Planning Authority will be to adopt that recommendation.
- 12.6.1 If the motion is carried, then the Planning Authority will have made a decision to refuse to grant a permit.
 - 12.6.2 If the motion is lost, then the Planning Authority has not made a decision on the development application. In order to avoid the consequences of section 59 of the *Land Use Planning and Approvals Act 1993*, which deems a development application to be approved where there is no decision by the Planning Authority,

- the Planning Authority should subsequently consider a motion to approve the development application.
- 12.6.3 If the vote is tied, then the Planning Authority has not made a decision on the development application and it must subsequently consider a motion to approve the development application.
- 12.7 If the Planning Officer recommends that a development application is approved (or if a motion to refuse has been lost or tied), then a motion to approve the development application on certain conditions should be considered.
- 12.7.1 If the motion is carried, then the Planning Authority will have made a decision to grant a permit on those conditions.
- 12.7.2 If the motion is lost, then the Planning Authority has not made a decision on the development application and it may consider a subsequent motion (for example, that a permit is granted on different conditions or that the development approval is refused, on certain grounds).
- 12.7.3 If the vote is tied, then the Planning Authority has not made a decision on the development application and it must subsequently consider a motion to refuse the development application..
- 12.8 In the event that the decision of the Planning Authority is tied at both a refusal AND an approval a decision by the Planning Authority has still not been reached. The following steps may happen next:
- 12.8.1 An alternate motion can be foreshadowed, however it must be different from the motions put previously eg add/change conditions.
- 12.8.2 To break the deadlock the General Manager may exercise a delegation provided by the Planning Authority to grant a permit under Section 59(7) of the *Land Use Planning and Approvals Act 1993*.
- 12.9 To ensure that the Planning Authority does not inadvertently refuse a development application through a tied vote, the members of the Planning Authority are encouraged to:
- 12.9.1 communicate openly during the meeting prior to the formal vote being taken, so that other members are aware of each other's intention to vote; and
- 12.9.2 foreshadow an alternate motion, if a member supports the Planning Officer's recommendation generally but would prefer that a permit was granted on conditions which differ from the Planning Officer's recommendation, or that it be refused on different grounds.
- 12.10 The General Manager is to ensure that the reasons for a decision by a Council or Council Committee acting as a Planning Authority are recorded in the minutes. To the extent that there is a deemed refusal of a development application, the minutes should reflect this.

12.11 The Rules of Engagement and Decision Making

12.11.1 Do Not:

- 12.11.1.1 Make statements of predetermination – do not make any comments which suggest that you will exercise discretion in a particular way without being prepared to listen to contrary arguments.
- 12.11.1.2 Sign a representation or a petition in favour or against a proposal.
- 12.11.1.3 Participate in a decision if you have a conflict of interest:
 - Pecuniary benefit or pecuniary detriment – Sections 48 to 56 of the *Local Government Act 1993*.
 - Code of Conduct.

12.11.2 Do:

- 12.11.2.1 Understand exactly what you are required to decide:
 - Which provision of LUPAA apply?
 - Which parts of the Scheme are relevant?
- 12.11.2.2 Take the information contained in the application and representations into account when you make your decision.
- 12.11.2.3 Take other information into account, although you should notify the applicant if you intend to do so.
- 12.11.2.4 Encourage a community member to make a representation so that their views can be taken into account, rather than relying upon you to do that for them.
- 12.11.2.5 Channel enquiries through the relevant Planning Officer.
- 12.11.2.6 Be transparent.
- 12.11.2.7 Make and keep records of interactions which may be contentious (file notes, emails etc).

12.11.3 You May (Subject to the above):

- 12.11.3.1 Participate in discussions with developers and interested third parties before and after a development application is lodged.
- 12.11.3.2 Attend private and public meetings and briefings in relation to an application that will be determined by the Planning Authority.
- 12.11.3.3 Speak in favour of or against a proposal (although this is not routinely recommended).
- 12.11.3.4 Speak firmly, even passionately, in favour of your view at a Planning Authority meeting with the intention of influencing other Councillors; that conduct is to be expected.
- 12.11.3.5 Make a decision which differs from the recommendations of the Planning Officer. Clear reasons (pursuant to the Planning Scheme) must be recorded to support the decision of Council.

13. Submission of Emergency Motions

- 13.1 Emergency motions may be tabled at a Council Meeting. This request must be provided to the Chair and the Chair will determine whether the motion should be dealt with in an urgent capacity or whether it can be listed on a future Council Agenda.

14. Closed Council

- 14.1 Regulation 15(1) stated that in order to close part of a meeting to the public, it may only be done where the Council has resolved to do so by an absolute majority.
- 14.2 Items listed within Closed Council must clearly reference the reason for the inclusion of each Closed Council item, including item for discussion and correctly identifying the relevant sub-regulation reference pursuant to sub-regulation 15(2).
- 14.3 Within the Regulations there are specific provisions that prohibit some matters being discussed in a Closed meeting.

Regulation 15(3): Unless sub-regulation (4) applies, a Council or Council Committee must not close part of a meeting when it is –

- a) Acting as a Planning Authority; or*
- b) Considering whether or not to grant a permit under the Act; or*
- c) Considering proposals for the Council to deal with public land under section 178 of the Local Government Act 1993.*

- 14.4 Within the Closed Meeting of Council, there must be a consideration of what, if any, information can be released to the public for each item discussed.
- 14.5 As per sub-regulation 34(1)(b), there must be at least enough information in the open minutes of Council to show that the matter was discussed and a brief description of the matter. This information should include as many details of what was discussed as possible, as per sub-regulation 15(8) which requires Council to consider whether discussions, decisions, reports or documents from that Closed Meeting are to be kept confidential or released to the public.

Generally, it would be expected that Councils could provide the voting details of closed agenda items, if not the detail of the discussion or motion itself.

- 14.6 Open minutes must not disclose confidential information meant for the closed meeting of Council (unless the Council agrees that the information can be released).

15. Meeting Closure

- 15.1 The duration of a meeting will not extend beyond 3.00pm without a resolution being passed by those Councillors present.

Appendix A

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..... 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.

[NAME]

GENERAL MANAGER

Date:

STATEMENT BY CHAIRPERSON INFORMING ALL COUNCILLORS, STAFF AND ANY PUBLIC PRESENT, THAT THE MEETING IS BEING RECORDED

OPENING

ACKNOWLEDGEMENT OF COUNTRY

- .../18.1.0 ATTENDANCE
- .../18.1.1 Present
- .../18.1.2 Apologies
- .../18.1.3 Leave of Absence
- .../18.1.4 Staff in Attendance
- .../18.2.0 PUBLIC QUESTION TIME
- .../18.3.0 COUNCILLOR'S QUESTIONS ON NOTICE
- .../18.4.0 COUNCILLOR'S QUESTIONS WITHOUT NOTICE
- .../18.5.0 DECLARATION OF ~~PECUNIARY~~ INTEREST OF A COUNCILLOR OR CLOSE ASSOCIATE
- .../18.6.0 CONFIRMATION OF MINUTES
- .../18.6.1 Confirmation of Minutes – Council Meeting
- .../18.7.0 COUNCIL WORKSHOPS HELD SINCECOUNCIL MEETING
- .../18.8.0 PLANNING AUTHORITY

.../18.9.0	COUNCIL MEETING ACTIONS
.../18.10.0	PETITIONS
.../18.11.0	NOTICES OF MOTION
.../18.12.0	MAYOR'S & COUNCILLOR'S COMMUNICATIONS
.../18.12.1	Mayor's Communications for Period Ending
.../18.12.2	Councillor's Reports for Period Ending
.../18.13.0	BUSINESS AND CORPORATE SERVICES
.../18.13.1	Corporate Services Department Report
.../18.13.2	Monthly Financial Report
.../18.13.3	Visitor Information Centre Report
.../18.14.0	WORKS AND INFRASTRUCTURE
.../18.14.1	Works and Infrastructure Report
.../18.14.2	Animal Control Report
.../18.15.0	COMMUNITY DEVELOPMENT
.../18.15.1	Community Services Report
.../18.16.0	DEVELOPMENT SERVICES
.../18.16.1	Development Services Report
.../18.17.0	GOVERNANCE
.../18.17.1	General Manager's Report
.../18.18.0	CLOSED COUNCIL
.../18.18.1	Confirmation of Closed Council Minutes – Council Meeting
.../18.18.2	Outstanding Actions List for Closed Council

Appendix B

... COMMITTEE
ON [DATE]
TO BE HELD AT [VENUE]

AGENDA

.../18.1.0	ATTENDANCE
.../18.1.0	Present
.../18.1.0	Apologies
.../18.1.0	Leave of Absence
.../18.2.0	CONFIRMATION OF MINUTES
.../18.2.1	Confirmation of Minutes – Committee Meeting
.../18.3.0	MATTERS ARISING FROM PREVIOUS MINUTES
.../18.4.0
.../18.5.0
.../18.6.0
.../18.7.0
.../18.8.0	GENERAL BUSINESS
.../18.9.0	MEETING CLOSE

Appendix C

DUTIES AND RESPONSIBILITIES OF THE CHAIR

The Chair has a number of important duties to perform. These duties are as follows:

- *Preside at meetings;*
- *Conduct proceedings regularly;*
- *Determine the sense of a meeting;*
- *Preserve order;*
- *Adjourn the meeting if necessary;*
- *Control the voting process;*
- *Declare the meeting closed; and*
- *Sign the minutes*

The Chair has the authority and duty to make necessary rulings on questions of meeting procedure. [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Eilis S Magner, Thomson Lawbook Co., 2007]

It is Council's intention to consider all agenda items on the day of a meeting. The following meeting procedures are designed to facilitate the achievement of this intention.

Meeting Procedures

- Once a quorum is present, to declare the meeting open at the prescribed time.
- Make a statement advising Councillors, staff and any public present that the meeting is being recorded.
- To provide an Acknowledgement of Country.
- To call over the reports by item number (example attached).
- To identify Councillors on leave.
- To call for any apologies.
- Ask members of the public who are present whether they have any questions they would like to ask. No debate is allowed on a question and it must be provided in writing and a reply will be provided in the minutes.
- To call Councillors to advise pecuniary/conflict of interests (if any) on any of the agenda items.
- To seek a mover and seconder for confirmation of the minutes of the last meeting. The only discussion permitted on this item concerns the accuracy of the minutes as a record of proceedings. *[Joske's Law and Procedure at Meetings in Australia, 10th Edition, Eilis S Magner, Thomson Lawbook Co., 2007]*
- If there are any questions on notice, to read the title of the question and state the Councillor who asked the question and advise that a response is provided by the relevant person. **[Note: no debate is allowed on a question on notice or the reply.]**
- To call on the Councillor who has a notice of motion to move the motion and speak to it.

- To call for questions without notice (maximum four (4) per Councillor per meeting). [Note: no discussion or debate is permitted in reference to the question asked and the answer given. The question and answer do not have to be listed in the minutes.]
- To close the meeting.
- The duration of a meeting will not extend beyond 3.00pm without a resolution being passed by those Councillors present.
- In the event that such a resolution is passed then at around 3.15pm the Chair will confirm the order or priority that the remaining items on the agenda will be considered.
- The Chair (if necessary) will then seek Councillors to move and second a formal motion that consideration of any remaining agenda items will be adjourned to a date and time as fixed by the meeting or to be determined by the General Manager.

Maintaining Order

In terms of running the meeting for debates on the items reserved, the following points should be noted:

- The Councillor who has reserved an item should be invited to briefly state why it has been withdrawn. However, if the Councillor is not prepared to move the recommendation as presented in the report provided, the Chair will in the first instance, seek a Councillor who is prepared to move the recommendation as presented in the report provided.
- The mover of the recommendation may speak for not more than five (5) minutes.
- The mover of the recommendation has the right of reply for up to three (3) minutes and is not to introduce any new information in exercising that right.
- A Councillor who moves a motion loses the right of reply if a motion “that the motion be put” is passed.
- The Chair will then seek a Councillor who is prepared to second the recommendation as presented in the report provided.
- The seconder of the recommendation may speak for not more than five (5) minutes.
- A motion will lapse if it is not seconded at the appropriate time.
- A Councillor in addressing a Council Meeting is not to digress from the subject under discussion.
- If the Chair is unable to find Councillors who are prepared to move and second the recommendation as presented in the report provided, with or without minor variation, the Chair will seek a Councillor who wishes to move an alternative motion.
- The Chair may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the Council or Council Committee (as the case may be).
- A Councillor may only speak once to a motion except –
 - a) To provide a brief explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - b) With leave of the meeting; or
 - c) As the mover in reply.

- Once a motion has been voted on (see “Voting” below), and is LOST, a new motion regarding the same agenda item may be moved (that may be substantially different to the previous motion just lost).

Amendments

- A Councillor who has moved or seconded a motion may not, at a later stage of the debate, move or second an amendment to the motion.
- A Councillor who has not moved or seconded the motion at an earlier stage of the debate may move or second an amendment to the motion. **[Note:** An amendment is not a new motion and cannot be a direct negative of the motion on the floor. Rather it must be relevant to the motion on the floor (and therefore, must relate to the substance or it) and can only seek to modify it by adding to or deleting from the motion, without negating it.]
- When an amendment is moved and seconded the debate is on the subject matter of the amendment.
- A Councillor who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
- A Councillor has up to five (5) minutes to talk to the amendment after which the Chair will seek a member to second the amendment. An amendment will lapse if it is not seconded at that time.
- If the amendment is defeated then the debate returns to the original motion and only one further (second) amendment may be moved to the original motion.
- If the (second) amendment is defeated then the original motion must then be decided.
- If an amendment is carried, the amended motion may be subject to one (1) further amendment.
- Once an amendment (and second amendment where applicable) is carried, the amendment becomes the motion which must then be put to the vote in its own right. **[Note:** The effect, therefore, is that where the meeting votes in favour of an amendment it is then required to vote on it for a second time as the substantive motion. The usual course is for the whole original motion, as amended by the amendment, to be put to the vote as the amendment and then, where carried, to be put to the vote again as the substantive motion.]
- An amendment which calls for a further report and/or additional information should include a statement as to what additional information is required.

Variations

- The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- The Chair must immediately put the question for leave to be granted and no debate will be allowed on that question.
- If the Chair gets an indication that at least two thirds of the Councillors are in favour of granting leave, leave is to be granted (ie a formal vote is not required – just require general consensus).

Conduct of Debate

The purpose of debate is to allow members to state relevant facts and express their views on the business before the meeting. The objective is that the decision reached at the meeting will be an informed one. Controlling the conduct of debate and the progress of the meeting are the major responsibilities of the Chair. [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Ellis S Magner, Thomson Lawbook Co., 2007]

- It should be particularly noted that a Councillor must not speak for longer than five (5) minutes at any one time.
- This can only be extended by the leave of the meeting. If the Chair gets an indication that at least two thirds of the Councillors are in favour of granting leave, leave is to be granted ie a formal vote is not required – just general consensus). The Chair does not have discretion to allow an extension.
- Elected Councillors wishing to speak should raise their hands and be recognised by the Chair. It is desirable to have alternate speakers for and against the motion and for second and subsequent speakers to confine discussion to information or details not adequately covered by previous speakers. These principles do not in any way take away a Councillors right to speak.
- If a Councillor seeks to ask a question it is important that the Councillor does not make a speech before or after the question, but asks the question straight away. The Chair must ensure that a member only speaks once to a motion and should rule the member out of order if in asking a question a further speech is being made.

Voting

The common method of voting is by show of hands; that is "by counting the persons present who are entitled to vote and who choose to vote by holding up their hands". [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Ellis S Magner, Thomson Lawbook Co., 2007]

- The Chair will, in taking a vote, ask for the votes of those Councillors in favour of the question and then for the votes of those Councillors against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- A Councillor who is not in his or her seat is not permitted to vote.

Suspension of Meeting Procedures

- If the Chair considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of the regulations for a period of time in order to allow or facilitate informal discussions, the Chair will seek an indication that at least two thirds of the Councillors present at the meeting are in favour of suspending the operation of the regulations for a period determined by the Chair eg the issue could be clarified by some informal discussion for a period of ten (10) minutes.

- Council has resolved that in the interest of Councillors health, the Chair of the meeting is encouraged to exercise his/her discretion and suspend the operation of the regulations to enable a suitable break to be taken, as far as is practicable, to allow Councillors to stand up and move about thereby restoring their energy and circulation.
- If a suspension occurs –
 - a) A note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - b) The period of suspension should be limited to achieving the purpose for which it was declared; and
 - c) The period of suspension will come to an end if –
 - The Chair determines that the period should be brought to an end; or
 - At least two thirds of the Councillors present at the meeting resolve that the period should be brought to an end.

Points of Order

- The Chair may call to order a Councillor who is in breach of the Act, the regulations or these procedures.
- A Councillor may draw to the attention of the Chair a breach of the Act, the regulations or these procedures, and must state briefly the nature of the alleged breach and the section of the Act, regulation or these procedures which has been contravened.
- A point of order takes precedence over all other business until determined.
- The Chair will rule on a point of order.

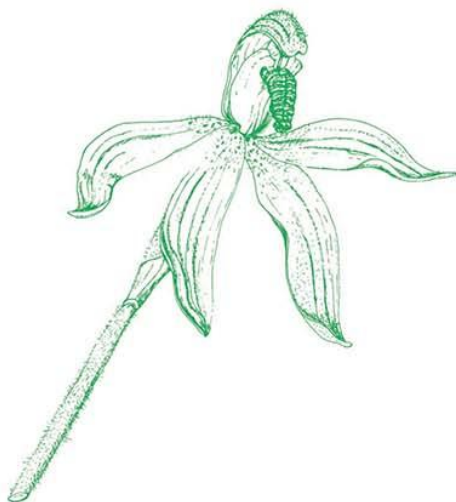
Interruption of a Meeting by Councillors

- A Councillor must comply with the Code of Conduct at all times.
- A Councillor must not, while at a meeting –
 - a) Behave in an improper or disorderly manner; or
 - b) Cause an interruption or interrupt another Councillor who is speaking.
- If the Chair considers that a Councillor during a meeting may have acted in contravention of the regulations or Council's Code of Conduct or these procedures the Councillor must be allowed to make a personal explanation.

Interruption of a Meeting by Others

- A member of the public who is present at a meeting must not –
 - a) Behave in a disorderly manner; or
 - b) Cause an interruption. Maximum penalty: \$500.

Any queries regarding these Meeting Procedures should be directed to the General Manager in the first instance.



COUNCIL MEETING AGENDA

Monday (Date)
Council Chambers, St Helens

General Manager
Break O'Day Council
(Date)

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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 [date/month/year] 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.

GENERAL MANAGER

Date:

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AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

All ordinary meetings, special meetings and annual general meetings will be live streamed using audio/visual technology. The audio/visual recording of Council Meetings will be published for 12 months and will be retained for 2 years.

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of the Meeting.

The streaming platform utilised for recording and streaming is setup specifically for Break O'Day Council and Council has full control of which meetings are streamed or uploaded for viewing. There is no ability for the public to comment, edit or download recordings in anyway. They can only be viewed via the Council link.

Participation in person at the Council Meeting is considered as providing your consent to livestreaming of that meeting.

In accordance with the Local Government Act 1993 and Regulation 33 of the Local Government (Meeting Procedures) Regulations 2025, these audio files will be published on Council's website for 12 months and be retained for two (2) years. 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 & INTRODUCTION

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

This meeting is conducted in accordance with the Local Government Act 1993 and Local Government Meeting Procedures Regulations 2025. All Councillors are reminded of their obligation to act in the best interests of the community and to declare any interest in matters to be discussed.

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.

LIVE AUDIO/VISUAL STREAMING OF COUNCIL MEETINGS

Ladies and gentlemen, I would like to advise you that today's Council Meeting is being live streamed and recorded. This means that members of the public who are unable to attend in person can still observe the proceedings. By remaining in this chamber, you are consenting to being filmed and recorded. Please be mindful of your actions and contributions as they will be visible to the public. Thank you for your cooperation.

0/25.1.0 ATTENDANCE

0/25.1.1 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

0/25.1.2 Apologies

Nil

0/25.1.3 Leave of Absence

0/25.1.4 Staff in Attendance

General Manager, John Brown
Administration & Governance Support Officer, Linda Singline

0/25.2.0 PUBLIC QUESTION TIME

In accordance with Regulations 33 - 38 of the Local Government (Meeting Procedures) Regulations 2025, questions—whether from members of the public or Councillors—must relate to the functions or activities of Council and must not be defamatory, offensive, or disrupt the orderly conduct of the meeting.

A question asked at a meeting is to:

Be concise; and

Be clear; and

Not be a statement; and

Have minimal preamble

General statements are not permitted during question time.

Members of the public and councillors may ask up to four (4) questions per meeting. The Chairperson reserves the right to refuse a question, in accordance with the Regulations. If a question is refused, the reason will be stated and recorded in the minutes.

| 0/25.1.1

Present

6

0/25.2.1

0/25.3.0 COUNCILLOR'S QUESTIONS ON NOTICE

Nil

0/25.4.0 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Regulation 29 of the Local Government (Meeting Procedures) Regulations 2025 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.

0/25.5.0 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.

0/25.6.0 CONFIRMATION OF MINUTES

0/25.6.1 Confirmation of Minutes – Council Meeting [date]

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the [date] be confirmed.

0/25.7.0 COUNCIL WORKSHOPS HELD SINCE [date] COUNCIL MEETING

There was a workshop held [date] and the following items were listed for discussion.

0/25.8.0 PLANNING AUTHORITY

Pursuant to Section 25 of the Local Government (Meeting Procedures) Regulations 2025 the Mayor informed the Council that it was now acting as a Planning Authority under the Land Use Planning and Approvals Act 1993.

| 0/25.2.1 **7**

0/25.8.1

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 2025.

0/25.9.0 COUNCIL MEETING ACTIONS

0/25.9.1 Outstanding Matters

0/25.10.0 PETITIONS

Nil

0/25.11.0 NOTICES OF MOTION

A motion may be set aside by the Chairperson to be considered at a subsequent meeting, in accordance with Regulation 18 of the Local Government (Meeting Procedures) Regulations 2025

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:

SUBMISSION IN SUPPORT OF MOTION:

0/25.12.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

0/25.12.1 Mayor's Communications for Period Ending [date]

		–
		–
		–
		–
		–
		–

0/25.12.2 Councillor's Reports for Period Ending [date]

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

- Break O'Day Chamber of Commerce and Tourism –
- NRM Special Committee –
- East Coast Tasmania Tourism (ECTT) –
- Mental Health Action Group –
- Access and Inclusion Advisory Committee –
- Bay of Fires Master Plan Steering Committee –

| 0/25.12.1

Mayor's Communications for Period Ending [date]

10

0/25.13.0 BUSINESS AND CORPORATE SERVICES**0/25.13.1 Corporate Services Department Report**

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	
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:**Rates Summary - [date]**

			[Current Financial Year	[Last Financial Year]
	%	\$	%	\$
Rates Brought Forward				
Outstanding Rate Debtors				
Less Rates in Credit				
Net Rates Outstanding at 30 June				
Rates and Charges Levied				
Interest and Penalty Charged				
Total Rates and Charges Demanded				
Less Rates and Charges Collected				
Less Credit Journals and Supp Credits				
Remissions and Discount				

Unpaid Rates and Charges 7
December

Remissions and Discounts
Early Payment Discount
Pensioner Rebates

	C[Current Financial Year]	[Last Financial Year]

Number Rateable Properties
Number Unpaid Rateable Properties

% Not fully paid

Right to Information (RTI) Requests

Nil

132 and 337 Certificates

	132	337

Debtors/Creditors @
[Date]

DEBTORS INFORMATION

Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD [Current Financial Year]	Month	YTD [Last Financial Year]

CREDITORS INFORMATION

Payments Made

Current Previous Year

Month	Mth Value	YTD [Current Financial Year]	Month	YTD [Last Financial Year]

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	
FILE REFERENCE	018\018\001\
ASSOCIATED REPORTS AND DOCUMENTS	Financial Reports

OFFICER'S RECOMMENDATION:

That the following reports for the month ending [date] be received:

1. Profit and Loss Statements
2. Balance Sheet
3. Statement of Cash Flows
4. Capital Works 2024-2025

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 [date].

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	
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:**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

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

0/25.14.0 WORKS AND INFRASTRUCTURE

0/25.14.1 Works and Infrastructure Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	
FILE REFERENCE	014\002\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

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	
OFFICER	
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:**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:

- *Dog Control Act 2000*
- *EP05 Dog Management Policy*

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

0/25.15.0 COMMUNITY DEVELOPMENT

0/25.15.1 Community Services Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	
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:

2024 - 2025 Programs and Initiatives

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

0/25.16.0 DEVELOPMENT SERVICES

0/25.16.1 Development Services Report

ACTION	INFORMATION
PROPONENT	Department
OFFICER	
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

PUBLIC HEALTH REPORT

Recreational Water Quality

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

The 2021-2022 sampling season has now ended. Results for water samples last season indicated conditions at the ten waters monitored were safe for swimming according to the Tasmanian Recreational Water Quality Guidelines.

All natural waters may be subject to local poorer water quality from time to time due to weather or other conditions.

Immunisations

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

MONTH [P]	[Current Financial Year]		[Previous Financial Year]	
	Persons	Vaccinations	Persons	Vaccinations
July - December				
January - June				
TOTAL				

Sharps Container Exchange Program as at [date]

Current Year	Previous Year
YTD [Current Financial Year]	YTD [Last Financial Year]

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

0/25.17.0

GOVERNANCE

0/25.17.1

General Manager's Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	
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 matters 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:

		–
		–
		–
		–
		–
		–
		–
		–
		–
		–

Meetings & Events Not Yet Attended:

		–
		–
		–
		–
		–

| 0/25.17.1

General Manager's Report

23

		-
		-
		-
		-
		-

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

Brief Updates:

Communications Report

TOPIC	ACTIVITY	PROGRESS
		•
		•
		•

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT

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

DATE	DOCUMENT	ADDRESS	PID OR DA

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2025 that Council move into Closed Council.

IN CONFIDENCE

0/25.18.0 CLOSED COUNCIL

In accordance with Regulation 43 of the Local Government (Meeting Procedures) Regulations 2025, audio recordings of Closed Council meetings must be made but are not to be published. These recordings will be stored securely and kept separate from public recordings, in line with confidentiality requirements.

0/25.18.2 Confirmation of Closed Council Minutes – Council Meeting [date]

OFFICER’S RECOMMENDATION:

That the minutes of the Closed Council Meeting held on the [date] be confirmed.

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

0/25.19.0 MEETING CLOSED

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

.....
MAYOR

.....
DATE

ACTION	DECISION
PROPONENT	Break O'Day Council
OFFICER	General Manager, John Brown Economic Development Officer, Dilara Bedwell
FILE REFERENCE	002\038\002\
ASSOCIATED REPORTS AND DOCUMENTS	Appendix D – Community Engagement Report Appendix E – Action Plan Economic Development Strategy (provided separate under cover)

OFFICER'S RECOMMENDATION:

That Council receive and adopt the Economic Development Strategy and endorse the Economic Development Action Plan.

INTRODUCTION:

Council contracted consultants Stantec to undertake the development of an Economic Development Strategy for the Break O'Day area in May 2024.

There were two determined outcomes for the development of the Strategy:

1. Economic Development Strategy for the Break O'Day municipality, and
2. Four-Year Action Plan.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 7 July 2025

Council Workshop 2 June 2025

OFFICER'S REPORT:

The Expression of Interest Guidelines specified that;

The strategy will need to recognise:

- Within rural areas, strong connections between businesses, government and the community are required due to the higher level of social and economic interdependence;
- Identification and cultivation of key assets such as main streets, local environment, climate and open space are required in order to create spaces that benefit the community and contribute to the economy;
- The limited resources and size of the Council;
- That Break O'Day Council is part of the northern region of Tasmania. Therefore, the strategy must consider the strategic priorities of relevant organisations, including but not limited to, Northern Tasmania Development Corporation, Regional Development Australia – Tasmania and East Coast Tasmania Tourism; and

- The importance for utilising social outcomes to measure and understand the impacts of the Strategy's actions.

The scope of the Strategy was to;

- Establish a shared Vision for the economic future through –
 - Developing a detailed understanding of what the community sees as important characteristics of the economic future; and
 - Developing a detailed understanding of the existing economic activities occurring within the region, including strengths, weaknesses, opportunities, and challenges.
- Details directions and opportunities which align with this Vision to develop the economy of the Break O'Day area through –
 - Consideration of where the area is placed and the role it plays in the context of the East Coast of Tasmania, the northern Tasmania region, and the State;
 - Examination of key economic drivers of the area and trends potentially affecting these drivers; and
 - Identifying opportunities which can strengthen and diversify the economy.

Consideration of how economic leadership can be fostered in the Break O'Day area. Consultants Stantec have now completed development of the Strategy and the Action Plan.

The development of this work included:

- Socio-Economic Review
- Policy and Strategy Analysis
- Community Consultation including;
 - Community Workshops
 - Survey
 - One-on-one meetings
- SWOT Analysis

From their analysis work – Stantec worked with Council Officers who took a deep dive into the findings to develop a Vision, guiding principles, objectives and finally the Action Plan.

Council Officers have had plenty of opportunity to review and have input into the final Strategy and Action Plan and feel that the Strategy put before Council today provides sound and strategic guidance for sustainable, economic development in Break O'Day.

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

1. Develop and highlight opportunities which exist and can be realised in a manner that respects the natural environment and lifestyle of the BOD area.

2. 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.
3. Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focussed service delivery.

Key Focus Area:

Opportunities - Identify and realise opportunities that develop and support the Break O'Day economy in a sustainable manner.

Break O Day Annual Plan 2024 – 2025

Actions:

- 2.1.1.1 Economic Strategy - work with consultants to develop an Economic Development Strategy that reflects a shared vision for Break O'Days Economic future

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

Break O'Day Economic Development Strategy

Community Survey

Break O'Day Council, in partnership with Stantec and the local community, is committed to understanding and enhancing the economic and social well-being of our Break O'Day community. We are conducting this survey to gather valuable insights from residents and local businesses to inform the development of our Economic Development Strategy (EDS) for Break O'Day.

This survey aims to:

- Identify the strengths and challenges within our community.
- Explore opportunities for business diversification, investment in education and training, and infrastructure improvements.
- Understand the needs and preferences regarding local amenities (i.e. libraries, parks, shopping areas), services, and business operations.
- Gather input on initiatives that can support our local businesses, entrepreneurs, and the broader community.

Your feedback is crucial in helping us shape strategies and initiatives that will drive sustainable economic growth, improve job opportunities, and enhance the quality of life for all residents.

Please take a few moments to complete the survey. Your responses will remain confidential and will be used solely for the purpose of this study.

* Required

1. Please select the category that best describes you (Note: If you own a business in Break O'Day and are a resident, please select 'Business Owner'. If you are a full-time remote worker, please select which option may best apply to you) *

- ☐ Resident
- ☐ Business Owner
- ☐ Visitor

Resident

2. How would you like to see the community involved in delivering our strategy? (Select all that apply) *

- ☐ Community workshops
- ☐ Volunteering for local events
- ☐ Providing feedback through surveys
- ☐ Joining a community advisory group
- ☐ Attending public forums
- ☐ Other

3. What are the key areas where you believe the community can contribute to our strategy? (Select all that apply) *

- ☐ Promoting local tourism
- ☐ Supporting local businesses
- ☐ Enhancing public spaces
- ☐ Organising community events
- ☐ Providing innovative ideas and solutions
- ☐ Other

4. What do you think the Break O'Day economy should look like in 20 years? (Select your top priorities) *

Please select at most 3 options.

- ☐ A vibrant community with a robust small business sector and thriving local shops
- ☐ A top tourist destination known for its unique attractions and natural beauty
- ☐ A sustainable economy with a strong focus on green practices and renewable energy
- ☐ A thriving hub for innovative and tech-driven industries
- ☐ A diverse and resilient economy with balanced growth across various sectors
- ☐ Other

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5. In your opinion, what are the key features that will define our local economy's success in 20 years? (Select your top priorities) *

Please select at most 3 options.

- ☐ Good access to healthcare and wellbeing facilities
- ☐ Significant employment and educational opportunities
- ☐ Good access to public services and amenities
- ☐ Significant recreational and cultural activities
- ☐ A sustainable and environmentally focused approach to development
- ☐ Other

6. Are you or your family considering leaving the Break O'Day area for better access to education and/or employment opportunities? *

- ☐ Yes
- ☐ No

7. What are the primary reasons you believe young people are leaving the Break O'Day area? (Select all that apply) *

- ☐ Lack of educational opportunities
- ☐ Virtual nature of education system for years 11 and 12
- ☐ Lack of employment opportunities
- ☐ Lack of recreational and social activities
- ☐ Insufficient appropriate housing
- ☐ Desire for urban lifestyle
- ☐ Limited access to healthcare and other essential services
- ☐ Other

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8. In your opinion, what solutions could encourage young people to stay in or return to the Break O'Day area? (Select all that apply) *

- ☐ Generation of more job opportunities and career development programs
- ☐ Enhance educational facilities
- ☐ Improved access to higher education
- ☐ Develop more recreational, cultural and social activities
- ☐ More appropriate housing for young people
- ☐ Improve public transport and connectivity
- ☐ Further support for entrepreneurs and small businesses
- ☐ Other

9. Please select your age bracket *

- ☐ 25 and under
- ☐ 26-44
- ☐ 45-64
- ☐ 65 and over
- ☐ Prefer not to say

10. What is your postcode in Break O'Day? *

- ☐ 7213
- ☐ 7214
- ☐ 7215
- ☐ 7216
- ☐ Prefer not to say

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11. How long have you lived in Break O'Day? *

- ☐ Less than 1 year
- ☐ 1-5 years
- ☐ 5-10 years
- ☐ Over 10 years
- ☐ Prefer not to say

12. What do you see as the strengths of the Break O'Day local community? (Select all that apply)
*

- ☐ Strong sense of community and belonging
- ☐ Beautiful natural surroundings and environment
- ☐ Safe and low-crime area
- ☐ Friendly and welcoming residents
- ☐ Active community groups and organizations
- ☐ Supportive local government
- ☐ High quality of life and lifestyle
- ☐ Excellent local schools and education
- ☐ Good healthcare facilities and services
- ☐ Vibrant arts and cultural scene
- ☐ Availability of local amenities and services
- ☐ Opportunities for outdoor recreation and activities
- ☐ Strong local economy and business community
- ☐ Commitment to sustainability and environmental conservation
- ☐ Rich history and heritage
- ☐ Other

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13. What are the biggest challenges or barriers to economic growth and development in the Break O'Day area? (Select all that apply) *

- ☐ Limited access to high-speed internet and digital connectivity
- ☐ Inadequate transportation infrastructure
- ☐ Shortage of skilled labour
- ☐ High cost of living and housing affordability issues
- ☐ Lack of affordable commercial properties
- ☐ Insufficient funding and investment opportunities
- ☐ State government defined regulatory and compliance burdens
- ☐ Regulatory services assistance and information provided by Break O'Day Council
- ☐ Seasonal fluctuations in tourism and business activity
- ☐ Competition from larger urban areas
- ☐ Limited access to healthcare services
- ☐ Environmental and climatic challenges
- ☐ Insufficient marketing and promotion of the area
- ☐ Lack of support services for new and existing businesses
- ☐ Limited educational and training opportunities
- ☐ Insufficient childcare and family support services
- ☐ Other

14. How do you use St Helens and St Marys town centres? (Select all that apply) *

- ☐ Commercial and retail services
- ☐ Social and recreational activities
- ☐ Public services and facilities
- ☐ Transportation and accessibility
- ☐ Community engagement
- ☐ Rarely/never use local town centres
- ☐ Other

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15. What are the key issues you find with St Helens and St Marys town centres? (Select all that apply) *

- ☐ Limited public transport services
- ☐ Poor utility infrastructure
- ☐ Poor road conditions
- ☐ Restricted pedestrian and cycling mobility
- ☐ Poor condition of buildings and public spaces
- ☐ Limited access to services and facilities
- ☐ Lack of economic and employment opportunities
- ☐ Social isolation and community engagement
- ☐ Insufficient provision of facilities and resources for education and youth development
- ☐ Lack of a sense of place
- ☐ None
- ☐ Other

16. How would you like to see St Helens and St Marys town centres improved? (Select your top priorities) *

Please select at most 3 options.

- ☐ Greater employment opportunities
- ☐ Better public transport
- ☐ Enhanced pedestrian infrastructure
- ☐ Improved cycling provision
- ☐ Increased greenspace/vegetation
- ☐ Further cultural and recreation facilities
- ☐ Improved access to services
- ☐ Other

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17. How would you like to see St Helens and St Marys town centres used in the future? (Select your top priorities) *

Please select at most 3 options.

- ☐ Community hub hosting regular events, markets and social spaces
- ☐ Business and retail district
- ☐ Cultural and recreational areas
- ☐ Green and sustainable space
- ☐ Integrated mixed-use space
- ☐ Other

18. How often do you visit local retail shops? *

- ☐ Daily
- ☐ 2-3 times per week
- ☐ Weekly
- ☐ Monthly
- ☐ Rarely

19. What are your preferred general retail shopping hours? *

- ☐ Morning (8 AM - 12 PM)
- ☐ Afternoon (12 PM - 5 PM)
- ☐ Evening (5 PM - 9 PM)

20. How often do you visit local hospitality venues? *

- ☐ Daily
- ☐ 2-3 times per week
- ☐ Weekly
- ☐ Monthly
- ☐ Rarely

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21. What challenges have you encountered with the opening hours of local hospitality venues (e.g., restaurants, recreational facilities) in the Break O'Day area? (Select all that apply) *

- ☐ None
- ☐ Venues close too early in the evening
- ☐ Venues do not open at the weekend
- ☐ Venues do not open during the week
- ☐ Venues have inconsistent opening hours
- ☐ Lack of available information about opening hours
- ☐ Other

22. What solutions would you support to better align the opening hours of local venues with the needs of the Break O'Day area? (Select all that apply) *

- ☐ Extending the evening hours of venues
- ☐ Consistent opening hours throughout the week.
- ☐ Opening venues on weekend and public holidays
- ☐ Improved communication and advertising of opening hours
- ☐ Seasonal adjustments to opening hours based on visitor patterns
- ☐ Other

23. Would you support extended business hours for retail shops and hospitality venues, especially during peak tourist seasons? *

- ☐ Yes
- ☐ No
- ☐ Maybe

24. Would you support extended business hours for retail shops and hospitality venues, especially during winter seasons? *

- ☐ Yes
- ☐ No
- ☐ Maybe

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25. What amenities or services do you believe are lacking in the Break O'Day area? *

- ☐ Healthcare services
- ☐ Educational facilities
- ☐ Public transport
- ☐ Recreational and cultural facilities
- ☐ Support for local businesses
- ☐ Other

26. How would you like to see amenities or services improved in the Break O'Day area? (Select your top priorities) *

Please select at most 3 options.

- ☐ Enhanced healthcare services
- ☐ Improved public transport
- ☐ Expanded recreational and cultural facilities
- ☐ Improved utility infrastructure
- ☐ Improved road and street maintenance
- ☐ Other

27. What additional services or amenities would encourage you to shop locally more frequently?
Do you have any suggestions for improving the retail and hospitality experience in Break O'Day?

28. How satisfied are you with the job opportunities available in the Break O'Day area? *

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Unsatisfied
- ☐ Very unsatisfied

29. Are there any specific skills or training programs you believe would benefit residents in terms of employment or entrepreneurship? (Select all that apply) *

- ☐ Technical and vocational training
- ☐ Leadership and management development
- ☐ Customer service and sales training
- ☐ Digital and IT skills training
- ☐ Health and safety training
- ☐ Apprenticeship programs
- ☐ Internship opportunities
- ☐ Industry-specific certifications
- ☐ Soft skills development (e.g., communication, teamwork)
- ☐ Continuing education and upskilling
- ☐ Other

30. What else do you think would help enhance educational and/or employment opportunities in the Break O'Day area?

31. What new industries or sectors do you believe should be targeted for development in Break O'Day? (Select all that apply) *

- ☐ Eco-tourism
- ☐ Renewable energy
- ☐ Agribusiness and sustainable farming
- ☐ Technology and digital services
- ☐ Creative industries (e.g., arts, design)
- ☐ Health and wellness
- ☐ Education and training
- ☐ Manufacturing and light industry
- ☐ Aquaculture (including land based capabilities)
- ☐ Horticulture and high-value crop products
- ☐ Other

32. If you were interested in starting a business in Break O'Day, what support would you require? (Select all that apply) *

- ☐ Not interested in starting a business
- ☐ Access to market research and feasibility studies
- ☐ Financial support and grants
- ☐ Training and upskilling programs
- ☐ Networking and partnership opportunities
- ☐ Business planning and strategy development
- ☐ Technology and digital tools
- ☐ Legal and regulatory advice
- ☐ Mentorship and business coaching
- ☐ Marketing and promotional support
- ☐ Access to co-working spaces and shared facilities
- ☐ Other

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33. Do you rent or own your accommodation? *

- ☐ Rent
- ☐ Own

34. How satisfied are you with the rental prices in Break O'Day? *

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Unsatisfied
- ☐ Very unsatisfied

35. How satisfied are you with house prices in Break O'Day? *

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Unsatisfied
- ☐ Very unsatisfied

36. How satisfied are you with the housing market in Break O'Day? *

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Unsatisfied
- ☐ Very unsatisfied

37. What are the most significant challenges in relation to housing in Break O'Day? (Select all that apply) *

- ☐ High rental or property prices
- ☐ Limited availability of affordable housing units
- ☐ Poor quality or condition of housing units
- ☐ Insufficient government funding or support
- ☐ Inadequate access to housing subsidies or support programmes
- ☐ Redevelopment and displacement of residents
- ☐ Other

38. Do you think any of the following options would improve access to housing in Break O'Day? (Select all that apply) *

- ☐ Increase funding for housing initiatives
- ☐ Implement or tighten rent control measures
- ☐ Develop more housing units
- ☐ Introduce initiatives to discourage excessive second home ownership
- ☐ Explore options around seasonal employee accommodation
- ☐ Explore options around key worker accommodation
- ☐ Other

39. How satisfied are you with the state of social housing in Break O'Day area? *

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Unsatisfied
- ☐ Very unsatisfied

40. What are your main concerns regarding social housing in the Break O'Day area? (Select all that apply) *

- ☐ None
- ☐ Availability
- ☐ Quality
- ☐ Affordability
- ☐ Accessibility
- ☐ Location
- ☐ Other

41. What improvements would you like to see in the social housing sector in the Break O'Day area? (Select all that apply) *

- ☐ None
- ☐ Increased supply
- ☐ Better quality and maintenance
- ☐ Enhanced support services
- ☐ Improved accessibility
- ☐ More strategically located (i.e., near transport links, schools)
- ☐ Other

42. What is your level of satisfaction with: *

	Very satisfied	Satisfied	Neutral	Unsatisfied	Very unsatisfied
Housing availability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to essential services (health care)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transportation infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sport and recreation / open space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet connectivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education and training opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local government	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

43. If you selected "Unsatisfied" or "Very unsatisfied" for any aspect in the question above, please elaborate on your dissatisfaction with the specific area

44. How do you use the local road network? (Select all that apply) *

- ☐ Commuting for work and/or education
- ☐ Personal travel
- ☐ Family visits
- ☐ Transporting goods and materials
- ☐ Participating in tourism activities
- ☐ Medical or emergency travel
- ☐ Other

45. What are the key issues you find with the local road network? (Select all that apply) *

- ☐ Not applicable
- ☐ Reliability of road infrastructure
- ☐ Quality and condition of road infrastructure
- ☐ Traffic and congestion
- ☐ Limited connectivity and/or access
- ☐ Other

46. What specific area(s) of the road network do you think need upgrading?

47. Would you see value in upgrading and/or improving access to the local port facilities? *

- ☐ Yes
- ☐ No

48. If the local port facilities were more accessible or upgraded, how would you use them? (Select all that apply) *

- ☐ I wouldn't
- ☐ Tourism and cruise activities
- ☐ Recreational boating and marine activities
- ☐ Support fishing & seafood industry and local businesses
- ☐ Travel and transportation
- ☐ Other

49. What specific improvements or developments at the port would encourage you to use it more frequently? (Select all that apply) *

- ☐ Not applicable
- ☐ Improved provision of recreational and tourism activities
- ☐ Better docking and mooring facilities
- ☐ Better access to transportation networks
- ☐ Development of business activation areas in and around the wharf
- ☐ Other

50. Do you have any additional comments or suggestions for improving the economic performance of the Break O'Day community? *

Local Businesses

51. How would you like to see businesses involved in delivering our strategy? (Select all that apply) *

- ☐ Partnering with local schools and educational institutions to offer internships/trainings programs
- ☐ Sponsoring and participating in community events and activities
- ☐ Collaborating with local government on infrastructure and development projects
- ☐ Implementing sustainable practices to support environmental goals
- ☐ Sharing resources and best practices with other local businesses
- ☐ Providing input and feedback through business advisory groups or committees
- ☐ Other

52. What are the key areas where you believe businesses can contribute to our strategy? (Select all that apply) *

- ☐ Job creation and workforce development
- ☐ Innovation and technological advancements
- ☐ Environmental sustainability and green practices
- ☐ Community engagement
- ☐ Infrastructure development
- ☐ Other

53. What do you think the Break O'Day economy should look like in 20 years? (Select your top priorities) *

Please select at most 3 options.

- ☐ A vibrant community with a robust small business sector and thriving local shops
- ☐ A top tourist destination known for its unique attractions and natural beauty
- ☐ A sustainable economy with a strong focus on green practices and renewable energy
- ☐ A thriving hub for innovative and tech-driven industries
- ☐ A diverse and resilient economy with balanced growth across various sectors
- ☐ Other

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54. In your opinion, what are the key features that will define our local economy's success in 20 years? (Select your top priorities) *

Please select at most 3 options.

- ☐ Good access to healthcare and wellbeing facilities
- ☐ Significant employment and educational opportunities
- ☐ Good access to public services and amenities
- ☐ Significant recreational and cultural activities
- ☐ A sustainable and environmentally focused approach to development
- ☐ Other

55. What is your business's postcode in Break O'Day? *

- ☐ 7213
- ☐ 7214
- ☐ 7215
- ☐ 7216
- ☐ Prefer not to say

56. How long have you operated in Break O'Day? *

- ☐ 1-5 years
- ☐ 5-10 years
- ☐ Over 10 years
- ☐ Prefer not to say

57. Are you a resident of Break O'Day? *

- ☐ Yes
- ☐ No

58. What best describes your type of business? (Select all that apply) *

- ☐ Retail
- ☐ Hospitality (e.g., restaurants, cafes, accommodation)
- ☐ Tourism and Leisure
- ☐ Professional Services (e.g., legal, accounting, consulting)
- ☐ Health and Wellness (e.g., medical services, fitness)
- ☐ Education and Training
- ☐ Manufacturing
- ☐ Agriculture and Farming
- ☐ Construction and Trades
- ☐ Arts and Entertainment
- ☐ Information Technology and Telecommunications
- ☐ Transport and Logistics
- ☐ Financial Services
- ☐ Real Estate and Property Management
- ☐ Non-Profit/Community Services
- ☐ Other

59. How many staff do you employ? *

- ☐ Sole trader
- ☐ 2-5
- ☐ 6-10
- ☐ 11-20
- ☐ 21-50
- ☐ Over 50

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60. What phase of growth are you currently in? *

- ☐ Launch / Start-up
- ☐ Growth
- ☐ Maturity
- ☐ Decline / Exit

61. What factors influenced your decision to establish or operate your business in Break O'Day? (Select all that apply) *

- ☐ Proximity to natural attractions and tourism potential
- ☐ Affordable property and rental costs
- ☐ Supportive local community and network
- ☐ Availability of skilled labour
- ☐ Quality of life and lifestyle benefits
- ☐ Existing market demand for products/services
- ☐ Economic incentives or grants
- ☐ Lack of competition in the area
- ☐ Personal or family ties to the region
- ☐ Strategic location for logistics and transport
- ☐ Business-friendly local government policies
- ☐ Opportunities for business growth and expansion
- ☐ Access to local suppliers and resources
- ☐ Other

62. Building on your answer above, what do you perceive as the main advantages of doing business in the Break O'Day community?

63. How do you use St Helens and St Marys town centres? (Select all that apply) *

- ☐ Distribution and supply chain
- ☐ Business collaboration
- ☐ Commercial and retail services
- ☐ Social and recreational activities
- ☐ Public services and facilities
- ☐ Transportation and accessibility
- ☐ Community engagement
- ☐ Rarely/never use local town centres
- ☐ Other

64. What are the key issues you find with St Helens and St Marys town centres? (Select all that apply) *

- ☐ Limited public transport services
- ☐ Poor utility infrastructure
- ☐ Poor road conditions
- ☐ Restricted pedestrian and cycling mobility
- ☐ Poor condition of buildings and public spaces
- ☐ Limited access to services and facilities
- ☐ Lack of economic and employment opportunities
- ☐ Insufficient provision of facilities and resources for education and youth development
- ☐ Lack of a sense of place
- ☐ None
- ☐ Other

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65. How would you like to see St Helens and St Marys town centres improved? (Select your top priorities) *

Please select at most 3 options.

- ☐ Better public transport
- ☐ Enhanced pedestrian infrastructure
- ☐ Improved cycling provision
- ☐ Increased greenspace/vegetation
- ☐ Further cultural and recreation facilities
- ☐ Improved access to services
- ☐ Other

66. How would you like to see St Helens and St Marys town centres used in the future? (Select your top priorities) *

Please select at most 3 options.

- ☐ Community hub hosting regular events, markets and social spaces
- ☐ Business and retail district
- ☐ Cultural and recreational area
- ☐ Green and sustainable space
- ☐ Integrated mixed-use space
- ☐ Other

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67. What are the main challenges or obstacles your business faces in the Break O'Day area?
(Select all that apply) *

- ☐ Difficulty in finding and retaining skilled labour
- ☐ High operating costs (e.g., utilities, rent)
- ☐ Limited access to funding or financial support
- ☐ Regulatory and compliance burdens
- ☐ Insufficient local market demand
- ☐ Seasonal fluctuations in business activity
- ☐ Competition from other businesses
- ☐ Limited infrastructure (e.g., transportation, internet connectivity)
- ☐ Supply chain disruptions or limitations
- ☐ Challenges in marketing and reaching customers
- ☐ Lack of business support services and resources
- ☐ Inadequate local government support
- ☐ Environmental or climatic challenges
- ☐ Other

68. Building on your answer above, if you managed to resolve these challenges, what additional activity could your business be doing and how might this support the growth of your business?

69. How would you rate the state of the following infrastructure elements in Break O'Day? *

	Very good	Good	Fair	Poor	Very Poor
Road and transportation networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital connectivity and high-speed internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilities (water, electricity)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public transport options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste management and recycling facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage and wayfinding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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70. Which infrastructure improvements would most benefit your business? (Select all that apply) *

- ☐ Upgrading and expanding high-speed internet and digital connectivity
- ☐ Improving road and transportation networks
- ☐ Enhancing public transport services and routes
- ☐ Developing new commercial and industrial zones
- ☐ Expanding and upgrading utilities (e.g., water, electricity)
- ☐ Improving parking facilities in business districts
- ☐ Developing and enhancing ports and maritime facilities
- ☐ Creating or upgrading co-working spaces and business hubs
- ☐ Investing in renewable energy projects
- ☐ Improving waste management and recycling facilities
- ☐ Enhancing signage and wayfinding systems
- ☐ Developing recreational and green spaces to attract visitors
- ☐ Upgrading airport facilities to support more flights and cargo
- ☐ Enhancing the rail line for better connectivity and freight services
- ☐ Building or upgrading community event and conference facilities
- ☐ Other

71. How do you use the local road network? (Select all that apply) *

- ☐ Local and regional business travel
- ☐ Transporting goods and cargo
- ☐ Attracting clients or partners
- ☐ Reaching customers
- ☐ Engaging with supply chain
- ☐ Other

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72. What are the key issues you find with the local road network? (Select all that apply) *

- ☐ Not applicable
- ☐ Reliability of road infrastructure
- ☐ Quality and condition of road infrastructure
- ☐ Traffic and congestion
- ☐ Limited connectivity and/or access
- ☐ Other

73. What specific area(s) of the road network do you think need upgrading?

74. Would you like to see investment in upgrading the airport? *

- ☐ Yes
- ☐ No

75. If the local airport were more accessible or upgraded, how would you use it for your business? (Select all that apply) *

- ☐ I wouldn't
- ☐ Increased business travel
- ☐ Transporting goods and cargo
- ☐ Attracting clients or partners
- ☐ Participating in regional or international trade
- ☐ Other

76. What specific improvements or developments at the airport would encourage you to use it more frequently? (Select all that apply) *

- ☐ Not applicable
- ☐ More flight options and destinations
- ☐ Improved cargo handling facilities
- ☐ Better ground transportation connections
- ☐ Lower costs for airport services
- ☐ Extended operating hours
- ☐ Other

77. Would you see value in upgrading the local port facilities? *

- ☐ Yes
- ☐ No

78. If the local port facilities were more accessible or upgraded, how would you use them for your business? (Select all that apply) *

- ☐ I wouldn't
- ☐ Importing goods and materials
- ☐ Exporting products
- ☐ Tourism and cruise activities
- ☐ Fishing and seafood industry support
- ☐ Recreational boating and marine activities
- ☐ Other

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79. What specific improvements or developments at the port would encourage you to use it more frequently? (Select all that apply) *

- ☐ Not applicable
- ☐ Enhanced cargo handling and storage facilities
- ☐ Better docking and mooring facilities
- ☐ Improved security and customs services
- ☐ Better access to transportation networks
- ☐ Lower costs for port services
- ☐ Development of business activation areas in and around the wharf
- ☐ Other

80. If you operate a hospitality, retail, or customer-facing business, do you shorten your opening hours during the winter months? *

- ☐ Yes
- ☐ No
- ☐ Does not apply

81. If you answered yes to the question above, what would encourage and enable you to open for extended hours, particularly in the winter months? (Select all that apply) *

- ☐ Increased customer demand
- ☐ Financial incentives or subsidies
- ☐ Reduced utility costs
- ☐ Hiring additional staff
- ☐ Support with marketing and promotion
- ☐ Partnerships with other local businesses
- ☐ Improved security measures
- ☐ Better public transportation options
- ☐ Community events and activities to draw more visitors
- ☐ Seasonal grants or funding programs
- ☐ Access to training for extended hours operations
- ☐ Flexible regulatory and licensing requirements
- ☐ Enhanced local infrastructure (e.g., lighting, parking)
- ☐ Other

82. How often do you engage with other businesses in the area ? *

- ☐ Never
- ☐ Occasionally
- ☐ Regularly

83. Would you value support to help increase engagement and collaboration across the business community, such as linking local suppliers and jointly promoting goods/services in Break O'Day? *

- ☐ Yes
- ☐ No
- ☐ Maybe

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84. Are there any specific support services or resources you believe would benefit local businesses? (Select all that apply) *

- ☐ Networking events and business meetups
- ☐ Business mentoring and coaching
- ☐ Marketing and promotional support
- ☐ Access to funding and grants
- ☐ Training and professional development programs
- ☐ Shared resources and facilities (e.g., co-working spaces)
- ☐ Technology and digital tools support
- ☐ Supply chain and logistics support
- ☐ Legal and regulatory compliance assistance
- ☐ Customer service and sales training
- ☐ Collaboration opportunities with other local businesses
- ☐ Export and trade support
- ☐ Industry-specific support groups or associations
- ☐ Other

85. Who would you expect to provide the required support? (Select all that apply) *

- ☐ Break O'Day Council
- ☐ Break O'Day Chamber of Commerce and Tourism
- ☐ Break O'Day Business Enterprise Centre
- ☐ State Government
- ☐ Local businesses
- ☐ Other

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86. How important is access to skilled labour or workforce development programs for your business? *

- ☐ Very important
- ☐ Important
- ☐ Neutral
- ☐ Not important
- ☐ Not at all important

87. What specific types of skilled labour or workforce development programs would be most beneficial for your business? (Select all that apply) *

- ☐ Technical and vocational training
- ☐ Leadership and management development
- ☐ Customer service and sales training
- ☐ Digital and IT skills training
- ☐ Health and safety training
- ☐ Apprenticeship programs
- ☐ Internship opportunities
- ☐ Industry-specific certifications
- ☐ Soft skills development (e.g., communication, teamwork)
- ☐ Continuing education and upskilling
- ☐ Other

88. How challenging has staff recruitment and retention been for your business recently? *

- ☐ Very challenging
- ☐ Challenging
- ☐ Neutral
- ☐ Not challenging
- ☐ Not challenging at all

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89. What do you think are the primary factors contributing to recruitment/retention challenges?
(Select all that apply) *

- ☐ Lack of qualified candidates
- ☐ Lack of available accommodation for workers
- ☐ High competition for talent
- ☐ Insufficient budgets for recruitment activities
- ☐ Lengthy hiring processes
- ☐ Ineffective job advertisement
- ☐ Other

90. Do you think any of the following actions would improve your business' ability to recruit and retain staff? (Select all that apply) *

- ☐ Enhance employer branding and visibility
- ☐ Greater provision of regional worker accommodation
- ☐ Offer more competitive salaries and benefits
- ☐ Streamline hiring process
- ☐ Improve candidate engagement and communication
- ☐ Expand recruitment channels and networks
- ☐ Other

91. What new industries or sectors do you believe should be targeted for development in Break O'Day? (Select all that apply) *

- ☐ None
- ☐ Eco-tourism
- ☐ Renewable energy
- ☐ Agribusiness and sustainable farming
- ☐ Technology and digital services
- ☐ Creative industries (e.g., arts, design)
- ☐ Health and wellness
- ☐ Education and training
- ☐ Manufacturing and light industry
- ☐ Other

92. If you wanted to diversify your business, what support do you need to diversify or explore new industry opportunities? (Select all that apply) *

- ☐ I don't want to diversify
- ☐ Access to market research and feasibility studies
- ☐ Financial support and grants
- ☐ Training and upskilling programs
- ☐ Networking and partnership opportunities
- ☐ Business planning and strategy development
- ☐ Technology and digital tools
- ☐ Legal and regulatory advice
- ☐ Other

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93. Do you feel adequately supported by local government in terms of regulatory compliance, permits, or other administrative processes? *

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Unsatisfied
- ☐ Very unsatisfied

94. If you selected "Unsatisfied" or "Very unsatisfied" to the question above, please elaborate on your dissatisfaction *

- ☐ Slow processing times for permits and licenses
- ☐ Lack of communication and transparency
- ☐ Inconsistent enforcement of regulations
- ☐ Insufficient support for business development
- ☐ High fees and costs associated with compliance
- ☐ Limited access to local government officials
- ☐ Inadequate infrastructure planning and investment
- ☐ Poor responsiveness to business concerns and feedback
- ☐ Lack of incentives for business growth and expansion
- ☐ Other

95. How optimistic are you about the future economic prospects of the Break O'Day area? *

- ☐ Very optimistic
- ☐ Optimistic
- ☐ Neutral
- ☐ Pessimistic
- ☐ Very pessimistic

96. If you selected "Pessimistic" or "Very pessimistic" for the question above -
What factors contribute to your pessimism about the future economic prospects of the
Break O'Day area?

97. Do you have any additional comments or suggestions for improving the economic
performance of the Break O'Day community? *

Visitors

98. What do you think the Break O'Day economy should look like in 20 years? (Select your top priorities) *

Please select at most 3 options.

- ☐ A vibrant community with a robust small business sector and thriving local shops
- ☐ A top tourist destination known for its unique attractions and natural beauty
- ☐ A sustainable economy with a strong focus on green practices and renewable energy
- ☐ A thriving hub for innovative and tech-driven industries
- ☐ A diverse and resilient economy with balanced growth across various sectors
- ☐ Other

99. In your opinion, what are the key features that will define our local economy's success in 20 years? (Select your top priorities) *

Please select at most 3 options.

- ☐ Good access to healthcare and wellbeing facilities
- ☐ Significant employment and educational opportunities
- ☐ Good access to public services and amenities
- ☐ Significant recreational and cultural activities
- ☐ A sustainable and environmentally focused approach to development
- ☐ Other

100. What is your age? *

- ☐ Under 18
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 65+

101. Gender *

- ☐ Female
- ☐ Male
- ☐ Non-binary
- ☐ Prefer not to say

102. Where do you live? *

- ☐ Intrastate (Tasmania)
- ☐ Interstate (Australia)
- ☐ International

103. If you selected "Interstate", please specify: *

- ☐ New South Wales (NSW)
- ☐ Australian Capital Territory (ACT)
- ☐ Victoria (VIC)
- ☐ Northern Territory (NT)
- ☐ Western Australia (WA)
- ☐ South Australia (SA)

104. If you selected "International," please specify your country:

105. Have you visited Break O'Day before? *

- ☐ Yes
- ☐ No

106. When did you visit Break O'Day? *

- ☐ Currently visiting
- ☐ Within the last month
- ☐ 1-3 months ago
- ☐ 3-6 months ago
- ☐ 6-12 months ago
- ☐ Over a year ago

107. What time of the year did you visit? *

- ☐ Summer
- ☐ Autumn
- ☐ Winter
- ☐ Spring

108. What is the primary purpose of your visit? *

- ☐ Leisure/Tourism
- ☐ Business
- ☐ Visiting friends/family
- ☐ Other

109. How long did/do you plan to stay in Break O'Day? *

- ☐ Day trip
- ☐ 1-2 days
- ☐ 3-5 days
- ☐ 1 week
- ☐ more than a week

110. How did you hear about Break O'Day? *

- ☐ Friends/Family
- ☐ Social Media
- ☐ Travel Website/Blog
- ☐ Travel Agency
- ☐ Other

111. Which attractions or activities did you participate in during your stay? (Select all that apply) *

- ☐ Beaches
- ☐ National Parks
- ☐ Hiking/Walking Trails
- ☐ Local Markets
- ☐ Museums/Art Galleries
- ☐ Water Sports
- ☐ Local Events/Festivals
- ☐ Other

112. What challenges have you encountered with the opening hours of local hospitality venues (e.g., restaurants, recreational facilities) in the Break O'Day area? (Select all that apply) *

- ☐ None
- ☐ Venues close too early in the evening
- ☐ Venues do not open at the weekend
- ☐ Venues do not open during the week
- ☐ Venues have inconsistent opening hours
- ☐ Lack of available information about opening hours
- ☐ Other

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113. What solutions would you support to better align the opening hours of local venues with the needs of the Break O'Day area? (Select all that apply) *

- ☐ Extending the evening hours of venues
- ☐ Consistent opening hours throughout the week.
- ☐ Opening venues on weekend and public holidays
- ☐ Improved communication and advertising of opening hours
- ☐ Seasonal adjustments to opening hours based on visitor patterns
- ☐ Other

114. How satisfied are you with the following aspects of Break O'Day: *

	Very satisfied	Satisfied	Neutral	Unsatisfied	Very unsatisfied
Accommodation options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dining options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retail shops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hospitality services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor activities and recreation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to information and guides	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

115. If you selected "Unsatisfied" or "Very unsatisfied" for any aspect in the question above - Please elaborate on your dissatisfaction with the specific area.

116. What do you like most about visiting Break O'Day?

117. What do you think could be improved to enhance the visitor experience in Break O'Day?

118. How do you use the local road network during your visits to Break O'Day? (Select all that apply) *

- ☐ Access to amenities and services
- ☐ Family visits
- ☐ Participating in tourism activities
- ☐ Business travel
- ☐ Access to local businesses
- ☐ Other

119. What are the key issues you find with the local road network during your visits to Break O'Day? (Select all that apply) *

- ☐ Not applicable
- ☐ Reliability of road infrastructure
- ☐ Quality and condition of road infrastructure
- ☐ Traffic and congestion
- ☐ Limited connectivity and/or access
- ☐ Other

120. What specific area(s) of the road network do you think need upgrading?


121. Would you recommend Break O'Day as a travel destination to others? *

- ☐ Definitely
- ☐ Probably
- ☐ Not sure
- ☐ Probably not
- ☐ Definitely not

122. If you selected "Definitely not" or "Probably not" for the question above -
What factors influence your decision not to recommend Break O'Day?

123. Do you have any additional comments or suggestions for improving the visitor experience in
Break O'Day? *

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 Microsoft Forms

EDS Action Plan

Action Sheet

Action No.	Action	Item	Narrative	Next Steps	Priority (1 low, 5 high)	Responsibility
Industry Development						
1	Support Business Diversification	1.1	Engage regionally with the Chamber of Commerce, Regional Development Australia (RDA), Northern Tasmania Development Corporation (NTDC), Break O'Day Employment Connect and the wider community to support business diversification and partnership working. Potential industries to target include sustainable aquaculture, horticulture, viticulture and high-value crop production, tourism, creative industries, and health & wellness. Through business diversification, continue to focus on sustainable practices (such as supporting farmers and fishers to transition to organic or regenerative farming), developing positive impact tourism and building adaptive capacity to external climate related changes.	Organise a regional level meeting between RDA, NTDC, the Chamber of Commerce, Break O'Day Employment Connect, East Coast Tasmania Tourism and community leaders to identify unique industries, support local businesses, and explore collaborative opportunities through entrepreneurial initiatives in Break O'Day.	4	Council / Various Stakeholders
2	Support Entrepreneurial Ventures	2.1	Linked to the Business Diversification action, understand the support required and establish development mechanisms for emerging entrepreneurs, such as funding and grants, business planning & strategy development, and mentoring programs. Explore co-working spaces to support start-ups and small business collaboration.	Identify the partners best placed to develop business support tailored to local need (e.g., Business Enterprise Centre, Rural Business Tasmania, AusIndustry, Chamber of Commerce, and Council).	2	Council / Various Stakeholders
		2.2	Create an enabling environment that fosters innovation and growth for start-ups, social enterprises, and small businesses. Leverage the Industry Growth Program to provide support and incentives that encourage emerging businesses to establish or relocate to the Break O'Day area.	Explore the introduction of advisory groups to empower local businesses, identify local entrepreneurial leaders and encourage the sharing of ideas.	3	

3	Invest in Education and Training	3.1	Partner with local educational institutions and wider stakeholders to develop and implement vocational training programs and curriculums ensuring they are aligned with local needs and demand. In turn reducing the need for families to relocate and addressing regional and parental drift. Leverage the Study Hub for further educational support.	Leverage findings from the East and Northeast Coast Education, Training and Employment Pathways report to identify priority next steps. Support the establishment and operation of a Study Hub to meet educational needs.	5	Local Educational Institutions / State & Council (Strategic Regional Partnership)
		3.2	Engage with Break O'Day Employment Connect and local businesses to focus on skills and training that are in demand in both traditional and emerging industries (such as industry specific qualifications, customer service & sales training, and digital & IT training). Increase access to apprenticeship programs that encourage students and young professionals to remain in, or move to, Break O'Day.	Work with Council and Break O'Day Employment Connect to identify key skills needed in existing and emerging industries. Launch pilot training programs and evaluate their effectiveness. Explore potential of non-traditional apprenticeships (such as those in aged-care, tourism & hospitality or IT).	5	Council / Break O'Day Employment Connect / Local Businesses
4	Attract and Retain Talent	4.1	Work with local businesses and Break O'Day Employment Connect to consider career events, young leadership programs, and marketing campaigns that highlight the region's lifestyle benefits to attract new talent.	Collaborate with local businesses and Break O'Day Employment Connect to facilitate career events and young leadership programs. Explore the development of marketing material to showcase employment opportunities and lifestyle benefits of Break O'Day, potentially engaging external expertise if required.	5	Break O'Day Employment Connect / Council / Local Businesses
		4.2	Collaborate with State Government and key stakeholder organisations to explore relocation incentives. Leverage existing Council Wellbeing Project and continue to explore opportunities with Tasmanian Community Fund to meet Break O'Day's community needs and support the attraction and retention of talent.	Engage with State Government to explore relocation support and resettlement assistance. Explore further funding opportunities and leverage existing initiatives to promote the attractiveness of Break O'Day.	3	State / Council / Local Businesses / Tasmanian Community Fund
5	Brand Identity Development and Digital Outreach	5.1	Support and showcase the development of local products and services (such as organic farming, sustainable fishing, specialty crop production, viticulture, forestry products, and sustainable & agri-tourism) that are tied to the region's natural capital, creating a strong brand identity.	Collaborate with local producers and East Coast Tasmania Tourism to identify key opportunities to support local produce (such as loyalty rewards/programs) and boost brand development. Encourage local suppliers to collaborate and jointly promote goods and services.	4	Council / Local Producers / East Coast Tasmania Tourism

		5.2	Continue to develop digital promotion platforms, workshops and networking events that facilitate collaboration between local producers, retailers, and other stakeholders. Consider how Business Enterprise Centre, East Coast Tasmania Tourism and Rural Business Tasmania can collaborate to enhance digital engagement.	Explore the potential (and feasibility) for joint working platforms. Work with East Coast Tasmania Tourism and Rural Business Tasmania to engage local businesses through existing networking events, workshops and ongoing branding efforts. Identify potential solutions for promotion of the Break O'Day area and its businesses. E.g., an 'Invest in Break O'Day/Northeast Tasmania Website', creation of a digital version local business directory.	1	Business Community / East Coast Tasmania Tourism / Rural Business Tasmania / Business Enterprise Centre / Council
6	Activate Town Centre Spaces	6.1	Collaborate with the community to activate and enhance foreshore spaces. Create a vibrant network of public realm spaces that promote accessibility and support diverse and flexible recreational facilities.	Explore opportunities to improve placemaking in various locations, including along the Georges Bay Trail (in alignment with Georges Bay Foreshore Strategy). Through increased walkability, new events & markets, and upgrading public amenities, support businesses with increased evening and offseason footfall.	3	Council
		6.2	In alignment with community demand, explore the viability of pop-up shops, temporary markets, community hubs and wider events to revitalise town centre areas and stimulate economic activity. Support the promotion of these opportunities with local entrepreneurs and community groups.	Develop approval guidelines and explore funding options for prospective and pilot events with community and local entrepreneurs. Align these efforts with St Helens - Binalong Bay Liveability Strategy, leveraging existing Council Community Grants to improve town centre beautification and amenity.	3	Council / Business Community
		6.3	Support local businesses to extend opening hours by promoting events and pop-up facilities, particularly during peak tourist season. Encourage residents and visitors to shop locally by improving communication and advertising of current hours. Explore the implementation of consistent business opening hours to align with community needs.	Work with residents, local businesses, East Coast Tasmania Tourism and Chamber of Commerce & Tourism to support the extension of opening hours. Explore potential for shared and consistent business opening hours for retail areas. Ensure coordinated promotion of extended hours, events, and pop-up facilities through digital platforms, ensuring consistency and convenience for visitors.	3	Business Community / East Coast Tasmania Tourism / Chamber of Commerce & Tourism

		6.4	Implement initiatives to revitalise & repurpose vacant properties and improve the visual appeal and streetscape of our key centres.	Work with Council Infrastructure Department to review and understand the potential of vacant sites and how they could operate.	2	Council
Infrastructure						
7	Encourage Housing and Accommodation Diversification	7.1	Collaborate with local businesses to address the shortage of suitable accommodation for workers, particularly for skilled and key professions such as nursing and teaching, as well as new or seasonal employees. Identify strategic 'quick win' accommodation options to attract and retain skilled workers.	Work with the business community and State through the Eastern Strategic Regional Partnership to explore partnerships and the potential of developing a 'Housing Delivery Working Group' of public and private sector. Work with community to assess affordable housing options that meet their needs.	5	State / Council / Business Community
		7.2	Collaborate with State and private sector to develop affordable housing options for working individuals, couples and families.	In alignment with the East Coast's Strategic Regional Partnership and Tasmania's 20-year Housing Strategy, collaborate with the Council planning team to identify 'quick win sites' for immediate development exploration.	3	Council Planning
		7.3	Explore opportunities to address high rental prices and the shortage of mid-term to long-term accommodation.	Work with Council to identify potential partnerships and form a 'Housing Delivery Working Group' comprising public and private sectors.	3	Council / Private Sector
		7.4	Expand the housing provision for Break O'Day's ageing population. Explore and encourage the development of multiple dwellings and micro units.	Assess the ageing community's needs to determine the regional over/under supply of bedrooms.	4	
8	Enhance Provision of Visitor Accommodation	8.1	Expand premium accommodation offerings to attract higher-spending visitors, ease the reliance on Airbnb provision, and support local businesses and economic growth.	Develop and implement strategies to attract investment and support upgrades to close the gap in premium accommodation offerings in Break O'Day, exploring opportunities such as motels.	3	Council / Private Sector

9	Responsive Strategic Land Use Planning	9.1	In alignment with Break O'Day's Land Use and Development Strategy, ensure strategic and appropriate provision for diverse land uses. Collaborate with stakeholders to ensure community needs are regularly reviewed and incorporated.	Support future economic growth by reviewing land use designations and implementing zoning for diverse housing, designating commercial areas, protecting agricultural lands, and developing accessible recreational spaces. Ensure alignment with the Beaumaris and Scamander Structure Plans currently in development to integrate with broader land use planning.	2	Council
10	Upgrade Transport Infrastructure	10.1	In alignment with Break O'Day's Transport Master Plan, invest in road maintenance to improve the reliability and condition of transport infrastructure (including roads such as St Marys Pass) to boost connectivity to & from and within the region.	Discuss key transport issues with the Council's Infrastructure and Development Services team to identify potential improvements and explore the feasibility of developing an Integrated Transport Strategy.	5	Council / State
		10.2	Explore the development of an Integrated Transport Strategy for Break O'Day. Seek to improve public transport provision, particularly around town centres.		4	Council
		10.3	Improve local transport connectivity and accessibility, including street permeability and parking, particularly in town centres and during peak tourist season. Focus on safe & accessible active travel routes (both walking and cycle trails) and promote passive movement to enhance placemaking.	Promote and leverage existing Council Community Grants to improve town centre connections and amenities. Uncover collaboration opportunities with Area Connect to leverage short-term flexible transport solutions.	4	Council
11	Improve Digital Connectivity	11.1	Explore opportunities to improve digital infrastructure, such as the introduction of more Starlink services, particularly in remote areas to enhance business operations and access to services.	Identify current gaps in digital infrastructure and potential funding sources for improvements. Advocate with other key agencies such as NBN and Telstra and align with State initiatives like Our Digital Future to improve digital capacity and connectivity.	3	Council / Key State & National Agencies
		11.2	Improve reliability of high-speed internet access to support modern business needs.	Set out potential high-level solutions for resolving connectivity issues (e.g., Starlink and similar case studies).	3	
Natural Environment						

12	Harness Natural Beauty to Attract Residents	12.1	Harness Break O'Day's natural beauty and high quality of life to attract new residents and workers, fostering population growth and meeting the workforce demands of local businesses.	Linked to the Brand Identity Development and Digital Outreach action, develop partnerships and targeted marketing campaigns that highlight the region's natural assets and outdoor lifestyle benefits to attract new residents and professionals.	3	Council / Business Community
13	Promote Regenerative Tourism	13.1	Promote tourism that actively restores and enhances our natural capital. Educate visitors on conservation activities and Break O'Day's natural values while generating sustainable economic benefits for the community.	In alignment with East Coast Tasmania Tourism Positive Impact Tourism Plan, understand how regenerative tourism interacts with the community and identify high-level opportunities in the area's tourism sector. Explore the development of a Bay of Fires Pledge (similar to Maria Island) that encourages visitors to consider and take responsibility of their environmental impact.	4	East Coast Tasmania Tourism / Council
14	Leverage Natural Resources	14.1	Leverage Break O'Day's natural resources to drive sustainable industry growth while preserving environmental integrity. Promote areas such as sustainable agriculture, aquaculture, and positive impact tourism.	Engage with local stakeholders and develop partnerships to identify opportunities for sustainable industry development.	3	Council / Business Community
15	Foster Institutional Partnerships and Community Involvement	15.1	Engage with institutional investors, such as those who own forestry assets, to develop collaborative initiatives that align their investment goals with community benefits. Establish regular dialogue to explore opportunities for joint ventures in sustainable practices, carbon offset projects, and community-driven positive impact tourism.	Engage investors in joint initiatives that align their investments with community benefits, including local job creation, infrastructure, and sustainability projects.	3	Council / Business Community / Community
		15.2	Support North East Bioregional Network and other community organisations to develop programs that educate the community on the importance of our natural capital.	Collaborate with the community to discuss the existing processes in place and involve them in future conservation and sustainable use practices.	2	North East Bioregional Network / Council / Wider Community Organisations

16	Support Biodiversity and Advance Circularity	16.1	Support and engage with biodiversity restoration projects to improve the health and resilience of ecosystems, such as reforestation, wetland restoration, and invasive species control.	Continue to support and seek new projects that provide reforestation, wetland restoration, and invasive species control initiatives in order to enhance ecosystem health while creating local jobs and boosting positive impact tourism potential.	3	North East Bioregional Network / Council / Wider Community Organisations
		16.2	Promote circular economy practices and develop areas such as waste reprocessing and microgrids.	Identify best practices and successful models from other regions that could be adapted for Break O'Day. Engage with local industry stakeholders to explore the adoption of these practices. Integrate State strategies and initiatives such as Tasmania's Recycle Rewards Scheme to promote further waste reduction and recycling initiatives.	4	Council / Business Community / Regional Waste Organisations
17	Develop Climate Resilience Planning	17.1	Through development of the Council's Climate Change Action Plan, continue to develop and implement plans to address climate change impacts and protect ecosystems & communities.	Identify key risks and next steps for ensuring resilience and economic security. Explore the potential to develop a Municipal Climate Change Adaptation Plan to inform & support community and manage risks.	4	Council / Northern Tasmania Alliance of Resilient Councils
		17.2	Enhance the ecosystem and community's capacity to endure and recover from extreme weather events through focused resilience planning and protective measures.	Identify high risk areas (such as Georges Bay) and develop resilience planning for weather events. Dependent on demand and weather patterns, explore the potential for irrigation initiatives such as re-opening the Fingal Irrigation Scheme.	2	Council / Tasmanian Irrigation
Community Wellbeing						
18	Improve Healthcare and Childcare Services	18.1	Assess the nature & extent of inadequacy in healthcare services in Break O'Day, identifying gaps and mismatches between supply and demand. Explore options to integrate technological health solutions such as telehealth services and digital health management systems.	Ensure alignment with the East Coast Strategic Regional Partnership to identify key areas for intervention, such as mental health services.	4	State / Eastern Strategic Regional Partnership / Local Healthcare Providers / Community Representatives
		18.2	Engage with State and healthcare providers to discuss incentives to attract and retain skilled healthcare professionals.	Follow up with healthcare providers and State Department of Health to discuss potential expansions and incentives to attract skilled healthcare professionals.	4	State / Local Healthcare Providers

		18.3	Engage with childcare providers and Early Childhood Australia to explore options to expand access to childcare and family support services. In doing so, support workforce development as well as improving childcare provision.	Deliver the childcare analysis project contained in the Eastern Strategic Regional Partnership and support the implementation of the childcare provision outcomes.	2	State / Local Childcare Providers / Council
19	Expand on Aged Care Opportunities	19.1	Prioritise aged care and related services to meet the growing needs of our aging population, supporting sector growth and industry diversification.	Engage with Medea Park and other potential providers to explore expansion and diversification opportunities, including medium and high density independent living units. Leverage Dr Lisa Denny's Levers for Change and other success stories that embrace the silver and white economy to capitalise on these opportunities.	5	Council / Medea Park
20	Improve Access to Housing	20.1	Explore partnerships to improve access to housing. Encourage investment in accommodation diversification, focusing on a community led and place-based approach to housing investment.	Build on actions identified above. Address the mismatch between current local supply and demand, particularly for older residents, smaller households, and new or seasonal workers.	3	Council / Private Sector
21	Enhance Education and Training	21.1	Develop vocational training programs in collaboration with the Trade Training Centre and Break O'Day Employment Connect, leveraging the Study Hub's tertiary and vocational education focus. Ensure alignment with local industry needs and integration with mainstream education through the VET system.	Leverage findings from the East and Northeast Coast Education, Training and Employment Pathways report and work with Council, Break O'Day Employment Connect and wider educational stakeholders to set out the key actions associated with local training and employment support.	5	Council / Break O'Day Employment Connect / Educational Stakeholders
		21.2	Enhance access to education and training provision and explore opportunities to improve Break O'Day's local education offering, such as further in-person teaching for years 11 and 12, that could potentially bring in tertiary education support.		4	

22	Upgrade Community and Recreational Infrastructure	22.2	Ensure targeted investment in the development, maintenance and repurposing of community infrastructure to ensure it aligns with the needs of the Break O'Day area. Explore opportunities to develop cultural & recreational facilities and services, including trails, green spaces, game fishing, water sports, and an aquatic centre.	Work with community representatives (e.g., Neighbourhood Housing and Lighthouse) to explore the extent and nature of community & recreational infrastructure demand. Explore the development of an integrated regional mountain bike network and online platform that promotes physical activity and positive impact tourism. Ensuring development of existing trails is in alignment with the Break O'Day Recreational Trails Strategy.	3	Council / East Coast Tasmania Tourism / Community Representatives
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Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2015 that Council move into Closed Council.

IN CONFIDENCE

07/25.18.0 CLOSED COUNCIL

07/25.18.1 Confirmation of Closed Council Minutes – Council Meeting 16 June 2025

07/25.18.2 Outstanding Actions List for Closed Council

07/25.18.3 Closed Council Item Pursuant to Section 15(2)(h) of the Local Government (Meeting Procedures) Regulations 2015 - Cllr Janet Drummond Leave of Absence

07/25.18.4 Closed Council Item Pursuant to Section 15(2)A of the Local Government (Meeting Procedures) Regulations 2015 - General Manager Review

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

07/25.19.0 MEETING CLOSED

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

.....
MAYOR

.....
DATE