

COUNCIL MEETING AGENDA

Monday 19 May 2025
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
13 May 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 19 May 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: 13 May 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.

05/25.1.0 ATTENDANCE

05/25.1.1 Present

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

05/25.1.2 Apologies

Councillor Janet Drummond

05/25.1.3 Leave of Absence

05/25.1.4 Staff in Attendance

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

05/25.2.0 PUBLIC QUESTION TIME

Nil

05/25.3.0 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.

05/25.4.0 CONFIRMATION OF MINUTES

05/25.4.1 Confirmation of Minutes – Council Meeting 14 April 2025

OFFICER’S RECOMMENDATION:

That the minutes of the Council Meeting held on the 14 April 2025 be confirmed.

05/25.5.0 COUNCIL WORKSHOPS HELD SINCE 14 APRIL 2025 COUNCIL MEETING

There was a workshop held 5 May 2025 and the following items were listed for discussion.

- Presentation - Northern Tasmania Development Corporation – CEO Chris Griffin – 10am 6
- NRM Committee Meeting Minutes – 4 February 2025
- Appointment of Break O'Day Council Natural Resource Management Committee representatives
- 2025-2026 Draft Budget Estimates
- Animal Control Report
- Kerbside Waste Collection Schedule
- Break O'Day Council Reconciliation Action Plan
- Council undertake a review of the BODC free camping area at Tully St, St. Helens – Clr Lefevre

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.

Nil

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.

05/25.7.0 COUNCIL MEETING ACTIONS

05/25.7.1 Outstanding Matters



COUNCIL RESOLUTIONS - MEETINGS - PUBLIC
13/05/2025



COUNCIL RESOLUTIONS PLAN

COUNCIL RESOLUTIONS - APRIL 2025

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	14/04/2025	19/05/2025	04/25.6.1.575 DA 2024 / 00239 - Demolition of Dwelling & Carport and New Building comprising one (1) Dwelling & Two (2) Visitor Accommodation Units - 74 Main Road, Binalong Bay	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 Dwelling & Carport and New Building comprising one (1) Dwelling & Two (2) Visitor Accommodation Units on land situated at 74 Main Road, Binalong Bay described in Certificate of Title 168931/105 be APPROVED subject to the following plans / documents and conditions:	Planning Permit issued 24th April 2025	Senior Town Planner
100%	14/04/2025	19/05/2025	04/25.6.2.576 DA 2024 / 00183 - Visitor Accommodation and Food Services - Additional Restaurant Use and Retrospective Approval of a Verandah, Carpark, Four (4) Accommodation Pods and Associated Works - 21040 Tasman Highway, Chain Of Lagoons	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 Visitor Accommodation and Food Services - Additional Restaurant Use and Retrospective Approval of a Verandah, Carpark, Four (4) Accommodation Pods and Associated Works on land situated at 21040 Tasman Highway, Chain Of Lagoons described in Certificate of Title 42626/1 be APPROVED subject to the following plans / documents and conditions:	Planning Permit issued 23rd April 2025	Senior Town Planner

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	14/04/2025	19/05/2025	04/25.9.1.577 Local Government Association of Tasmania - Lift the Tone Campaign - Mayor Tucker	Council resolves to challenge the normalisation of abuse against elected members and officers and uphold exemplary standards of public and political debate in all it does. Council further resolves to pledge support for the Local Government Association of Tasmania's Lift the Tone campaign. In supporting the pledge Council commits to: • Promoting civility in public debate. • Refraining from abusive language and behaviour online or in person. • Encouraging others to engage respectfully.	Councillors have signed the Pledge online. Campaign is being promoted on Council's Facebook page with a series of Facebook posts, on Council's website and is to be included in Council's newsletter.	General Manager
50%	14/04/2025	30/06/2025	04/25.9.2.578 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.	Funding for the project is included in the draft budget estimates discussed by Council at its May workshop.	Business Services Manager
100%	14/04/2025	19/05/2025	04/25.13.4.582 Schedule of Fees & Charges 2025/2026	That Council adopt the Schedule of Fees & Charges 2025/2026 as presented.	Updates have been made and will be uploaded to Council's website and the final document will be circulated internally in due course.	Corporate Services Coordinator
100%	14/04/2025	19/05/2025	04/25.14.3.585 Free Green Waste – Ansons Bay Waste Transfer Station	That Council introduce free green waste Sundays at the Ansons Bay Waste Transfer Station for residential customers only - November to February as currently exists at St Helens, Scamander and St Marys in accordance with Council policy, "EP04 – Waste Management Policy".	Council approved free green waste days for the Ansons Bay WTS at the April Council meeting.	Manager Infrastructure and Development Services
0%	14/04/2025	19/05/2025	04/25.14.4.586 Draft Community Park and Landscape Policy	That the Council receive and adopt the Community Park and Landscape Policy as a new policy.		Corporate Services Coordinator

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	14/04/2025	19/05/2025	04/25.14.5.587 Tasman Highway St Helens – speed limits	That the Council support the reduction in speed limit to 50km/hr along the Tasman Highway between St Helens Point Road and the Golden Fleece Bridge, south of the St Helens town centre.	State Growth advised of Council decision at the April 2025 Council meeting to support the reduction in speed limit to 50km/hr along the Tasman Highway between St Helens Point Road and the Golden Fleece Bridge, south of the St Helens town centre.	Manager Infrastructure and Development Services
100%	14/04/2025	19/05/2025	04/25.15.2.589 Memorandum of Understanding – State Emergency Service	That Council provide the sum of \$18,500 to assist with the running costs of the Break O'Day SES Unit payable to the Department of Police, Fire and Emergency Management (DPFEM) paid in two six monthly instalments.	This funding is for the 2025 - 2026 financial year - a new MOU to be prepared by the SES Unit	Manager Community Services
100%	14/04/2025	19/05/2025	04/25.16.2.591 Revised Land Use Planning and Approvals (Development Assessment Panel) Bill 2025	Council send the proposed submission on the draft Bill to the State Planning Office with a copy also sent to Local Government Association Tasmania.	Council submission (CM 25/8371) emailed 23/04/2025. Submission completed.	Senior Town Planner

COUNCIL RESOLUTIONS - MARCH 2025

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
95%	17/03/2025	30/04/2025	03/25.17.3.568 Election of Committee Members of the General Management Committee (GMC) and President of the Local Government Association of Tasmania (LGAT) 2025	That Council nominate Mayor Mick Tucker for the 2025 election of committee members of the General Management Committee (GMC) and President of the Local Government Association of Tasmania (LGAT).	Nomination form has been lodged with the Tas Electoral Commission.	General Manager

COUNCIL RESOLUTIONS - JANUARY 2025

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
90%	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.	Inception meeting occurred on Thursday 17 April 2025 and so project has commenced with REMPLAN. Relevant documents have been provided to the consultants and a TEAMS platform for communication established. Currently determining in conjunction with REMPLAN the final work schedule.	Senior Town Planner
90%	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	Inception meeting is scheduled for 2 May 2025 to commence the project. ERA have been given access to the BOD platform in REMPLAN for data and insights. List of relevant documents has been prepared to provide to ERA to inform project.	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
100%	04/03/2024	30/04/2024	03/24.9.1.323 Speed limit reduction – Cllr Le Fevre	<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>The Break O'Day Council petition the Department of State Growth for a speed limit reduction (60kmh-50kmh) from the Golden Fleece Bridge in St. Helens to the intersection of the Tasman Highway and St. Helens Point Rd.</p>	At the ordinary meeting of the Council (14 April 2025), council endorsed a recommendation to confirm the reduction in speed limit to 50km/hour to StateGrowth for the Tasman Highway (Golden Fleece Rivulet - St Helens Point Road junction). A confirmation letter to that effect was returned to the Department on 16 April 2025.	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 – Cllr Carter	<p>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:</p> <p>That Council considers options to develop walking trails around and within the Scamander Complex precinct.</p>	AHT desktop assessment completed. Items to be progressed should the Council endorse this activity as a capital project and funding sought include a flora and fauna assessment at the site and seeking approval from the Department of Natural Resources and Environment in relation to upgrading part of the short track segment located on Crown land.	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 from the Commission.	Manager Infrastructure and Development Services

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
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 – Cllr 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
100%	16/09/2024	30/05/2025	09/24.16.2.456 Proposed Options for St Marys Exhibition Building	<ol style="list-style-type: none"> 1. That Council develop a community engagement strategy which informs the community in relation to the asset conditions and limitations of the building in its current form; 2. That the community engagement is targeted to inform Council regarding the communities proposed uses; 3. Develop initial estimates based on the outcomes of the consultation to enable Council to make a fully informed decision in relation to the future of the building, 	<p>A motion was moved by the Mayor at the April Council meeting:</p> <p>04/25.9.2.578 That Council: Moved: Mayor M Tucker/ Seconded: Cllr L Johnstone</p> <ol style="list-style-type: none"> 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. CARRIED UNANIMOUSLY 	Development Services Coordinator

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
65%	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 staff working on the EOI after comments received from first review	Manager Community Services
75%	21/10/2024	30/06/2025	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>The proposal has been considered as exempt from requiring a planning permit. The proposal as been considered as low risk building work and therefore a building approval is not required to be obtained.</p> <p>The East Coast Swans have been advised of Council decisions and the manufacturing is complete and installation is underway.</p> <p>The amended lease has been drafted will be amended upon completion.</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
20%	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>	Initial response received from PWS. Council's approach to dual naming has been raised as part of the Reconciliation Action Plan process with the discussion being about an all encompassing approach rather than adhoc naming	General Manager

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	18/12/2023	31/01/2024	12/23.9.3.267 Community landscape plan or policy for our townships– Deputy Mayor K Chapple	<p>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:</p> <p>That Council develop a community park / garden landscape plan / and or policy for our townships.</p>	New policy endorsed by the Council at the 14 April 20205 Council meeting.	Manager Infrastructure and Development Services

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

05/25.8.0 PETITIONS

Nil

05/25.9.0 NOTICES OF MOTION

Nil

05/25.10.0 COUNCILLOR'S QUESTIONS ON NOTICE

Nil

05/25.11.0 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.

05/25.12.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

05/25.12.1 Mayor's Communications for Period Ending 19 May 2025

15.04.2025	Hobart	– Meeting with Local Government Association of Tasmania's (LGAT) CEO Dion Lester to discuss 'Red Tape Reduction'
16.04.2025	St Helens	– Channel 7's Sunrise television show – Breakfast at the Flagstaff Trailhead with Fingal Valley Neighbourhood House
16.04.2025	St Helens	– Meeting with Vanessa Santoro from Department of Health and Aged Care to discuss the Monash model
16.04.2025	Fingal	– Eating with Friends at Fingal Valley Neighbourhood House
17.04.2025	Hobart	– Meeting with Jaquie Petrusma MP
17.04.2025	Hobart	– Meeting with Local Government Association of Tasmania's (LGAT) CEO Dion Lester to discuss Development Assessment Panels (DAP)
25.04.2025	St Helens	– ANZAC Day – Dawn service and 11am service at St Helens

27.04.2025	Eddystone Point	– 136 th anniversary at Eddystone Point to commemorate when the Prism was first lit up on 1 May 1889 - Friends of Eddystone Light Inc
28.04.2025	St Helens	– BODC welcomed two new citizens at our citizenship ceremony
05.05.2025	St Helens	– Meeting with Dave French from Planeworks Tasmania, Manager of Infrastructure and Development Services David Jolly and Business Services Manager Raoul Harper
05.05.2025	St Helens	– Council workshop
06.05.2025	MS Teams	– Australian Local Government Association's (ALGA) National General Assembly (NGA) sub-committee motions meeting
07.05.2025	MS Teams	– Northern Tasmania's Regional Land Use Study's (NTRLUS) Regional Strategic Directions - Local Government Workshop
09.05.2025	Sydney	– ALGA Board meeting and General meeting
12.05.2025	St Helens	– 2025 Volunteer Film Festival – A celebration of Break O'Day volunteers
13.05.2025	St Helens	– Councillors' consultation for the Bay of Fires Master Plan
13.05.2025	St Helens	– Community consultation for the Bay of Fires Master Plan
15.05.2025	Launceston	– LGAT's General Management Committee (GMC) meeting
16.05.2025	MS Teams	– Meeting with Tania Rattray MP
19.05.2025	St Helens	– Council Meeting

05/25.12.2 Councillor's Reports for Period Ending 19 May 2025

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

05/25.13.0 BUSINESS AND CORPORATE SERVICES

05/25.13.1 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:

2025/2026 Budget Estimates

Management have held a number of budget sessions and discussions with draft budget estimates currently being prepared for formal Council review. Council held a workshop on the budget on 5th May with a further discussion to take place at the Council workshop in June.

Tas Audit Office (TAO)

Representatives of the TAO were on site in early May for their interim Audit assessment. IT policies and controls, segregation of duties and process improvements were key areas of focus. The development of enhanced asset management capabilities, improved internal processes and the work already completed around segregation of duties were all well received by the TAO auditors.

Investments

Term deposits continue to perform well although cash reserves are projected to decrease in the coming financial year and interest rates are projected to decrease. Councils should note that cash levels will decrease as capital works delivery increases. The investment table usually provided will not be forthcoming this month due to staff availability.

Debt Repayment

As per the Long Term Financial Plan, \$2.4M in loans will be paid out towards the end of June. Council should note the corresponding decrease in cash reserves this will impact while also reducing long term exposure to external interest rate payments. The sound financial management and prudent decision making of the current Council has supported the capacity for this loan to be paid out earlier than projected when the initial loan was first entered in to.

Municipal Revaluation – Tender Endorsement

The municipal revaluation is a statutory process undertaken every six years under the *Valuation of Land Act 2001*, requiring all properties within a municipality to be assessed for their Land Value (LV), Capital Value (CV), and Assessed Annual Value (AAV) as at a common valuation date. This process ensures that property values used for rating and taxation purposes reflect current market conditions and are applied consistently across all landowners within the municipal area.

For the 2025 revaluation, the Tender Committee has endorsed LG Pty Ltd as the preferred provider of statutory valuation services for the municipality. This recommendation followed a structured assessment of all tenders against key weighted criteria, including organisational capability, personnel, systems, risk, value for money, and economic and social benefits.

While some concerns were noted around previous project delivery and resourcing, LG Pty Ltd was assessed as having sufficient capacity and relevant experience to meet the requirements. Their submission was considered a good overall fit for the Break O'Day municipal area.

The decision was endorsed by the full Tender Committee at its final review meeting, with the process overseen and confirmed as compliant by the probity advisor. The Council's representative also confirmed their satisfaction with the final recommendation.

Rates Summary - 1 May 2025

	2024/2025		2023/2024	
	%	\$	%	\$
Rates Brought Forward				
Outstanding Rate Debtors		813,964.84		695,682.00
Less Rates in Creditz		-296,603.81		-271,007.13
Net Rates Outstanding at 30 June 2024	3.60	517,361.03	3.38	424,674.87
Rates and Charges Levied	95.53	13,718,133.21	95.80	12,047,167.60
Interest and Penalty Charged	0.87	124,355.71	0.82	103,190.84
Total Rates and Charges Demanded	100.00	13,842,488.92	100.00	12,150,358.44
Less Rates and Charges Collected	84.99	12,205,061.63	86.91	10,928,436.97
Less Credit Journals and Supp Credits	1.73	248,696.90	1.31	165,089.39
Remissions and Discount	4.48	643,379.93	4.87	611,964.62
Unpaid Rates and Charges 1 May 2025	8.79	1,262,711.49	6.91	869,542.33

Remissions and Discounts

Early Payment Discount

Pensioner Rebates

2024/2025
120,199.69
523,180.24
643,379.93

2023/2024
116,854.39
495,110.23
611,964.62

Number Rateable Properties

6,901

6,876

Number Unpaid Rateable Properties

1,615

1,071

% Not fully paid**23.40****15.58**

Instalment date was 31 March

Right to Information (RTI) Requests

Nil

132 and 337 Certificates

	132	337
April 2025	44	19
March 2025	60	37
April 2024	32	23

Debtors/Creditors @ 7 May 2025**DEBTORS INFORMATION****Invoices Raised****Current**

Month	Mth Value	YTD 24/25
116	\$787,294.80	674

Previous Year

Month	YTD 23/24
96	760

CREDITORS INFORMATION**Payments Made****Current**

Month	Mth Value	YTD 24/25
314	\$1,233,630.02	2972

Previous Year

Month	YTD 23/24
396	2933

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 April 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 April 2025.

Profit and Loss

Break O'Day Council

For the 10 months ended 30 April 2025

Account	Actual YTD	Budget YTD	Budget Variance YTD	Budget Variance % YTD	Annual Budget	Notes
Trading Income						
Rates	13,562,021	13,385,406	176,615	1%	13,385,406	
User Fees	1,151,708	1,198,569	(46,861)	-4%	1,481,549	
Operating Grants	1,130,453	1,989,087	(858,634)	-43%	4,335,240	1
Interest & Investment Income	911,044	652,710	258,334	40%	1,133,512	2
Contributions	52,851	8,970	43,881	489%	10,765	
Other Revenue	100,489	78,254	22,235	28%	93,907	
Total Trading Income	16,908,567	17,312,996	(404,429)	-2%	20,440,379	
Gross Profit	16,908,567	17,312,996	(404,429)	-2%	20,440,379	
Capital Grants						
Grants - Commonwealth Capital	149,837	150,000	(163)	0%	1,495,767	
Grants - Roads to Recovery	529,122	569,720	(40,598)	-7%	854,579	
Grants - State Capital	863,023	150,000	713,023	475%	720,000	
Total Capital Grants	1,541,982	869,720	672,262	77%	3,070,346	3
Other Non Operating Income						
Net Gain/Loss on Disposal of Assets	31,267	0	31,267	0%	100,000	
Total Other Non Operating Income	31,267	0	31,267	0%	100,000	
Total Non Operating Revenue	1,573,250	869,720	703,530	81%	3,170,346	
Operating Expenses						
Employee Costs	5,275,644	5,407,653	(132,009)	-2%	6,511,003	
Materials & Services	6,302,203	7,300,337	(998,135)	-14%	8,689,785	4
Interest	78,276	76,481	1,795	2%	143,732	
Depreciation	4,245,913	4,009,932	235,981	6%	4,811,927	
Other Expenses	306,050	245,178	60,872	25%	294,210	5
Total Operating Expenses	16,208,086	17,039,581	(831,495)	-5%	20,450,657	
Operating Net Profit	700,481	273,415	427,066	156%	(10,278)	
Net Profit (Including Non Operating Revenue)	2,273,731	1,143,135	1,130,596	99%	3,160,068	
Work in Progress						
Capital Work in Progress	5,230,787	0	5,230,787	0%	0	
Total Work in Progress	5,230,787	0	5,230,787	0%	0	

Notes

1. Operating grants are down \$859k (43%) on budget YTD, which primarily relates to receiving of the 24/25 Financial Assistance Grants in the prior financial year.

2. Interest & Investment Income is \$258k higher than budget YTD, which is due to timing of matured investments.

3. Capital grants are \$672k higher than budget YTD, which is predominantly due to grant funds carried forward from the prior year.

4. Materials and services are \$998k (14%) below budget YTD, which relates to a combination of timing of some payments and some areas currently recording a lower level of spending than forecast for the YTD, primarily related to strategic and grant funded projects.

5. Other expenses are \$61k (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 April 2025

Account	30-Apr-25	30 June 2024
Assets		
Current Assets		
Cash & Cash Equivalents	2,466,883	4,725,768
Investments	11,000,000	9,500,000
Trade & Other Receivables	1,972,483	1,206,440
Inventory	78,059	78,421
Other Assets	2,838	2,838
Total Current Assets	15,520,263	15,513,467
Non-current Assets		
Trade and Other Receivables	14,392	14,392
Property, Plant & Equipment	224,454,415	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	261,154,921	265,268,344
Total Assets	276,675,183	280,781,811
Liabilities		
Current Liabilities		
Trade & Other Payables	1,164,263	1,114,574
Contract Liabilities	0	1,029,936
Lease Liability	58,498	58,498
Interest Bearing Loans & Borrowings	2,435,241	2,605,557
Provisions	885,062	885,062
Trust Funds and Deposits	562,046	561,053
Total Current Liabilities	5,105,110	6,254,681
Non-current Liabilities		
Lease Liabilities	701,645	701,645
Interest Bearing Loans & Borrowings	993,986	993,986
Provisions	871,026	871,026
Total Non-current Liabilities	2,566,656	2,566,656
Total Liabilities	7,671,767	8,821,338
Net Assets	269,003,417	271,960,473
Equity		
Accumulated Surplus	42,255,347	45,212,403
Reserves	226,748,070	226,748,070
Total Equity	269,003,417	271,960,473

Statement of Cash Flows
Break O'Day Council
For the 10 months ended 30 April 2025

Account	YTD	2024
Operating Activities		
Receipts from customers	1,419,008	1,412,395
Receipts from rates	12,798,778	11,824,140
Receipts from Operational Grants	940,743	3,566,931
Contributions	53,398	264,095
Interest received	620,044	947,098
Dividends received	291,000	465,600
Payments to employees	(5,417,008)	(6,005,239)
Payments to suppliers	(7,010,667)	(7,577,566)
Finance Costs	(92,461)	(252,112)
Cash receipts from other operating activities	1,038,774	391,066
Cash payments from other operating activities	981	(2)
Net Cash Flows from Operating Activities	4,642,591	5,036,406
Investing Activities		
Payment for property, plant and equipment	(5,497,887)	(5,019,611)
Payment for investments	(1,500,000)	(884,134)
Capital Grants received	416,738	2,255,298
Mineral Resources Bond	(151,500)	0
Net Cash Flows from Investing Activities	(6,732,649)	(3,648,447)
Financing Activities		
Proceeds of trust funds and deposits	1,489	(171,476)
Repayment of loans	(170,316)	(2,267,279)
Repayment of lease liabilities	0	(42,522)
Net Cash Flows from Financing Activities	(168,827)	(2,481,276)
Net Cash Flows	(2,258,885)	(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	(2,258,885)	(1,093,318)
Cash and cash equivalents at end of period	2,466,883	4,725,768

Break O'Day Council		
Capital Works 2024-2025		
For the 10 months ended 30 April 2025		
Project Details	YTD @ 30/4/2025	Revised Budget 2024/2025
Plant & Equipment		
Replace 1358 H66ZW - Kia Sportage	87,580	40,000
Replace 1404 - K70GB Works Operations Manager	50,112	50,000
Replace 1374 - I65JH Animal Control Vehicle	40,271	40,000
Replace 1269 - Coastal Crew truck	-	170,000
Replace 1099 - Mack truck	-	-
Vehicle Management Tracking System	-	30,000
Small Plant - VARIOUS	36,998	45,000
Replace 1360 - Dmax 4x4 Crew Cab with HIHAB lift	-	60,000
Replace 1226 - WTS Ute	-	35,000
Replace 1022 - Small tipper truck	-	140,000
Replace Turf mower	24,959	27,000
New Tandem Mower Trailer (Plant 1442)	12,495	
Emergency Evacuation Generator & Trailer	14,158	15,342
Waste collection truck	92	550,000
Total Plant & Equipment	266,666	1,202,342
Furniture & IT		
CCTV - additional cameras and installation		100,000
Total Furniture & IT	-	100,000
Buildings		
Fingal Community Shed (Old Tas Hotel)	156,306	156,837
St Marys Indoor & Evacuation Centre	899,589	967,144
Portland Hall Upgrades	-	20,000
Scamander Sports Complex	87,780	80,000
Council Chambers additions and improvements	22,754	39,324
Falmouth - New Toilet design	10,352	10,000
Falmouth Community Centre - Internal Alterations	-	5,000
Pyengana Recreation Ground Improvements	-	-
Binalong Bay - Village Green BBQ Replacements	11,550	60,000
Memorial Park Toilet Block Replacement	-	15,000
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	-
Service Tasmania Replace Carpet & Repaint	16,480	-

Project Details	YTD @ 30/4/2025	Revised Budget 2024/2025
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	1,314,525	1,468,894
		-
Parks, Reserves & Other		-
Special Project: Scamander Coastal Hazards Project	6,048	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	-	20,000
St Helens Cemetery Master Plan improvements	194	50,000
Feasibility Study Aquatic Centre & Hydro Pool	-	-
St Helens Walkway Lighting Project (FUNDED)	277,383	
St Helens Foreshore – Amenities Gateway Submission	4,720	
St Helens Rec Ground water meters	-	20,000
Totals Parks, Reserves & Other	1,347,367	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	337,152	510,000
Total Resheeting	337,152	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	255,436	800,000
Totals Reseals	255,436	857,488
Roads - Construction, Digouts & Other		
Digouts and road edge remediation to be allocated	25,698	250,000
Circassian/Medeas Sts Intersection	180,204	185,000
Road Network - Sign Replacement	14,702	25,000
LRCI Program - Phase 4 Projects	-	-
- LRCI 4: St Columba Falls Road, Pyengana	15,060	27,193
- LRCI 4: Scamander Avenue - Pedestrian footpath improvements	5,813	14,632
- LRCI 4: Rehabilitation of Alexander Street - Cornwall	88,441	300,000
- LRCI 4: Ansons Bay Road Sealing		
	288,556	350,000

Project Details	YTD @ 30/4/2025	Revised Budget 2024/2025
- LRCI 4: Gray Road - Pathway Extension	11,216	50,000
- LRCI 4: Sealing of Tasman Highway, Seymour	205	
Upper Scamander Road, Scamander (Flood Oct 2022)	-	-
Mangana Road - Rehabilitation/reconstruction	249,437	300,000
Totals - Roads Construction, Digouts & Other	879,331	1,501,825
Totals Roads & Footpaths	1,502,604	3,114,722
Bridges		
B2293 - Cecilia St	188,134	167,379
B7027 - Mathina Plains Road	-	90,000
Culvert 5539 - Mathinna Road	19,907	40,000
Lower Germantown Road B1675	73,130	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)	323,527	350,000
Total Bridges	612,815	880,025
Stormwater		
Minor stormwater Jobs	78,526	150,000
Treloggens Track Stormwater	-	-
Osprey Drive	9,968	10,000
Beaumaris Ave to Tasman Highway SW pipe	-	30,000
Penelope Street	60,454	119,031
Aulichs Lane, St Marys	-	84,220
Tully Street / Northern end of Cecilia St Stormwater System Upgrade	3,600	70,000
SD Victoria Street, Fingal	- 21,658	-
Total Stormwater	130,890	463,251
Waste Management		
Ansons Bay WTS - Bulk Bin Loading Ramp Upgrade	-	30,000
Scamander WTS - Waste Paint Container Station		10,242
Scamander WTS - Replace sump pit & pump	13,896	7,170
Scamander WTS - Waste Compactor	5,466	60,000

Project Details	YTD @ 30/4/2025	Revised Budget 2024/2025
Scamander WTS - Inert Landfill study	36,559	163,982
Total Waste Management	55,920	271,394
	-	
Total Capital	5,230,787	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 & SA and a few overseas from the UK & NZ
- Had a few comments that the BODC area are one of the best areas catering for campers with water, dump points etc.
- Had a lot of comments saying they were disappointed that we currently don't have a boat cruise for the Bay of Fires area.

The History Room Curator Report:

- **Volunteer Film Festival:** St Helens History Room has submitted another entry for this festival. Many thanks to volunteers Peter Bell and Glyn Johnson for their expertise. The event is displayed in the Backroom for the Volunteers' benefit.
- **Winifred Curtis Scamander Reserve Exhibition:** All complete with article done for Council newsletter. No official launch but key persons will receive notification of the exhibition. On SHHR website
- **ANZAC Day:** Two displays were done. One for the foyer cabinet display at the centre and another for the St Helens State Library which is still on view. Some delightful images from our archives taken by Ambrose Haley who was a casualty from WW1.
- **St Helens Public Cemetery:** Contacted by Andrea Gerrard OAM, Chairperson of The Headstone Project (Tas) Inc through Depot staff regarding the location of a burial that is not on council database. This enquiry is ongoing for the time being.

- **Garth Ruins visit:** After a public request for visiting the property Garth and its ruins in the Fingal Valley, the Fingal Valley History Group and SHHR are working on a visit to the ruins for local people through their respective groups. Should be end of May over a weekend.
- **Hobart Police Museum:** This is an ASA (Tas branch) activity to visit the museum. May have some takers from SHHR to make a trip for this. Planned for Thursday 22 May 2025.
- **Stats:** These are comparable with previous years.

Statistics:

Door Counts

Month/Year	Visitor Numbers	Daily Average	History Room
April 2013	3,297	109.90	115
April 2014	3,344	115.31	152
April 2015	4,030	138.97	149
April 2016	2,847	94.90	100
April 2017	2,849	94.96	87
April 2018	2,958	98.60	114
April 2019	2,850	98.28	123
April 2020	NIL	NIL	NIL
April 2021	2,224	76.69	111
April 2022	2,278	78.55	99
April 2023	2,103	70.1	87
April 2024	2,602	86.7	101
April 2025	2,579	85.9	87

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

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	Secretary to the Audit Panel
OFFICER	Raoul Harper, Manager Business Services
FILE REFERENCE	018\005\024\
ASSOCIATED REPORTS AND DOCUMENTS	Minutes of the Audit Panel Meeting 3 March 2025

OFFICER'S RECOMMENDATION:

That Council receive the minutes of the Audit Panel meeting held on 3 March 2025.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

Provided as an agenda report after each meeting.

OFFICER'S REPORT:

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

Significant matters from the minutes include:

- 1) Review 10 Year Financial Plan
- 2) Review Financial Management Strategy (Sustainability)
- 3) Review Preliminary Budget Parameters and Assumptions
- 4) Review Policies and Procedures Plan
- 5) Review Related Party Disclosure Policy & Procedure
- 6) Financial Reports
- 7) Review Management's Implementation of Audit Recommendations
- 8) Review the Adequacy of Internal Audit Resources for Consideration in Council's Annual Budget and;
- 9) Review External Audit Reports
- 10) Performance Audit Reports
- 11) Receive Material Risk Management Reports (Risk Profile, Risk Management and Treatment and Periodical/Rotational Risk Review)
- 12) Review the Procedure for Council's Compliance with Relevant Laws, Legislation and Council Policies
- 13) Review Internal, Anti-Fraud and Anti-Corruption Management Controls
- 14) Review Processes to Manage Insurable Risks and Existing Insurance Cover
- 15) Review Delegation Processes and Exercise of These

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

1. Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community.
2. Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.

LEGISLATION & POLICIES:

Local Government (Audit Panels) Order 2014

Division 4 – Audit Panels of Local Government Act 1993

BUDGET AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority



AUDIT PANEL MINUTES

Monday 3 March 2025
Council Library, St Helens

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03/25.1.0 ATTENDANCE

03/25.1.1 Present

Mr A Gray (Chair)
Clr B LeFevre

03/25.1.2 Others in Attendance

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

03/25.1.3 Apologies

Clr K Wright

03/25.2.0 DECLARATION OF PECUNIARY INTERESTS / CONFLICT OF INTEREST

Nil

03/25.3.0 ADOPTION OF PREVIOUS MINUTES

03/25.3.1 Adoption of December 2024 Audit Panel Minutes

Minutes of 2 December 2024 received by Council. Resolution in the December 2024 Council Meeting minutes to receive the Audit Panel can be found below.

The Audit Panel adopted the minutes of the previous meeting.

COUNCIL DECISION:

12/24.13.4.507 Moved: Clr B LeFevre/ Seconded: Clr V Oldham

That Council receive the minutes of the Audit Panel meeting of 2 December 2024.

**CARRIED UNANIMOUSLY
FOR
AGAINST**

| 03/25.1.1

Present

4

03/25.4.0

OUTSTANDING FROM PREVIOUS MEETING – ACTION SHEET

03/25.4.1

Action Sheet December 2024 Audit Panel

Action	Responsible Officer	Item No	Status
Arrange Council workshop agenda item (roles and functions of the Audit Panel, its membership and value)	Raoul Harper	03/24.5.0	<p>Finalise with GM the most appropriate date for this to be delivered</p> <p>Chair - Interesting to note that other councils (he spoke with Northern Midlands) undertake midterm committee reviews. Every two years.</p> <p>GM agreed that midterm review would be a good idea, all attendees agreed.</p> <p>Midterm review to be presented as a Council workshop agenda item.</p>
Update Financial Management Strategy to correlate to Profit and Loss statement	Raoul Harper	03/24.6.2	<p>We will soon be in receipt of detailed asset data modelling and this will need to be incorporated in to updated Asset Management and Financial Management Plans which will then inform the Financial Management Strategy. This will be a transformative body of work that will take time and resources to deliver.</p> <p>Presentation to Council at the last Workshop, this is coming together.</p>
Include KPIs linked to the Financial Management Strategy for future agendas	Raoul Harper	03/24.6.2	<p>Further information required.</p> <p>MBS questioned whether to include as part of the managements reports and if there is any merit in reporting KPIs in financial management strategy and an example requested.</p> <p>GM noted that it would be challenging reporting on asset renewal/sustainability on a quarterly basis.</p> <p>CA advised wouldn't see real movement during the year and with agenda time frames tight – need something that was fairly streamlined and not too time consuming.</p> <p>The Chair will come back with advice at next Audit Panel meeting</p> <p>The Chair advised that no other Councils do what he thought so this item can be removed.</p>
Discuss with Council revised timeframe for ongoing annual surplus of \$500,000	Raoul Harper	03/24.6.2	<p>A workshop item will be presented to Council in December to discuss last year's financial performance and the importance of budgeting for a surplus given the ongoing risk of climate related emergencies, financial uncertainty more broadly and the need to secure the</p>

| 03/25.4.1

Action Sheet December 2024 Audit Panel

5

			<p>financial sustainability of Council where the reliance on external grant funding is minimised as much as possible.</p> <p>MBS advised same agenda item as previous but highlights importance of budgeting for surplus.</p> <p>Item was presented at December Council Workshop. Generally well received.</p> <p>This is factored into the LTFP and includes Climate Strategy. Look at using a combination of % and \$ as a measure, RH to review % of Revenue (possibly 2.5% as a minimum target).</p>
Provide primary financial sustainability indicators in a table	Raoul Harper	03/24.6.2	<p>Will be undertaken once audited 2024 Financial Statements are received.</p> <p>MBS confirmed with the Chair this would be on an annual basis.</p> <p>GM noted good to do as part of budget, target for year to compare outcome.</p> <p>Indicators provided in the LTFP Agenda Item.</p> <p>Now in the LTFP – Note as done.</p>

03/25.5.0 GOVERNANCE AND STRATEGY

03/25.5.1 Review 10 Year Financial Plan

This went to Council Workshop last week and was well received. The visual graphs in the presentation made it easy to understand.

The Asset Management Strategy flows into the LTFP.

The Chair asked in relation to employment costs whether we were going to put any new staff on. RH advised that we are going to be putting more staff on in the next couple of years, possibly more outdoor staff focussing on roads and preventative maintenance as well as around NRM/Climate Change.

The Chair asked in relation to the Operating Result chart as the target line is saying that there is a shortfall for the first five (5) years and was trying to understand as there are big gaps. RH advised that the target for the operational changed. JB advised that there is narrative on page 44 which shows how we are going with operating as there are a couple of drivers, looking at cashflow and what is being generated from the surplus for asset and loan repayments, it is a combination of that and asset renewals.

Audit Panel noted the report.

03/25.5.2 Review Financial Management Strategy (Sustainability)

RH advised that the strategy won't be updated until there is more clarity around the numbers in the LTFP however it is pretty close now, the graphs, ratios etc will be included at the completion.

Audit Panel noted the report.

03/25.5.3 Review Preliminary Budget Parameters and Assumptions

Audit Panel noted the report.

03/25.5.4 Review Policies and Procedures Plan

RH advised that there is a large amount of work happening around risk and WHS policies, particularly around Psycho-Social. These are currently being mapped with a number of policies and procedures being developed.

Audit Panel noted the report.

03/25.5.4.1 Review Related Party Disclosure Policy & Procedure

RH advised that he has introduced a policy review template that we have been trialling to put each policy review into a structured approach. This informs changes that are being made which also includes a risk assessment process as well.

The Chair stated that he thought splitting the guideline review document was a good idea and Clr LeFevre stated he was fine with this also.

The Chair stated that he likes the format for the review structure.

Audit Panel noted the report.

03/25.6.0 FINANCIAL AND MANAGEMENT REPORTING

03/25.6.1 Financial Reports

03/25.6.1.1 Monthly Financial Report – February 2025 Council Meeting

Audit Panel noted the report.

03/25.6.1.2 Capital Works Budget Review – February Council Meeting

RH stated that we had to reallocate some funding around some specific projects as well as road maintenance.

JB stated that there will be a change in the plant as we will be undertaking the kerbside recycling service in house and will therefore require a new truck to undertake this service. This decision was made at the last Council Meeting.

Audit Panel noted the report.

03/25.6.2 Review any Special Reports

Nil

03/25.7.0 INTERNAL AUDIT

03/25.7.1 Internal Audit Reports

Reports now in Cascade.

RH advised that he and AM discussed these reports this morning and we need to visit regularly and try and knock some of these off each month.

RH advised that he has contacted Synetic regarding internal audits for later this year. Simply don't have capacity to undertake these in house. In early stages of discussions to gauge their capacity and cost as to what this looks like.

Audit Panel noted the report.

03/25.7.2 Review Management's Implementation of Audit Recommendations

Audit Panel noted the report.

03/25.7.3 Review the Adequacy of Internal Audit Resources for Consideration in Council's Annual Budget and Review Performance of Internal Auditors

RH advised that the landfill one has been going on for a while now and will create some more work for the Manager Infrastructure and Development Services.

Audit Panel noted the report.

03/25.8.0 EXTERNAL AUDIT

03/25.8.1 External Audit Reports

Audit Panel noted the report.

03/25.8.2 Performance Audit Reports

Audit Panel noted the report.

03/25.9.0 RISK MANAGEMENT AND COMPLIANCE

03/25.9.1 Receive Material Risk Management Reports (Risk Profile, Risk Management and Treatment and Periodical/Rotational Risk Review)

Audit Panel noted the report.

03/25.9.2 Review the Procedure for Council's Compliance with Relevant Laws, Legislation and Council Policies

Review complete. No change recommended

03/25.9.3 Review Internal, Anti-Fraud and Anti-Corruption Management Controls

Review complete. No change recommended

03/25.9.4 Review Processes to Manage Insurable Risks and Existing Insurance Cover

Review complete. No change recommended

03/25.9.5 Review Delegation Processes and Exercise of These

Review complete. No change recommended

03/25.9.6 Review Tendering Arrangements and Advice Council

Review complete. No change recommended

03/25.9.7 Any Major Claims, Law Suits or Incidents of Fraud

CONFIDENTIAL

Update Regarding S137 Sale.

Audit Panel noted the report.

03/25.10.0 OTHER BUSINESS

03/25.10.1 Review Issues Relating to National Competition Policy

Nil

03/25.11.0 MEETING CLOSE / NEXT MEETING DATE

Meeting closed at 9.15am.

The next meeting of the Audit Panel has been scheduled for 2 June 2025.

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

This report provides a summary of details relating to Works Operations and Capital Projects for the reporting period April 2025 and information relevant to May 2025.

PREVIOUS COUNCIL CONSIDERATION:

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

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

	April	May - Scheduled
Town Maintenance	<ul style="list-style-type: none"> Town maintenance crews completed tree maintenance and mowing General building maintenance Playground maintenance – upgrading soft fall 	<ul style="list-style-type: none"> Town maintenance and mowing Installation of sponsored street furniture in the St Helens Cemetery Bridge maintenance Boat ramp inspections and cleaning
Road Network	<ul style="list-style-type: none"> Crew undertaking Capital Work projects Guidepost and traffic signs replaced 	<ul style="list-style-type: none"> Maintenance grading of North Ansons Road, Ansons Bay Road, Irishtown Road, Upper Scamander Road and streets in Seymour
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 – Pampas, broadleaf 	<ul style="list-style-type: none"> Flagstaff – Spanish heath Seymour – Gorse St Helens – Blackberry

	<ul style="list-style-type: none"> Fingal – Hemlock, Patterson’s curse, capeweed Gardens Rd – Kunzea ericoides St Helens – Capeweed, mirror bush St Marys – Spanish heath 	<ul style="list-style-type: none"> Binalong Bay – Mirror bush Four Mile Creek – Arum lily St Marys – Spanish heath
Asset Management	<ul style="list-style-type: none"> Playground inspections Traffic counters on Mathinna Plains Road Capital work investigation – marking up stormwater locations, recording re-sheeting measurements. Building inspections 	<ul style="list-style-type: none"> Playground inspections Traffic counters on Atlas Drive Road network inspections Road network footage captures Building inspections

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	YTD
2024/25 (T)	222	224	167	240	224	282	352	221	215	248			2,395
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	-53			

Kerbside Comingled Recyclables Collection – JJ’s Waste													
Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
2024/25 (T)	43	41	40	56	48	56	73	51	48	50			506
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	3			

St Helens Waste Transfer Station:

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

CAPITAL WORKS

Activity	Update
Alexander Street Rehabilitation - Cornwall	In-progress: The project is a part funded Local Road and Community Infrastructure Program project. The project includes stormwater improvements and rehabilitation of existing sections of road pavement and resealing. Onsite works commenced during March 2025. Minor road sealing works will occur during May to close the project.
St Marys Footpath extension	Completed

Bridge 2293 – Cecilia Street	In-progress – New bridge installed and trafficable. Traffic barrier installation by contractor scheduled for May 2025.
Bridge 1675 – Lower German Town Road	In-progress, with abutment works completed. Beam placement scheduled for mid-May 2025. Affected residents have been briefed on the works program and periods of road closure.
Scamander WTS – Waste Compactor	In-progress. Assessing and detailing final options for subsequent review by the Council.
Scamander Inert Landfill Development	In-progress. Draft Design Plan completed and under review prior to approval be given to progress the detailed design phase of this project.
2024-2025 Road Resealing	In-progress. Reseal works completed. Road dig outs and heavy patching scheduled to occur May and June 2025.
Georges Bay – shared pathway solar lighting	In-progress. Materials sourced and in stock. Installation is pending NRE authority.
North Ansons Bay Road Re-sheeting	In-progress.
Penelope Street stormwater project	Design finalised with works scheduled to occur during May and June 2025.

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

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

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

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

Category/Area	Binalong Bay, The Gardens	Fingal, Mathinna	Falmouth, 4 Mile	Seymour, Denison	Beaumaris, Diana	Scamander	St Helens, Stieglitz	Pyengana	St Marys, Marys	REPORTING PERIOD TOTAL	2024-2025 YTD
Dog - Attack on a person (Serious)							1			1	4
Dog - Attack on another animal										0	1
Dog – Attack on another animal										0	2
Dog – Attack on a person (Minor)		1								1	5
Dog - Declared Dangerous										0	2
Dog - Dangerous Dogs Euthanized							1			1	1
Dog - Barking							5			5	32
Dog - Chasing a person		1								1	5
Dog - Impounded							2			2	9
Dog - in Prohibited Area										0	2
Dog - Lost Dogs Reported							1			1	
Dog - Rehomed/kennel for										0	2
Dog - Wandering/at large		1								1	13
Verbal Warnings		1								1	21

Notice Issued - Unregistered Dog						2		2	10
Notice Issued - Caution Notice		2				1		3	14
Notice Issued - Infringement								0	4
Infringement Notice - Disputes								0	4
Infringement Notice - Revoked								0	0
Written Letter - Various matters to		2				4		6	35
Patrols - Township/Urban Areas		2				2	3		47
Patrols - Beaches/Foreshore					2	2		4	73
Kennel Licence - Issued								0	2
Other - Cat complaints								0	1
Other - Livestock						1		1	3
Other - Poultry		1						1	3
Other - RSPCA intervention		1						1	3
TOTAL	0	11	0	0	0	2	22	3	300

Dog registrations: 2024/2025 - Registered to date: 1,375 (97.8%). Pending: 30 (2.1%)

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

05/25.14.3 Kerbside Waste Collection Schedule

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure & Development Services
FILE REFERENCE	033\025\002\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council adopt the revised kerbside collection schedule from 1 July 2025.

Fortnightly Kerbside Collection Service		
Collection Day	Week 1 – General Waste	Week 2 - Recycling
Monday	Stieglitz, Akaroa, Binalong Bay including Binalong Bay Road east of Colchis Bridge, The Gardens	Stieglitz, Akaroa, Binalong Bay including Binalong Bay Road east of Colchis Bridge, The Gardens
Tuesday	St Helens	St Helens
Wednesday	St Marys, Scamander, Upper Scamander	St Marys, Scamander, Upper Scamander
Thursday	Fingal, Mangana, Mathina, Cornwall, Upper Esk	Fingal, Mangana, Mathina, Cornwall, Upper Esk
Friday	Beaumaris, Dianas Basin, Chain of Lagoons, Douglas River, Falmouth, Four Mile Creek, Seymour.	Beaumaris, Dianas Basin, Chain of Lagoons, Douglas River, Falmouth, Four Mile Creek, Seymour.
	<p>Thirty Collection services per annum</p> <ul style="list-style-type: none"> • Twenty-six standard fortnightly collections per annum • Four special collection Services (3 – Christmas week to end of January and 1 at Easter) 	<p>Twenty-six Collections services per annum condensed into 1 week per fortnight.</p>

INTRODUCTION:

This updated report recommends a change in the kerbside waste collection service schedule from July 1, 2025, to ensure continued compliance with National Heavy Vehicle law and regulations regarding driver fatigue, address the increasing demand for kerbside collection services, and maximise waste transport efficiency.

General Waste (GW)

The council provides thirty kerbside general waste collections each year: twenty-six on a fortnightly basis, three special collections from Christmas to the end of January, and one collection at Easter. This service operates four days a week, from Monday to Thursday.

Maintaining the current four-day schedule for collecting general waste is becoming increasingly challenging as new subdivisions are developed, increasing the number of bins presented for collection. Furthermore, there is a regulatory requirement to comply with National Heavy Vehicle legislation and regulations, which include stringent rest guidelines and fatigue management rules that are enforceable by law. NHVR regulations limit heavy vehicle drivers to 12 hours of operation, including mandated break times.

A five-day collection schedule is proposed, maintaining twenty-six fortnightly and four special collection services per annum.

Comingled Recycling (CMRs)

Starting on July 1, 2025, the Council will manage the kerbside recycling collection service, which involves transporting recyclable waste to the Veolia Depot in Invermay. The current service model provided by JJ's Waste, which conducts a fortnightly collection over eight days every two weeks, is inefficient from a transportation standpoint. The proposal outlined in this report recommends implementing a five-day collection service with twenty-six collections per year, scheduled during the off week of the kerbside General Waste service.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 05 May 2025

Council Workshop 07 April 2025

Closed Council meeting 17 February 2025

02/25.18.3.CC Moved: Clr B LeFevre/ Seconded: Clr K Chapple

The Council not accept any tenders submitted for Contract 030\001\153 "Kerbside Co-Mingled Recyclables Collection Service."

The Council has rescinded Contract 030\001\153 for the "Kerbside Co-Mingled Recyclables Collection Service."

The Council will commence operations of the kerbside Co-Mingled Recyclables Collection Service on 1 July 2025.

The Council will seek the procurement of a waste truck utilising the LGAT Tender Panel Process.

CARRIED UNANIMOUSLY

OFFICER’S REPORT:

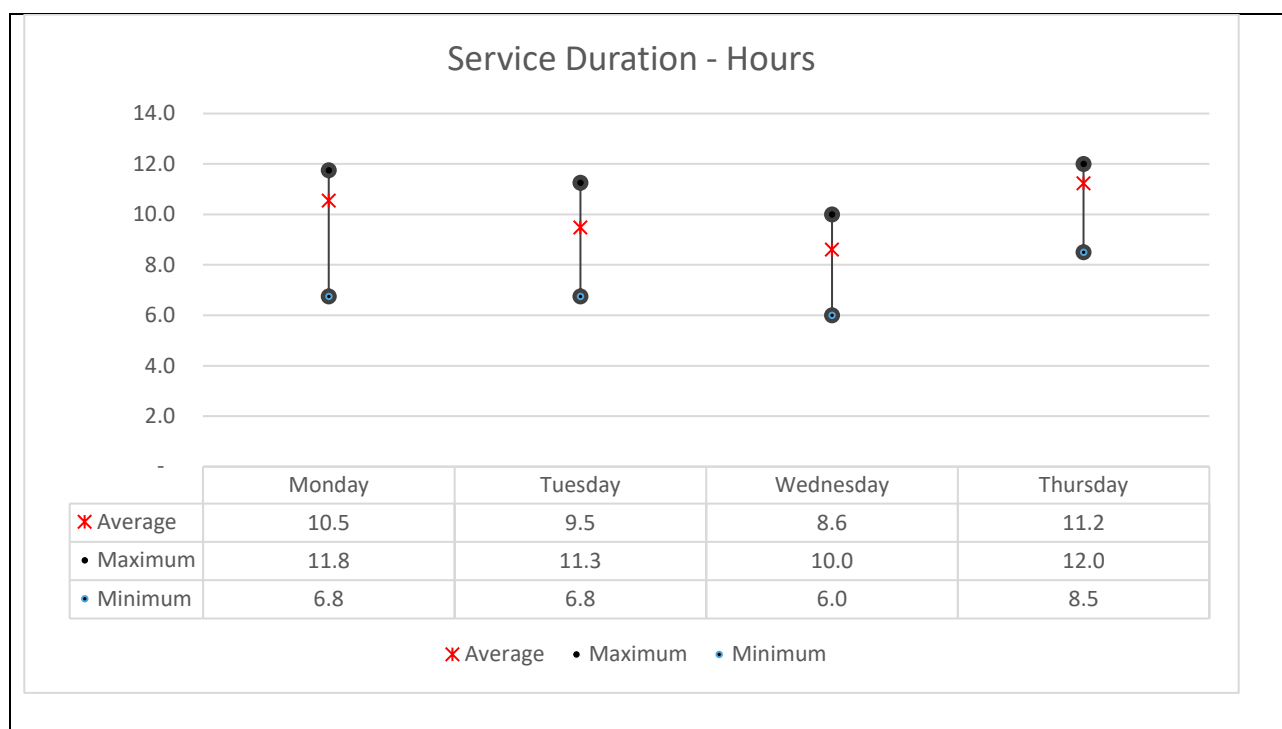
When providing kerbside waste collection services, the Council must consider driver fatigue management as required by National Heavy Vehicle laws and regulations. The operation of both kerbside collection services (General Waste and Recycling) is subject to NHVR Law and Regulation.

Kerbside General Waste Collection Service

Operational data collected over the period July 2023 to February 2025 collected in undertaking the current General Waste Collection service shows that for above collection schedule that the maximum service duration is approaching the 12-hour driver fatigue limit for the Monday and Thursday collection services. The data reflects the variation in collection times across the year (low, shoulder and peak season periods). Refer Table 1.

Table 1: Current Kerbside General Waste Collection Service

GENERAL WASTE COLLECTION DAYS (All Towns)	
MONDAYS Bins out by 6am:	Stieglitz, Akaroa, Binalong Bay including Binalong Bay Road East of Colchis Bridge, The Gardens, Beaumaris, Dianas Basin
TUESDAYS Bins out by 6am:	St Helens
WEDNESDAYS Bins out by 6am:	St Marys, Scamander, Upper Scamander
THURSDAYS Bins out by 6am:	Fingal, Mangana, Mathinna, Cornwall, Chain of Lagoons Douglas River, Falmouth, Four Mile Creek, Seymour, Upper Esk



To cater for increasing demand and to maintain ongoing compliance with regulatory requirements, it is recommended this service be changed to a 5-day (Monday to Friday) arrangement commencing 1st of July 2025. This adjustment will ensure a redistribution of time across the week and that each day's service is delivered well within allowable hours, thereby reducing the risk of driver fatigue.

No change is being recommended to alter the General Waste collection schedule from twenty-six fortnightly standard collection weeks with four additional special collection services being provided (3 in December/January and 1 at Easter).

Refer to ***“Proposed Kerbside General Waste and Comingled Recycling Collection Schedule”***

Kerbside Recycling Collection

Table 2: Current Recycling Collection service provided by JJ’s Waste.

RECYCLING COLLECTION WEEK 1

MONDAYS Bins out by 6am:	Stieglitz, Akaroa
TUESDAYS Bins out by 6am:	St Helens North of the bridge at the wharf (Golden Fleece), excluding Ansons Bay Road, Cleland Drive, Long Hill Place, Reids Road, Reservoir Road, View Street & Tasman Hwy addresses north of Ansons Bay Road
WEDNESDAYS Bins out by 6am:	Scamander, Upper Scamander
THURSDAYS Bins out by 6am:	Cornwall, Fingal, Mangana, Mathinna, Upper Esk

RECYCLING COLLECTION WEEK 2

MONDAYS Bins out by 6am:	Beaumaris, Binalong Bay including Binalong Bay Road East of Colchis Bridge, The Gardens, Dianas Basin
TUESDAYS Bins out by 6am:	St Helens South of the bridge at the wharf (Golden Fleece), plus Ansons Bay Road, Cleland Drive, Long Hill Place, Reids Road, Reservoir Road, View Street & Tasman Hwy addresses north of Ansons Bay Road
WEDNESDAYS Bins out by 6am:	St Marys
THURSDAYS Bins out by 6am:	Chain of Lagoons, Douglas River, Falmouth, Four Mile Creek, Seymour

The current recycling collection service is inefficient. The 35 m³ truck used by the contractor has a maximum loading capacity of 7.7 tonnes. The vehicle operates well below its maximum waste load capacity of 7.7 tonnes, but within allowable driver fatigue limitation, the basis of the current schedule, as the Contractor operates the service out of Launceston daily. Nett recycling weight data for the period July 2024 to February 2025 highlights this inefficiency.

Table 3: Nett Recycling Weight – transported to Launceston.

Truck Nett Waste	JJ's Waste Week 1 -Actual	JJ's Waste Week 2 - Actual	Proposed Council Service (one collection week per fortnight) Target Nett Waste From 1 st July 2025
Average (T)	2.8	3.1	6 - 7.3
Median (T)	2.4	2.9	6 - 7.3
Std deviation (T)	1.3	1.3	1.0
Maximum (T)	7.4	7.2	7.7
Minimum (T)	1.2	0.7	5.5
Range (T)	6.2	6.5	2.2
Trips to Veolia, Launceston	4	4	Predicted = 4. (5 in peak periods)

From 1 July 2025, Council will be operating the Kerbside Recycling collection service. For efficiency reasons, it is proposed to continue the provision of twenty-six fortnightly collection services, with the service being provided in the off week to the general waste service, rather than split over two weeks in any given fortnight. The service will use two 35m³ waste trucks to collect and transport waste to Launceston, maximising load weight and management of driver fatigue.

Proposed Kerbside General Waste and Comingled Recycling Collection Schedule

Table 4: Proposed Fortnightly Collection Schedule

Collection Day	Week 1 – General Waste	Week 2 - Recycling
Monday	Stieglitz, Akaroa, Binalong Bay including Binalong Bay Road east of Colchis Bridge, The Gardens	Stieglitz, Akaroa, Binalong Bay including Binalong Bay Road east of Colchis Bridge, The Gardens
Tuesday	St Helens	St Helens
Wednesday	St Marys, Scamander, Upper Scamander	St Marys, Scamander, Upper Scamander
Thursday	Fingal, Mangana, Mathina, Cornwall, Upper Esk	Fingal, Mangana, Mathina, Cornwall, Upper Esk
Friday	Beaumaris, Dianas Basin, Chain of Lagoons, Douglas River, Falmouth, Four Mile Creek, Seymour.	Beaumaris, Dianas Basin, Chain of Lagoons, Douglas River, Falmouth, Four Mile Creek, Seymour.
	<p>Thirty Collection services per annum</p> <ul style="list-style-type: none"> • Twenty-six standard fortnightly collections per annum • Four special collection Services (3 – Christmas week to end of January and 1 at Easter) 	<p>Twenty-six Collections services per annum condensed into 1 week per fortnight.</p>

Community Notification

Subject to endorsement by the Council, this change will be communicated to service users, through our website, social media, rates notices (with printed collection schedule) and other reasonable means as a priority activity.

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.

Key Focus Area:

Waste Management - Provide access to affordable services and facilities that foster a circular economy approach to Waste Management.

LEGISLATION & POLICIES:

N/A

BUDGET, FUNDING AND FINANCIAL IMPLICATIONS:

The provision of kerbside waste collection services is built into the Council's operational budget.

VOTING REQUIREMENTS:

Simple Majority

0/25.15.0 COMMUNITY DEVELOPMENT

05/25.15.1 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 approaches all our work through a lens of access and inclusion and we advocate for this in the networks and meetings that we participate in both internally and externally.

2024 – 2025 Community, Council Events, Programs and Initiatives

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

Community Services	2024-2025 Budget	Funds expended on project or forwarded to community group
Community Grants	30,000	\$43,118.30
Youth Services	8,000	
Misc Donations & Events	7,500	
School Prizes	1,000	\$1,000
Community Event Funding		
Seniors Day	3,000	\$2,400
Australia Day Event	5,000	Council even
Swimcart	1,000	
St Helens Athletic Carnival	2,500	Sponsorship - \$2,500

Carols by Candlelight	1,600	
Australia Day Event (including Woodchopping)	15,000	Sponsorship of event - 1,500.00 \$10,000 transferred to community grants for the 2024 – 2025 budget – as per Council decision
Fingal Valley Coal Festival	2,000	Funds transferred to Community Grants for this budget period – as per Council decision
Pyengana Endurance Ride -	500	
St Helens Game Fishing Comp	2,000	Council Sponsorship \$2,000
Wellbeing Festival	3,500	Council event - \$3,500
Marketing Valley Tourism	2,500	
Volunteer Week	2,500	
Bay of Fires Art Prize	10,000	Council sponsorship of event \$10,000
Bay of Fires Winter Arts Market –	4,000	Council sponsorship of event \$4,000
St Marys Community Car & Bike Show	2,000	
East Coast Masters Golf Tournament	2,500	Sponsorship of event - \$2,500
International Disability Day Events	1,000	Council event - \$1,000
Mental Health Week	500	
BODRA Winter Lights – name change from Barn Dance	2,000	Council Sponsorship - \$2,000
Suicide Prevention	1,000	Sponsorship of Golf Day - 1,000.00
Pyengana Easter Carnival	1,000	Council Sponsorship 1,000
Mannalargenna Day	2,500	Sponsorship of event - 2,500.00
Christmas Donations – Lights – St Marys and St Helens	6,000	Council project - 2,349.09
Council Sponsorship		
Funding for BEC Directory	2,000	
St Helens Marine Rescue	3,000	Council Sponsorship \$3,000
Business Enterprise Centre (BEC)	28,000	Council Sponsorship - 28,000.00
Neighbourhood House Tasmania – Conference Sponsorship		Council decision to sponsorship NHT event - 5,000.00
Welcome to Town Christmas Signs	1,500	Council project - \$1,090.76

Below are updates on current projects being managed by Community Services:

Reconciliation Plan

Council staff are continuing 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

Face-to-face community engagement sessions and stakeholder meetings have been conducted by the consultants working on this project on behalf of the Parks & Wildlife Service and Break O'Day Council. These sessions provided an opportunity for the community and other stakeholders to hear

the results of the survey conducted earlier in the year and to offer further feedback to help shape the development of the plans.

Expression of Interest – 29 Talbot Street, Fingal

Council received one (1) application through the Expression of Interest process for use of the facility at 29 Talbot Street, Fingal. A report will be prepared for an upcoming workshop.

Scope of works – Rail trail – Cornwall to St Marys

Council staff have completed draft scope of works for the above project which is currently being reviewed by staff.

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.

April 2025

9 – Live4Life launch – Bendigo Bank Community Stadium
12-13 – Agfest Sheep Dog Club – Fingal Recreation Grounds
17-20 – Break O’Day Stitchers – Portland Hall
19-20 – Pyengana Easter Carnival – Pyengana Recreation Grounds
26 – 2 May – Pre Polling – Portland Hall

May 2025

3 – Pyengana Heritage football Game – Pyengnana Recreation Grounds
3 - Polling Day – Portland Hall
3 – Polling Day – St Marys Hall
7-9 – Ochre Medical Centre – Flu Clinic – Bendigo Bank Communiy Stadium
12 – Break O’Day Volunteer Film Festival – Portland Hall
14 – Break O’Day Volunteer Film Festival – St Marys Hall

Learner Driver Mentor Program

Unfortunately the learner driver car after the recent accident has been written off by Council’s insurer. Council staff are looking at the cost of purchasing another vehicle which can be used for this project. Options we are looking at is some form of sponsorship to cover the cost of a replacement vehicle to try and reduce the cost of the vehicle.

Community Wellbeing Project

No report at this time

Youth

No report at this time

Health and Wellbeing

The next Health and Social Services Network will be 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, Manager Community Services
FILE REFERENCE	002\017\022\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

1. That Council appoint artist Bonnie Starick to create an artwork for inclusion in the Reconciliation Action Plan; and
2. That Council allocate a budget of \$20,000 to cover the costs associated with the development and incorporation of the artwork within the Reconciliation Action Plan.

INTRODUCTION:

Break O'Day Council is working with Reconciliation Tasmania to develop a Reconciliation Action Plan (RAP). As part of the development of this document, a piece of art work is to be commissioned and included within the Reconciliation Action Plan.

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

Council called for expressions of interest seeking a piece of artwork that could be highlighted in the Reconciliation Plan. Council received two applications, and they were assessed by two members of staff and Fay Harding on behalf of the aboriginal community.

Fay Harding after consultation with Palawa and non Palawa people, agreed that Bonnie Starick be given the opportunity to deliver the art work.

Bonnie Starick is a Pakana woman of the Trawlwoolway nation from the Country of Tebrakunna. Her bloodlines come from a long line of strong women; her grandmothers Emmerenna, Wathikawitja and Elizabeth Maynard.

She has a Bachelor of Contemporary Arts and a strong passion for First Nations arts and culture. She has dedicated most of her time to create and support opportunities to give back to her Community through the arts, cultural practices and education. One of Bonnie's yearly highlights is co-ordinating and curating the Walantalaniny Palingina arts stall at the Darwin Aboriginal Art Fair, which she has been involved in since 2018. Recently Bonnie exhibited in the taypani milaythina-tu: Return to Country Exhibition with 'Blak Enough', which explored her identity as a light skinned Blak woman, through a large scale installation. In 2023 she curated her first solo exhibition held at RANT Arts in celebration of NAIDOC week highlighting some of Lutruwita's First Nations artists. In 2024, Bonnie

has been working on her digital designs, for prints and textiles, as well as painting, printing and drawing on canvases and textiles. Bonnie's top achievements for 2024 was being granted funding in from Arts Tasmania to support her most recent 'Textile Design and Upcycled Clothing project', after this, the project was chosen to be exhibited at Sawtooth ARI. Another was creating the logo for a new Aboriginal business, the Palawa Business Hub.



“Connecting to Community and Country”

Bonnie wants to create a digital image or painting of the above sketch. She wants the shape of Lutruwita and our surrounding island, especially Flinders Island and Cape Barren.

Bonnie further explains: “The inner circles represent our rivers and lakes that connect throughout our Country, and give us fresh water, food and resources. The circle of shells represents our ongoing cultural practices and the importance these still have for our Community today. The next circle out is representation of our Mountains, Kunanyi and Turapina, they keep us grounded, everlasting and strong, the small blue circles are our stars and spirits. The huts surround all of these concepts, this is our Community, our gatherings and ongoing connection to each other, our land and sea. The small green circles are pathways, journeys and connections, these surround all of our lands, seas and Communities. It shows our sharing of stories and knowledge. The thick coloured lines in the

corners are the colours that I was inspired by, from the river stones, to the marina shells and the mountain shades of Turapina. “

Fay Harding provides the following comment: “I think Bonnie’s art work is what we are looking for as it shows connections between the islands and the mainland and people sitting in a yarnning circle within the map.”

LEGISLATION & POLICIES:

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

STRATEGIC PLAN & ANNUAL PLAN:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Requesting Council to provide \$20,000 through a Council decision to fund this project.

VOTING REQUIREMENTS:

Absolute Majority

0/25.16.0 DEVELOPMENT SERVICES

05/25.16.1 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. Finalised Recruitment process for Development Services Administration Officer;
2. Submission of Final Grant Acquittal Reporting for St Marys Multi Purpose and Evacuation Centre;
3. Submission of Final Grant Acquittal Reporting for Fingal Community Shed
4. Falmouth Community Centre & Falmouth Toilet Replacement community consultation phase nearing completion and a report is being prepared for Council consideration;
5. Appointment of REMPLAN to prepare Industrial Land Use Strategy;
6. Appointment of ERA Planning & Environment to prepare Scamander & Beaumaris Structure Plan.

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				30	
Permitted	1	4	1	8	1	1	6		4				20	
Discretionary	14	6	8	5	9	10	9	8	11	3			71	
Amendment	4	2	2	3	1	2	1	2	2	8			18	
Strata	1					2	1			1			3	
Final Plan		2	1			2		1	1				7	
Adhesion														
Petition to Amend Sealed Plan			1		1								2	
Boundary Rectification														
Exemption														
Total applications	24	19	17	22	14	18	18	13	24	12			151	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			26.90
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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:

April 2025

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
190-2024 STRATA AMEND	Scamander	Amendment to Strata Plan	STRATA	18	18
043-2019 AMEND 1 - CORRECTION	Falmouth	Correction to Minor Amendment	S56	1	1
043-2019 AMEND 2 - CORRECTION	Falmouth	Correction to Minor Amendment	S56	1	1
222-2018 AMEND	Ansons Bay	Minor Amendment to Planning Permit	S56	3	3
043-2019 AMEND 3 - CORRECTION	Falmouth	Correction to Minor Amendment	S56	1	1
016-2025	Binalong Bay	Dwelling	S57	29	23
056-2023 AMEND	Falmouth	Minor Amendment to Planning Permit	S56	15	15
183-2024	Chain of Lagoons	Visitor Accommodation and food Services - Additional Restaurant Use and Retrospective Approval of a Verandah, Carpark, Four (4) Accommodation Pods and Associated Works	S57	150	121
239-2024	Binalong Bay	Demolition of Dwelling & Carport and New Building comprising one (1) Dwelling & Two (2) Visitor Accommodation Units	S57	120	68
142-2024 AMEND	St Helens	Minor Amendment to Planning Permit	S56	38	38
178-2022 AMEND	Scamander	Minor Amendment to Planning Permit	S56	28	28
242-2022 AMEND 2	Beaumaris	Minor Amendment to Planning Permit	S56	13	13

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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%	ERA Planning & Environment have been engaged to complete this Project work. This action is now complete with the consultancy work scheduled to be completed prior to 30 December 2025.
Break O'Day Council Land Use Strategy 2015 - Project Brief to be developed for implementation	15%	Review of the Land Use Strategy has been completed. 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.
Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy.	75%	Break O'Day is actively participating in the review of the Northern Tasmania Regional Land Use Strategy (NTRLUS) through the Regional Planning Group (RPG). Feedback to consultants has occurred and the consultants are progressing the document.
Industrial Land Use Study - Complete the 'Scoping Study' and progress the study to identify future demand, land analysis, constraints and opportunities.	60%	The project has been awarded to REMPLAN and the project completion will roll in July 2025.

BUILDING PROJECTS REPORT

Projects Completed in the 2024/2025 financial year

Description	Location	Updates
Old Tasmanian Hotel Site – New Community Shed	20 Talbot Street, Fingal	Completed November 2024  
St Marys Indoor & evacuation Centre	St Marys Sports Complex	Completed March 2025
New Water Refill Station	Memorial Park, St Helens	Completed January 2025
New Water Refill Station	Lions Park, St Helens	Completed February 2025 
New Toilet Addition & Further Design work	Scamander Sports Complex	Completed February 2025
Small storage shed & Security System installation	St Marys Sports Centre	Completed March 2025

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 has commenced; Scheduled for Completion with contractor during May & June 2025.

Air-conditioning upgrades & completion of external painting	Council Office	<ul style="list-style-type: none"> • External Signage & Repainting Upgrades complete; • Internal lighting upgrades to LED fittings currently being installed; • Air Conditioning Upgrades Quoted and Awaiting Contractor to schedule works
Demolition & Construction of New Public BBQ Facility and Associated work	Village Green, Binalong Bay	<ul style="list-style-type: none"> • Works Commencing May 2025 and scheduled for completion by end July 2025.
Internal Alterations – Design only.	Falmouth Community Centre	<ul style="list-style-type: none"> • Falmouth Community Centre initial design consultation competed, and a report is being prepared for Council direction.
Community Consultation, Design & Development Approval Phase – Public Toilet	Falmouth Township	<ul style="list-style-type: none"> • Falmouth Community Centre & Falmouth Toilet Replacement initial design consultation competed, and a report is being prepared for Council direction.

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.
Re-Roof and Weatherproofing of athletics building	St Helens Sports Complex	<ul style="list-style-type: none"> • Next phase of works pending outcomes of St Helens Sports Complex Masterplan consultation.
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; • Consultation phase to occur subsequent to Falmouth Consultation Projects.

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

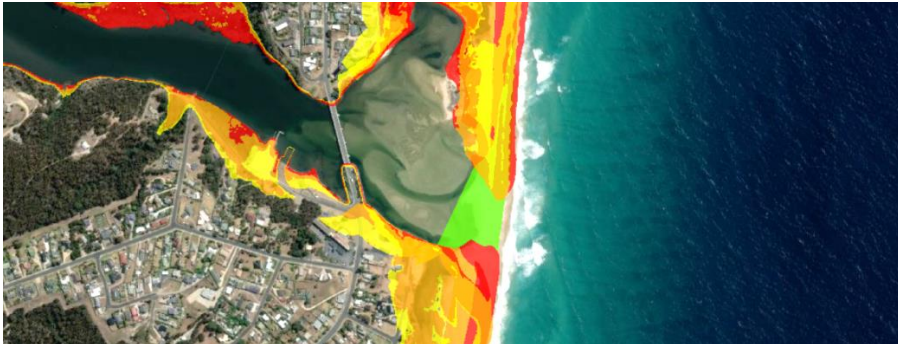
Building Services Approvals Report
April 2025

No.	BA No.	Town	Development	Value
1.	2025/00034	Akaroa	New Spa & Spa Fencing	\$10,000.00
2.	2024/00007-AMEND	Binalong Bay	Amended for change in balustrade design from wire to glass (Dwelling & Deck/Veranda)	N/A
3.	2024/00140	Chain Of Lagoons	Change of Use (Shed to Dwelling), Alterations & Additions (Dwelling), Retrospective Approval (Carport) & New (Shed)	\$100,000.00
4.	2024/00238	Beaumaris	Change of Use (Garage to Dwelling) & New (Outdoor Area)	\$100,000.00
5.	2025/00033	St Helens	Internal Alterations & Accessible Lift - Office	\$100,000.00
6.	2025/00001	Beaumaris	Plumbing only – Onsite wastewater system replacement	N/A

ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2023/2024	2024/2025
	\$24,104,209.00	\$24,546,642.00

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2024	2025
	April	\$2,949,000.00	\$310,000.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2023/2024	2024/2025
	April	143	115

Description	Updates
Scamander Flood and Coastal Hazards project	<p>Six offers to work with Council and the community on the <i>Scamander Coastal Hazards and Flood Risks Pathways Planning</i> were received from 23 consultancy firms that sought a copy of the project brief and request for quotes.</p>  <p>A start to work is expected this month following selection and contracting of a provider. It will involve assessment of the coastal and flood hazard risks, management options and a 'pathways' plan for future decisions and investment. Importantly community and stakeholder participation is required. The overall project is expected to take 12 months to complete and also includes some mitigation works for immediate risks at the river mouth.</p>
Climate Change	<p>Working Group meeting of the Local Government Association of Tasmania's Local Government Climate Capability Program; the program is shifting from its design phase to implementation.</p> <p>A climate change update to Council's municipal flood model has been commissioned in response to a national update to Australian Rainfall and Runoff advice. Having current flood risk information ensures land use and development design and approvals minimise future flood impacts and losses. The Tasmanian Government released its Tasmanian Strategic Flood Map on LISTMap, meaning nearly all of Tasmania now has good flood risk information.</p>
Cat Management	<p>Planning of activities this winter to reduce a significant cat colony at Weldborough causing problems for the community has progressed. The initiated a discussion to plan a joint activity with council staff, Biosecurity Tasmania, our local Vet and NRM North. The RSPCA has made progress working with cat owners at Weldborough but 10s of stray, roaming and semi-owned cats are still present in the town. Population control actions at Weldborough will be used for Council's cat management priorities to promote and improve 'responsible cat ownership' across the municipality.</p>
NRM Committee	<p>The NRM Committee Meeting scheduled for 6 May was postponed to a later date due man Committee members being unavailable for personal reasons but also two members resigning after many years of voluntary service. The Committee has vacancies for two agricultural sector representatives and one representing general community interests.</p>



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 7 May 2025

Current Year	Previous Year
YTD 2024/2025	YTD 2023/2024
62	68

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	Draft Minutes - NRM Special Committee Meeting - 4 February 2025

OFFICER’S RECOMMENDATION:

That Council receive the Minutes of the NRM Committee Meeting held on 4 February 2025 and consider any matters for further Council attention.

INTRODUCTION:

The purpose of this report is to present the Minutes of the Break O’Day Council NRM Special Committee meeting held on 4 February 2025 at the Council Chambers.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 5 May 2025

Council Meeting 21 October 2024

10/24.16.4.474 Moved: Clr J Drummond / Seconded: Clr V Oldham

That Council receive the Minutes of the NRM Committee Meetings held on 5 March, 4 June and 3 September 2024 and consider any matters for further Council attention.

CARRIED UNANIMOUSLY

OFFICER’S REPORT:

Minutes from the NRM Committee’s February meeting are attached for Councils attention and to be formally received. Matters of particular note include:

- Reappointment of Committee representatives (which is the subject of a separate item on Council’s Agenda)
- Support for the draft assessment of the angasi oyster reef ecological community for listing nationally as threatened, which Council considered and supported in March
- A number of issues, including deer management, with recommendations and advice dependent on new and on-going operational activities and priorities.

The table below summarises current outstanding NRM Committee actions or advice following the meeting, to be noted and considered for further attention by Council.

Current outstanding NRM Committee actions

	Item	Status
2020		
6.2.1	Maintain representation and members vacancies on Council's NRM Committee	Committee membership continues as an on-going matter for the Committee.
5 March 2024		
6.4.2	Council write to the Minister for Tasmania Parks and Wildlife Service to ask for PWS to be better resourced to manage pest plants and animals on Reserves	Recommendation received
4 June 2024		
4.2.1	Council write to the Parks and Wildlife Service asking they fund and prepare statutory Reserve Management Plans for Reserves in Break O'Day municipality.	Recommendation received
4.4	Draft a 3-year NRM Action Plan, to update the Break O'Day Environment and NRM Action Plan.	NRM Facilitator to action
4 February 2025		
4.1.1	Council reappoint Tim Rhodes, Craig Lockwood and Todd Dudley to the NRM Committee, respectively as representatives of the agricultural industry (south), marine and aquaculture sector and community conservation.	Recommendation
4.2.1	Council fund an animal control officer for control of feral animals, focussing on deer.	Recommendation
4.2.2	Council begin addressing the growing threat from deer in Break O'Day with a community education program with the PWS deer program and seek funding for deer management.	Recommendation
6.3.1	Council should keep and report fuller records of its weed control treatment programs that can show progress and planned follow-up for management of weed infestations.	Advice
8.3.1	That Council support the draft Conservation Advice and listing assessment for <i>Ostrea angasi</i> oyster reefs of southern Australia and provide water quality data from its Georges Bay monitoring program.	Recommendation
8.4.1	Include Council contact information with the 'Weed of the Month' articles in Council's	Advice

	Newsletter; and include land clearing and weeds information in Council's 'New Residents Kit'.	
8.5.1	Council formalise an agreement with North East Bioregional Network to work as a volunteer on Council land.	Advice

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:

Nil.

VOTING REQUIREMENTS:

Simple Majority



Minutes

NRM SPECIAL COMMITTEE MEETING

Tuesday 4 February 2025

*BREAK O'DAY COUNCIL CHAMBERS (COURT ROOM)
32-34 Georges Bay Esp. St Helens*

1:05pm – 3:50pm

1 Attendance

Note members present and apologies.

Present:

Councillor Liz Johnstone (Break O'Day Council – acting Chair); Clr Janet Drummond (Break O'Day Council); Clr Ian Carter (Break O'Day Council - proxy); Anne Bennet (Education sector); Steve Towner (Parks and Wildlife Service); Brendon Meulders (Parks and Wildlife Service); Todd Dudley (NE Bioregional Network); Tim Rhodes (Agriculture Industry); Craig Lockwood (Marine Aquaculture); Liese Fearman (Community Representative); Mr Robin Dickson (Forest Industry).

Apologies:

Howard Jones (Community Representative); Fay Harding (Aboriginal Community Representative)

Introductions were made around the table as new members were in attendance.

1.1 Acknowledgement of Country

As we stand on Kunnarra Kuna land we pay our respects to elders past and present as they hold the stories, language and culture for our young aboriginal and non-aboriginal children.

We acknowledge that the land we are on is, was and always will be traditional aboriginal land.

And we thank the elders for allowing us to meet on their land today.

2 Confirmation Minutes of Meeting

2.1 Minutes of Meeting

The last formal Meeting of the Committee was held on 4 September 2024.

Tim Rhodes noted he was present and the Attendance record in the Minutes should amended to show that. Robin Dickson asked that the spelling of his surname be corrected.

- 2.1.1 Recommendation: That the Minutes of the Meeting held on Tuesday 4 September 2024 at the Break O'Day Council Chambers be

confirmed with corrections to Attendance, to record Tim Rhodes as present, and spelling of Robin Dickson's name.

Moved: Clr. Janet Drummond

Seconded: Anne Bennet

Carried Unanimously

3 Declaration of interest of a member or close associate

3.1.1 Recommendation: Members to declare any interest they or a close associate have in matters on the Agenda.

Nil

4 Business arising from the previous meeting

4.1 Committee Membership

Clr Johnston commented that, despite the NRM Committee resolving at its September Meeting to amend the previous minutes and reconsider the interest of Robin Dickson in the vacant as Forest Industry representative position, the NRM Facilitator had in the meantime taken Robin's interest to Council to consider appointing him.

The NRM Facilitator explained, in relation to Council's NRM Committee Charter (copy circulated), that it provided for Council to appoint members to the Committee. Which Council had done since the NRM Committee's September Meeting, appointing Steve Towner (PWS) as Public Land Management representative and Robin Dickson (Timberland Pacific Pty. Ltd.) as Forest Industry representative.

The Charter also required regular re-appointment of members. Renewals were now due for Tim Rhodes, Howard Jones, Craig Lockwood and Todd Dudley.

Tim Rhodes, Craig Lockwood and Todd Dudley confirmed they wished to continue and be reappointed.

4.1.1 Recommendation: Council reappoint Tim Rhodes, Craig Lockwood and Todd Dudley to the NRM Committee, respectively as representatives of the agricultural industry (south), marine and aquaculture sector and community conservation.

Moved: Clr. Janet Drummond Seconded: Anne Bennet

Carried Unanimously

4.2 Deer

Members discussed the outcomes of the *Wild Deer Management Community Partnership Forum* Tim Rhodes had attended mid-November 2024. The focus was on the growing impacts of wild fallow deer in zones 2 and 3 of the Tasmanian Wild Fallow Deer Management Plan.

Steve Towner commented on his past experience in south east Queensland where the threat deer posed was not acted on until too late and a large deer population was now very difficult to control and is having significant impact. Points of discussion included

- the window of opportunity to control deer was closing
- a new management plan in Tasmania was needed if this was to be achieved
- that Council would need to be involved and expand its (pest) animal control operations (rabbits and cats too)
- deer management is a responsibility of land managers
- divergent community values and views of deer make them a polarising topic.

Actions considered included more Council resources applied to the problem, with reporting sightings and damage, education and awareness, as important steps to establishing long-term control programs and investment.

4.2.1 Recommendation: Council fund an animal control officer for control of feral animals, focussing on deer.

Moved: Todd Dudley Seconded: Tim Rhodes

Carried Unanimously

4.2.2 Recommendation: Council begin addressing the growing threat from deer in Break O'Day with a community education program with the PWS deer program and seek funding for deer management.

Moved: Clr. Janet Drummond Seconded: Craig Lockwood

Carried Unanimously

4.3 December 2025 discussion and Reconciliation Action Plan

The Committee noted the report on the field trip on Aboriginal cultural awareness and perspectives led by Fay Harding in December. Notes from this valued discussion by Clr. Janet Drummond and circulated to members day were appreciated.

5 Outstanding Committee items

The Committee reviewed the list of outstanding items.

Regarding the Kunzea weed problem (5 March 2024, 6.4.3), Todd Dudley was concerned that his group had applied grant funds tackling this weed over the years but there were too many on Council land it was not controlling – for example at the end of Seaview Ave., Beaumaris. The NRM Facilitator would pass on a reminder internally for this Kunzea site. Craig Lockwood added Spanish heath was also still widespread.

Clr Carter expressed frustration with the Committee's business and discussion at meetings. It 'keeps going down rabbit holes' on individual issues and needs to take a 'bigger picture' view, for example looking to other agencies and volunteering or resourcing problems, wider perspectives on problems like pests and strategic thinking.

This prompted further discussion about roles and resources, effectiveness of the Committee and NRM action planning. And a suggestion to follow it up further at a future meeting.

- 5.1.1 Recommendation: The Committee receives the report on Outstanding Committee items and updates to their status.

Moved: Todd Dudley

Seconded: Clr. Ian Carter

Carried Unanimously

6 Issues

6.1 NRM Emergency Preparedness, Response and Recovery Plan – NRM North

This item was not considered and deferred, for discussion when a NRM North representative is available to meet with the Committee.

6.2 Bay of Fires Masterplan

Clr. Ian Carter reported preliminary Bay of Fires Masterplan work had established a broad scope for it, covering all issue areas and aspects of concern. But it was yet to step into the public eye. Todd felt Statutory Management Plans (for Reserves) were needed, rather than this trend to insecure, non-statutory plans. Todd also raised concern for another project, the 'Livability' study currently underway.

6.3 Weed Management

The report on weed control, management activity and projects since the previous meeting was noted.

Todd Dudley added that NE Bioregional Network had undertaken a lot of bridal creeper control work for the statewide WAF funded project. The NRM Facilitator would provide Committee members with a copy of the Break O'Day Bridal Creeper Management Plan produced by this project.

Robin Dickson suggested the Committee should have more detailed information to monitor weed control progress. The weed control program should be recording information on infestation status and treatments – where, what, with, when, photos – and follow-up required.

This was discussed further and the NRM Facilitator explained current systems, such as required records of 'chemical treatment diary' and treatment program management were not well integrated in Council.

The Committee would like a fuller report with treatment details and Members discussed and agreed on action the Committee sought:

- 6.3.1 Advice: Council should keep and report fuller records of its weed control treatment programs that can show progress and planned follow-up for management of weed infestations.

6.4 Dog Management

The report on the revised Dog Management Policy 2024 and progress with its new dog zones was noted by the Committee, including Steve Towner who had no further news from PWS at this stage.

7 NRM staff update

The report on key NRM activity was noted by the Committee. As well as cat management, dog policy, climate change action, and the Northern Regional Drought Resilience Plan, the NRM Facilitator added completion of the statewide (WAF funded) bridal creeper Break O'Day had participated in through Council and control work by the North East Bioregional Network.

8 Committee Members update and other business

8.1 Plantation Coastal Catchments around Dianas Basin

There was no further discussion of this item – with some time having passed on these issues.

8.2 Updates and Reports from members around the table

8.2.1 Marine – Craig Lockwood

Craig noted the significant current proposal for listing of angasi oyster reefs (which occur in Georges Bay) as threatened nationally.

Oyster farmers have been experiencing mass mortality events with losses of 2-3%. Scientists are assisting to try and identify causes and with production management. Members discussed further water quality in the Bay and the complex pressures on it and sources of contamination.

8.2.2 Public Land Management - PWS

Brendon Meulders and Steve Towner noted it had been another very busy season with large numbers of visitors. Fortunately the St Helens Field centre is now fully staffed and can look towards an 18 month backlog of jobs. Steve Towner appreciated the start to his role as Parks and Reserves Manager in the region and was now getting settled in the community here.

8.2.3 Forest Industry

Robin Dickson reported Timberlands was currently working with the Tebrakunna Rangers from MTWAC (Melaythenner Teeackana Warrana Aboriginal Corporation) and with North East Bioregional Network. Transferring management of the Scamander Forest from the Forest Right to NEBN has been considered.

8.2.4 Agriculture – Fingal Valley

Tim Rhodes reported agriculture has had a good season with both production and markets favourable. Normal challenges continue with weeds and other pests and weather events.

8.2.5 Community Conservation

Todd Dudley reported his group had been doing a lot of weed control, working on bridal creeper and boneseed between Binalong Bay and Falmouth, thistles, Spanish heath, *Kunzea ericoides* and coastal tea tree. Also undertaking rehabilitation works on Tasman Highway roadsides.

The group had been looking into taking over the Forest Right for Scamander Forest. They had potential philanthropic funders to support that, but received a negative response from Sustainable Timbers Tasmania.

He was interested to know more and following the new strategic land use planning study for Scamander/Beaumaris by Council, changes to 'Future Potential Production Forest' and a mine proposed on Golden Ridge.

8.3 Angasi oyster reefs – threatened community listing assessment

The NRM Facilitator reported Council had just been invited by the federal Department of Climate Change, Energy, the Environment and Water to comment on a "draft Conservation Advice and listing assessment for *Ostrea angasi* oyster reefs of southern Australia". A copy of this consultation document had been circulated to members with the intention of adding it to the Meeting agenda and an outline was provided.

When finalised the report would go to the federal Minister to decide on listing of this specific marine ecological community (not species) as Critically Endangered. The Committee had an opportunity to provide advice to Council for a submission.

The report describes the ecological community '*Ostrea angasi* oyster reefs of southern Australia' it was considering and evaluates evidence of past and present occurrences against criteria for listing as nationally threatened, under the Environment Protection and Biodiversity Conservation Act 1999. On one criterion it finds the reef community is 'Critically Endangered'. According to the report Georges Bay hosts the best remnants of native *Ostrea angasi* oyster reef known nationally. Council holds water quality monitoring data from the past Bringing Back the Bay program that may assist finalisation of the report and assessment.

Members discussed the report and possible listing of the reef community. Craig Lockwood commented that knowledge of Georges Bay let alone these oyster reefs in it was poor. And there would be implications around the Bay if the reefs are listed. Steve

Towner commented that listing won't directly produce new management activity on the Bay, however it would affect development on the Bay and surrounds, particularly polluting ones.

- 8.3.1 Recommendation: That Council support the draft Conservation Advice and listing assessment for *Ostrea angasi* oyster reefs of southern Australia and provide water quality data from its Georges Bay monitoring program.

Moved: Clr. Todd Dudley Seconded: Janet Drummond

For: Clrs. Liz Johnstone, Janet Drummond and Ian Carter, Anne Bennet, Steve Towne, Todd Dudley, Liese Fearman, Robin Dickson (Forest Industry).

Against: Nil

Abstaining: Craig Lockwood, Tim Rhodes

Carried

8.4 Vegetation and weed management information

Todd Dudley wanted to follow up discussion from the previous meeting (item 4.3) regarding land clearing information and including some in Council's 'New Residents Kit'.

Robin Dickson suggested including references to the Forest Practices Code and information resources provided by the Forest Practices Authority.

In addition Todd suggested including weeds information. And that the 'Weed of the Month' articles in Council's Newsletter should routinely include a Council contact for more information.

- 8.4.1 Advice: Include Council contact information with the 'Weed of the Month' articles in Council's Newsletter; and include land clearing and weeds information in Council's 'New Residents Kit'.

Moved: Clr. Todd Dudley Seconded: Robin Dickson

Carried Unanimously

8.5 North East Bioregional Network volunteering agreement

Todd Dudley sought progress on formalising arrangements for North East Bioregional Network to undertake volunteer work on Council land.

8.5.1 Advice: Council formalise an agreement with North East Bioregional Network to work as a volunteer on Council land.

This conclusion was supported but not voted on (the Meeting was running over-time).

9 Next meeting dates

Committee members discussed briefly the future Meeting dates proposed - the first Tuesday of the month - and noted the preferred venue, the Child and Family Learning Centre, has a regular booking on Tuesday afternoons now and was not available.

Todd Dudley suggested for the next Meeting on 6 May a field trip to the Skyline Tier (Scamander Foerst) again. There was general agreement on this.

Future Meeting dates for the Committee at present are

- 6 May 2025
- 5 August 2025
- 4 November 2025
- 3 February 2026

Meetings from 12:30pm for BYO light lunch, with business starting formally 1pm (or sooner with agreement of those attending). And field trips prior where possible.

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:

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.

INTRODUCTION:

The Council's Charter for its NRM Committee provides for appointment of representatives from various sectors of natural environment and resources management for two year terms. And four year terms for three Council representatives with one appointed as Chair of the Committee.

PREVIOUS COUNCIL CONSIDERATION:**Council Meeting 21 October 2024**

10/24.16.5.475 Moved: Clr B LeFevre / Seconded: Clr K Chapple

That Council appoint to its NRM Committee Mr Steve Towner (Tasmania Parks and Wildlife Service) as Public Land Management representative and Mr Robin Dickson (Timberland Pacific Pty. Ltd.) as Forest Industry representative.

An amendment was moved:

10/24.16.5.475 Moved: Clr J Drummond / Seconded: Clr L Johnstone

1. That Council appoint to its NRM Committee Mr Steve Towner (Tasmania Parks and Wildlife Service) as Public Land Management representative; and
2. Prior to the appointment of Mr Robin Dickson as Forest Industry representative be invited to speak to the NRM Committee about what he brings to the operation to the NRM Special Committee.

FOR Clr L Johnstone, Clr J Drummond
 AGAINST Clr B LeFevre, Clr V Oldham, Clr I Carter, Clr G Barnes, Clr K Chapple, Clr M Tucker

LOST

The original motion is put:

FOR Clr B LeFevre, Clr V Oldham, Clr I Carter, Clr G Barnes, Clr K Chapple, Clr M Tucker
AGAINST Clr L Johnstone Clr J Drummond Abstained

CARRIED

OFFICER'S REPORT:

The Charter for the Break O'Day Council Natural Resource Management Committee requires regular re-appointment of members.

Council appointed Tim Rhodes, Craig Lockwood and Todd Dudley and Howard Jones to is NRM Committee on 27 June 2022 to represent, respectively, the agricultural industry (south), the marine and aquaculture sector, community conservation and general community.

At the NRM Committee's February meeting Tim Rhodes, Craig Lockwood and Todd Dudley confirmed they were interested to continue on the Committee and be reappointed. Howard Jones was not at the meeting but subsequently confirmed he did not wish to be reappointed and resigned his place representing the community.

Since the Committee's February meeting, Councillor Janet Drummond has also resigned from her role of Chair of the NRM Committee. And Tim Rhodes tended his resignation ahead of the Committee's February meeting.

New representatives for the available places on the Committee will be sought, including through the NRM Committee, to put forward for appointment by Council.

Council should reappoint the two members wanting to continue their service and appoint a new Chair of the Committee.

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:**

30.04.2025	St Helens	– Eastern Strategic Regional Partnership (ESRP), meeting of the Steering Committee which focussed on progress with the various projects which are being undertaken. Presentation received from UTas school of Medicine in relation to their increased focus on service delivery and placements in regional Tasmania.
05.05.2025	St Helens	– Council Workshop
06.05.2025	MS Teams	– ESRP Childcare Needs Analysis, meeting with consultants undertaking this project, Ninety Mile Consultant.
06.05.2025	St Helens	– Fingal Valley Neighbourhood House (FVNH), meeting with Acting Manager Ben Cooper which mainly focussed on the involvement of FVNH with the Regional Jobs Hub project.
07.05.2025	MS Teams	– Northern Tasmania Regional Land Use Study (NTRLUS) Regional Strategic Directions, Local Government Workshop which focussed on the State of Play Report and discussed the regional strategic directions. Great opportunity to ensure that the directions made sense and Break O'Day Council was extremely well represented with five elected members and four staff participating.

Meetings & Events Not Yet Attended:

13.05.2025	St Helens	– Bay of Fires Master Plan consultation
19.05.2025	St Helens	– Council Meeting

General – The General Manager held regular meetings with Departmental Managers and individual staff when required addressing operational issues and project development. Meetings with community members included Dave and Claire French.

Brief Updates:

ESRP Childcare Needs Analysis

Progress with this project is well underway with the consultants, Ninety Mile Consulting, continuing to develop the current state analysis which includes data review and demographic analysis. An initial visit to the Break O'Day area has occurred with a focus on the St Marys aspect of the project. Over the next few weeks in-person stakeholder consultation is occurring with a wide variety of stakeholder groups which will inform both parts of the consultancy. Progress is on track with the agreed workplan which will be completed in late August.

ESRP Study Hub

The establishment of the legal entity, East Tasmania Education and Employment, which will operate the study hub, CUC Eastern Tasmania, has been completed and the Grant Deed associated with the funding which Council applied for has been signed by the new entity and financial systems and arrangements are coming into place. Recruitment of the Centre Manager has been completed with the successful applicant, Leah Page, starting in mid May. This is a major step in the establishment and will provide an important focus for establishment of the Centre which is anticipated as being operational by the end of June.

ESRP St Helens District School Master Plan

The Department of State Growth have just approached the General Manager regarding Council taking responsibility for the delivery of this project. The impact on Council resources is being considered as it will require a substantial commitment for what is effectively a State Government project.

Federal Election

Following the successful election of Rebecca White to Federal Parliament, Council has written to Ms White congratulating her on her success and looking forward to working with her on matters of importance to the communities of Break O'Day. The key commitment relating to Council's priority projects received from Labor during the election was \$10 million in relation to the St Marys Pass alternative route.

Communications Report:

TOPIC	ACTIVITY	PROGRESS
GENERAL COMMS	BODC Newsletter	Sent out 1 week ago. Included stories on: <ul style="list-style-type: none"> Council takes the wheel on recycling - New local job opportunity Scamander bowls club celebrates 3rd straight win ANZAC Day in Break O'Day
	Valley Voice: Five minutes with the Mayor	Mayor's piece about: <ul style="list-style-type: none"> St Marys Exhibition Hall decision outcome Fingal park update NTFA Pyengana annual football match
	Website	<ul style="list-style-type: none"> Tasmanian Health Service - RESET free 8-week program starts 11 June LGAT's 'Lift the Tone' campaign MediBank – Free mini health checks BODRA – Winters Art Festival St Helens Probus Club BODRA – Winter Lights event
SOCIAL MEDIA	Break O'Day Council	<ul style="list-style-type: none"> Annual dog registrations – early bird discount before 30 June 2025 2025 Volunteer Film Festival screening Recycle Rewards – Tasmania Container Refund Scheme Citizenship Ceremony with two new citizens
	Shared Social Media Posts	<ul style="list-style-type: none"> Rural Business Tasmania – Community Volunteer workshops Clean Up Australia – Easter holiday tips Clean Up Australia- Great East Coast Cleanup month – May 2025
COMMUNITY ENGAGEMENT	East Coast Tourism	Positive Impact Plan community consultation
	Hansen Partnership	Bay of Fires Master Plan community consultation
EMPLOYMENT	Break O'Day Council	Waste and Recycling Truck Driver
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 to promote our EDMs.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
EC24-086 St Marys Multipurpose and Evacuation Building fit out	Affixing Common Seal	GRANT DEED	Number 21 – Miscellaneous Powers and Functions to the General Manager
DA 2024/00163 34 Treloggen Dr, Binalong Bay	Affixing Common Seal	FINAL PLAN OF SURVEY	Number 21 – Miscellaneous Powers and Functions to the General Manager

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

DATE	DOCUMENT	ADDRESS	PID OR DA
01.04.2025	337 Certificate	254 Lower German Town Road, St Marys	7320832
01.04.2025	337 Certificate	11 Penelope Street, St Helens	6809185
01.04.2025	337 Certificate	Brown Street (CT134173-1, CT134173-2) Fingal	2887872
10.04.2025	337 Certificate	30 Circassian Street, St Helens	7287964
14.04.2025	337 Certificate	Forest Lodge Road (CT227223-1), Pyengana	9135092
14.04.2025	337 Certificate	2, 91 Cecilia Street, St Helens	7742146
16.04.2025	337 Certificate	24 Stieglitz Street, Falmouth	9703098
16.04.2025	337 Certificate	7 Grant Street, St Helens	6794286
16.04.2025	337 Certificate	28191 Tasman Highway (CT200675-1), Pyengana	3373793
24.04.2025	337 Certificate	12 Sunbeam Crescent, Beaumaris	6790832
24.04.2025	337 Certificate	81 Cecilia Street, St Helens	6793566
28.04.2025	337 Certificate	195 St Helens Point Road, Stieglitz	6786032
28.04.2025	337 Certificate	96 Scamander Avenue, Scamander	2671342
28.04.2025	337 Certificate	29766 Tasman Highway, Weldborough	2542997
29.04.2025	337 Certificate	37 Tully Street, St Helens	7731578
29.04.2025	337 Certificate	Lottah Road (CT206743/4), Lottah	2633039
30.04.2025	337 Certificate	Unit 7, Doepel Place, St Helens	2628758

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

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

2. 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	002\036\002\
ASSOCIATED REPORTS AND DOCUMENTS	2024 - 2025 Annual Plan Update at 31 March 2025

OFFICER'S RECOMMENDATION:

That Council receive the Review as at 31 March 2025 of the 2024-2025 Break O'Day Council Annual Plan.

INTRODUCTION:

Council's management team prepared the 2024 – 2025 Annual Plan based on discussions, which occurred through Council workshops and the normal budget/planning process. The Annual Plan was prepared to take into account broader factors which are impacting Council; and reflecting continuity of existing projects, and activities where this exists.

PREVIOUS COUNCIL CONSIDERATION:

The Annual Plan was adopted at the 24 June 2024 Council Meeting.

OFFICER'S REPORT:

This plan is generally based on the 10 Year Strategic Plan 2017 – 2027 (Revised March 2022).

This Report provides a quarterly update on progress with the activities detailed in the 2024-2025 Annual Plan as at 31 March 2025. As to be expected, there is variability in progress with some items but overall progress for the start of the year remains solid. From an overall perspective, we are at 70% completion vs a target of 75%. Looking at individual Key Focus Areas, progress sits at:

GOAL- Community

Communication	69% (Website review timing impact)
Events & Activities	82% (Event completion)
Volunteering	88%
Community & Council Collaboration	83% (Completion of Portland Court Review)
Wellbeing	75%

GOAL – Economy

Opportunities	70%
Brand	100% (Minor activity completed)
Population	75%
Housing	50% (Impact of dealing with external organisations)

GOAL - Environment

Appropriate Development	68% (Timing around Land Use Strategy work with focus on other strategic projects)
Land & Water Management	75%
Climate Change	59% (Scamander River project startup impacted by Dog Management policy review focus)

GOAL - Infrastructure

Community Facilities	41% (Timing with Liveability Strategy progressing)
Towns	75%
Recreational Facilities	69%
Roads & Streets	81% (Road Asset Management Plan completion)
Waste Management	79%

GOAL - Services

Youth	88%
Health & Mental Health	78%
Education, Skills and Training	75%
Access & Inclusion	75%

Councils are required each financial year, under Section 71 of the *Local Government Act 1993*, to prepare an Annual Plan.

STRATEGIC PLAN & ANNUAL PLAN:

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

LEGISLATION & POLICIES:

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

An Annual Plan is to –

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

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority



ANNUAL PLAN 2024 - 2025 - QUARTERLY REVIEW @ 31 MARCH 2025

13/05/2025

177

GOALS

70%

GOAL COMPLETION

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

BREAK O'DAY COUNCIL PLAN

COMMUNITY

Current ...	Start Date	Due Date	Goal	Update	Owner	Co-owners
69%	01/07/2024	30/06/2025	Strategy 1.1 Create an informed and involved community by developing channels of communication. : 100%		John Brown	-
69%	01/07/2024	30/06/2025	→ Key Focus Area 1.1.1 Communication: Improve and develop communication processes that lead to the community feeling more informed and involved. : 100%	John Brown: Activity in this KFA has increased in the last 3 months as planned and will continue for the rest of the year. It is likely that the website review and implementation will continue into the 2025/26 year. <i>07/05/2025</i>	Jayne Richardson	-
75%	01/07/2024	30/06/2025	→ 1.1.1.1 Newsletter - Undertake a review of the newsletter with the aim of improving the design and understanding how many hard copies need to be provided vs digital : 100%	Jayne Richardson: The Governance officer is developing a newsletter template and has been researching which designs would best represent our brand as well as ensure clear communication with our community. We have also been considering the software that we use to create the newsletter and whether there is a more effective and efficient way. The Executive officer has developed a communications survey, the survey will ask participants their preference for digital vs hardcopy so we can determine the future direction if this important communication tool. <i>28/04/2025</i>	Jayne Richardson	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
25%	01/01/2025	30/06/2025	→ 1.1.1.2 Website Redevelopment - Redevelop the website with community input and a focus on online service delivery and accessibility : 100%	<p>Jayne Richardson: Due to the large amount of community consultation underway at the moment, both internally and externally, it was determined that it would be better to wait until later in the year to undertake the consultation on the website and council communications in general.</p> <p>As there are other questions we have for our community related to our communication in general, the survey has been designed to look at the main platforms we use for communication such as: website, Facebook, newsletters, emails etc.</p> <p>To truly ensure information gathered is unbiased and to give all in our community an equal opportunity to have their say, it is planned that we will also undertake face-to-face consultation by visiting nine townships where we will survey people directly.</p> <p>28/04/2025</p>	Jayne Richardson	Chris Hughes
100%	01/11/2024	30/04/2025	→ 1.1.1.3 Social Media Following - develop a campaign to encourage residents and ratepayers to follow our facebook page as an important source of community info : 100%	<p>Jayne Richardson: The Governance Officer has developed a 1 month campaign aimed at growing our Facebook audience by showing community that this is the best place to find out what is happening at Council and in our community in real time.</p> <p>Real time updates, get updates faster, stay in the loop:</p> <ul style="list-style-type: none"> • Road closures & weather alerts • Changes to garbage collection • Local events & free community programs • Grant opportunities & job ads • Council meeting dates • Employment opportunities • Emergency and disaster updates <p>The campaign will not just be on Facebook, we will use other platforms as well to try and expand our reach. Some ideas for promotion include:</p> <p>Promotion:</p> <ul style="list-style-type: none"> • Include a banner or scannable QR code on rates notices or letters to ratepayers/ flyers we make to post around key locations. • Add a banner to website homepage: "Follow us on Facebook for live updates + local news. Facebook link on every page footer. • Create a poster or postcard with a QR code for counters, libraries, and community noticeboards • Include ad in monthly our newsletter as well as other publications • Include in a new email signature <p>28/04/2025</p>	Jayne Richardson	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 1.1.1.4 Council Brand - develop a communications campaign that showcases Council's staff and Council activities to facilitate a deeper understanding of Council. : 100%	<p>Jayne Richardson: The Governance Officer has started developing a 6 month campaign that aims at breaking down barriers between Council and the community. Some of these ideas include:</p> <p>"Faces of Council - Your Council, Your Community" - Social media campaign</p> <ul style="list-style-type: none"> • Short, video staff profiles - one or two from each department • "A Day With..." Video Series. • Council Myth-Busting Series • "Then and Now" Project Highlights <p>Promotion Ideas</p> <ul style="list-style-type: none"> • Feature in Council Newsletter - A regular section dedicated to "Meet Your Council Team" with staff profiles or activity updates. • Link to longer-form interviews or behind-the-scenes videos on the website <p>28/04/2025</p>	Jayne Richardson	Moili Brown
85%	01/07/2024	30/06/2025	Strategy 1.2 Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge. : 100%		John Brown	-
82%	01/07/2024	30/06/2025	→ Key Focus Area 1.2.1 Events and Activities: Create a culture of volunteering and support to enable vibrant and sustainable events, activities and community groups. : 100%	<p>John Brown: Following a busy start to the year over the first 7 months with a number of events being delivered and community events being supported we are now focussed on providing support to a smaller number of events towards the end of the financial year and the ongoing activity which occurs through the year. There has been extra activity in this KFA this year with two Wellbeing focussed events being undertaken.</p> <p>07/05/2025</p>	Chris Hughes	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 1.2.1.1 Environmental Awareness: Promote and educate the community about sustainable enjoyment and care of the natural environment : 100%	<p>Jayne Richardson: Council regularly shares environmental awareness content on our Facebook page as well as in our newsletter.</p> <p>Some topics covered this year include:</p> <ul style="list-style-type: none"> • Shore Bird Nesting season -facebook, newsletter, direct to dog owners with dog registrations • Feral Scan - an app that allows you to record where you have seen Feral animals • Angasi Oyster - information page set up on our website with links to relevant information • Clean Up Australia and Clean up the Coast - Events and information • Garage Sale Trail - aims at reducing waste to landfill • Reducing Waste at home after Christmas and the Festive season • Cat Desexing and microchipping subsidy <p>In our Council newsletter we also try to include good news stories generated by community related to the environment.</p> <p>28/04/2025</p>	Jayne Richardson	Polly Buchhorn
75%	01/07/2024	30/06/2025	→ 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. : 100%	<p>Chris Hughes: Council staff continue to actively support event organisers through pre-event meetings, offering guidance on required documentation and assisting with the development of risk assessment plans to ensure compliance and safety standards are met. Recently, staff have also worked closely with community groups planning larger events, providing ongoing support to help secure all necessary permits before the events take place. These efforts demonstrate Council's commitment to fostering vibrant, well-managed community events, strengthening local culture and community engagement through close collaboration with organisers.</p> <p>28/04/2025</p>	Chris Hughes	Jenna Barr
75%	01/07/2024	30/06/2025	→ 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. : 100%	<p>Chris Hughes: Council staff continue to actively promote the Break O'Day Municipality as a premier event destination, working closely with organisers and organisations to attract and develop new events in the region. Throughout the period, staff responded to numerous enquiries from external event organisers, providing detailed information about local venues, facilities, and logistics to support their planning needs. By building strong relationships with external organisations and connecting them with local community groups, Council is strengthening partnerships and enhancing Break O'Day's reputation as a vibrant, welcoming location for a diverse range of events.</p> <p>28/04/2025</p>	Chris Hughes	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 1.2.1.4 Sustainable Events - Promote and support best practice sustainable events and implementation of the Soft Plastics policy on Council land. : 100%	<p>Chris Hughes: Council staff ensure all event organisers and groups are well informed about Council's Single-Use Plastic Policy and provide support to help them meet compliance requirements. In line with our commitment to sustainability, we actively promote the use of recycling wheelie bins at events and work with organisers to incorporate waste monitoring into their event planning. Staff also play a key role in educating attendees on correct recycling practices when bins are available, helping to reduce contamination and support the Municipality's sustainability objectives. Through building strong relationships with organisers and fostering connections with local community groups, Council continues to position Break O'Day as a vibrant, welcoming destination for a diverse range of events.</p> <p>28/04/2025</p>	Chris Hughes	Jayne Richardson
100%	01/07/2024	30/06/2025	→ 1.2.1.5 Festival of Wellbeing - Support the development and delivery of the Festival of Wellbeing, designed with our community to meet shared aims. : 100%	<p>Leah Page: The annual Festival of Wellbeing was held on Thursday 10 October. The date coincided with World Mental Health Day and the public holiday for Launceston Show Day. A group of six community members (the Wellbeing Collective) worked with Council to plan for this year's Festival. A team of five volunteers were central to the success on the day. The day was joyfully received by the contributors and the festival visitors and continues to achieve the goals of connecting people and encouraging them to try new things and learn new ways to care for wellbeing. At least 400 people were part of the day. Reflections on this year's event and feedback received have been collated in the Festival Report.</p> <p>14/01/2025</p>	Leah Page	-
100%	01/07/2024	30/06/2025	→ 1.2.1.6 Appreciative Inquiry Summit - Support the development and delivery of the Appreciative Inquiry Summit, designed with our community to meet shared aims. : 100%	<p>Leah Page: On Friday 1st November 2024, 48 people from Ansons Bay to Fingal came together at Panorama Hotel in St Helens for a Wellbeing Summit to explore how we thrive in our community and share ideas for collective action to help us love our local life.</p> <p>The Summit used advanced facilitation techniques to host a collaborative conversation to generate actions we can take together as a community. Follow-up conversations are underway to identify how seed funding from the Wellbeing Project can bring these actions to life.</p> <p>14/01/2025</p>	Leah Page	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 1.2.1.7 Mountain Bike Events - Work with interested organisations to develop a sustainable Mountain Bike event for the St Helens Network. : 100%	Chris Hughes: Unfortunately, the organisers of the Dragon Trail mountain bike event have confirmed that the event will not continue in the future. In response, efforts are underway to explore alternative uses for the trails, with discussions currently taking place with trail running event organisers to assess the feasibility of hosting a future trail running event in 2026. There are no further updates at this stage. 28/04/2025	Chris Hughes	-
88%	01/07/2024	30/06/2025	→ Key Focus Area 1.2.2 Volunteering - Build community sustainability and inclusion through a culture of volunteering and support within our community. : 100%	John Brown: Activity in this KFA has focused on preparations for the forthcoming bushfire season as well as building off the successful Volunteer Film Festival from last year. 28/01/2025	Chris Hughes	-
75%	01/07/2024	30/06/2025	→ 1.2.2.1 Volunteer Strategy - Work with volunteer groups to showcase their activities and assist with increase of volunteers within our community : 100%	Chris Hughes: In the last financial year, Council proudly hosted the inaugural Volunteer Film Festival, a celebration of the incredible passion, dedication, and impact of our volunteers. Through powerful short films, volunteers shared their stories, shining a light on the vital work they do and inspiring the wider community to appreciate the true value of volunteerism. Building on this success, planning is now underway for the 2025 Volunteer Film Event, with Council once again partnering with volunteer groups to honour their contributions and showcase the lasting difference they make in our community. 28/04/2025	Chris Hughes	Jenna Barr
100%	01/11/2024	20/04/2025	→ 1.2.2.2 Emergency Management Volunteers - Develop Council's base of volunteers to provide support in an emergency situation including provision of training. : 100%	Chris Hughes: Council staff have completed training in the management of Emergency Centres, strengthening their ability to respond effectively during emergency situations. Staff have also re-engaged with members of the Fingal community to reaffirm their willingness to support local response efforts in the event of an emergency. Ongoing work will focus on further building community collaboration and enhancing overall emergency preparedness. 28/04/2025	Chris Hughes	Angela Matthews
83%	01/07/2024	30/06/2025	Strategy 1.3 Foster and support leadership within the community to share the responsibility for securing the future we desire. : 100%		John Brown	-
83%	01/07/2024	30/06/2025	→ Key Focus Area 1.3.1 Community and Council Collaboration: Work within a community engagement framework which defines the relationship between the community and Council in decision making and project delivery. : 100%	John Brown: Good progress is being made in this area with Township Plan updates being sent to the communities and the Portland Court future use process completed and endorsed by Council. The Arts and Cultural Strategy review is progressing with the community. 07/05/2025	John Brown	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 1.3.1.1 Local Township Plans - Implement the activities from the Township Plans, report back to the community on progress : 100%	Chris Hughes: Council staff have successfully completed the second reporting update on the activities outlined in the current Township Plans. This update has been shared with the community to maintain transparency and foster ongoing engagement with local development initiatives. The next reporting cycle will focus on tracking progress and keeping the community informed about developments in the Township Plans. 28/04/2025	Chris Hughes	-
75%	01/07/2024	30/06/2025	→ 1.3.1.2 Arts and Cultural Strategy - Work with the community group to complete the review of the Strategy including addressing group cohesion and arts and cultural funding : 100%	Chris Hughes: Council staff are working closely with community members to develop an Art & Culture Strategy that reflects local needs and aspirations. Several meetings have been held with the committee, and the broader community has been invited to provide feedback on a proposed structure for the strategy. This structure envisions the creation of an overarching arts committee, with subcommittees for various arts-related events and groups. A draft of the proposed strategy has been forwarded to the community for further comment, and the consultation process has seen strong engagement, with valuable insights shared. Key feedback indicates that the community is open to an umbrella model, provided it allows groups to retain their unique identities. The committee is actively reviewing this feedback to refine the strategy. Further consultation and strategy development are ongoing, ensuring that the final structure aligns with the community's vision and respects the individuality of existing groups. 28/04/2025	Chris Hughes	-
100%	01/07/2024	26/04/2025	→ 1.3.1.3 Portland Court Building - Finalise the use of the former Hub 4 Health building through a co-design process with the community : 100%	Chris Hughes: Council has now adopted the Management Plan for the facility, following a comprehensive development process led by an engaged consultant. The process involved interviews with a broad range of stakeholders, including past and present users, board members, and health providers, to gather insights on the facility's historical use, current operations, and potential for the future. This collaborative approach ensured that the plan accurately reflects the community's needs and outlines strategies for the facility's optimal future use. The feedback gathered throughout the process was analysed and incorporated into the final plan, which is now in place to guide the facility's development moving forward. 28/04/2025	Chris Hughes	Leah Page
75%	01/07/2024	30/06/2025	Strategy 1.4 Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community. : 100%		John Brown	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ Key Focus Area 1.4.1 Wellbeing - Support and enhance community wellbeing through shared understandings, and opportunities for people to get involved, connect, build on strengths, and feel a sense of belonging in Break O'Day. : 100%	John Brown: A busy area of activity for Council this year with delivery of the Wellbeing Certificate occurring twice and a number of event based activities being organised. The service delivery approach has been refined slightly based on the information from the delivery in 2023/24 and is proving to be a successful approach. 07/05/2025	John Brown	-
75%	01/07/2024	30/06/2025	→ 1.4.1.1 Wellbeing Pilot Project - Evolve the project delivery approach to reflect participant feedback and support the implementation of the Break O'Day Community Wellbeing Pilot Project and related project activities : 100%	Leah Page: The Wellbeing Project has evolved in responsive ways to community needs and lessons learned through the Evaluation by UTAS and the reflexivity of the Training Team. The approaches have been reviewed and refined each year, and have been built on things that work well and community strengths. A shorter and simplified Wellbeing Certificate proved to be more inclusive and accessible and receives praise for encouraging and supporting people to take actions in community. The Festival of Wellbeing has become an annual event supported by Council. The Wellbeing Action website is a promotion of wellbeing literacy, tools and local actions. Many project artefacts, such as cards, stickers, magnets, artwork and more are leaving a legacy in the community and provide conversation starters about wellbeing. A community entity is being incorporated to continue community led actions. 23/04/2025	Leah Page	-
75%	01/07/2024	30/06/2025	→ 1.4.1.2 Wellbeing Actions - Partner with the community to identify, design and deliver wellbeing actions and activities. : 100%	Leah Page: The Wellbeing Project continues to deliver community led actions and create opportunities for people to learn more about caring for wellbeing in Break O'Day. 10 people completed the Wellbeing Certificate in 2025 and have started taking small actions including starting a north east pride group, working with 1st nations elders to host cultural workshops, planning a coding club for youth, designing wellbeing calendars and stationary and much more. The Wellbeing Certificate training team continue to reach out to past Wellbeing Certificate participants to develop their action ideas and bring them to life. Actions are showcased on the Wellbeing in Break in O'Day website www.wellbeingaction.org 23/04/2025	Leah Page	-

ECONOMY

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
70%	01/07/2024	30/06/2025	Strategy 2.1 Develop and highlight opportunities which exist and can be realised in a manner that respects the natural environment and lifestyle of the Break O'Day area. : 100%		John Brown	-
70%	01/07/2024	30/06/2025	→ Key Focus Area 2.1.1 Opportunities - Identify and realise opportunities that develop and support the Break O'Day economy in a sustainable manner. : 100%	<p>John Brown: A busy area of activity with three strategy focused projects at various stages of progress requiring a substantial investment of Council officer time. The Economic Development Strategy will be completed this year and the other two strategy focussed projects will carry through into the first part of next year. The Circular Economy activity will be prioritised as resources free up from a focus on other waste management activities and dealing with the new Container Deposit Scheme. The commencement of the new Economic Development and Project Officer is an important step forward in resourcing.</p> <p>07/05/2025</p>	John Brown	-
95%	01/07/2024	30/06/2025	→ 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 : 100%	<p>John Brown: Consultants, Stantec, have completed the community engagement workshops and survey activities and are well progressed with developing the draft Strategy. Council officers have been actively engaged in reviewing and discussing the information as it flows through the Strategy development process with the last component, the Key Performance Indicators developed and included in late February. Final draft received and agreed, presentation to Council to be scheduled</p> <p>06/03/2025</p>	Dilara Bedwell	-
75%	01/07/2024	30/06/2025	→ 2.1.1.2 Economic Leadership - nurture and support development of local leadership and participation in projects which support this including the Gastronomy project : 100%	<p>John Brown: Economic leadership is a focus within the Economic Strategy development process. Council continues to participate in the regional Gastronomy project which is now coming through under the NTDC umbrella.</p> <p>06/03/2025</p>	Dilara Bedwell	-
50%	01/07/2024	30/06/2025	→ 2.1.1.3 Circular Economy - Examine opportunities to participate in projects focused on developing the Circular Economy at the regional and local level. : 100%	<p>John Brown: Small amount of activity in this space iso far this year due to competing priorities in the waste management area and resourcing levels. Also been impacted by resourcing and progress on the new Strategic Plan through the Northern Tasmania Waste Management Group, Circular North. The Container Deposit Scheme is progressing and Council officers have been supporting the establishment of a site in St Helens which should be operational in May.</p> <p>06/03/2025</p>	Dilara Bedwell	David Jolly

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 2.1.1.4 Employment Barriers - Support the activities of Break O\Day Employment Connect (BODEC) Regional Jobs Hub Board which focusses on facilitating employment outcomes and addressing the barriers to employment. : 100%	John Brown: Ongoing support for BODEC is occurring through participation of the General Manager and HR Coordinator on the BODEC Board. Activities so far this year have included establishing arrangements for the next 3 year contract period, Youth Jobs Strategy and participation in Jobs Tasmania activities including the Community of Policy and Practice in July and November 2024 along with the initial stages of a new Strategic Plan to cover the next three years. Discussions have been occurring about BODEC combining with the new Study Hub as part of a new legal entity. 07/05/2025	John Brown	Erica McKinnell
50%	01/07/2024	30/06/2025	→ 2.1.1.5 Industrial Land Use Study - Complete the 'Scoping Study' and progress the study to identify future demand, land analysis, constraints and opportunities. : 100%	John Brown: Scoping of the project was undertaken as part of developing a Consultants Brief. Procurement process completed and Development Services has made a recommendation that the Industrial Land Study be awarded to REMPLAN. A workshop report for 7/04 has been prepared and a memorandum to the Acting GM has been prepared detailing the recommendation. It is expected that the project will be awarded in the near future. 07/05/2025	Deb Szekely	Dilara Bedwell
75%	01/07/2024	30/06/2025	→ 2.1.1.6 Bay of Fires Master Plan - Support and participate in the process to develop a Master Plan for the Bay of Fires area. : 100%	Chris Hughes: Hansen Partnership Pty Ltd has been engaged to develop the Bay of Fires Master Plan, with the Steering Committee working closely with the consultants to ensure meaningful engagement with Traditional Owners and the community. The focus is on protecting this unique area while ensuring it remains accessible to all. A comprehensive survey has now been completed, and broader community consultation is ongoing through the Bay of Fires Portal, providing an opportunity for individuals to share their ideas, identify key issues, and explore opportunities for the region. Feedback gathered through this process will play a vital role in shaping the Master Plan and ensuring it aligns with the values and aspirations of all stakeholders. The consultant will continue to collaborate with stakeholders to incorporate the feedback and insights into the development of the Master Plan. 28/04/2025	Chris Hughes	-
0%	01/07/2024	30/06/2025	Strategy 2.2 Provision of relevant training and skills development programs to create a workforce for the future that meets the changing needs of business. : 100%		John Brown	-
100%	01/07/2024	30/06/2025	Strategy 2.3 Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses to live and work in Break O\Day. : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Key Focus Area 2.3.1 Brand - Understand and communicate the unique characteristics and differences of our communities and the Break O\Day area to foster a sense of pride and authenticity. : 100%	John Brown: Minor area of activity where clarification was sought and obtained from Council with a pathway moving forward. 07/05/2025	John Brown	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
100%	01/01/2024	30/06/2025	→ 2.3.1.1 Township Brand - Explore the development of individual township brand identities and consider how these would be used. : 100%	<p>Jayne Richardson: At the November Council meeting, Council decided that the Township Brands could be incorporated into the development of Township plans.</p> <p>When Township plans are up for review - questions and conversations around the community's vision for their town will also be explored by Council Officers.</p> <p>This information will be used by Council staff to understand the unique characteristics and desires of a community. When this is to occur, the Executive Officer will develop a plan of how this will be done which will be presented to Councillors at a Workshop.</p> <p>07/03/2025</p>	Jayne Richardson	-
63%	01/07/2024	30/06/2025	Strategy 2.4 Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focused service delivery. : 30 to 100 : 100%		John Brown	-
75%	01/07/2024	30/06/2025	→ Key Focus Area 2.4.1 Population - Monitor changes in an ageing population in order to understand and address challenges and opportunities this creates. : 100%	<p>John Brown: Solid progress has been made in this area following the completion of the analysis by Dr Lisa Denny. Development of the Strategy will require some resources to be applied which now that the Economic Development & Project Officer has commenced some attention can be given to scoping this out further before the end of June.</p> <p>07/05/2025</p>	John Brown	-
100%	01/07/2024	30/11/2024	→ 2.4.1.1 Population Analysis - complete review of information from 2021 Census with presentation to Council, stakeholders and the community : 100%	<p>John Brown: Break O'Day Population review report has been presented to Councillors and interested Council officers during August/September. Community workshop was delivered on 14 November with a number of broader stakeholders and State Agencies attending..</p> <p>06/01/2025</p>	John Brown	Dilara Bedwell
50%	01/07/2024	31/03/2025	→ 2.4.1.2 Population Strategy - Develop Strategy to address BODC's Ageing Population : 100%	<p>John Brown: Strategy development is yet to be commenced, the employment of an Economic Development and Project Officer brings some resource to considering this further. Work undertaken by Dr Lisa Denny has been fed into the Aquatic Centre Feasibility Analysis; Economic Development Strategy Review; NTDC Population Review; and East Coast Study Hub investigation. The report has also been shared with key stakeholders including NTDC and RDA Tas. Population is a component of the Eastern Strategic Regional Partnership and discussions are now commencing on the shaping of this project.</p> <p>07/05/2025</p>	John Brown	Dilara Bedwell

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 2.4.1.3 Strategic Regional Partnership (SRP) Population - participate in the SRP analysis of the population on the East Coast : 100%	John Brown: Initial meeting of Eastern Strategic Regional Partnership working group occurred on 8/08/24 which covered the scope of the projects at a high level. Further brief discussion occurred at meetings on 15/11/24, 18/2/24 and 19/3/24. Information from Dr Denny shared with the working group and Glamorgan-Spring Bay Council. Maintaining a monitoring status on this item as it rests with Department of State Growth. <i>06/03/2025</i>	John Brown	Dilara Bedwell
50%	01/07/2024	30/06/2025	→ Key Focus Area 2.4.2 Housing - Develop an understanding of housing needs; advocate for and facilitate the construction of a range of housing solutions. : 100%	John Brown: Activity in this area has been quite variable and is being impacted by the lead times in working with key stakeholders. We have started seeing an increased focus from Homes Tasmania in relation to a variety of housing elements including key worker accommodation, affordable housing and affordable aged housing. Project with CentaCare Evolve in Fingal is still waiting on them to progress. <i>07/05/2025</i>	John Brown	-
75%	01/07/2024	30/06/2025	→ 2.4.2.1 Strategic Regional Partnership Housing - participate in the development of a housing needs analysis for the East Coast. : 100%	John Brown: Initial meeting of Eastern Strategic Regional Partnership working group occurred on 8/08/24 which covered the scope of the projects at a high level, minimal discussion about housing at subsequent meetings. Will be a discussion point at the Reset Workshop on 19/3/25. Other items have been progressed in the SRP which has been impacted by a restructure within the Department of State Growth <i>06/03/2025</i>	John Brown	-
25%	01/07/2024	30/03/2025	→ 2.4.2.2 Aged Housing - Pursue investment in construction of Independent Living Units in the area. : 100%	John Brown: No direct activity in this area so far this year. Has ben raised with Homes Tasmania as part of a broader housing discussion when looking at potential development sites. <i>06/03/2025</i>	Dilara Bedwell	-
75%	01/07/2024	30/06/2025	→ 2.4.2.3 Council Investment - Examine and pursue opportunities for greater Council involvement in the provision of housing. : 100%	John Brown: Council officers continue to work with CentaCare Evolve and Homes Tasmania on the Fingal housing project. Legal framework for the arrangements are still to be received as is the lodgment of a Development Application. CentaCare Evolve and Homes Tasmania have been contacted a number of times for an update on the matter. Discussions are occuring on other opportunities with Homes Tasmania <i>06/03/2025</i>	Dilara Bedwell	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
25%	01/07/2024	30/03/2025	↳ 2.4.2.4 Public and Emergency Housing - Lobby and work with the State Government and housing providers to build new affordable housing and emergency housing. : 100%	John Brown: Discussions are occurring with Homes Tasmania about including elements of affordable housing in a potential broader development. May include a focus on key worker accommodation. 07/05/2025	John Brown	Dilara Bedwell

ENVIRONMENT

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
68%	01/07/2024	30/06/2025	Strategy 3.1 Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions. : 100%		John Brown	-
68%	01/07/2024	30/06/2025	→ Key Focus Area 3.1.1 Appropriate Development: Encourage sensible and sustainable development through sound land use planning, building and design. : 100%	John Brown: Good progress is happening in this area with a number of strategic land use planning activities well underway. Broader Land Use Strategy focus is being progressed as resourcing permits but prioritisation is going to the Industrial Land Use and Scamander-Beaumaris Structure Plan. 07/05/2025	Jake Ihnen	-
75%	01/07/2024	30/06/2025	→ 3.1.1.1 Flood Prone Areas - Determine position on inclusion of mapping into the LPS and in what form : 100%	Polly Buchhorn: Break O Day Council is represented in a working group for the implementation of the Tasmanian Flood Mapping project which is developing policy and guidelines at a state level for the Tasmanian Planning Provisions. While progress there has been gradual, staff have also scoped out work to update to Council's municipal flood modelling for improvements in projections of rainfall impacts and climate change scenarios. These will inform Council's position and practice for prudent development planning and approvals to avoid and mitigate future flood risks in Break O'Day, applied through its Local Provisions Schedule, policy and procedures. 29/04/2025	Jake Ihnen	Polly Buchhorn
75%	01/07/2024	30/06/2025	→ 3.1.1.2 Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy. : 100%	Deb Szekely: The finalised State of Play Report was received by Council 24/03/2025. The NTRLUS Workshop was cancelled due to a need to further develop the regional strategic directions project. It is expected the workshop will be in Launceston on 6 May but no formal notification has been received as at 31/03. Broader stakeholder and community consultation planning is currently occurring. 31/03/2025	Deb Szekely	Jake Ihnen
95%	01/07/2024	30/11/2024	→ 3.1.1.3 Scamander/Beaumaris Township Structure Plans - Develop Project Brief and engage consultancy to undertake the work. : 100%	Deb Szekely: The strategic project will be awarded to ERA Environment and Planning. A Workshop report has been prepared to advise Councillors and Development Services has prepared a Memo to the Acting GM advising of the recommendation. It is expected that the project will be awarded shortly. 31/03/2025	Deb Szekely	Jake Ihnen
25%	01/07/2024	30/04/2025	→ 3.1.1.4 Break O'Day Council Land Use Strategy 2015 - Project Brief to be developed for implementation : 100%	Deb Szekely: Research and consideration of a possible Rural Living Strategy has commenced and progressing as time permits. 31/03/2025	Deb Szekely	Jake Ihnen

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
0%	01/07/2024	30/06/2025	Strategy 3.2 Increase the community's awareness of the natural environment, the pressures it faces and actions we can take to sustain it and what it provides. : 100%		John Brown	-
75%	01/07/2024	30/06/2025	Strategy 3.3 Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it. : 100%		John Brown	-
75%	01/07/2024	30/06/2025	→ Key Focus Area 3.3.1 Land and Water Management - Develop and implement strategies and activities that prevent land degradation and improve water quality within our rivers, estuaries and coastal areas. : 100%	Polly Buchhorn: The wide range of activity in this area is progressing well, including a proactive response to possible listing of native angasi oyster reefs as threatened. Implementation of the Dog Management Policy continues to be frustrated due to PWS engagement. 29/04/2025	Jake Ihnen	Polly Buchhorn
75%	01/07/2024	30/06/2025	→ 3.3.1.1 Land and Water Management Activities - Secure financial and human resources for projects to repair land, water and coastal resources and safeguard their health and productivity. : 100%	Polly Buchhorn: Council is supporting the George River Farmer Landcare group with activities sharing knowledge and innovations for sustainable agriculture and catchment management, for example a resilient farming field day in February which also looked at carbon farming. Projects supported locally include a Davies waxflower conservation project by the Department of Natural Resources and Environment Tasmania and a statewide bridal creeper project funded by the Weed Action Fund, sharing weed data and facilitating control work in Break O'Day and community engagement. We monitor and share information on funding opportunities, such as NRM North's new Climate-Smart Agriculture Program, opportunities with <i>Resilient Farming Tas</i> , Future Drought Fund programs and First Nations Heritage Grants. 29/04/2025	Polly Buchhorn	-
75%	01/07/2024	30/06/2025	→ 3.3.1.2 Weed Management and Biosecurity - Undertake priority weed control on Council properties; coordinating with other land managers; providing weed and biosecurity advice, education, communication and compliance services and support. : 100%	Polly Buchhorn: Strategic control of Council's weeds across the municipality has included treating blackberry, capeweed, pampas grass, bridal creeper, foxglove, Spanish heath, mirror bush, broom, gorse and thistles and other flat weeds. Control work was conducted along our roads, at parks and reserves, waste transfer stations, quarries and St Helens Aerodrome. And in townships of Scamander, St Helens, Binalong Bay, St Marys, Ansons Bay, Pyengana and Weldborough. We supported volunteer weeding efforts to control holly at Weldborough and sea spurge on the beaches of Irapuna / Bay of Fires. And provided biosecurity and weed information and advice to the community, through 'Weed of the Month' in Council's Newsletter for example, and support to landholders on weeds and control on their land. 29/04/2025	Polly Buchhorn	Jayne Richardson
75%	01/07/2024	30/06/2025	→ 3.3.1.3 Weed Action Plan - Update and review weed priorities and strategies for Break O'Day and the community. : 100%	Polly Buchhorn: Reviewing municipal priorities and strategies and updating Council's Weed Action Plan is expected later in 2025 when Council resources for this activity become available. 29/04/2025	Polly Buchhorn	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 3.3.1.4 Cat Management - Implement local priorities with community and regional partners to achieve Responsible Cat Ownership outcomes using the Northern Tasmania Regional Cat Management Strategy. : 100%	Polly Buchhorn: Owners of 26 cats took up the opportunity to reduce the coat of desexing and microchipping their pets with a Council subsidy late in 2024 with the last cats treated by the local Vet clinic in March 2025. Plans for management activities to reduce stray/roaming cat populations were deferred until the cooler months of 2025. These will target a cat colony problem at Weldborough where the RSPCA has been active but 10s of cats continue to be a problem. Trapping will be coordinated with other activities to encourage responsible cat ownership. <i>29/04/2025</i>	Polly Buchhorn	-
75%	01/07/2024	30/06/2025	→ 3.3.1.5 Dog Management - Complete review of the Dog Management Policy collaboratively with Parks & Wildlife Service, interest groups and the community and implement outcomes : 100%	Polly Buchhorn: In July 2024 Council adopted a revised Dog Management Policy, with new dog zones and some policy changes, following community consultation that included the Tasmania Parks and Wildlife Service. As the Declaration of the previous dog zones were to expire in January 2025, Council decided to Declare the new dog zones in the revised Policy to ensure continuity of dog management. Implementation, including new signage, will be delayed while PWS continues to consider authorising the same and consistent rules for dog access (zones) on Reserves they manage under their legislation. Council also collaborates in a the Break O'Day Shorebird Working Group on implementation of dog management. <i>29/04/2025</i>	Polly Buchhorn	-
75%	01/07/2024	30/06/2025	→ 3.3.1.6 Catchment, River and Water Quality Management - facilitate action on priorities in catchments and waterways of Georges Bay and others, involving landholders and community on water quality, rivercare, soil management activities. : 100%	Polly Buchhorn: Council made a submission in support of a draft conservation assessment for possible listing of native angasi oyster reefs, which occur in Georges Bay, as a nationally threatened ecological community. The George River Farmer Landcare Group is being supported to mobilise primary producers in the catchment with field days and workshops focussed on sustainable agriculture topics such as biological soil health, pasture diversity and soil carbon farming. <i>29/04/2025</i>	Polly Buchhorn	-
75%	01/07/2024	30/06/2025	→ 3.3.1.7 Natural Resource Management Committee - support activities of Committee to address objectives and priorities of the Environment and NRM Strategy and Action Plan. : 100%	Polly Buchhorn: Break O'Day Council NRM Committee continues to be active. It discussed deer management and angasi oyster reefs at it's February 2025 meeting. A workshop discussion on December 2024 focussed on Aboriginal cultural awareness and perspectives. And at it's September meeting it receiving a briefing on the Glamorgan Spring Bay Natural Resource Management & Climate Resilience Strategy. Council appointed two new members to the Committee representing public land management and the forest industry. <i>29/04/2025</i>	Polly Buchhorn	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 3.3.1.8 Coastal Management – Work with community, landholders and government agencies on land and water management issues such as shorebird conservation and our coast, cultural heritage, volunteer weed control and environmental awareness and skills. : 100%	Polly Buchhorn: Coastal management issues and activities Council has been involved in and supported include possible listing of the angasi native oyster reef community as threatened nationally, coastal hazard management, the Irapuna Community Weekend and the thousands of sea surge plants its volunteer weeders removed, working with the Environment Protection Agency to increase local capacity to respond to marine oil spills, managing bridal creeper (a priority coastal weed), and the Break O'Day Shorebird Working Group and coordinating activities over the beach–nesting season. 29/04/2025	Polly Buchhorn	-
59%	01/07/2024	30/06/2025	Strategy 3.4 Recognise and alleviate the issues and risks to the environment from our use and the risk to us from a changing environment (for example flood and fire). : 100%		John Brown	-
59%	01/07/2024	30/06/2025	→ Key Focus Area 3.4.1 Climate Change - Understand, address and evaluate the challenges of climate change in Break O'Day and develop and implement mitigation strategies. : 100%	Polly Buchhorn: Steady progress continues to be made addressing Council's Climate Change Action challenges including risk management and adaptation planning and emission reduction, with substantial activity and staff resources supported by the regional Northern Tasmania Alliance of Resilient Councils. The Scamander river coastal and flood hazards project is finally advancing now. 29/04/2025	Jake Ihnen	Polly Buchhorn
10%	01/07/2024	30/06/2026	→ 3.4.1.1 Scamander Coastal Hazard and Flood Management - implement coastal adaptation and flood risk mitigation and pathways planning project with community at Scamander River mouth. : 100%	Polly Buchhorn: A project brief for the Scamander River Mouth project was prepared. Consultant service providers will be invited to offer proposals and quotes during April 2025 and work is expected to begin in May. The grant funding program for the project requires completion by July 2026. 29/04/2025	Polly Buchhorn	David Jolly
75%	01/07/2024	30/06/2025	→ 3.4.1.2 Council Climate Change Action - pursue Council's mitigation and adaptation priorities, such as carbon emissions accounting and reduction, a municipal strategy, climate ready asset management and reducing future natural disaster risks. : 100%	Polly Buchhorn: Work on Council priorities for Climate Change Action has continued with completion of reassessment of climate risks and a new <i>Break O'Day Council Corporate Climate Change Adaptation Plan</i> with support from the Northern Tasmania Alliance of Resilient Councils (NTARC). A <i>Climate Change Emissions Footprint Opportunities</i> Report has also been completed, which complements the earlier 2019-2023 carbon footprint report and continuing work on Council's 2024 and 2025 carbon emissions and energy use accounts. A NTARC support visit in March followed up earlier visits, with Council staff working on implementation of the new Adaptation Plan, regional coastal hazards strategy and climate-ready asset management. Activity regionally (in NTARC) and statewide, with a Local Government Association of Tasmania project, continues to advance our Climate Change Action priorities. 29/04/2025	Polly Buchhorn	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/10/2024	30/06/2025	→ 3.4.1.3 Climate Change and the Community - dialog and support with community, industry and governments to raise awareness and action on the Climate Change challenges and shared risks facing everyone and how we can all work together. : 100%	Polly Buchhorn: We helped develop a regional project and an application by the Northern Tasmania Alliance of Resilient Councils (NTARC) for a Tasmanian Community Climate Action Grant to help communities and businesses to design and evaluate roof top solar electricity generation systems. Unfortunately the funding application was not successful. Council contributed to a survey by NTARC seeking to understand what climate action across our regional communities is being done, is needed and how councils can work to support communities. 29/04/2025	Polly Buchhorn	Jayne Richardson
75%	01/07/2024	30/06/2025	→ 3.4.1.4 Climate Change and Council - Work actively in the Northern Tasmania Alliance of Resilient Councils partnership to promote Council's regional role and support local climate action. : 100%	Polly Buchhorn: Council is an active participant in the Northern Tasmania Alliance of Resilient Councils (NTARC). Council is represented on its steering committee by its NRM Facilitator and the Executive Officer has contributed to NTARC's Communications Plan, website and engagement surveys. Council received direct support for its climate action priorities from NTARC, including workshops on climate risk and adaptation priorities and carbon and energy foot-printing for mitigation actions. Council facilitated development of a community solar project and NTARC bid for grant funding. It also contributed to project reference groups for a regional drought resilience plan and a state local government capacity building program. 29/04/2025	Jayne Richardson	Polly Buchhorn

INFRASTRUCTURE

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
41%	01/07/2024	30/06/2025	Strategy 4.1 Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area. : 100%		John Brown	-
41%	01/07/2024	30/06/2025	→ Key Focus Area 4.1.1 Community Facilities: Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers. : 100%	John Brown: Progress with individual activities in this area of activity is largely being impacted by the integration of them into the broader St Helens - Binalong Bay Liveability Strategy which is funded through the Eastern Strategic Regional Partnership. Prioritisation of other strategic and ESRP has initially delayed starting this but work is now underway following the discussion at the Special Council Workshop in March. Activity will be largely completed in the 2025/26 year. 07/05/2025	David Jolly	-
45%	01/07/2024	26/04/2025	→ 4.1.1.1 St Helens Sports Complex Master Plan - engage a landscape architect to design connectivity between all users identifying what amenities are required to service this area and to address vegetation management : 100%	Chris Hughes: Progress on the St Helens Sports Complex Master Plan has been limited due to resource constraints, but the project remains a key part of the broader Liveability Strategy. A project brief has been developed in collaboration with user groups to ensure their needs and perspectives are considered when resources permit further progress. The Master Plan will be integrated into the Liveability Strategy, with additional updates to follow as resources become available to move the project forward. 28/04/2025	Chris Hughes	David Jolly Jake Ihnen
25%	01/07/2024	30/06/2025	→ 4.1.1.2 St Helens Sports Complex Master Plan - incorporate progress of this within the SRP St Helens - Binalong Bay Liveability Strategy and the SRP St Helens District High School investigation. : 100%	John Brown: Activity on the St Helens - Binalong Bay Liveability Strategy has commenced following a discussion at the Special Council Workshop in March 2025. A range of projects have been identified (including this project) for inclusion in the broad project. A consultants brief is being prepared for the first part of the consultancy through the Eastern Strategic Regional Partnership. 06/03/2025	Chris Hughes	David Jolly Jake Ihnen
25%	01/09/2024	30/06/2025	→ 4.1.1.3 Georges Bay Activation Strategy - commence implementation of the Strategy in line with identified priorities : 100%	John Brown: Activity on the St Helens - Binalong Bay Liveability Strategy has commenced following a discussion at the Special Council Workshop in March 2025. A range of projects have been identified (including this project) for inclusion in the broad project. A consultants brief is being prepared for the first part of the consultancy through the Eastern Strategic Regional Partnership. 06/03/2025	Chris Hughes	David Jolly

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
25%	01/07/2024	30/06/2025	→ 4.1.1.4 Georges Bay Activation Strategy - incorporate progress of this within the SRP St Helens - Binalong Bay Liveability Strategy. : 100%	John Brown: Activity on the St Helens - Binalong Bay Liveability Strategy has commenced following a discussion at the Special Council Workshop in March 2025. A range of projects have been identified (including this project) for inclusion in the broad project. A consultants brief is being prepared for the first part of the consultancy through the Eastern Strategic Regional Partnership. 06/03/2025	David Jolly	Chris Hughes
25%	01/07/2024	30/06/2025	→ 4.1.1.5 St Helens Foreshore Master Plan - incorporate progress of this within the SRP St Helens - Binalong Bay Liveability Strategy : 100%	John Brown: Activity on the St Helens - Binalong Bay Liveability Strategy has commenced following a discussion at the Special Council Workshop in March 2025. A range of projects have been identified (including this project) for inclusion in the broad project. A consultants brief is being prepared for the first part of the consultancy through the Eastern Strategic Regional Partnership. 06/03/2025	John Brown	-
100%	01/07/2024	01/05/2025	→ 4.1.1.6 Black Summer Bushfire Recovery Program: BSBR Fingal Community Shed - complete construction. : 100%	Jake Ihnen: The Official Opening was conducted on 14th March and the project is now in the final grant acquittal stages. 02/04/2025	Jake Ihnen	-
75%	01/07/2024	30/06/2025	Strategy 4.2 Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle. : 100%		John Brown	-
75%	01/07/2024	30/06/2025	→ Key Focus Area 4.2.1 Towns: Create townships that are vibrant and welcoming through improvements to infrastructure such as streetscapes, parking, safety and signage. : 100%	John Brown: Progress has been made in a few areas with the major piece of work being addressing car parking in St Helens being connected into the Liveability Strategy. 07/05/2025	John Brown	-
100%	01/10/2024	30/11/2024	→ 4.2.1.1 Streetscape Design - Complete a streetscape design and costing for the northern end of Cecilia Street, St Helens. : 100%	David Jolly: In June, reviews and comments were sought from local Cecilia Street businesses and the Department of State Growth on developed concept plans. At the August Council meeting, Councillors received a report from the Manager of Infrastructure & Development Services on this project for information and for use as a basis for seeking available grant funding to undertake a staged approach to upgrade the streetscape at the northern end of Cecilia Street. Funding will be required to undertake detailed design and construction activities. No funding is available to progress the project further, and Council officers will continue to assess grant opportunities and inform the Council of pending opportunities. 18/10/2024	David Jolly	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	31/12/2024	→ 4.2.1.2 St Marys Parking Strategy complete the car parking strategy for St Marys providing a long term plan for off-street parking. : 100%	David Jolly: In 2024, comprehensive background information was gathered through direct engagement with local business owners and an analysis of traffic implications for potential off-street parking sites. The Council has been briefed on the options to develop more off-street parking. The study identified two prime land areas within the township that could be developed to accommodate additional off-street parking, including the provision of a connecting footpath. Additionally, there are further options to establish on-street parking bays to the east of the St Marys Rivulet road bridge. However, the collation and finalisation of the strategy document have not yet begun. <i>24/04/2025</i>	David Jolly	-
50%	01/07/2024	31/03/2025	→ 4.2.1.3 St Helens Parking Strategy - Ensure long term plan for off-street parking is incorporated within the St Helens - Binalong Bay Liveability Strategy : 100%	John Brown: Activity on the St Helens - Binalong Bay Liveability Strategy has commenced following a discussion at the Special Council Workshop in March 2025. A range of projects have been identified (including this project) for inclusion in the broad project. A consultants brief is being prepared for the first part of the consultancy through the Eastern Strategic Regional Partnership. Investigations continuing in relation to the CBA Car Park <i>06/03/2025</i>	David Jolly	-
76%	01/07/2024	30/06/2025	Strategy 4.3 Develop and maintain infrastructure assets in line with affordable long-term strategies. : 100%		John Brown	-
69%	01/07/2024	30/06/2025	→ Key Focus Area 4.3.3 Recreational Facilities: Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure. : 100%	John Brown: Overall progress is satisfactory for what is actually quite a heavy load of work for this year with all activities underway as resources became available. Construction related activities have been completed. Strategy and review work progress is a bit variable but the main priority is dealing with the Aquatic Facility investigation. <i>07/05/2025</i>	John Brown	-
25%	01/07/2024	31/10/2024	→ 4.3.3.1 St Helens to Binalong Bay Link - Incorporate within the St Helens - Binalong Bay Liveability Strategy and complete project planning preliminaries. : 100%	John Brown: Activity on the St Helens - Binalong Bay Liveability Strategy has commenced following a discussion at the Special Council Workshop in March 2025. A range of projects have been identified (including this project) for inclusion in the broad project. A consultants brief is being prepared for the first part of the consultancy through the Eastern Strategic Regional Partnership. <i>06/03/2025</i>	David Jolly	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 4.3.3.2 St Helens MTB Network - Examine opportunities to evolve the network to enhance its attractiveness. : 100%	<p>John Brown: The MTB team have undertaken some great work in repairing, regrading and improving the network over the past few months. Trails closed for much needed repair and maintenance since the recent flood damage have been reopened and the trails are riding better than ever. An increased social media presence and an appearance on Channel 7's Sunrise program has provided some great coverage of our trails and attractions. Gradual improvements are planned for the future.</p> <p>The completion of the Flagstaff Pumptrack prior to the school holidays is a major enhancement to the MTB network and the Trailhead site. Fully funded through a grant from the State Government, Deputy Premier the Hon Guy Barnett officially opened the new facility.</p> <p>Stage 2 Trail Development Ground Truthing is also now complete. This has culminated in a draft report by World Trail being provided for internal review. Once finalised, the report will provide a prioritised list of trail enhancements and realignments to improve rider experience and functionality. Importantly, the report includes suggestions to improve the networks capacity to better cope with severe weather events, in particular the heavy rainfall we have been so exposed to over recent years via trail realignment and rebuilds. The draft report also puts forward a number of new sections of trail that if supported would add greatly to the variety of trails on offer to riders and visitors. in the years ahead.</p> <p>07/05/2025</p>	Raoul Harper	-
100%	01/07/2024	30/04/2025	→ 4.3.3.3. St Helens Pumptrack, complete construction of pumptrack at the Flagstaff Trailhead : 100%	<p>Raoul Harper: The pump track is now complete and will be formally opened to the public on the 14th December.</p> <p>03/12/2024</p>	Raoul Harper	Jayne Richardson
100%	01/07/2024	01/05/2025	→ 4.3.3.4 Black Summer Bushfire Recovery Program: BSBR St Marys Recreation & Evacuation Building - complete construction . : 100%	<p>Jake Ihnen: The Official Opening was conducted on 14th March and the project is now in the final grant acquittal stages.</p> <p>02/04/2025</p>	Jake Ihnen	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
60%	01/07/2024	30/06/2025	→ 4.3.3.5 Recreational Trails Strategy - Recreational Trails Strategy - commence implementation of the outcomes of the Strategy including seeking external grant funding and activating community assistance with activities listed in the Recreational Trails Strategy. : 100%	Chris Hughes: An Aboriginal desktop exercise and an environmental report have been completed for the rail trail between St Marys and Cornwall, ensuring the project will not impact Aboriginal heritage sites or protected flora and fauna. These reports will also help prepare the project to be "shovel ready" for construction. In addition, a scope of works for the project has been drafted, outlining the key steps and requirements for its development. The project has been included in the list of Federal Government funding opportunities, which will support its future progress. Council staff will continue working on preparing the project for funding and implementation. 28/04/2025	Chris Hughes	Jayne Richardson
75%	01/08/2024	30/06/2025	→ 4.3.3.6 Aquatic Facility - Complete a feasibility analysis of the potential project including community engagement and a review of the options for the establishment of a centre incorporating a swimming pool and hydratherapy pool to enable Council to make a decision to progress. : 100%	John Brown: Procurement process to secure a Consultant was completed in the early part of the year with Otium being the successful consultant. The first round of consultation on this project commenced in late October with online surveys and community meetings to begin the process of delivering Phase 1 of the Project Plan. Consultants Otium have delivered the Draft Community Consultation Report for Council review and are currently finalising the draft Final Report. The project is being delivered in line with expectations. 07/05/2025	Raoul Harper	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
45%	01/07/2024	12/12/2024	→ 4.3.3.7 Recreation and Community Facility Review - develop the scope and process to undertake the review : 100%	<p>Raoul Harper: The Project Brief is developing well. The proposed purpose of this project is: To undertake a comprehensive review of all Council-owned or managed recreation and community facilities to inform strategic investment, asset management, service delivery, and financial sustainability. Objectives include: Assess the physical condition, functionality, and compliance of all facilities. Revalue assets in line with Australian Accounting Standards (AASB 13 and AASB 116). Identify gaps, overlaps, and areas of under- or over-utilisation. Inform long-term asset management plans and renewal programs. Support equitable, evidence-based decisions regarding upgrades, rationalisation, or repurposing. Enhance community access and support changing demographic needs.</p> <p>Stage 1 - Assess the physical condition, functionality, and compliance of all facilities. Revalue assets in line with Australian Accounting Standards (AASB 13 and AASB 116) is scheduled to occur for built assets before the EOFY. This data will provide a solid base for the remainder of the project to proceed in the next FY.</p> <p>29/04/2025</p>	Raoul Harper	Jayne Richardson
81%	01/07/2024	30/06/2025	→ Key Focus Area 4.3.1 Roads and Streets: Develop a well-maintained road network that recognises the changing demands and requirements of residents and visitors. : 100%	<p>John Brown: Good progress has been made with updating of the Road Asset Management Plan being completed. Council's new Asset Management System and the condition assessment work which has been undertaken has greatly enhanced the quality of this information.</p> <p>07/05/2025</p>	John Brown	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 4.3.1.1 Road Asset Management Plan - Update the Plan for sealed roads utilising condition data collected by IMG in 2023-2024. : 100%	David Jolly: During the first quarter of 2024-2025, Council Officers collaborated with Modelve to update asset registers and revalue road assets using sealed road condition monitoring from late 2023. A strategic asset management dashboard for roads, bridges, major culverts, and stormwater assets was developed and presented to the Council in early March 2025. The revised approach is to update the current Strategic Asset Management Plan to incorporate key elements from individual asset management plans, eliminating unnecessary costs and inefficiencies. Until this update occurs, Council officers will continue to manage asset classes based on current condition monitoring data for maintenance and capital works planning. 24/04/2025	David Jolly	-
100%	01/02/2024	30/04/2025	→ 4.3.1.2 Road Asset Management Plan - Update the Plan based on new condition data and information : 100%	David Jolly: In alignment with Action 4.3.1.1, sealed road asset registers were updated with current asset conditions measured by IMG in November 2023 subsequently validated by Council Officers during the early part of the 2024-2025 financial year. The intention going forward is to integrate the road asset management plan into a single Asset Strategic Management Plan in 2025-2026. 24/04/2025	David Jolly	-
50%	01/07/2024	30/04/2025	→ 4.3.1.3 Transport Master Plan - Update the Transport Master Plan 2013-2018. : 100%	David Jolly: During the quarter ending September 2024, the Manager of Infrastructure & Development Services initiated a review of the Break O'Day Transport Master Plan 2013-2018 Action Plan, assessing the progress made on each action. The findings, along with recommendations for updating the plan, will be reported to the Council. Despite facing some competing priorities, the review is advancing and will continue to ensure progress is made. 24/04/2025	David Jolly	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/09/2024	30/06/2025	→ 4.3.1.4 St Marys Pass - actively participate in Department of State Growth processes to examine the replacement of the St Marys Pass : 100%	John Brown: Through the active lobbying by Council as part of the leadup to the Federal election, both parties committed \$10M towards the St Marys Pass project which provides an important start to implementing the outcomes of this project. The Department of State Growth and Break O'Day Council are investigating various routes to ensure a long-term, resilient connection between Esk Main Road and the Tasman Highway, in response to frequent landslides, particularly the severe damage from heavy rains in October 2022. Seven options are being considered, and community feedback was sought in early 2024-2025 to develop long-term strategies. This initiative followed the Council's engagement with the Department in early 2023, leading to a feasibility study. In December 2024, Council officers participated in an Options Assessment workshop using the MCA framework to evaluate each route based on social, environmental, and economic criteria. The Options Assessment exercise will continue into the second half of 2024-2025. 07/05/2025	David Jolly	Raoul Harper
79%	01/07/2024	30/06/2025	→ Key Focus Area 4.3.2 Waste Management - Provide access to affordable services and facilities that foster a circular economy approach to Waste Management. : 100%	John Brown: This is a very substantial area of activity for this year which has required significant resources to focus on developing the waste handling solutions to meet Council's needs for the next 20 years. Development of the overall Strategy is well underway. 07/05/2025	John Brown	-
75%	01/07/2024	30/06/2025	→ 4.3.2.1 Waste Education - undertake communication activities that foster the principals of Reduce, Reuse and Recycle. : 100%	John Brown: Council continues to promote waste and sustainability messaging through our newsletter and social media. This has included: <ul style="list-style-type: none"> • What to do with your Christmas waste • Promoting the garage sale - don't send waste to landfill, make some cash instead • NRM- Hazardous Waste days • Free storm clean green waste after the October weather event • Sent out recycling information to all rate payers with their rates notices. In 2025, Council Officers are planning on arranging a tour of the new Recycling facility located on the NW Coast for Cllrs. 07/05/2025	Jayne Richardson	David Jolly

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
100%	01/07/2024	31/03/2025	→ 4.3.2.2 Re-Use and Recycling Options - Complete investigation of the feasibility and cost effectiveness to recover bulk rubble and clean materials and re-use in civil construction activity. : 100%	David Jolly: In August 2024, Councillors were briefed on the regulatory framework and cost implications of recovering clean fill Type 1 and Type 2 materials from the St Helens Waste Transfer Station for reuse. Type 1 materials—soil, sand, and gravel—can be reused for landscaping, structural fill, general fill, and barriers and mounds within a short haulage distance of the WTS. The default end-of-life scenario for Type 2 concrete material is crushing and reusing it as an aggregate as a road sub-base material and drainage bedding. Both material types can be recovered with ease and in a cost-effective manner on a campaign basis. There is no current need to consider material recovery, and campaigns may be considered by the Council every several years. 18/10/2024	David Jolly	-
75%	01/07/2024	30/06/2025	→ 4.3.2.3 Northern Tasmanian Waste Management Partnership - Participate at a regional level to implement the Regional Strategic Plan 2024-2028 progressing State Government and regional resource recovery initiatives that support and drive a Circular Economy. : 100%	John Brown: Regional Strategic Waste Management Plan is progressing to finalisation in the near future, consultants required to further review prioritisation of activities following a detailed review of the priorities for action at a December 2024 northern region GMs meeting and the Technical Working Group. Activity at the regional waste management level has been affected by a number of personnel changes at NRM North who connected to this activity which have now been resolved. A new CEO commenced in late February and this should lead to progress increasing. 06/03/2025	John Brown	-
75%	01/07/2024	30/06/2025	→ 4.3.2.4 Scamander Inert Waste Landfill - Develop Scamander Waste Transfer as an Inert Landfill Site - Develop detailed engineering design and detailed engineering cost estimates . : 100%	David Jolly: At the August 2024 council meeting, the council awarded GHD Contract 030/001/148, "Scamander Inert Landfill Consultant Design Services." Council officers are working closely with GHD to deliver a design the first two inert waste cells at the Scamander Waste Transfer Station. The project is running to schedule. The design includes waste cell, leachate catchment and treatment system design and takes into account the previous use of the site as a Level 2 putrescibles waste landfill. This work is a requirement of the current permit condition for developing the new inert landfill. Year to date, a Design Plan has been completed that defines the required approach and criterion to developing the detailed design. The detailed design phase is in progress. 29/04/2025	David Jolly	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/04/2024	30/06/2025	→ 4.3.2.5 Scamander Waste Compactor Replacement: Prepare site engineering detail and costings for the preferred replacement option implementation in 2025/2026 seeking available government co-funding. : 100%	David Jolly: During the first quarter of 2024-2025, Council officers presented an initial Net Present Value (NPV) analysis for replacing the Scamander Waste Transfer Station waste compactor. Following further study and a briefing in February 2025, two options were selected for detailed cost analysis: replacing the existing compactor with a like-for-like replacement or redeveloping the site to accommodate direct load side tipper trailers. This project is crucial for guiding decisions on bulk waste handling and infrastructure investment for the next 20 years. It is expected that the final analysis with recommendations will be presented to the Council in the early part of 2025-2026. <i>24/04/2025</i>	David Jolly	-
75%	01/07/2024	30/06/2025	→ 4.3.2.6 Container Deposit Scheme - Partner with State Government endorsed CSR Network operators for the establishment of a receiving site at St Helens in alignment with the State Governments implementation schedule. : 100%	David Jolly: The Tasmanian State Government estimates that beverage containers constitute up to 45% of Tasmania's litter. The Recycle Rewards program aims to reduce this by nearly 50% and double the recycling rates of eligible containers, thereby reducing landfill waste. Recently, the government announced TasRecycle Limited as the Scheme Coordinator and TOMRA Cleanaway Tasmania as the Network Operator. The program will offer a 10c refund for each eligible beverage container returned to one of the 49 designated refund points across the state, including one at St Helens. The Network Operator has proposed locating a container deposit station at the St Helens Waste Transfer Station due to difficulties finding a suitable site within the township. Council officers are currently reviewing the proposed agreement, despite the site's isolation and limited opening hours. <i>24/04/2025</i>	David Jolly	-
75%	01/07/2024	31/03/2025	→ 4.3.2.7 Waste Management Strategy - Complete the development of a Strategy aligned with the new NTWMP Waste Strategy to guide Council operations, infrastructure need, service delivery & circular economy. : 100%	David Jolly: Strategy Development began in mid-November 2024 with the addition of new resources and remains in progress. This development includes reviewing current waste management operations and costs and aligning with State Government and Circular North waste strategies. <i>24/04/2025</i>	David Jolly	-

SERVICES

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
81%	01/07/2024	30/06/2025	Strategy 5.1 Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery. : 100%		John Brown	-
83%	01/07/2024	30/06/2025	→ Key Focus Area 5.1.1 Youth - Understand the needs of Break O'Day young people to better support and advocate for them. : 100%	John Brown: Council's involvement with Youth continues to develop and the establishment of a Youth Voice to Council will be a significant achievement when it comes into play. Resignation of Council's Mental Health & Wellbeing Coordinator will have a short term impact on progress in this area. 07/05/2025	Chris Hughes	-
75%	01/07/2024	30/06/2025	→ 5.1.1.1 Youth Voice to Council - Establish a youth voice to Council, to enable the Youth Collective to share youth voices about issues important to young people and their advocates. : 100%	Leah Page: The model for a Youth Voice to Council has been developed in consultation with youth stakeholders. Council staff continue to promote the opportunity at youth events and activities. Information is available on Council's website. The Live4Life project, Skittles and Free2b activities, and Youth Connect North East Coast Tasmania are good avenues for reaching young people with capacity for involvement and council staff continue to network in these spaces and build trusted relationships. Through the Wellbeing Project an investment in youth led activities is underway and being coordinated by a local youth leader and Wellbeing Certificate recipient. 23/04/2025	Leah Page	Jenna Barr
100%	01/07/2024	30/05/2025	→ 5.1.1.2 Youth Strategy - Co-Design a Youth Strategy with the community for Break O'Day. : 100%	Leah Page: The goal for a co-designed Youth Strategy was changed to a co-designed community vision at the October 2023 Council Meeting. The co-designed Youth Commitment Statement is complete and available on Council's website. This statement along with Council's ongoing collaborations with Live4Life and Amplify are strong foundations to build on if a Youth Strategy is to be developed in the future for Council. 14/01/2025	Chris Hughes	Leah Page

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 5.1.1.3 Live4Life – Support and promote the work of Youth Live4Life in Break O'Day as a member of the Partnership Group and contribute to program outcomes as appropriate. : 100%	<p>Leah Page: Council are a very active member of the Youth Live4Life Partnership Group and provide ongoing support and expertise as needed to support the project implementation by the Fingal Valley Neighbourhood House. This include attending monthly meetings and providing insights into the Evaluation Planning and Communication Strategy.</p> <p>Council attends annual launches and end of year celebrations for the crew for Live4Life sharing and shares wellbeing messages, activities and giveaways. The 2024 Impact Report is now available. This work is ongoing. <i>23/04/2025</i></p>	Chris Hughes	Leah Page
78%	01/07/2024	30/06/2025	→ Key Focus Area 5.1.2 Health and Mental Health - Improve health and mental health outcomes by ensuring programs reflect community needs and are accessible and inclusive. : 100%	<p>John Brown: A small but important area of work which essentially is about working within the system for the best outcomes on the ground. <i>07/05/2025</i></p>	John Brown	-
75%	01/07/2024	26/04/2025	→ 5.1.2.1 Local Services - Strengthen relations with allservice providers to ensure the number of services to be delivered within our community continues to grow. : 100%	<p>Chris Hughes: Council staff hold quarterly network meetings with health providers serving our area, collating the information shared and distributing it as an E-Newsletter to ensure transparency and keep the community informed. These meetings help identify gaps in services, allowing existing providers to seek additional funding to address these needs and improve service delivery. Council continues its strong partnership with the Royal Flying Doctor Service (RFDS), who are now operating from the Hub4Health facility, ensuring enhanced access to essential health services for the community. Ongoing support for health providers and the RFDS will continue, with Council actively monitoring service gaps to identify future opportunities for improvement and funding. <i>28/04/2025</i></p>	Chris Hughes	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
84%	01/07/2024	30/06/2025	→ 5.1.2.2 Mental Health - Participate in networks and activities to advocate for, and support delivery of, mental health initiatives and outcomes for our community. : 100%	<p>Leah Page: Council continues to be a member of the Suicide Prevention Network. Council is a member of the Mental Health Council of Tasmania the peak body for mental health in Tasmania.</p> <p>Council's Community Services team coordinates the Health and Social Services Network in Break O'Day that has over 130 members representing over 50 organisations or groups. The Network meets quarterly and shares stories via a quarterly e-news. The network has improved visibility and awareness of mental health and social supports available in our community among the providers and in the broader community. This work is ongoing and guidelines have been established to support the community services team to provide consistent coordination.</p> <p>The annual Festival of Wellbeing in Mental Health Week in October each year raises awareness of mental health and available supports, and encourages people to positively nurture mental health and wellbeing.</p> <p>23/04/2025</p>	Leah Page	Chris Hughes
75%	01/07/2024	30/06/2025	→ 5.1.2.3 Leadership and Advocacy - Provide local leadership, advocacy and connection for service providers and community on health, mental health and wellbeing to ensure provision of services reflects community needs. : 100%	<p>Leah Page: Council continues to foster a Health and Social Services Network that provides a supportive environment where service providers can feel valued seen and foster connections among each other to help everyone work better together. The Health and Social Services Network (HSSN) continues to attract new members and receive positive feedback. The first HSSN meeting of 2025 was coordinated by Council in March and attended by 20 people and the autumn edition of the health e-news was produced and sent to over 130 network members. Feedback was sought at the end of 2-24 and results attached.</p> <p>30/04/2025</p>	Chris Hughes	Leah Page Jenna Barr
75%	01/07/2024	30/06/2025	Strategy 5.2 Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community. : 100%		John Brown	-
75%	01/07/2024	30/06/2025	→ Key Focus Area 5.2.1 Education Skills and Training - Improve employment pathways and outcomes and greater personal development through delivery of programs locally which meet the needs of Industry and the community. : 100%	<p>John Brown: Progress with this KFA has centered largely around the Education and Training Pathways leading to employment project and the Study Hub project. The successful funding application to the Federal Government was a massive win for the area and has required internal resources to assist with supporting the startup of the Study Hub.</p> <p>07/05/2025</p>	John Brown	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ 5.2.1.1 Skills Delivery - Work with Break O'Day Employment Connect (BODEC) in relation to the delivery of skills training needed to support job seekers and industry. : 100%	John Brown: This has been a busy area of activity with the completion of the consultancy focused on Education, Training and Employment pathways in January 2025 as part of the Eastern Strategic Regional Partnership. An application for funding to the Regional Universities Study Hub (RUSH) program was made in October 2024 and in January it was announced that the Application had been successful resulting in funding to establish and operate a Study Hub affiliated with Country University Centres. A substantial focus is occurring on setting this up by the end of June. More broadly the Regional Jobs Hub has undertaken Jobs Fairs at St Helens and Scottsdale in September for High Schools. <i>06/03/2025</i>	John Brown	-
75%	01/07/2024	30/06/2025	→ Key Focus Area 5.2.2 Access and Inclusion - Foster a culture of inclusion within our community by facilitating equitable access to opportunities, information and services. : 100%	John Brown: The main activity in this KFA is the development of a Reconciliation Action Plan, this is taking a very significant amount of Council officer time to develop the plan with Reconciliation Tasmania. which is impacting work in other areas. <i>07/05/2025</i>	John Brown	-
75%	01/07/2024	30/06/2025	→ 5.2.2.1 Foster Opportunities - Provide leadership and work in partnership with community and service providers to create inclusive and equitable opportunities for everyone to feel valued and contribute meaningfully to their community. : 100%	Leah Page: Community Services Council staff participated in an inaugural Pride in the Garden community event in March and shared wellbeing messages and resources. Staff have been supporting the Access and Inclusion committee with the development of community wide messaging to promote inclusion for LGBTQI+ people in our community. <i>23/04/2025</i>	Chris Hughes	Leah Page Jenna Barr
75%	01/07/2024	30/06/2025	→ 5.2.2.2 Reconciliation Action Plan - Work with Reconciliation Tasmania to develop a Local Reconciliation Action Plan for Break O'Day : 100%	Chris Hughes: The work undertaken by the Reconciliation Action Plan (RAP) working group has made significant progress, particularly with the call for expressions of interest for Aboriginal artwork, which will add a meaningful cultural dimension to the project. Ongoing workshops and progress on key topics such as Acknowledgment to Country, alignment with the Tasmanian Aboriginal community's priorities, and understanding the past demonstrate Council's commitment to a thoughtful and inclusive reconciliation process. In addition, mandatory actions related to the RAP document are currently being worked on, ensuring the plan continues to move forward in a way that is both impactful and responsive to the community's needs. <i>28/04/2025</i>	Chris Hughes	Leah Page Jenna Barr

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	↳ 5.2.2.3 Equitable Access - Advocate for, support, and facilitate actions to improve access to services, information and opportunities. : 100%	Leah Page: The Access and Inclusion Committee have completed an Access and Inclusion Plan which was adopted by Council in December 2024. We take the utmost care to provide accessible and inclusive events and a culturally safe and welcoming space for everyone. The Festival of Wellbeing and the Wellbeing Summit, were good examples of applying this lens to the physical space, the design of the day and the promotion material. An access and inclusion statement was available on the Festival website to help set the intention for us and for all Festival contributors and visitors. 14/01/2025	Chris Hughes	Leah Page Jenna Barr
0%	01/07/2024	30/06/2025	Strategy 5.3 Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs. : 100%		John Brown	-

2024 – 2025 CORPORATE PLANNING ACTIVITIES PLAN

FINANCIAL ACCOUNTABILITY

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
63%	01/07/2024	30/06/2025	Financial Management : 100%	John Brown: Activity in this area has seen some activities completed and slow progress in relation to Internal Audit and Service Level Agreements <i>07/05/2025</i>	Raoul Harper	-
75%	01/07/2024	30/06/2025	→ Audit Panel - Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel. : 100%	John Brown: Audit Panel meetings have been held as scheduled in October, December and March. Minutes have been considered and noted by Council <i>07/05/2025</i>	Raoul Harper	-
100%	01/07/2024	30/06/2025	→ Long Term Financial Plan - Complete the integration of financial management and asset management systems, processes and procedures. : 100%	John Brown: Un updated LTFP has been completed and was presented to a special Council Workshop in March as part of a broader focus on Asset Management and financial sustainability. <i>07/05/2025</i>	Raoul Harper	David Jolly
10%	01/07/2024	30/06/2025	→ Internal Audit - System audits scheduled are completed, recorded, reported and implemented for Cyber Security, Risk Management and IT. : 100%	Raoul Harper: Seeking external support to deliver. <i>25/02/2025</i>	Raoul Harper	Angela Matthews
30%	01/07/2024	30/06/2025	→ Contracts and Service Level Agreements - Establish Contracts and service level agreements for Financial,Asset Management and IT Services. : 100%	Raoul Harper: IT remains outstanding. <i>25/02/2025</i>	Raoul Harper	Angela Matthews
100%	01/07/2024	31/12/2024	→ Depreciable Lives - Undertake a review of depreciable lives for all assets and report as required to Audit Panel and GM. : 100%	Raoul Harper: The item is complete. <i>16/01/2025</i>	Raoul Harper	Angela Matthews
80%	01/07/2024	30/06/2025	Financial Sustainability : 100%	John Brown: Good progress has been made in this area with our Grant target exceeded. <i>07/05/2025</i>	Raoul Harper	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ Grant Funding- Secure grant funding through competitive processes totalling \$250,000 which assists Council to achieve its identified priorities with an over success rate of 75%. : 100%	Angela Matthews: The following grant funding has been successful to date: <ul style="list-style-type: none"> Infrastructure Treatments at Mathinna Plains Road - Safer Rural Roads Program (SRRP) - \$40,000 Infrastructure Treatments at Mathinna Road - Safer Rural Roads Program (SRRP) - \$16,000 Contribution towards funding for assets to support communities which may become isolated during emergencies - Isolated Communities Resilience Grants Program - \$18,924 Installation of Solar Lighting - Georges Bay Foreshore - St Helens Precinct to the Cunningham Street Jetty - Open Spaces Grant Program - \$350,000 29/04/2025	Angela Matthews	-
75%	01/07/2024	30/06/2025	→ Value for Money Reviews - Undertake reviews of operational activities to identify revenue opportunities, cost savings of \$40,000 and process improvements resulting in savings of 500 hours. : 100%	John Brown: Savings for the financial year include: MS Teams calling \$8,640 PDF Software review \$2,600 Councillor Hub to Sharepoint \$12,500 Saving in relation to Recycling Contract are being calculated on a monthly basis and will be added at year end. 07/05/2025	Raoul Harper	-
50%	01/07/2024	28/02/2025	→ Urban Stormwater Charge - Undertake modelling and report to Council on the introduction of an urban stormwater charge. : 100%	Raoul Harper: Restating the pervious update. More asset data and condition assessments combined with strategic asset planning is required before an urban charge could reasonably considered. Funding for the strategic work is included for consideration in the 25/26 draft budget. 05/05/2025	Raoul Harper	David Jolly
100%	01/01/2025	28/02/2025	→ Rates and Charges - Undertake a review of the Rates and Charges Policy to consider Short-term Accommodation : 100%	Raoul Harper: Review is complete 29/04/2025	Raoul Harper	-
75%	01/07/2024	30/09/2024	→ WTS Operational Analysis - Complete analysis of the operation of Council's WTS including costs and extent of cost recovery (JB) : 100%	David Jolly: Cost assessment was undertaken in the 2023-2024 financial year. Currently being updated to include YTD 2024-2025 costs to enable year-on-year comparison and to be included as appendix to Waste Management Strategy under development. 24/04/2025	David Jolly	-

HUMAN RESOURCES / TRAINING / WORK HEALTH & SAFETY

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	Elected Members : 100%		John Brown	-
75%	01/07/2024	30/06/2025	→ Professional Development - Facilitate participation of Councillors in Professional Development through the program being developed by the Local Government Division and the development of a training plan for individual Councillors. : 100%	John Brown: General Manager continues to be an active participant in the Learning and Development Framework working group operated by the Office of Local Government. Councillors are being supported and encouraged to complete the online modules. The current Targeted Review of the Local Government Act is canvassing the requirement for a Learning and development Plan to be developed for each Councillor, the General Manager is participating actively in discussions and advocating for guidance and a consistent approach. 06/03/2025	John Brown	Molli Brown
100%	01/07/2024	30/06/2025	Council Advocacy : 100%		John Brown	-
100%	01/07/2024	31/12/2024	→ State Budget - Provide a submission to the 2025-2026 State Budget community consultation process advocating for local priorities. : 100%	John Brown: Submission made to the 2025-26 State Budget community consultation process in December 2024 in line with the priorities identified by the Council 06/01/2025	John Brown	-
100%	01/07/2024	31/10/2024	→ Federal Elections - identify and develop list of projects which will be lobbied for in forthcoming election campaign : 100%	John Brown: Council has identified seven projects to form part of the lobbying activities of Council through the forthcoming Federal election campaign. Development of the lobbying document is complete though ongoing refinement will be undertaken on the CBA Carpark project as information becomes available. Priorities have also been fed through the NTDC process. Meetings have been held with Rebecca White (Labor), Susie Bower and Wendy Askew (Liberal) and Angela Offord (Independent). 06/03/2025	John Brown	-
75%	01/07/2024	30/06/2025	Wellbeing Program : 100%		Leah Page	-
75%	01/07/2024	30/06/2025	→ Workplace Wellbeing - Ongoing review of the Mental Health and Wellbeing Plan for Council staff that creates a mentally safe workplace. : 100%	Leah Page: A simple poster promoting the Employee Assistance Provider options for employees has been created and shared. The Mental Health Action Plan is an ongoing agenda item at regular Workplace Health and Safety Committee meetings. 30/04/2025	Leah Page	Erica McKinnell Simone Ewald-Rist
75%	01/07/2024	30/06/2025	→ Employee Wellbeing - Ongoing consultation with workers to identify and implement actions to support wellbeing and a mentally safe workplace by following the Mental Health and Wellbeing Plan and the People Matter survey. : 100%	Leah Page: The weekly Wellbeing Wednesday emails to all staff and elected members are for providing insights and normalising conversations about wellbeing. This regular communication is also a gentle conversation starter for anyone with ideas about workplace culture and wellbeing. 30/04/2025	Leah Page	-

65%	01/07/2024 30/06/2025	Workforce Development : 100%		John Brown	-
40%	01/07/2024 30/06/2025	→ Employee Development - Develop and implement departmental programs that support employee development through the people matter survey process : 100%	<p>Erica McKinnell: Met with Gallup (who presented at the LGAT Conference on Creating a Future Ready Council) in late February. Now exploring how their services can enhance the People Matter Survey process. The aim is to improve the survey questions, data collection methods, and the measurement of actionable insights to better support employee development programs. This collaboration will help ensure that the survey results provide valuable information for driving meaningful departmental initiatives.</p> <p>03/04/2025</p>	Erica McKinnell	-
75%	01/07/2024 30/06/2025	→ Review Processes - Implement the Employee Review & Development structure and system for Council's workforce : 100%	<p>Erica McKinnell: The Employee Review & Development structure is progressing, with a draft procedure currently under review. The annual performance review template has been tested with six employees, revealing that the existing approach is too complex and resource-intensive, and a formal process may not suit everyone.</p> <p>In response, a three-tiered system has been proposed to accommodate diverse needs. Employees will have the option to choose from regular face-to-face informal catch-ups with managers, quarterly reviews focused on progress and goal-setting, or a formal review process where performance is measured against key performance indicators.</p> <p>03/04/2025</p>	Erica McKinnell	-
80%	01/07/2024 30/06/2025	→ Psychosocial Safety - continue to develop and build our approach within the workplace responding to this change to WHS : 100%	<p>Simone Ewald-Rist: At the WHS/RM committee meetings, we promote open communication, flexible work options, and ongoing training to support psychosocial safety under our WHS framework.</p> <p>Managing these risks is complex and requires continuous improvement.</p> <p>Our committee identifies hazards and applies industry-informed controls to reduce risks and foster a healthier workplace.</p> <p>09/05/2025</p>	Erica McKinnell	Simone Ewald-Rist

CORPORATE RISK

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
70%	01/07/2024	30/06/2025	Risk Management/Work Health & Safety : 100%		Raoul Harper	-
80%	01/07/2024	30/06/2025	→ Risk Register Review - Ensure that risk owners/goals owners review their risk register twice a year for high risks and annually for all others. : 100%	Simone Ewald-Rist: As per 31/03/2025, the risk register was reviewed monthly by their Goal/Risk Owners. There were 379 goals listed with 100% completion. The next reviews are scheduled between 25 and 28 May 2025. 09/05/2025	Simone Ewald-Rist	-
80%	01/07/2024	30/06/2025	→ Workplace Safety - Ensure that risk management processes identify psychosocial hazards, assess the associated risk and that managers implement controls to eliminate or minimise the risks. Regularly review control measures. : 100%	Simone Ewald-Rist: Fortnightly meetings are scheduled by the HS Coordinator, HR Coordinator, Senior Finance Officer and Administration & Governance Support Officer to proactively identify psychosocial risks among the workforce. The purpose of the meeting is to share information about workers' compensation claims (physical and psychosocial) and identify potential psychosocial ones, assess the risks associated with them and provide guidance to managers for implementing control measures to eliminate or at least minimise the risks. Awaiting further discussion with the General Manager and the Manager Business Services concerning the draft Health & Safety Policy, Work Ready Procedure (formerly Fitness for Work) and a new Health and Safety System. Once finalised, awareness will be raised with employees. Work Health and Safety meetings took place in February and May where physical incidents, including psychosocial hazards, were reviewed and addressed. 09/05/2025	Simone Ewald-Rist	-
50%	01/07/2024	30/05/2025	→ Risk Management Framework - Assess the independent review of Risk Management and action improvements accordingly. : 100%	Raoul Harper: No further action. 25/02/2025	Raoul Harper	-

ORGANISATIONAL EFFICIENCY

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	Local Government Reform : 100%		John Brown	-
75%	01/07/2024	30/06/2025	→ Local Government Reform - Participate actively in the Future of Local Government Review process with a focus on achieving the best outcome for the Break O\Day area. : 100%	John Brown: The Minister for Local Government provided the State Government's response to the Future of Local Government review report in November 2024 also detailing the Priority Reform Program seeking feedback from Local Government. A small allocation of funds has been made in the 2024-25 State Budget to support boundary related processes which will now start moving following the release of the response by the State Government. Presentation received by Council at the March special Council workshop from Office of Local Government and Department of Premier and Cabinet regarding progressing with an investigation into the future arrangements for Local Government on the East Coast. 06/03/2025	John Brown	-
75%	01/07/2024	30/06/2025	→ Northern Region Shared Services - Pursue joint procurement opportunities involving Northern Region Councils. : 100%	John Brown: Provision of legal services on a regional level has been continue through an extension of the current agreement. Opportunities in relation to a coordinated approach to employment and sharing of key employees has been discussed and will be further examined looking at a model from South Australia in relation to shared services. Provision of training and skills development across Councils within the region is being progressed in the area of leadership and management with a shared training program commencing in March involving four Councils. 06/03/2025	John Brown	-
63%	01/07/2024	30/06/2025	Break O\Day Organisation : 100%		John Brown	-
50%	01/09/2024	30/06/2025	→ Service Delivery Review, Development Services - Undertake a service delivery review focussed on structure, systems, processes and positions : 100%	Jake Ihnen: Further progress has been made in relation to continued process improvement procedures, including internal works referral processes, commencing the use of Share Point, template reviews and other procedural matters to increase staff efficiency. A broader review will occur once a resource has been appointed to assist. 02/04/2025	Jake Ihnen	Erica McKinnell
75%	01/07/2024	31/12/2025	→ Works Department Service Delivery Review - implement next stage review activity. : 100%	David Jolly: Year to date as an outcome of the first stage of the Works Department review, Council employed an Assistant Works Manager, commencing employment in November 2025. The second and current phase of the review is focusing on Technical Services delivery. 24/04/2025	David Jolly	Erica McKinnell
75%	01/07/2024	30/06/2025	Management Systems : 100%		John Brown	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ Digital Transformation - Progress with implementation of Digital Transformation systems and processes to both assist and enhance the customer experience both internally and externally as per the Digital Transformation Operational Plan 2023 - 2025. : 100%	<p>Angela Matthews: Council Officer's have rolled out two (2) key actions from the Digital Transformation Plan to date and are in the planning stages for training in Sharepoint and One Drive to enable Council to move into the cloud. There are numerous small actions which are continually taking place in the background such as software reviews/needs analysis' for various roles as well as investigations into the organisations cyber security needs. Digital Transformation is an evolving space and ways in which we do things will continually be reviewed.</p> <p>The two (2) key actions are detailed as follows: 1. Rollout of lap top computers is almost completed for all office staff at both the Depot and Main Office locations to enable more flexible working arrangements. As people get used to the way this operates will enable them to move to alternative office locations, meetings and meeting room adaptability. 2. Implementation has taken place to an online Teams Calling telephone system across the organisation including the Visitor Information Centre and History Room to enable all staff to be able to operate flexibly and remotely whilst being accessible to answer and respond to calls in any location internally and externally.</p> <p>29/04/2025</p>	Angela Matthews	-
75%	01/07/2024	30/06/2025	→ PlanBuild - Carry out Live Testing & Implementation of State Government PlanBuild Project : 100%	<p>Jake Ihnen: The implementation of Plan Build is dependent upon the State governments rollout and remains on hold. With the implementation of the Statewide Planning Scheme further functionality is available to the public for general enquires. The next phase involves the ability to lodge development applications through the online portal. Hobart City Council will be the first to implement this next stage with Break O Day council being included in phase 2.</p> <p>02/04/2025</p>	Jake Ihnen	-
75%	01/07/2024	30/06/2025	→ Digital Transformation - Pursue a simplification of digital platforms by minimising duplication of applications and reducing the use of applications that have similar capacity by consolidating 3rd party solutions into Office 365 licensing where possible as per the Digital : 100%	<p>Angela Matthews: Through the implementation of Teams Calling and the rollout of lap top computers there have already been a number of software duplications identified and as a result some software subscriptions have been cancelled, for example the previous Councillor Hub software that was being used, we had been paying an annual subscription fee this has now been set up in Sharepoint using the Microsoft 365 platform licensing which we already have. Also licensing for Adobe was reviewed with an alternative software identified at a portion of the cost which can be rolled out to all staff rather than only a few licence holders whilst recouping substantial savings switching to this software alternative.</p> <p>29/04/2025</p>	Angela Matthews	-
10%	01/07/2024	30/06/2025	Customer Service : 100%		Raoul Harper	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
10%	01/07/2024	30/06/2025	→ Customer Service - implement, monitor and report on "Closing the Loop" process to guide processes and options for improving customer service : 100%	<p>Angela Matthews: The implementation of Closing of Loop has not yet commenced due to significant staff changes within Customer Service requiring new staff to be trained in this area.</p> <p>Meetings with the administrative staff have taken place looking at communications in the organisation with representatives from Corporate Services, Works Department, Governance and Development Services all participating to identify key challenges, the different communications platforms that we use, etc to create a plan for improving communications going forward.</p> <p>29/04/2025</p>	Angela Matthews	-
88%	01/07/2024	30/06/2025	Asset Management : 100%		David Jolly	-
100%	01/07/2024	31/10/2024	→ System Refinement - Develop and Refine Asset Management System including integration of all Council assets. : 100%	<p>David Jolly: Year to date: significant resources have been dedicated to updating and reviewing the Council's asset registers, including revaluing road and stormwater assets. These updates have been uploaded into "Modelve," providing a current dashboard for strategic asset management modelling, planning, and reporting. A presentation was made to Councillors in early March which heralded the completion of the current phase of the system refinement program.</p> <p>24/04/2025</p>	David Jolly	Raoul Harper
75%	01/07/2024	30/06/2025	→ Strategic Asset Management Plan - Update the Strategic Asset Management Plan in alignment with the LTFP and Financial Management Strategy and consolidated asset registers. : 100%	<p>David Jolly: This is a large body of work that is progressing as quickly as possible with the resources and staff capacity we have available. A strategic asset management dashboard for roads, bridges, major culverts, and stormwater assets was developed and presented to the Council in early March 2025. Integration of the updated asset data with the LTFP is currently underway as part of the 2025-2026 budget cycle. This process relies on the validity of asset data and a number of key assumptions as inputs into the LTFP model. This part of the action is progressing well and will inform the budget preparation process. The revised approach for this action is to update the current Strategic Asset Management Plan after the budget is approved in June 2025 to incorporate key elements from individual asset management plans, eliminating unnecessary costs and inefficiencies. Council officers will continue to manage asset classes based on current condition monitoring data for maintenance and capital works planning.</p> <p>24/04/2025</p>	Raoul Harper	David Jolly
83%	01/07/2024	30/06/2025	Public & Environmental Health : 100%		Jake Ihnen	-
75%	01/07/2024	30/06/2025	→ Food Premises - Deliver a regular program of Food Premises inspections. : 100%	<p>Jake Ihnen: Scheduled inspections are occurring in accordance with councils regulatory responsibilities. No significant matters to report.</p> <p>02/04/2025</p>	Jake Ihnen	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
90%	01/11/2024	30/04/2025	→ Water Quality Monitoring - Undertake monitoring and reporting in recreational waters. : 100%	<p>Jake Ihnen: Water Quality monitoring for the 2024/2025 period is nearing completion. Results have been good with no further Council action required and results have been provided through Councils meeting agenda. One final round of testing to be completed in April 2025.</p> <p>02/04/2025</p>	Jake Ihnen	-
67%	01/07/2024	30/06/2025	Stakeholder Management : 100%		John Brown	-
75%	01/07/2024	30/06/2025	→ Local Government Association of Tasmania (LGAT) and Australian Local Government Association (ALGA) - Participate actively at the State and National level in Local Government matters including policy development. : 100%	<p>John Brown: Participation activities for the year have included:</p> <ul style="list-style-type: none"> • ALGA NGA (July); Clr Chapple and General Manager • LGAT AGM; General Meeting & Professional Development Day ; Clr Oldham • LGAT AGM and Conference (Sept); Clrs Drummond, Johnstone and Oldham, and General Manager • LGAT General Meeting (Nov); A/GM Raoul Harper • ALGA National Roads Congress (Dec); Clr Chapple • LGAT Legislative Change Workshops (Feb) Mayor Tucker and General Manager • LGAT Climate Change Workshop (Mar) Clrs Drummond and Johnstone <p>Mayor Tucker as the President of LGAT, participated in all of the above activities except the General Meeting and Conference in September. As President, Mayor Tucker is involved in a large amount of additional meetings representing Tasmanian Local Government at the State and National level.</p> <p>06/03/2025</p>	John Brown	-
50%	01/07/2024	30/06/2025	→ Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy. : 100%	<p>John Brown: The Mayor and General Manager have participated in activities relating to the normal operations of NTDC as well as events arranged through this organisation including:</p> <ul style="list-style-type: none"> • Regional Collaboration Forum (Aug) • Local Government Round Table with Labor Party (Aug) • Population Workshop (Oct) • AGM and Members Representative Group meeting (Nov) <p>The General Manager also attended and participated in a panel at the Regions Rising Summit organised by the Regional Australia Institute.</p> <p>06/01/2025</p>	John Brown	-

Current...	Start Date	Due Date	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	→ Legislative Reviews - Participate in reviews of legislation affecting Local Government	John Brown: Participation in legislative and policy activities has included: <ul style="list-style-type: none"> • Code of Conduct Bill (Aug) • Phasing out problematic single use plastics Discussion Paper (Sept) • LUPA (Development Assessment Panels) Bill (Oct 2024) • Local Government Act Targeted Amendments (Mar 2025) • New Electoral Act (Mar 2025) • General Regulations and Meeting Procedures Regulations (Mar 2025) 06/03/2025	John Brown	-
50%	01/07/2024	30/06/2025	Emergency Management : 100%		John Brown	-
0%	01/07/2024	30/06/2025	→ Municipal Emergency Management Plan - Ensure that the current Plan is in line with the Tasmanian Emergency Management Plan in relation to any changes from the State level : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Municipal Emergency Management Plan - Adopt the Plan in line with the Tasmanian Emergency Management Plan. : 100%	Chris Hughes: The Municipal Emergency Management Plan is currently up to date. Review is required in July 2025. 28/10/2024	Chris Hughes	-

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

IN CONFIDENCE

05/25.18.0 CLOSED COUNCIL

05/25.18.1 Confirmation of Closed Council Minutes – Council Meeting 14 April 2025

05/25.18.2 Outstanding Actions List for Closed Council

05/25.18.3 Closed Council Item Pursuant to Section 15(2)(h) of the Local Government (Meeting Procedures) Regulations 2015 - Clr Janet Drummond Leave of Absence

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

05/25.19.0 MEETING CLOSED

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

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MAYOR

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DATE