Break O'Day
COUNCIL



COUNCIL MEETING AGENDA

Monday 16 November 2026
Council Chambers, St Helens

Amended to include item 2026 LOCAL GOVERNMENT ELECTIONS – DECLARATIONS OF OFFICE

John Brown, General Manager
Break O'Day Council
10 November 2026

NOTICE OF MEETING

Notice is hereby given that the next meeting of the Break O'Day Council will be held at the St Helens Council Chambers on Monday 16 November 2026 commencing at 10.00am.

CERTIFICATION

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



JOHN BROWN
GENERAL MANAGER
Date: 10 November 2026

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AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

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

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

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

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

In accordance with the Local Government Act 1993 and Regulation 43 of the Local Government (Meeting Procedures) Regulations 2025, these audio files will be published on Council's website for 12 months and be retained for two (2) years. The written minutes of a meeting, once confirmed, prevail over the audio recording of the meeting and a transcript of the recording will not be prepared.

OPENING & INTRODUCTION

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

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

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Custodians of the land on which we work and live, the Palawa people of this land Tasmania, and recognise their continuing connection to the lands, skies and waters. We pay respects to the Elders Past, present and future.

LIVE AUDIO/VISUAL STREAMING OF COUNCIL MEETINGS

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

2026 LOCAL GOVERNMENT ELECTIONS – DECLARATIONS OF OFFICE

The General Manager advises that the Certificate of Election for the 2026 Local Government Elections was issue to the Break O'Day Council on 3 November 2026 (as per attached)

Section 321 of the Local Government Act 1993 (Tas) requires that:

1. Any person elected as councillor must make a prescribed declaration in a prescribed manner.
2. A person elected as a councillor who has not made a declaration must not-
    a) act in the office of councillor, mayor or deputy mayor; or
    b) take part in the proceedings of any meeting of the council or a committee.
3. A council is to acknowledge the making of a declaration at its meeting and the general manager is to record that fact in the minutes of that meeting

The General Manager advises that the Councillors named in the Certificate of Election made their declarations of office as follows:

Clr Ian Carter at the Council Chambers on 4 November 2026
Clr Barry LeFevre at the Council office on 4 November 2026
Clr Kristi Chapple at the Council office on 5 November 2026
Clr Lesa Whittaker at the Council office on 5 November 2026
Clr Hamish Thompson at the Council office on 5 November 2026
Clr Michael Tucker at the Council office on 9 November 2026
Clr Elizabeth Johnstone at the Council office on 9 November 2026

OFFICER'S RECOMMENDATION:

That Council:

1. Notes the Certificate of Election issued to the Break O'Day Council on 3 November 2026.
2. Acknowledges the Declarations of Office by Ian Carter, Kristi Chapple, Elizabeth Johnstone, Barry LeFevre, Hamish Thompson, Michael Tucker and Lesa Whittaker.

Tasmanian Electoral Commission

2026 LOCAL GOVERNMENT ELECTIONS

Certificate of Election

Break O'Day Council

In accordance with the Local Government Act 1993 I have declared the following candidates elected to the positions shown below.

7 Councillors

Elected for a period of 4 years

Mick TUCKER
Liz JOHNSTONE
Kristi CHAPPLE
Lesa WHITTAKER
Ian CARTER
Hamish THOMPSON
Barry LEFEVRE

Mayor

Elected for a period of 4 years

Mick TUCKER

Deputy Mayor

Elected for a period of 4 years

Kristi CHAPPLE

Michael Leyden RETURNING OFFICER

3 November 2026

11/26.1.0 ATTENDANCE

11/26.1.1 Present

Mayor Mick Tucker
Deputy Mayor Kristi Chapple
Councillor Ian Carter
Councillor Liz Johnstone
Councillor Barry LeFevre
Councillor Hamish Thompson
Councillor Lesa Whittaker

11/26.1.2 Apologies

Nil

11/26.1.3 Leave of Absence

Nil

11/26.1.4 Staff in Attendance

General Manager, John Brown
People & Safety Support Officer, Linda Singline

11/26.2.0 PUBLIC QUESTION TIME

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

A question asked at a meeting is to:

Be concise; and
Be clear; and
Not be a statement; and
Have minimal preamble

General statements are not permitted during question time.

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

11/26.2.1 Dedicated Commercial Fishing Parking at the St Helens Wharf Precinct – Alicia Barber

QUESTION:

Would Council consider investigating the feasibility of dedicating specific parking spaces at the St Helens wharf precinct—specifically at the finger piers & main wharf —exclusively for licensed commercial vessel owners?

Background / Rationale:

- Operational Friction: The St Helens wharf is an exceptionally busy, high-traffic multi-use precinct. Securing a car park near your vessel at the wharf or finger piers is highly difficult the majority of the time.
- Workplace Health & Safety / Business Impact: As commercial vessel owners, we regularly need to load and unload heavy fishing gear, commercial provisions, and incoming catch. We also frequently undertake essential, time-sensitive vessel maintenance. Being forced to park far away creates significant operational inefficiencies and unnecessary safety risks when moving heavy loads.
- A Balanced Solution: This request does not seek a completely restricted zone or an entirely reserved area for the whole precinct. It simply proposes a targeted allocation of dedicated spaces near the piers to directly support the local commercial fishing sector while ensuring the vast majority of parking remains open to the general public and tourists.

REPLY

Thank you for drawing the operational challenges faced by commercial vessel owners at the St Helens wharf precinct to our attention.

Council recognises the competing demands on parking and access in this busy, multi-use area. The request for dedicated spaces for licensed commercial vessel owners can be considered as part of the broader planning work which will be getting underway shortly and includes the St Helens foreshore, parking, traffic movement and pedestrian access.

This work will help Council consider how different users can be accommodated, alongside the relevant stakeholders, including Crown Land Services and MAST.

As part of creating dedicated parking we also need to address how monitoring the use of this restriction occurs as unfortunately people don't necessarily comply with signed directions in relation to use.

11/26.3.0 COUNCILLOR'S QUESTIONS ON NOTICE

Nil

11/26.4.0 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Regulation 34 of the Local Government (Meeting Procedures) Regulations 2025 specifies that in putting a Question Without Notice a Councillor must not offer an argument or opinion, draw any inference or make any imputations except so far as may be necessary to explain the question.

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

11/26.5.0 DECLARATION OF INTERESTS OF A COUNCILLOR OR CLOSE ASSOCIATE

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

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

11/26.6.0 CONFIRMATION OF MINUTES

11/26.6.1 Confirmation of Minutes – Council Meeting 19 October 2026

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 19 October 2026 be confirmed.

11/26.7.0 COUNCIL WORKSHOPS HELD SINCE 19 OCTOBER 2026 COUNCIL MEETING

There was a workshop held 9 November 2026, and the following items were listed for discussion:

- Proposed Placed-Based Project Program
- Pending Development Application Updates
- NRM Committee Meeting Record of Proceedings – 4 August 2026
- Animal Control Report
- Policy review – LG48 Contribution to Boundary Fences Policy
- Banner Pole waiver – Break O'Day Triathlon
- Proposed Hire Fees – Hub4Health Meeting Room
- 2026-2027 Annual Plan Quarterly Review as at 30 September 2026
- Council Meeting start time for 2027
- Appointment of Councillors as Council Representatives on Committees and Boards
- Draft Local Government (Meeting Procedures) Regulations
- Scamander Sports Complex – Grant Funding
- Northern Tasmania Development Corporation Ltd (NTDC) – Receipt of Quarterly Report July - September 2026

11/26.8.0 PLANNING AUTHORITY

Pursuant to Regulation 29 of the Local Government (Meeting Procedures) Regulations 2025 the Mayor to inform Council that it is now acting as a Planning Authority under the Land Use Planning and Approvals Act 1993.

11/26.8.1 DA 128-2026 – 4 Annabel Drive, St Helens - Residential – Construction of Multiple Dwellings x Three (3)

ACTION	DECISION
COUNCIL MEETING DATE	16 November 2026
PROPONENT	AJM Drafting Service
OFFICER	Rebecca Green, Planning Consultant
FILE REFERENCE	DA 2026 / 00128
ASSOCIATED REPORTS AND DOCUMENTS	1. Plans for Approval 2. Written Planning Scheme Submission 3. TasWater SPAN 4. Representation (01) 5. Representation (02) 6. Applicant's Response to Representation 7. Planning Scheme Assessment

OFFICER'S RECOMMENDATION:

A. After due consideration of the application received and pursuant to Section 57 of *the Land Use Planning & Approvals Act 1993* and the *Tasmanian Planning Scheme – Break O'Day*, that the application for Residential – Construction of Multiple Dwellings x Three (3) on land situated at 4 Annabel Drive, St Helens described in Certificate of Title 183451/20 be APPROVED subject to the following plans / documents and conditions:

Approved Plans / Documents			
Plan / Document Name	**Reference Number**	**Prepared By**	**Dated**
Cover Page	Job No: 4ANNA, Sheets No: 01	AJM Drafting Services	19/08/26
Site Plan	Job No: 4ANNA, Sheets No: 02	AJM Drafting Services	19/08/26
Access, Parking and Swept Path	Job No: 4ANNA, Sheets No: 03	AJM Drafting Services	19/08/26
Site Area Analysis	Job No: 4ANNA, Sheets No: 04	AJM Drafting Services	19/08/26
DW2 – Site Relationship Plan	Job No: 4ANNA, Sheets No: 05	AJM Drafting Services	19/08/26

Floor Plan Dwellings 1, 2 and 3	Job No: 4ANNA, Sheets No: 06	AJM Drafting Services	19/08/26
Elevations Dwellings 1, 2 and 3	Job No: 4ANNA, Sheets No: 07	AJM Drafting Services	19/08/26
Streetscape Elevation	Job No: 4ANNA, Sheets No: 08	AJM Drafting Services	19/08/26
Shadow Analysis	Job No: 4ANNA, Sheets No: 09	AJM Drafting Services	19/08/26
Stormwater Plan	Job No: 4ANNA, Sheets No: 10	AJM Drafting Services	19/08/26
Zone of Influence – Sewer Main	Job No: 4ANNA, Sheets No: 11	AJM Drafting Services	19/08/26

CONDITIONS

CONDITION		TIMING
1	**Approved Plans and/or Document**	
A	Undertake development in accordance with the approved plans and/or documents. These plans and/or documents will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and to be maintained at all times.
2	**Multiple Dwellings**	
A	If a visitor accommodation use is sought for any of the dwellings, a further development application must be lodged with Council to seek approval for the allocation of an additional use to the dwellings.	Prior to use and maintained at all times.
3	**Waste Storage**	
A	Each dwelling must be provided with a storage area, for waste and recycling bins, that is not less than 1.5m^2 per dwelling, and must be in an area exclusive for each dwelling, and not located in the area in front of the dwelling (unless screened).	Prior to commencement of use and maintained at all times.
4	**Landscaping**	
A	Landscaping must be implemented in accordance with the endorsed plans prior to the use commencing on site.	Prior to commencement of use and maintained at all times.
5	**TasWater**	
A	All works must be in accordance with the conditions of the Submission to Planning Authority Notice by TasWater, **TWDA 2026/00948 -BODC** as attached to this permit.	Prior to use and maintained at all times.
6	**Residential Use Car Parking**	

A	The areas shown to be set aside for vehicle access and car parking must be: a. completed before the use of the development; b. sealed and drained in a manner that will not cause stormwater nuisance; c. All parking bays, including visitor spaces must be delineated by signage, line marking or other clear physical means.	Prior to use and maintained at all times.
7	**Stormwater**	
A	All stormwater for the development must be discharged via existing connection to the main only.	Prior to use and maintained at all times.
B	Concentrated stormwater must not be discharged into neighbouring properties.	To be maintained at all times.
C	Prior to any work commencing on the stormwater connection a permit must be obtained by submitting a Works Permit application form.	Prior to any work commencing on the stormwater connection
8	**Nuisance**	
A	Use of the development must not create a nuisance as defined by the Environmental Management and Pollution Control Act 1994.	At all times.
B	During the period of construction, works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.	Prior to use and maintained at all times.
C	All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.	At all times.
9	**Underground Infrastructure**	
A	All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works.	Prior to site works and maintained at all times.

ADVICE

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

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

   Mon-Friday 7 am to 6 pm
   Saturday 9 am to 6 pm

Sunday and public holidays 10 am to 6 pm

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

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

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

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

Development Permit Information

	Details
Development Description	Residential – Construction of Multiple Dwellings x Three (3)
Relevant Period of Approval	2 Years
Other Necessary Permits	Building, plumbing
Attachments	TasWater SPAN
Representations	Two (2)

INTRODUCTION:

The applicant is seeking approval for use and development of three dwellings (multiple dwellings) at 4 Annabel Drive, St Helens.

PREVIOUS COUNCIL CONSIDERATION:

Nil

Please note that the subject site is located within an approved historic subdivision (DA 266-2005).

OFFICER'S REPORT:

1. The Proposal

The applicant is seeking approval for the use and development of three (3) units (multiple dwellings).

Each of the proposed dwellings has a roofed area of approximately 188m^2, is self-contained, and provides three bedrooms, main with ensuite, kitchen and lounge, bathroom, double garage with laundry and alfresco. The dwellings are to be single storey with a maximum height of 4.876m.

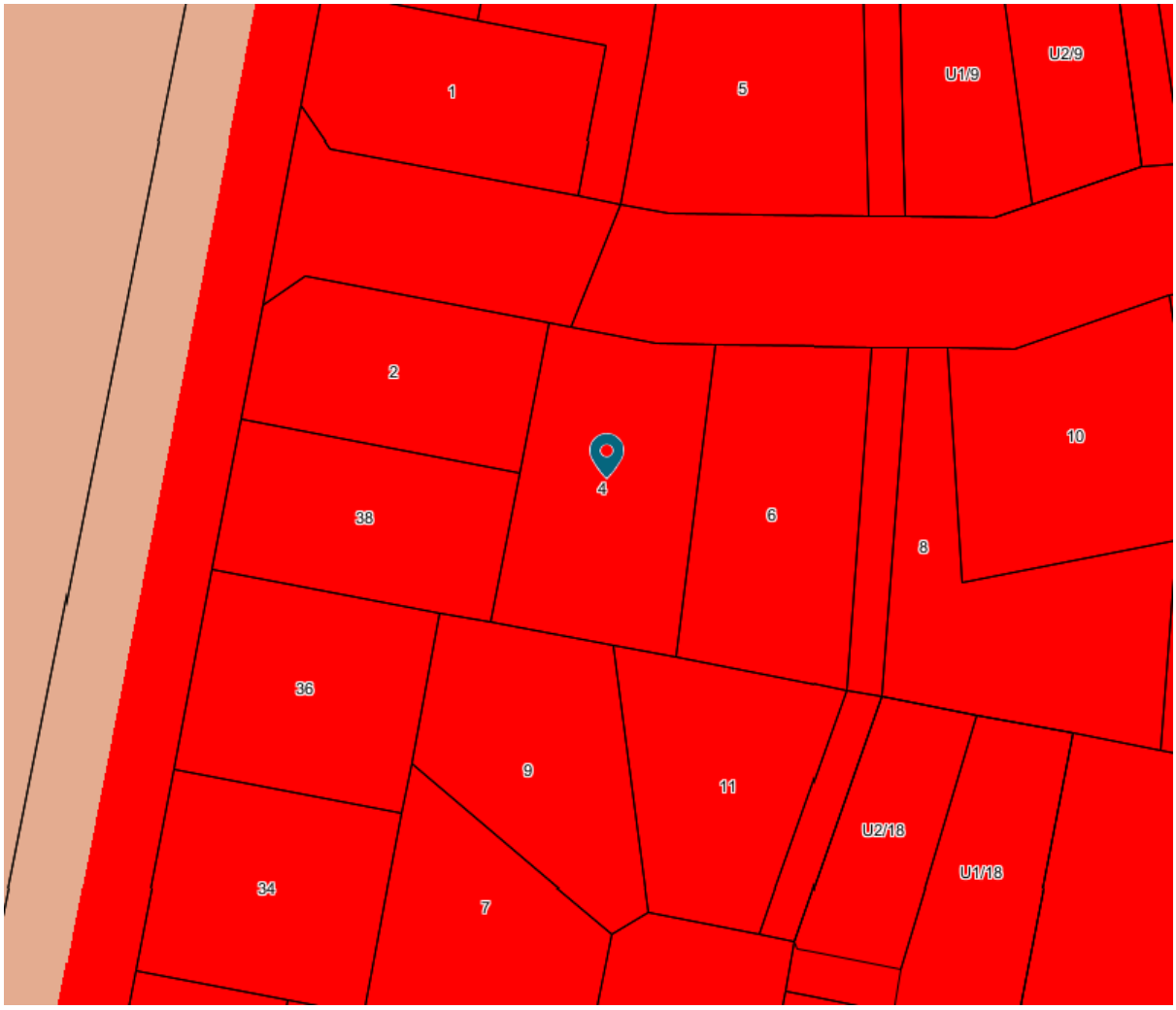
The proposed development involves a modified vehicular crossover, driveway, parking, landscaping and a front fence.

Each proposed dwelling is to be provided with private open space area for the exclusive use of occupants, a 5,000l rainwater storage tank, and exclusive storage space for waste and recycling bins. Landscaping is incorporated throughout the proposed development.

2. Description of the Site and Surrounds

The subject site comprises a single lot, generally regular in shape with an area of approximately 1032m^2. The site is provided with primary frontage to Annabel Drive to the north. There are no existing buildings or structures on the land, the site is vacant cleared land.

Direction	Planning Scheme Zone	Current Land Use
North	8.0 General Residential Zone	Residential – Single Dwellings and Multiple Dwellings
East	8.0 General Residential Zone	Vacant
South	8.0 General Residential Zone	Residential – Single Dwelling
West	8.0 General Residential Zone	Residential – Single Dwelling



Locality & Zoning Plan



Aerial Imagery

3. Applicable Planning Assessment

LOCAL PROVISIONS SCHEDULE	APPLICABLE	NOTES
ZONE	**YES**	**8.0 General Residential**
SPECIFIC AREA PLANS	**NO**	**BRE-S1.0 SAFEGUARDING ST HELENS AERODROME**
	YES	**BRE-S2.0 STORMWATER MANAGEMENT**

STATE PLANNING PROVISIONS	CODES	TRIGGER	APPLICATION
C2.0 Parking and Sustainable Transport Code	C2.2	Applies to all use and development.	Applies.
C3.0 Road and Railway Assets Code	C3.2	Applies to increase in amount of vehicular traffic using an existing vehicle crossing.	Applies

C7.0 Natural Assets Code	C7.2	Applies to subdivision within the General Residential zone.	Does not apply.
C12.0 Flood-Prone Areas Hazard Code	C12.2	Applies to use or development within a flood-prone hazard area.	Considered as ponding, H1 flood hazard overlay, i.e. not associated with a mapped watercourse or other inland water source. Does not apply.
C16.0 Safeguarding of Airports Code	C16.2	Applies to development within an airport obstacle limitation area.	Development not more than the AHD height specified for the site. Exempt C16.4.1(a).

4. Referrals

4.1 Council Referrals

4.1.1 Works Department

Road Authority Comments:
"The existing crossover is constructed to the required standard. No TIA is required".

Stormwater Authority Comments:

"All stormwater discharge from the property should be directed to the existing property connection."

Engineering Comment e.g. Flood:

Not applicable.

4.1.2 Environmental Health

Not applicable.

4.2 External Referrals

TasWater issued Submission to Planning Authority Notice (SPAN) on 02/09/2026 – TWDA 2026/00948 – BODC.

5. Assessment

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

- 8.4.2 Setbacks and building envelope for all dwellings (P1, P2 and P3)
- 8.4.4 Sunlight to private open space of multiple dwellings (P1)

Detailed assessment against the provisions of the *Tasmanian Planning Scheme – Break O'Day* version 16 where the proposal was reliant on satisfying the performance criteria, is provided below.

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

Planning Assessment

8.0 General Residential Zone

8.4 Development Standards for Dwellings

8.4.2 Setbacks and building envelope for all dwellings

Acceptable Solutions	Performance Criteria
A1 Unless within a building area on a sealed plan, a dwelling, excluding garages, carports and protrusions that extend not more than 0.9m into the frontage setback, must have a setback from a frontage that is: a) if the frontage is a primary frontage, not less than 4.5m, or, if the setback from the primary frontage is less than 4.5m, not less than the setback, from the primary frontage, of any existing dwelling on the site; b) if the frontage is not a primary frontage, not less than 3m, or, if the setback from the frontage is less than 3m, not less than the setback, from a frontage that is not a primary frontage, of any existing dwelling on the site; c) if for a vacant site and there are existing dwellings on adjoining properties on the same street, not more than the greater, or less than the lesser, setback for the equivalent frontage of the dwellings on the adjoining sites on the same street; or d) if located above a non-residential use at ground floor level, not less than the setback from the frontage of the ground floor level.	**P1** A dwelling must have a setback from a frontage that is compatible with the streetscape, having regard to any topographical constraints.

Performance Criteria Assessment

Proposed Units 2 and 3 are setback at least 4.5m from the Annabel Drive frontage and meet the acceptable solution.

Proposed Unit 1 is setback 2.26m from the primary frontage (Annabel Drive), and therefore relies upon the performance criteria for assessment.

Unit 1 northern façade articulates with the façade adjacent to the garage, laundry and ensuite within the 4.5m, whilst Bedroom 3 and lounge façade portion is further setback from the frontage.

"Streetscape" is determined as being those properties within 100m of each side of the site on the same street and means the visual quality of a street depicted by road width, street planting, characteristics and features, public utilities constructed within the road reserve, the

setback of buildings and structures from the property boundaries, the quality, scale, bulk and design of buildings and structures fronting the road reserve.

Whilst the streetscape is still developing, as several of lots remain either vacant or under construction, the dwelling at 2 Annabel Drive, immediately to the west is located 3.0m from the frontage to Annabel Drive. Whilst this is the secondary frontage for the property at 2 Annabel Drive, this contributes to the consideration of the streetscape and setbacks of buildings fronting the road reserve.

'Compatible' means that the proposal must be in harmony or broad correspondence with the streetscape.

Together with the dwelling at 2 Annabel Drive, the streetscape contains a number of solid frontage fences, grassed and wide nature strips, light posts on the curved road reserve. The proposed setback of Unit 1, taking into account the above features, as well the proposed 1.2m high solid frontage fence and landscaping, and the articulated front façade, is considered to be harmonious with the streetscape and therefore is compatible.

Performance criteria met.

A2	**P2**
A garage or carport for a dwelling must have a setback from a primary frontage of not less than: a) 5.5m, or alternatively 1m behind the building line; b) the same as the building line, if a portion of the dwelling gross floor area is located above the garage or carport; or **c)** 1m, if the existing ground level slopes up or down at a gradient steeper than 1 in 5 for a distance of 10m from the frontage.	A garage or carport for a dwelling must have a setback from a primary frontage that is compatible with the setbacks of existing garages or carports in the street, having regard to any topographical constraints.

Performance Criteria Assessment

The proposed garage of Unit 1 is not setback a minimum 5.5m from a primary frontage. Whilst the garage is setback 2.26m, the same as the dwelling setback, the garage opening is not orientated toward the street, but rather toward the driveway of the proposed unit development. Whilst the area is one that is continually developing, with several of the lots still vacant or under construction, within the street, a garage at 2 Archie Court is located 3.0m from the frontage to Annabel Drive. This precedence together with the façade fronting Annabel Drive of Unit 1 not visually obvious to contain a garage as the opening is not orientated toward the street, provides for a setback that is compatible with the setbacks of existing garages and carports in the street.

It is also noted that the inclusion of the frontage fence, together with proposed landscaping and the inclusion of a window of the garage facing the street, reduces the visual prominence of the garage.

Performance criteria met.

A3	**P3**
A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions that extend not more than 0.9m horizontally beyond the building envelope, must: a) be contained within a building envelope (refer to Figures 8.1, 8.2 and 8.3) determined by: i. a distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a property with an adjoining frontage; and ii. projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above existing ground level at the side and rear boundaries to a building height of not more than 8.5m above existing ground level; and b) only have a setback of less than 1.5m from a side or rear boundary if the dwelling: i. does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining property; or ii. does not exceed a total length of 9m or one third the length of the side boundary (whichever is the lesser).	The siting and scale of a dwelling must: a) not cause an unreasonable loss of amenity to adjoining properties, having regard to: i. reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property; ii. overshadowing the private open space of a dwelling on an adjoining property; iii. overshadowing of an adjoining vacant property; and iv. visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining property; b) provide separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area; and c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on: i. an adjoining property; or ii. another dwelling on the same site.

Performance Criteria Assessment

Unit 2 and 3 meet the acceptable solution. Whilst Unit 3 is located within 1.5m of the rear boundary, proposed development does not exceed one third the length of the boundary. In fact, Unit 3 may have been constructed to 0.5m from the rear boundary and still meet the acceptable solution.

Unit 1, due to the setback to the frontage technically relies on the performance criteria as the dwelling is not contained within a building envelope.

The siting and scale of Unit 1 will not cause an unreasonable loss of amenity to adjoining property due to the dwelling being located to the north of the subject site, and well away from side and rear boundaries.

The dwelling provided separation between dwellings on adjoining properties (those to the east, west and south) that is consistent with that existing on established properties in the area. Unit 1 placement toward the frontage of the site, will not cause an unreasonable reduction in sunlight to an existing solar installation on an adjoining property, noting the physical separation between Unit 1 and the dwellings at 9 Stewart Court and 11 Stewart Court. There are no existing dwellings on the same site. Performance criteria met.

8.4.4 Sunlight to private open space of multiple dwellings

Acceptable Solutions	**Performance Criteria**
A1 A multiple dwelling, that is to the north of the private open space of another dwelling on the same site, required to satisfy A2 or P2 of clause 8.4.3, must satisfy (a) or (b), unless excluded by (c): a) the multiple dwelling is contained within a line projecting (see Figure 8.4): i. at a distance of 3m from the northern edge of the private open space; and ii. vertically to a height of 3m above existing ground level and then at an angle of 45 degrees from the horizontal; b) the multiple dwelling does not cause 50% of the private open space to receive less than 3 hours of sunlight between 9.00am and 3.00pm on 21st June; and c) this Acceptable Solution excludes that part of a multiple dwelling consisting of: i. an outbuilding with a building height not more than 2.4m; or ii. protrusions that extend not more than 0.9m horizontally from the multiple dwelling.	**P1** A multiple dwelling must be designed and sited to not cause an unreasonable loss of amenity by overshadowing the private open space, of another dwelling on the same site, which is required to satisfy A2 or P2 of clause 8.4.3 of this planning scheme.
Performance Criteria Assessment Proposed Unit 1 and Unit 2 are located north of another dwelling's private open space. The advertised plans include shadow analysis for 21 June (shortest daylight hours). The development comprises single storey dwellings with private open space positioned along the western side of the site. The shadow diagrams demonstrate that shadow moves materially across the site during the day rather than remaining fixed over the private open space areas. The layout, building height and separation therefore provide continuing opportunities for	

solar access to the private open space to avoid an unreasonable loss of amenity from overshadowing. Performance criteria met.

6. Representations

The application was advertised 12th September 2026 until 25th September 2026 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. Two (2) representations were received prior to the closing date and time. The issues raised within the representation are as follows:-

Representation 01 - Issues	**Response**
This representor is an adjoining property owner and has concerns regarding the proximity to the shared boundary of the rear unit and specifically regarding overshadowing.	Whilst Unit 3 is located within 1.5m of the rear boundary, the proposed development does not exceed one third the length of the boundary. In fact, Unit 3 may have been constructed to 0.5m from the rear boundary and still meet the acceptable solution. Unit 3 is contained within the 3D building envelope and therefore does not rely on performance criteria. It is noted that the dwelling adjacent to the south owned by the representor is some 10.496m south of the shared boundary.
Requests that Council carefully consider the relevant planning scheme provisions regarding setbacks, building height and protection of residential amenity.	The proposal relies on four performance criteria, primarily relating to the setback of unit 1 to the frontage, and proximity of the dwellings to the private open space on the site. Planning Assessment has been undertaken and considered that the proposal meets all the relevant performance criteria.

Representation 01 - Issues	**Response**
This representor believed that the stormwater plan shows stormwater being directed to a drain beyond the southern boundary of 4 Annabel Drive, St Helens and into a system which services 36 Annie Street, 9 Stewart Court and 11 Stewart Court.	The stormwater plan does not clearly show where the dwellings will connect and there may be confusion of the existing sewer line on the plans. The existing stormwater connection point along the front boundary remains unchanged and is intended to be utilised as part of the development. Appropriate conditions to be placed upon any permit.
Concerned about the increase vehicle movements around the intersection of Annie Street and Tully Street.	The proposal meets the acceptable solutions of C3.0 Road and Railway Assets Code, in relation to vehicle movements. A TIA was not required for this application as advised by Council's Works Department.
Concerned about the level of overshadowing that will impact upon dwellings 2 and 3	Assessment has been provided above in relation to P1 of Clause 8.4.4 Sunlight to private open space of multiple dwellings. It is

including the private open space with those dwellings.	considered that the proposal meets the performance criteria.

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

7. Mediations

No mediation has occurred.

8. Conclusion

In accordance with 6.10 of the *State Planning Provisions (Tasmanian Planning Scheme – Break O'Day)*, the application has been assessed against the objectives of the Scheme, in particular the General Residential zone and all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and four (4) Performance Criterion. The received representations have been considered with recommended conditions proposed in response to the relevant concerns.

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Key Focus Area:

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

LEGISLATION & POLICIES:

Tasmanian Planning Scheme – Break O'Day
Land Use Planning and Approvals Act 1993
Local Government (Building and Miscellaneous Provisions) Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority

11/26.8.2 DA 185-2026 – 1 Legge Street, Falmouth - Residential – Alterations/Additions to Existing Dwelling & Construction of New Pergola, Carparking Spaces and Crossover

ACTION	DECISION
COUNCIL MEETING DATE	16 November 2026
PROPONENT	Szekely Planning Advisory
OFFICER	Rebecca Green, Planning Consultant
FILE REFERENCE	DA 2026 / 00185
ASSOCIATED REPORTS AND DOCUMENTS	1. Plans for Approval 2. Planning Scheme Response Report 3. RFI Response Letter 4. Representation (01) 5. Representation (02) 6. Applicant's Response to Representations 7. Planning Scheme Assessment

OFFICER'S RECOMMENDATION:

A. After due consideration of the application received and pursuant to Section 57 of *the Land Use Planning & Approvals Act 1993* and the *Tasmanian Planning Scheme – Break O'Day*, that the application for Residential – Alterations/Additions to Existing Dwelling & Construction of New Pergola, Carparking Spaces and Crossover on land situated at 1 Legge Street, Falmouth described in Certificate of Title 117599/1 be APPROVED subject to the following plans / documents and conditions:

Approved Plans / Documents			
Plan / Document Name	**Reference Number**	**Prepared By**	**Dated**
Cover Page and Site Plan	D.A-01	Gillian van der Schans Architectural	20th August 2026
Existing Plan and Elevations	D.A-02	Gillian van der Schans Architectural	20th July 2026
Design Plan	D.A-03	Gillian van der Schans Architectural	20th August 2026
Design Elevations	D.A-04	Gillian van der Schans Architectural	20th August 2026
Planning Scheme Response Report	-	Szekely Planning Advisory	24/08/2026
RFI Response Letter	-	Szekely Planning Advisory	11 September 2026

CONDITIONS

CONDITION		TIMING
1	**Approved Plans and/or Document**	
	Undertake development in accordance with the approved plans and/or documents. These plans and/or documents will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and to be maintained at all times.
2	**Residential Use Car Parking**	
A	The areas shown to be set aside for vehicle access and new car parking must be: a. completed before the use of the development; b. sealed and drained in a manner that will not cause stormwater nuisance;	Prior to use and maintained at all times.
3	**Stormwater**	
A	Concentrated stormwater must not be discharged into neighbouring properties.	To be maintained at all times.
4	**Vehicle Crossing**	
A	The new crossover from the road edge to the property boundary must be constructed in accordance with standard drawing TSD-R04-v3.	Prior to use and maintained at all times.
B	Prior to any work commencing on any crossover a permit must be obtained by submitting a Works Permit application form.	Prior to any work commencing on the crossover.
5	**Nuisance**	
A	Use of the development must not create a nuisance as defined by the Environmental Management and Pollution Control Act 1994.	At all times.
B	During the period of construction, works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.	Prior to use and maintained at all times.
C	All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.	At all times.
6	**Underground Infrastructure**	
A	All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works.	Prior to site works and maintained at all times.

ADVICE

1. Use or development which may impact on Aboriginal cultural heritage is subject to the *Aboriginal Relics Act 1975*. If Aboriginal relics are uncovered during works then an Aboriginal

site survey is required to determine the level of impact and the appropriate mitigation procedures.

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

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

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

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

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

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

Development Permit Information

	Details
Development Description	Residential – Alterations/Additions to Existing Dwelling & Construction of New Pergola, Carparking Spaces and Crossover
Relevant Period of Approval	2 Years
Other Necessary Permits	Building, plumbing, works permit
Attachments	TSD-R04-v3
Representations	Two (2)

INTRODUCTION:

The applicant is seeking approval for use and development of Alterations/Additions to Existing Dwelling & Construction of New Pergola, Carparking Spaces and Crossover at 1 Legge Street, Falmouth.

PREVIOUS COUNCIL CONSIDERATION:

DA 2026-168 – Construction of a fence

OFFICER'S REPORT:

1. The Proposal

The applicant is seeking approval for the use and development of alterations and additions to an existing single dwelling which includes:

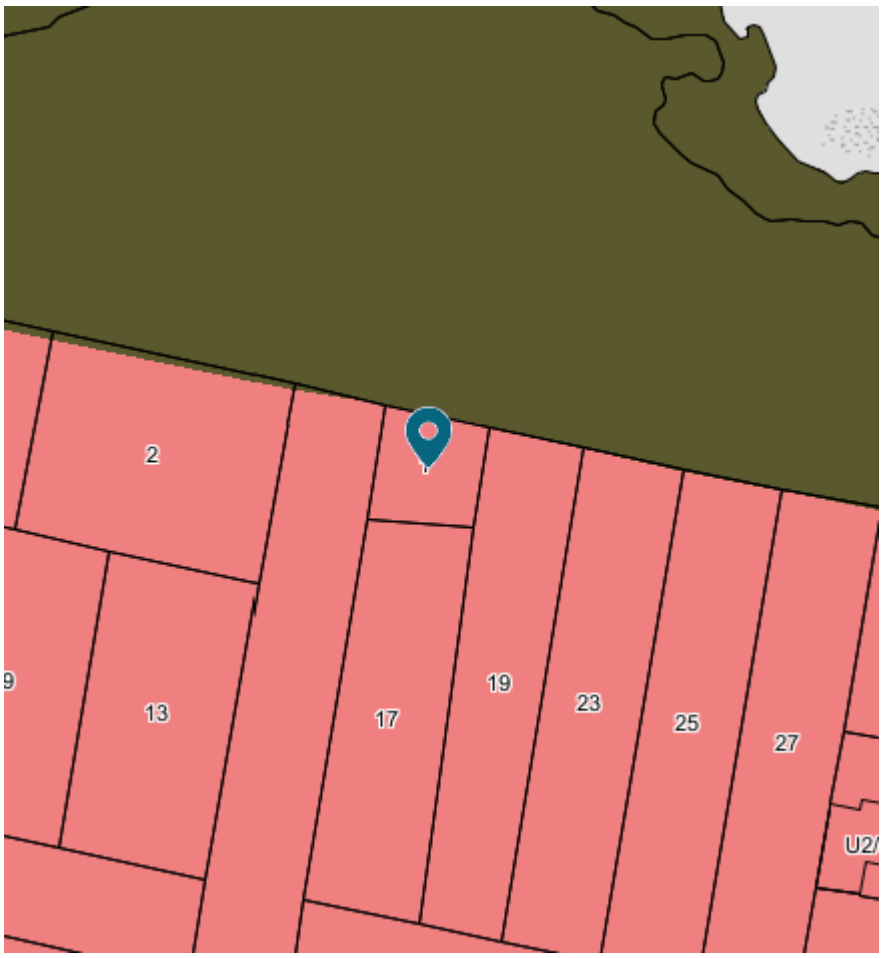
- Conversation of rear open verandah attached to existing dwelling, to enclosed kitchen, laundry and hobby room;
- Construction of pergola outdoor area with permeable roof material;
- External minor alterations to existing dwelling;
- Landscaping including stepped pathway;
- Two additional onsite car parking spaces;
- New vehicle crossing from Legge Street; and
- 2 x 10,000l water storage tanks.

The external cladding of the works will be in weather tex material with a black stain finish and new render finish to existing blockwork, with colorbond steel roof cladding, monument in colour.

2. Description of the Site and Surrounds

The subject site comprises a single lot, generally regular in shape with an area of approximately 525.785m^2. The site has primary frontage to Legge Street to the west. A boundary survey has been undertaken of the site, and the Land Surveyor has confirmed that the documentary title boundary is 114links distant from the foreshore reserve boundary. That is to say it is per the title lodged with the application. An existing single storey dwelling occupies the subject site, comprising of three bedrooms. Works on site will include external alterations to the north facing elevation within the existing crown licence area and Four Mile Creek Conservation Area. These external works are, however, exempt from requiring a planning permit in accordance with Clause 4.3.4 minor alterations. All development on site that requires a planning permit is contained within the property boundaries.

Direction	Planning Scheme Zone	Current Land Use
North	23.0 Environmental Management Zone	Crown Land
East	10.0 Low Density Residential Zone	Residential
South	10.0 Low Density Residential Zone	Residential
West	10.0 Low Density Residential Zone	Road and Residential



Locality & Zoning Plan



Aerial Imagery

3. Applicable Planning Assessment

LOCAL PROVISIONS SCHEDULE	APPLICABLE	NOTES
ZONE	YES	10.0 Low Density Residential
SPECIFIC AREA PLANS	NO	BRE-S1.0 SAFEGUARDING ST HELENS AERODROME
	NO	BRE-S2.0 STORMWATER MANAGEMENT

STATE PLANNING PROVISIONS	CODES	TRIGGER	APPLICATION
C2.0 Parking and Sustainable Transport Code	C2.2	Applies to all use and development.	Applies.
C3.0 Road and Railway Assets Code	C3.2	Applies to new vehicle crossing.	Applies

4. Referrals

4.1 Council Referrals

4.1.1 Works Department

Road Authority Comments:
Construction of a second crossover is okay. Condition for permit provided.

Stormwater Authority Comments:

Not applicable.

Engineering Comment e.g. Flood:

Not applicable.

4.1.2 Environmental Health

Not applicable.

4.2 External Referrals

Not applicable.

5. Assessment

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

- 10.4.3 Setback (P1 and P2)
- 10.5.1 Non-dwelling development (P2)
- C2.6.1 Construction of parking areas (P1)
- C2.6.3 Number of Accesses for Vehicles (P1)
- C3.5.1 Traffic Generation at a Vehicle Crossing, Level Crossing or New Junction (P1)

Detailed assessment against the provisions of the *Tasmanian Planning Scheme – Break O'Day* version 17 where the proposal was reliant on satisfying the performance criteria, is provided below.

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

Planning Assessment

10.0 Low Density Residential Zone

10.4 Development Standards for Dwellings

10.4.3 Setback

Acceptable Solutions	Performance Criteria
A1 Dwellings, excluding protrusions that extend not more than 0.9m into the frontage setback, must have a setback from a frontage not less than 8m.	**P1** The siting of a dwelling must be compatible with the streetscape and character of development existing on established properties in the area, having regard to: a) the topography of the site; b) the setbacks of surrounding buildings;

	c) the height, bulk and form of existing and proposed buildings; d) the appearance when viewed from roads and public open space adjacent to the site; and e) the safety of road users.
Performance Criteria Assessment The proposed development (pergola) is less than 8m from a frontage. The proposed pergola is to have a setback approximately 4.99m to the frontage with Legge Street. The site is an unusually small lot located at the end of a gravel Council maintained road. The existing and proposed development are located to the north and west of the site. The setbacks, height, bulk and form of the proposed pergola is similar to the existing neighbouring buildings in the area and will take full advantage of the sunlight and view from the site. The design intent of the dwelling addition is not to be visually obtrusive to the street scape, with the varying form and articulation and mix of materials and claddings. Road users will not be at risk as there is clear view from both direction of Legge Street. Performance criteria met.	
A2 Dwellings, excluding outbuildings with a building height of not more than 2.4m and protrusions that extend not more than 0.9m horizontally from the building, must have a setback from side and rear boundaries of not less than 5m.	**P2** The siting of a dwelling must not cause an unreasonable loss of amenity to adjoining properties, having regard to: a) the topography of the site; b) the size, shape and orientation of the site; c) the setbacks of surrounding buildings; d) the height, bulk and form of existing and proposed buildings; e) the existing buildings and private open space areas on the site; f) sunlight to private open space and windows of habitable rooms on adjoining properties; and g) the character of development existing on established properties in the area.
Performance Criteria Assessment Building positioning is limited with the current positioning of the existing dwelling, and the size of the site. The proposed additions and alterations to the existing dwelling includes the enclosure of the rear open verandah to create a kitchen/laundry/hobby room area. This area is to be approximately 3.1m to the rear (eastern boundary).	

The proposed development includes the demolition of an amenities area that is currently closer to the rear boundary than the proposed addition. The proposed development will reduce the encroachment to that which is existing, and will not cause an unreasonable loss of amenity to the adjoining use as a result of the proposed development.

Most of the surrounding buildings on the smaller subdivided lots in the area do not meet the side and/or rear setback requirements.

The proposed setback will not exacerbate the visual and overshadowing impact of the building on adjacent properties. The reduced rear setback does not affect private open space and habitable rooms on adjacent properties, the property to the east is not developed on the portion of the adjoining lot immediately adjacent to the site.

The proposal is consistent with the character of development on established properties in the area and where on smaller lots, also have lesser side and / or rear setbacks.

Performance criteria met.

10.5 Development Standards for Non-dwellings

10.5.1 Non-dwelling development

Acceptable Solutions	**Performance Criteria**
A2 A building that is not a dwelling, excluding protrusions that extend not more than 0.9m into the frontage setback, must have a setback from a frontage not less than 8m.	**P2** The siting of a building that is not a dwelling must be compatible with the streetscape and character of development existing on established properties in the area, having regard to: a) the topography of the site; b) the setbacks of surrounding buildings; c) the height, bulk and form of existing and proposed buildings; d) the appearance when viewed from roads and public open space adjacent to the site; and e) the safety of road users.

Performance Criteria Assessment

The proposed works associated with the existing dwelling includes the placement of two 10,000l rainwater tanks on the site. One tank is currently on site but not installed. The two rainwater tanks will be a colour similar to Monument. The site is constrained in locating the rainwater tanks due to the small land area and geological attributes in addition to topography, such as the presence of rock. The site is located at the terminal end of a no through road with limited properties fronting this portion of Legge Street. All properties are separated from each other and orientated northwards to capture the ocean views. Given the un-serviced nature of the locality, water storage tanks form an essential and common component within properties in Falmouth. The placement of the water storage tanks within the frontage is reduced by adjoining and adjacent dwellings orientated to the ocean, with the proposed water

storage tanks being recessive due to topography, colour and interspersed site vegetation. The tanks will be further obscured by the side boundary fence (DA 2026/00168 – exempt) and an existing large Macrocarpa tree. The location of the tanks will not affect the safety of road users, and the tanks will not affect sight distances in relation to road users. The siting of the tanks is compatible with the streetscape and will not cause an unreasonable loss of amenity for adjoining properties.

Performance criteria met.

C2.0 Parking and Sustainable Transport Code

C2.6 Development Standards for Buildings and Works

C2.6.1 Construction of parking areas

Acceptable Solutions	Performance Criteria
A1 All parking, access ways, manoeuvring and circulation spaces must: a) be constructed with a durable all weather pavement; b) be drained to the public stormwater system, or contain stormwater on the site; and c) excluding all uses in the Rural Zone, Agriculture Zone, Landscape Conservation Zone, Environmental Management Zone, Recreation Zone and Open Space Zone, be surfaced by a spray seal, asphalt, concrete, pavers or equivalent material to restrict abrasion from traffic and minimise entry of water to the pavement.	**P1** All parking, access ways, manoeuvring and circulation spaces must be readily identifiable and constructed so that they are useable in all weather conditions, having regard to: a) the nature of the use; b) the topography of the land; c) the drainage system available; d) the likelihood of transporting sediment or debris from the site onto a road or public place; e) the likelihood of generating dust; and f) the nature of the proposed surfacing.

Performance Criteria Assessment

Existing Parking Area – Parking and access ways for manoeuvring and circulation is existing and has serve the residential use historically. Legge Street is a compacted gravel Council maintained road and access and car parking spaces arising from Legge Street will also continue to be compacted gravel. This is consistent with parking, accessways and manoeuvring spaces associated with development in Falmouth and continues to be useable in all weather conditions.

The existing parking area meets the performance criteria.

Proposed Parking Area – The proposed two car parking space are in proximity to the southern side boundary will be constructed with a durable all weather pavement (exposed aggregate concrete), and be drained to the public stormwater system. The proposed parking area meets the acceptable solution.

C2.6.3 Number of accesses for vehicles

Acceptable Solutions	Performance Criteria
A1 The number of accesses provided for each frontage must: a) be no more than 1; or b) no more than the existing number of accesses, whichever is the greater.	**P1** The number of accesses for each frontage must be minimised, having regard to: a) any loss of on-street parking; and b) pedestrian safety and amenity; c) traffic safety; d) residential amenity on adjoining land; and e) the impact on the streetscape.

Performance Criteria Assessment

The subject site supports one existing vehicle access from Legge Street. Current and proposed development restricts this area to provide any additional car parking. An additional access (crossover) from Legge Street is proposed to two additional car parking spaces to the south of the site.

The site is a small lot, with an existing access and on site car parking. An existing large tree which is to be retained, constrains any additional onsite car parking in the vicinity of the existing car parking space. Additional on-site car parking and an additional vehicles crossover from Legge Street is to be provided to the southern extent of the site. The additional crossover enables additional car parking on the site and reducing the need for any on-street parking. The number of accesses required to service the residential use has been minimised and reduces the need for on-street parking.

The low vehicle traffic volume on this northern portion of Legge Street ensures there will be no impact on pedestrian or traffic safety with clear visibility available. Only three dwellings access this no through road portion of Legge Street. The proposed development will not intensify vehicular movements.

Performance criteria met.

C3.0 Road and Railway Assets Code

C3.5 Use Standards

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

Acceptable Solutions	Performance Criteria
A1.1 For a category 1 road or a limited access road, vehicular traffic to and from the site will not require: a) a new junction; b) a new vehicle crossing; or c) a new level crossing. **A1.2** For a road, excluding a category 1 road or a	**P1** Vehicular traffic to and from the site must minimise any adverse effects on the safety of a junction, vehicle crossing or level crossing or safety or efficiency of the road or rail network, having regard to: a) any increase in traffic caused by the use; b) the nature of the traffic generated by the use; c) the nature of the road;

limited access road, written consent for a new junction, vehicle crossing, or level crossing to serve the use and development has been issued by the road authority. **A1.3** For the rail network, written consent for a new private level crossing to serve the use and development has been issued by the rail authority. **A1.4** Vehicular traffic to and from the site, using an existing vehicle crossing or private level crossing, will not increase by more than: a) the amounts in Table C3.1; or b) allowed by a licence issued under Part IVA of the *Roads and Jetties Act 1935* in respect to a limited access road. **A1.5** Vehicular traffic must be able to enter and leave a major road in a forward direction.	d) the speed limit and traffic flow of the road; e) any alternative access to a road; f) the need for the use; g) any traffic impact assessment; and h) any advice received from the rail or road authority.

Performance Criteria Assessment

A new vehicle crossing is proposed and at the time of the lodgement of the development application, written consent from the road authority has not been provided.

The northern extent of Legge Street, which is a Council maintained gravel road, is a no through road and services access to three residential properties, including the subject site. The volume of traffic utilising this portion of Legge Street is low. The proposed development will not intensify the vehicular movements on this portion of Legge Street.

The additional vehicle crossing will provide for the parking of vehicles on the site, negating the need for on street parking. With no increase in traffic caused by the additional crossover and the nature of the traffic continuing to serve the existing residential use, there is not expected to be any adverse effect on safety or road efficiency as a result of the additional crossover.
The need for the additional crossover is to merely serve the existing residential use, and provide adequately for onsite car parking.

The road authority has reviewed the proposal, and considers that the additional vehicle crossover is fine. A permit condition, requiring the construction of the crossover to the required standards shall be placed upon any approval.

Performance criteria met.

6. Representations

The application was advertised 19th September 2026 until 2nd October 2026 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. Two (2) representations were received prior to the closing date and time. The issues raised within the representation are as follows:-

Representation 01 - Issues	**Response**
No obvious display sign	The Planning Department did install the notification sign in accordance with the requirements and the file contains a photograph of evidence this did occur on Friday 18th September at 12.51pm. It is believed that the sign may have blown down in the wind.
The title boundaries as indicated on the main drawing plan would appear to be out of position when compared to the Title Boundary Pegs.	The submitted plans have been drawn based upon the dimensions provided within the folio plan. The applicant has provided confirmation that a recent boundary survey has been undertaken by a registered land surveyor advising that it is consistent with the title lodged with the application which the site plan is based upon. It is noted that the proposed development is wholly contained within the title boundaries.
The sewage system and wastewater are extremely basic and discharge directly onto the foreshore reserve.	Under the current Tasmanian Planning Scheme, there is neither a zone nor code provision which requires planning assessment of an onsite wastewater management system for residential development. The proposal does result in a decrease in the number of bedrooms from the current three-bedroom layout down to the proposed two-bedrooms that were shown on the advertised plans. The wastewater system does not require assessment or consideration under the Tasmanian Planning Scheme.
The blockwork fence is totally out of character with this area of Falmouth, especially in relation to materials, size and colour.	The blockwork fence was previously considered by Council under a separate application and does not form part of the current application. It was determined that the fence complied with the requirements outlined within the exemption 4.6.3 and 4.6.4 from the Tasmanian Planning Scheme. Therefore, the blockwork fence did not require planning approval and is not considered as part of the assessment of this application.

Representation 02 - Issues	Response
Concerns in relation to discrepancies between lot size shown on plans, and the Planning Scheme Report.	The subject site at 1 Legge Street has a total site area of 525.7849m^2, as per the folio plan. While it is acknowledged that there is discrepancy between the plans and the planning report, it is confirmed that the 464m^2 site area which was referenced within the report is incorrect. However, this does not impact upon the assessment of the application as the boundary dimensions and site area of the property as shown within the advertised plans, are in accordance with the current folio plan.
Concerns that when the site was listed for sale, it was marketed as having no onsite car parking.	Noted, however, one existing car parking space is available on the site, and shown on the advertised plans and contained within the site boundaries. The proposal meets the requirements of C2.0 Parking and Sustainable Transport Code.
Two 10,000l rainwater tanks will be installed, however there is no mention of a static metal water tank for fire purposes.	The subject site is not subject to the Bushfire Prone Areas Overlay, and therefore there is no requirement for the provision of a static water supply for fire fighting purposes.
Concerns that the proposed breeze blockwork fence would be totally out of character with the area, in height and in material.	The blockwork fence was previously considered by Council under a separate application and does not form part of the current application. It was determined that the fence complied with the requirements outlined within the exemption 4.6.3 and 4.6.4 from the Tasmanian Planning Scheme. Therefore, the blockwork fence did not require planning approval and is not considered as part of the assessment of this application.
Concerns that the existing sewage system will need upgrading.	Under the current Tasmanian Planning Scheme, there is neither a zone nor code provision which requires planning assessment of an onsite wastewater management system for residential development. The proposal does result in a decrease in the number of bedrooms from the current three-bedroom layout down to the proposed two-bedrooms that were shown on the advertised plans. The wastewater system does not require assessment or consideration under the Tasmanian Planning Scheme.

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

7. Mediations

No mediation has occurred.

8. Conclusion

In accordance with 6.10 of the *State Planning Provisions (Tasmanian Planning Scheme – Break O'Day)*, the application has been assessed against the objectives of the Scheme, in particular the Low Density Residential zone and all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and six (6) Performance Criterion. The received representations have been considered with recommended conditions proposed in response to the relevant concerns.

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Key Focus Area:

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

LEGISLATION & POLICIES:

Tasmanian Planning Scheme – Break O'Day
Land Use Planning and Approvals Act 1993
Local Government (Building and Miscellaneous Provisions) Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority

11/26.8.3 DA 133-2026 – 56 Main Road, St Marys - Visitor Accommodation – Additional Use For Visitor Accommodation

ACTION	DECISION
COUNCIL MEETING DATE	16.11.2026
PROPONENT	TSN Invest Pty Ltd
OFFICER	Alex McKinlay – Town Planner
FILE REFERENCE	DA 2026 / 00133
ASSOCIATED REPORTS AND DOCUMENTS	1. Plans and Documents for Approval 2. Representation (1) 3. Applicant's Response to Representation 4. Planning Scheme Assessment

OFFICER'S RECOMMENDATION:

A. After due consideration of the application received and pursuant to Section 57 of *the Land Use Planning & Approvals Act 1993* and the *Tasmanian Planning Scheme – Break O'Day*, that the application for Additional Use for Visitor Accommodation on land situated at 56 Main Street, St Marys described in Certificate of Title 13655/2 be APPROVED subject to the following plans / documents and conditions:

Approved Plans / Documents			
Plan / Document Name	**Reference Number**	**Prepared By**	**Dated**
Site Plan	SP-01	TSN Invest Pty Ltd	27/09/2026
Ground Floor Plan (Lower Level)	Sheet 1 of 2, REV: K	Submitted by TSN Invest Pty Ltd	17/07/2026
Upper Floor Plan (Entry Level)	Sheet 2 of 2, REV: B	Submitted by TSN Invest Pty Ltd	17/07/2026

CONDITIONS

CONDITION		TIMING
1.	**Approved Plans and/or Document**	
A	Undertake Use in accordance with the approved plans and/or documents. These plans and/or documents will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and to be maintained at all times.
2.	**Visitor Accommodation**	
A	A management plan for the operation of the visitor accommodation must be submitted to Council for endorsement. The management plan must include, but is not limited to, the following measures:	Prior to use and maintained at all times.

	a. To limit, manage and mitigate noise generated as a result of the visitor accommodation; b. To limit, manage, and mitigate behaviour issues caused as a result of the visitor accommodation; c. To specify that maximum occupancy of the visitor accommodation is 10 people; d. To specify that if guests utilise the site for the parking of vehicles they must be parked on the site in the approved carparking area and detail where the designated parking space is located and how the space is to be accessed; and e. To provide the name and contact phone number of a person who will respond to any complaints regarding behaviour of guests.	
B	Obtain endorsement from Council for the management plan for the visitor accommodation plan. Operation of the visitor accommodation must be in accordance with the endorsed management plan and the name of the manager; their associated contact information is to remain updated at all times and those details be provided to Council.	Prior to use and maintained at all times.
C	Once endorsed, the Visitor Accommodation Management Plan must be provided to adjoining property owners and occupiers.	Prior to use and maintained at all times.
3.	**Nuisance**	
A	Use of the development must not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*	Maintained at all times.

ADVICE

1. This permit allows for the dual Residential Use and Visitor Accommodation Use of the existing dwelling at 56 Main Street, St Marys (CT 13655/2).

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

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

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

Development Permit Information	Details
Development Description	Visitor Accommodation - Additional Use for Visitor Accommodation
Relevant Period of Approval	2 Years
Other Necessary Permits	Nil
Attachments	Nil
Representations	One (1)

INTRODUCTION:

The applicant is seeking approval for the allocation of an additional use of visitor accommodation to the existing dwelling on the subject site at 56 Main Street, St Marys.

PREVIOUS COUNCIL CONSIDERATION:

Nil

OFFICER'S REPORT:

1. The Proposal

The proposal is for an additional use of visitor accommodation being applied to the subject site at 56 Main Street, St Marys (CT 13655/2). The property is subject to the 14.0 Local Business Zone from the Tasmanian Planning Scheme. The subject site has an existing four-bedroom, two-storey dwelling which was converted from a storage building. The previous change of use application which resulted in the current dwelling received building approval by the previous Fingal Council under application number 034-1992. It is important to note that the current dwelling contains an existing balcony along the north-eastern side of the dwelling which facilitates access to the upper floor from the natural ground level. This application seeks to apply the additional use of visitor accommodation to the entirety of the unit/dwelling.

2. Applicable Planning Assessment

- 14.0 Local Business Zone
- C2.0 Parking and Sustainable Transport Code
- C3.0 Road and Railway Assets Code

3. Referrals

- No referrals were required for this application.

4. Assessment

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

Tasmanian Planning Scheme – Break O'Day State Planning Provisions Version 17:

- *14.3.2 Discretionary uses* **(P1 and P2)**

Detailed assessment against the provisions of the *Tasmanian Planning Scheme – Break O'Day* version 17 where the proposal was reliant on satisfying the performance criteria, is provided below.

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

Planning Assessment

14.0 Local Business Zone

14.3 Use Standards

14.3.2 Discretionary uses

Acceptable Solutions	**Performance Criteria**
A1 No Acceptable Solution.	**P1** A use listed as Discretionary must: a) not cause an unreasonable loss of amenity to properties in adjoining residential zones; and b) be of an intensity that respects the character of the area.

Assessment against the Performance Criteria is required.

Performance Criteria Assessment

This application which seeks approval for the allocation of an additional use of visitor accommodation to the existing dwelling on the subject site at 56 Main Street, St Marys, is unable to satisfy the acceptable solution.

The proposed visitor accommodation is unable to satisfy the qualifications of the permitted use class and is therefore discretionary in accordance with the 14.2 Use Table. Specifically, the application seeks the allocation of visitor accommodation to the entirety of the two-storey dwelling and the building is not located towards the rear of the premise since the site is a corner lot. However, the performance criteria can be considered appropriately satisfied as evident in the completed assessment below:

a) The site does not directly adjoin properties that are subject to a residential zone but it is located within proximity to residential properties subject to the 8.0 General Residential Zone. Given that the site has an existing dwelling, any noise that may be generated by the use will likely be comparable to noise generated by a residential use (i.e. permanent residents or tenants). It is worth noting that given the nature of visitor accommodation, the structure will likely be unoccupied between bookings with regard being given to cleaning/maintenance. Accordingly, the proposed additional use for visitor accommodation is not likely to impact upon the amenity enjoyed by surrounding residents noting that the dwelling retains its residential use rights.

b) The existing dwelling which currently contains four bedrooms, is anticipated to accommodate a maximum of 10 guests as shown on the advertised site plan. The existing residential character along Aulichs Lane is likely to remain uncompromised due to the existing nature of the building (i.e. existing dwelling rather than new accommodation units). Importantly, the existing dwelling is located over 20m southward of the main street of the St Marys Township which can be characterised by a mixture of

retail, food services, commercial and residential uses (note: the St Marys pub to the west also provides accommodation).

Acceptable Solutions	Performance Criteria
A2 No Acceptable Solution.	**P2** A use listed as Discretionary must not compromise or distort the activity centre hierarchy, having regard to: a) the characteristics of the site; b) the need to encourage activity at pedestrian levels; c) the size and scale of the proposed use; d) the functions of the activity centre and the surrounding activity centres; and e) the extent that the proposed use impacts on other activity centres.

Assessment against the Performance Criteria is required.

Performance Criteria Assessment

This application which seeks approval for the allocation of an additional use of visitor accommodation to the existing dwelling on the subject site at 56 Main Street, St Marys, is unable to satisfy the acceptable solution.

As detailed in the completed assessment for P1 above, the proposed visitor accommodation is unable to satisfy the qualifications of the permitted use class and is therefore discretionary in accordance with the 14.2 Use Table. However, the performance criteria can be considered appropriately satisfied as evident in the completed assessment below:

a) The 1983m^2 mix-use site can be characterised as having a slight slope from the eastern side boundary downward to the western side boundary. Notably, there is an existing General and Retail Hire Use (note: IGA supermarket) along the northern frontage which has designated parking spaces along the main street. In addition to the supermarket, there are a few outbuilding structures on the site which are utilised in conjunction with the existing Residential Use (note: previous two-storey storage building which was converted into a dwelling).

b) The existing dwelling is located over 20m southward of the main street of the St Marys Township further noting that Aulichs Lane does not contain a pedestrian footpath. Importantly, the existing General and Retail Hire Use (note: IGA supermarket) along the northern frontage as detailed above, is associated with streetscape activation / encouraging pedestrian activity via the existing footpath which extends along both sides of the main street.

c) The allocation of an additional use of visitor accommodation is intended to apply to a two-storey dwelling which has four bedrooms and has an approximate gross floor area of 161.786m^2 (note: excludes the void and balcony on the upper floor). While a maximum of 10 guest is anticipated, it is reasonable to determine that the proposed visitor accommodation use is of a scale that does not impact or compromise the surrounding retail, food services, commercial and residential uses.

d) The St Marys Township is categorised as a Rural Town (note: this is defined as *'larger townships providing lower order administrative and commercial functions with a sub-regional role for other centres in the surrounding district, particularly where distances to major urban areas make regular travel difficult'*) but more specifically as a Town Centre within the Northern Tasmania Regional Land Use Strategy. As outlined on page 37 of the aforementioned strategic planning document, the predominate role of this settlement type is, *'To serve daily needs of surrounding community and provide a focus for day-to-day life within a community'*. While a fairly dated document, it is important to note that Council's Land Use Strategy 2015 identifies numerous roles of the township but of relevance to this application, it specifically states the following on page 103, *'Provide a wider range of living (including aged housing) and tourist accommodation options'*. Therefore, it is reasonable to conclude that the allocation of visitor accommodation to the two-storey dwelling on the site does not compromise the function of the activity centre associated with St Marys nor would it impact upon Scamander or Fingal given the relatively small scale of the intended visitor accommodation use (i.e. confined to a single building rather than multiple units).

e) Please refer to the completed assessment above.

5. Representations

The application was advertised 3rd October 2026 to 19th October 2026 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. One (1) representation was received prior to the closing date and time. The issues raised within the representation are as follows:-

Issue	Response
Concerned with the accumulated mess which has occurred around the dwelling and outbuildings and would like assurance that future tenants will ensure that the property is appropriately maintained.	The concerns have been noted but it is not applicable to the assessment of this application against the current Tasmanian Planning Scheme. Specifically, the matter raised is external to the relevant zone and code provisions of the Tasmanian Planning Scheme.
The representor's final concern relates to an existing tin shed located on the south-western corner of the property. They have requested that the shed be removed as it is considered a traffic hazard with particular emphasis on existing and future users of the side street.	The assessment of this planning application does not require consideration of existing outbuilding structures on the property but the concern has been passed onto the applicant. In response, the applicant has advised that removal of the shed forms part of their current plans for the property and are comfortable discussing the concerns that were raised with the representor.

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

6. Mediations

- No mediation occurred as part of this application.

7. Conclusion

In accordance with 6.10 of the *State Planning Provisions (Tasmanian Planning Scheme – Break O'Day)*, the application has been assessed against the objectives of the Scheme, in particular the 14.0 Local Business Zone all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and two (2) Performance Criterion. The received representation has been considered.

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

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Key Focus Area:

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

LEGISLATION & POLICIES:

Tasmanian Planning Scheme – Break O'Day
Land Use Planning and Approvals Act 1993
Local Government (Building and Miscellaneous Provisions) Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority

The Mayor to advise Council that it has now concluded its meeting as a Planning Authority under Regulation 29 of the Local Government (Meeting Procedures) Regulations 2025.

11/26.9.0 COUNCIL MEETING ACTIONS

11/26.9.1 Outstanding Matters

Break O'Day

COUNCIL RESOLUTIONS - MEETINGS - PUBLIC

09/11/2026

28
GOALS

79%
GOAL COMPLETION

COUNCIL RESOLUTIONS PLAN

COUNCIL RESOLUTIONS - NOVEMBER 2026

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	19/10/2026	16/11/2026	**10/26.8.1.861 DA 047-2026 – 104 Main Road, Binalong Bay - Residential – Additions and Alteration to Existing Dwelling and Extension to Existing Outbuilding**	1. 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 Residential - Additions and Alterations to Existing Dwelling and Extension to Existing Outbuilding on land situated at 104 Main Road, Binalong Bay described in Certificate of Title 240588/5 be APPROVED subject to the following plans / documents and conditions:	Planning Permit issued 27th October 2026	Development Services Coordinator
100%	19/10/2026	16/11/2026	**10/26.8.2.862 DA 145-2026 56 & 56A Scamander Avenue, Scamander - Subdivision – Boundary Variation between Two Lots (Boundary Adjustment)**	1. 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 Subdivision - Boundary Variation between Two Lots (Boundary Adjustment) on land situated at 56 Scamander Avenue, Scamander and 56A Scamander Avenue, Scamander described in Certificate of Titles 153446/1 and 153446/2 be APPROVED subject to the following plans / documents and conditions:	Planning Permit issued 27th October 2026	Development Services Coordinator

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	19/10/2026	16/11/2026	**10/26.17.4.873 Council Meeting Dates for 2027**	That the following dates be approved for Council Meetings and Workshops to be held in 2027. Council Workshops Commencing at 9.00am — Council Meetings (time to be determined) — Monday 18 January Monday 1 February — Monday 15 February Monday 1 March — Monday 15 March Monday 5 April — Monday 19 April Monday 3 May — Monday 17 May Monday 7 June — Monday 28 June Monday 5 July — Monday 19 July Monday 2 August — Monday 16 August Monday 6 September — Monday 20 September Monday 4 October — Monday 18 October Wednesday 3 November — Monday 15 November Monday 6 December — Monday 20 December	The Council Meeting dates for 2027 were endorsed by Council. Notice of Meetings 2027 will be advertised via newspaper and website.	General Manager
100%	19/10/2026	16/11/2026	**10/26.17.3.872 Office Closure – Christmas to New Year**	That Council: 1. Authorise the General Manager to close the Council Office and the Works Depot for the Christmas Break from 12pm on Thursday 24 December 2026, reopening on Monday 4 January 2027. 2. Note that the annual employee Christmas function is to be held a couple of weeks prior, with the date to be confirmed. On the day of the function, the office will close at 12:00pm.	Council endorsed officer's recommendations. Note the Employee Christmas Function has been scheduled for 9 December.	General Manager

COUNCIL RESOLUTIONS - OCTOBER 2026

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	21/09/2026	19/10/2026	**09/26.8.1.845 DA 093-2025 -15 Acacia Drive, Ansons Bay – Retrospective Approval of Deck attached to Existing Dwelling**	1. 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 Residential - Retrospective Approval of Deck attached to Existing Dwelling on land situated at 15 Acacia Drive, Ansons Bay described in Certificate of Title 143525/54 be APPROVED subject to the following plans / documents and conditions:	Planning Permit issued 23rd September 2026	Development Services Coordinator
100%	21/09/2026	19/10/2026	**09/26.8.2.846 DA 055-2026 - 199 St Helens Point Road, Stieglitz – Additions and alterations to existing dwelling**	1. 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 Residential – Additions & Alterations to Existing Dwelling on land situated at 199 St Helens Point Road, Stieglitz described in Certificate of Title 143446/1 be APPROVED subject to the following plans / documents and conditions:	Planning Permit issued 23rd September 2026	Development Services Coordinator
100%	21/09/2026	19/10/2026	**09/26.8.3.846 DA 073-2026 - 2 Hugh Street, St Marys – Constructions of five (5) units**	1. 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 Residential – Construction of Five (5) Units on land situated at 2 Hugh Street, St Marys described in Certificate of Title 48884/1 be APPROVED subject to the following plans / documents and conditions:	Planning Permit issued 23rd September 2026	Development Services Coordinator
100%	21/09/2026	19/10/2026	**09/26.8.4.847 DA 157-2026 - 29 Talbot Street, Fingal – Construction of eight (8) units**	1. 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 Residential – Construction of 8 New Dwellings including Associated Fencing, Landscaping, Carparking and Additional Vehicular Access on land situated at 29 Talbot Street, Fingal (with works in Brown Street road reservation) described in Certificate of Title 147441/1 be APPROVED subject to the following plans / documents and conditions:	Planning Permit issued 23rd September 2026	Development Services Coordinator

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
30%	21/09/2026	19/10/2026	**09/26.11.1.848 St Helens Greek Mythology Project – Mayor Tucker**	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:* That Council considers and discusses the proposal from Ms Jenny Love to develop a public artwork or interpretive display recognising the Greek mythology reflected in the naming of streets and places within St Helens, and provides direction on whether the proposal should be further developed.	Jenna and Community Services are working on this one directly with Jenny Love. Information on what is being planned will come back to COuncil for a decision once we are out of caretaker mode.	Executive Officer
50%	21/09/2026	30/11/2026	**09/26.14.3.853 Pedestria nRefuge Island – Cecilia Street**	That Council endorse the construction of a pedestrian refuge island on Cecilia Street just north of the Cecilia/Quail Street junction, as recommended by Traffic & Civil Services.	Council has endorsed the construction of a pedestrian refuge island on Cecilia Street just north of the Cecilia/Quail Street junction, as recommended by Traffic & Civil Services. Building Tasmania has issued the works authority, with installation scheduled to occur during November 2026. Council's Graduate Engineer has been assigned to manage the project.	Manager Infrastructure and Development Services
100%	21/09/2026	19/10/2026	**09/26.15.3.856 Sponsorsh iprequest – St Helens Croquet Club Annual Event**	1. That Council provide $1,000 to assist the St Helens Croquet Club with their event which is being held on 14 and 15 November 2026 2. That Council include the sum of $1,000 in any future budgets for this event as Council sponsorship.	Group advised of their success, funds have been paid and annual sum included in the draft 2026 - 2027 budget document.	Manager Community Services
0%	21/09/2026	19/10/2026	**09/26.16.2.858 Bird Flu – Council Preparedness and Response**	Council endorse the *Interim Break O'Day Council Bird Flu Plan – Sept 2026* for its role and plans for the developing Bird Flu (N5N1) biosecurity emergency and implementing the *Tasmanian Avian Influenza Readiness and Response Plan* in Break O'Day.		NRM Facilitator

COUNCIL RESOLUTIONS - AUGUST 2026

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	17/08/2026	30/09/2026	**08/26.14.3.827 Cecilia Street St Helens – 40km/hr Shopping Zone**	That Council endorse the establishment of a 40 km/h Shopping Zone in St Helens, comprising approximately 570 metres of Cecilia Street between Georges Bay Esplanade and Mill Court, and approximately 330 metres of Quail Street between Bowen Street and Cameron Street, as recommended by Traffic & Civil Services, and apply to the Tasmanian Transport Commissioner for approval.	Application for the establishment of a 40km/hr shopping zone has been submitted to the Commissioner of Transport on 25 August 2026. A response was received on 23 September 2026 advising that the Commissioner pursuant to Section 59(1) of the Traffic Act 1925, has approved the associated installation / modification of speed limit signs. To ensure that all of the speed limit signage changes occur at the same time, the Department will arrange for the required signage on the Council-owned section of Quail Street to be installed at the same time that it is carrying out the signage works on the Tasman Highway and Binalong Bay Tourist Road. State Roads will communicate the changed speed limit with relevant stakeholders and 'New Speed Limit Ahead' warning signs will be installed on the approaches to highlight the altered arrangements to motorists.	Manager Infrastructure and Development Services
100%	17/08/2026	21/09/2026	**08/26.17.3.840 Policy No LG 55 – Local Government Election - Caretaker Policy Review**	That Council adopts the revised LG55 – Local Government Election – Caretaker Period Policy.	Policy updated.	Corporate Services Coordinator

COUNCIL RESOLUTIONS - JULY 2026

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	20/07/2026	17/08/2026	**07/26.14.3.808 Policy review – AM13 Memorial Gardens Policy**	That Policy AM13 Memorial Gardens, be accepted without amendment.	Policy updated	Corporate Services Coordinator
100%	20/07/2026	17/08/2026	**07/26.14.4.809 Policy review – AM18 Nature Strip Planting Policy**	That Policy AM19 Nature Strip Planting, be accepted without amendment.	Policy Updated	Corporate Services Coordinator

COUNCIL RESOLUTIONS - MAY 2026

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
50%	18/05/2026	30/06/2026	**05/26.11.2.760 Replace native grasses and rushes – Mayor Mick Tucker**	That Council, over the next 12 months, remove and replace non- flowering grasses in the main CBD of St Helens and replace with colourful, vibrant plants that are drought resistant, in keeping with our town's coastal identity and in line with endorsed Council Planting Guidelines.	Council officers have prepared a Workshop item for the November 2026 Workshop for discussion with Councillors, that includes planting options and cost estimates.	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS - APRIL 2026

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	20/04/2026	18/05/2026	**04/26.15.6.744 Art & Culture Funding Program 2025 – 2026**	That Council allocate funding to the following project through the Art & Culture Grant Program 2025–2026: Mel Fidler and Natasha Lowe Project Description: Ocean Creatures with Plastic Features Funding Allocation: $2,500, with the condition that these funds are not used to cover wage-related expenses associated with the project. That Council staff write to the other organisation and ask that they redo their budget as there is a doubling up of costs with another event.	Council approved the funding for this organisation after additional information was provided and funding has been forwarded to the organisation to assist with their events and programs	Manager Community Services
50%	20/04/2026	30/06/2026	**04/26.17.3.753 Honour boards for Recognition of Service**	That Council: 1. Establish a digital format Honour Board to recognise elected member service; 1. Endorse the publication of the Honour Board on Council's website to ensure broader public accessibility.	Council endorsed the digital Honour Board and its publication on Council's website. Officers are currently exploring options to design the Honour Board and related content in-house using an existing program already subscribed to by Council. Publication on the website will occur following the redevelopment of Council's website, which is currently in the tender evaluation stage.	Governance Officer

COUNCIL RESOLUTIONS 2025

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
50%	21/07/2025	31/08/2025	**07/25.15.4.647 CCTV Cameras at Mathinna Recreation Ground**	07/25.15.4.647 Moved: Clr I Carter/ Seconded: Clr K Wright That Council investigate the installation of security cameras at the Mathinna Recreation Ground in response to ongoing reports of alleged inappropriate or anti-social behaviour occurring on weekends and pursue relevant grant funding opportunities to cover the associated installation costs. CARRIED UNANIMOUSLY	Quote has been received - Waiting for grants opportunity to become available	Manager Community Services
100%	15/09/2025	06/11/2025	**09/25.11.1.573 Installing Pedestrian Crossings in St Helens – Mayor Tucker**	That Council investigate, with the appropriate authorities, the feasibility of installing two additional pedestrian crossings in the main centre of St Helens on Cecilia Street — one located near the Post Office and one near the Bakery.	Council has endorsed the construction of a pedestrian refuge island on Cecilia Street just north of the Cecilia/Quail Street junction, as recommended by Traffic & Civil Services. Building Tasmania has issued the works authority, with installation scheduled to occur during November 2026. Council's Graduate Engineer has been assigned to manage the project.	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS 2024

Current Co...	Meeting ...	Due D...	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**	*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:* 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: 1. Improved Parking Accessibility 2. Assessment of Additional Parking Areas, traffic calming and pedestrian safety improvements.	Binalong Bay Master Plan has been reviewed and a draft consulting services brief prepared and will be addressed as part of the Liveability Strategy to be developed.	Manager Infrastructure and Development Services
75%	20/05/2024	24/06/2024	**05/24.9.1.358 Developing walking trails around and within the Scamander Complex precinct – Clr Carter**	A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation: That Council considers options to develop walking trails around and within the Scamander Complex precinct.	At the Special Council Meeting on Wednesday, 29 October 2025, Council endorsed the Senior Town Planner's recommendation to release the Draft Scamander–Beaumaris Structure Plan for public consultation and engagement from Monday, 3 November to Sunday, 30 November 2025 (4 weeks). Item 05/24.9.1.358, regarding developing walking trails around and within the Scamander Complex precinct (Clr Carter), is linked to the structure plan development process.	Manager Infrastructure and Development Services
75%	15/07/2024	31/08/2024	**07/24.9.1.401 Lease/ management agreement for the front garden of the old hospital site at St Helens – Clr Carter**	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:* That Council 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.	Discussions with the owner of the site have have been ongoing regarding Council's interest in securing this piece of land has been reinforced with the latest contact being on 26/5/26. An indicative Plan was prepared by a Surveyor indicating a minimum area of approximately 990m2 would be required. This provides a depth of 24m from the Cecilia street frontage.	General Manager

COUNCIL RESOLUTIONS 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
50%	20/03/2023	30/06/2023	**03/23.15.7 St Helens Sports Complex**	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
90%	18/12/2023	29/02/2024	**12/23.9.1.265 Indigenous name for St Patricks Head – Clr J Drummond**	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:* That Council support the Indigenous name for St Patricks Head, which is lumeragenena wuggelena according to the Department of Natural Resources and Environment Tasmania.	Following the change to the Reconciliation Action Plan process, the matter has been pursued with PWS requesting that they install the signage as per their internal processes. Council officers raise this periodically with PWS staff and it is not high on their priority list due to resource availability.	General Manager

COUNCIL RESOLUTIONS 2022

Current Co...	Meeting ...	Due D...	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 is an on-going topic yet to be developed and opportunities bought to Council's attention through Council's NRM Committee. It arose in 2022 when the Committee discussed questions being 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 and has since started several initiatives responding to the issues that were raised.	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

11/26.10.0 PETITIONS

Nil

11/26.11.0 NOTICES OF MOTION

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

Nil

11/26.12.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

11/26.12.1 Mayor's Communications for Period Ending 16 November 2026

20.10.2026	**St Helens**	– Senator Chris Gatenby, tour of Break O'Day with Council's General Manager, providing an opportunity to familiarise Sen Gatenby with the area and brief him on key Council projects, regional priorities and future funding needs.
21.10.2026	**St Helens**	– Municipal Emergency Management Committee, attended the pre fire season meeting to receive a briefing on the season ahead and preparations. Also provided an opportunity to discuss some of the challenges last year and adjustments to how responses occur.
29.10.2026	**St Helens**	– Christmas Artwork Judging Panel, judged St Helens School students' entries in Council's annual Christmas artwork competition, with the winning artworks displayed around Break O'Day during the festive season.
29.10.2026	**St Marys**	– Rural Crime Forum, The forum provided an overview of rural crime issues in the Break O'Day municipality and an opportunity for community members to meet with local officers and discuss practical ways they can work together to prevent and respond to rural crime.
31.10.2026	**St Helens**	– Tasmanian Lions Convention, attended the official opening recognising the contribution of Lions clubs and volunteers to communities across Tasmania.
31.10.2026	**St Helens**	– St Helens Neighbourhood House Community BBQ, opportunity to welcome the new Board, recognise the contributions of volunteers and members and celebrate the local community.
05.11.2026	**Canberra**	– Australian Local Government Association (ALGA) Board meeting.
09.11.2026	**St Helens**	– Council Workshop.
10.11.2026	**St Helens**	– St Helens Neighbourhood House, meeting with President Claudia Butler involving Council's General Manager, to receive an update on the House's activities and the transition to the new Committee.

11.11.2026	**St Helens**	– Remembrance Day, attended service at the War Memorial, St Helens and laid a wreath to honour those who have served.
12.11.2026	**St Helens**	– Break O'Day Community Financial Services, attended the Annual General Meeting.
13.11.2026	**MS Teams**	– Northern Tasmania Development Cooperation (NTDC), meeting with Michael Bailey (CEO) to discuss matters relating to Break O'Day and the region more broadly.
16.11.2026	**St Helens**	– Council Meeting.

11/26.12.2 Councillor's Reports for Period Ending 16 November 2026

This is for Councillors to provide a report for any Committees they are Council Representatives on and will be given at the Council Meeting. Following the Local Government elections, the newly elected Council will decide which councillors to appoint as its representatives on these committees.

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

11/26.13.0 BUSINESS AND CORPORATE SERVICES

11/26.13.1 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 Services Department since the previous Council Meeting.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

Financial Reporting, Audit and Governance

The 2025/26 financial audit was finalised during the reporting period, and Council responded to the final audit outcomes report. Following further discussion, Audit Tasmania advised that the finding concerning rehabilitation and aftercare provisions for Council's landfill and quarry sites was to be rated Moderate, requiring specialist valuation work during the current financial year. Council had already planned to deliver this work in the current financial year before the Audit Office finding. All findings from previous years have now been formally addressed.

Work has continued on the quarterly Annual Plan review, finalisation of the Annual Report, and delivery and review of monthly departmental financial reports. Early work has also started on the capital and operational budget review, which is to be delivered in January.

ICT, Systems and Digital Transformation

Work has continued on Council's broader ICT improvement program and transition to a more secure and integrated operating environment. Planning for the network infrastructure refresh has progressed, including review of the preferred purchase option, available capital and operating budgets and the appropriate accounting treatment and useful lives of the various infrastructure components.

Cyber security remediation has continued, including reducing accounts excluded from multifactor authentication and progressing the offboarding and transition of user accounts following the recent Council election.

Following the SharePoint security audit, additional governance controls have been introduced across Council's Microsoft 365 environment. Changes to access permissions, security settings and site structures are referred to the Manager Business Services and Corporate Services Coordinator for approval. Work outside the managed services agreement requires separate scoping and approval before additional costs are incurred. These arrangements strengthen oversight of system changes and information access. A broader restructure of SharePoint into a central hub with departmental sites remains proposed, with departmental ownership and delegated responsibilities to be clarified as that work is developed.

Staff IT support arrangements are also being clarified with Intuit Technologies. Routine faults and assistance with existing systems can be logged directly with the service desk, while requests for new systems, changes to access or configuration, and additional expenditure require internal approval. Logging a support request does not itself authorise a system change or expenditure. A draft staff guide has been prepared to explain these distinctions, with further work planned to communicate the arrangements and clarify internal IT responsibilities.

Work is also progressing to confirm staff enrolments and extend Cyber Aware training coverage across all staff and the new elected member group.

Council's draft Artificial Intelligence (AI) Governance Framework is being developed to control the assessment and use of AI tools while supporting improvements in administration and service delivery. Work has progressed on the policy and guidelines, an AI Use Case Register Form and an AI Procurement and Vendor Assessment Form. The draft addresses privacy, information security, records management, transparency and checking AI-generated material; Council officers retain responsibility for outputs and decisions.

Alongside the governance framework, strategic principles have been developed to guide Council's AI capability over time, complementing the IT Strategy and Cybersecurity Governance Roadmap. They focus on how Council gathers, connects and uses information and organisational knowledge, with potential applications in research, document preparation, analysis and workflow improvements to support better decisions and community outcomes.

Asset Management

Independent Footpath and Pram Crossing Condition Assessment and Compliance Audit

Council's recently completed footpath and pram ramp assessment provides a foundation for improving the connectivity, condition and accessibility of walking routes across its townships. These improvements will help people move safely and confidently, particularly people using mobility aids, parents and carers with prams, and others who encounter barriers along walking routes.

Infrastructure Management Group has completed the assessment, providing updated condition and accessibility information across the network. The findings will help Council consider individual defects alongside the connections between footpaths, ramps and crossings, including missing links that interrupt otherwise accessible routes.

Council can use the assessment findings to develop an ongoing program of footpath renewals, ramp upgrades and missing connections across its townships in the years ahead. Asset condition, community needs and available funding will inform priorities and the staging of works. Individual

upgrades can then contribute to more continuous, accessible walking routes, progressively improving safety, connectivity and everyday mobility.

Asset Management System

Council has made a substantial investment in detailed asset mapping and condition assessments, strengthening the information available to guide proactive maintenance, capital investment planning and delivery. Council now holds modern, highly detailed datasets across its buildings, sealed roads, stormwater, bridges and culverts, and footpath asset classes. This work provides a clearer understanding of the assets Council manages, their condition and the maintenance and renewal needs to be addressed.

Council is evaluating submissions for a new Asset Management System to support the use of these improved datasets in day-to-day operations and longer-term planning. The evaluation is considering how each proposed system would be implemented and maintained, its functionality, implementation and ongoing costs, data migration responsibilities and the support required from Council staff. The aim is to select a practical system that Council can operate effectively over the longer term.

Implementation is intended to proceed in stages, starting with reliable existing datasets and a usable operational asset register. As the system is established, Council will be better placed to link mapping and condition information with inspections, maintenance history, work programs and valuation records. Practical staff training, clear responsibility for maintaining records and consistent processes will support the ongoing use and updating of this information.

The next stage is to use this information consistently to coordinate proactive maintenance and capital works, with priorities informed over time by condition, service levels, safety, asset criticality and whole-of-life costs. Recording completed works and updated condition information will support review of priorities and refinement of subsequent programs. This planning, delivery and review cycle will link day-to-day asset management with long-term financial planning and investment decisions, with works staged according to community needs and available funding.

Rates, Property and Department Operations

Rates, property, customer service and administrative functions continued during a period of substantially increased demand associated with the Council election. Staff managed a significant volume of additional enquiries and assistance requests, particularly from people seeking to vote late in the voting period or reporting that their ballot papers had not arrived through Australia Post. Responding to these matters placed considerable additional pressure on customer service and administrative staff alongside their normal responsibilities.

Alongside election-related enquiries and ongoing property and customer service functions, staff prepared for the second rates instalment and progressed processing work associated with supplementary property valuations. This required balancing scheduled rates tasks with increased demand for assistance.

Council's Recreation and Community Facility Review is improving the mapping and understanding of Council-owned and managed land, buildings and open space, including their use and existing occupancy arrangements. Development of a land and facility occupancy framework and supporting

control register is progressing alongside this work, providing a more consistent basis for managing occupancy, clarifying maintenance responsibilities and informing longer-term asset planning.

Related work includes developing and reviewing seasonal user agreements, leases and licences, together with draft guidelines for recurring and seasonal use of Council land. The aim is to establish clearer, more consistent arrangements for access, permitted use, maintenance, insurance and the responsibilities of Council and occupiers. The framework and seasonal-use guidelines remain in draft for further review before adoption.

Detailed rates and investment reporting have been removed from Council agenda reports moving forward. Quarterly updates will be provided to Councillors at agreed workshops.

Risk and Work Health and Safety

Review of the Corporate Risk Register and incorporation of climate-related risks identified through Council's previous climate risk assessment are continuing as part of the corporate risk framework. In parallel, risk management is being linked with the Recreation and Community Facility Review so that seasonal user agreements, leases and licences are supported by practical arrangements for ground condition, inspections, maintenance and safe use.

Substantial work remains to establish clear Council and user-group responsibilities, inspection and testing arrangements, hazard recording and escalation, maintenance responses and decisions about restricting unsafe use across community and recreational facilities. Implementation will require coordination across Business Services, Community Services and Works and Infrastructure, engagement with clubs and management committees, and consideration of ongoing resource needs.

East Coast Wellbeing Hub and Aquatic Facility

Stage 2 assessment work for the East Coast Wellbeing Hub and Aquatic Facility has continued. Otium is currently testing three broad options previously identified by Council: an aquatic facility, an integrated aquatic, health and wellness facility, and a broader option incorporating a civic centre. This includes targeted engagement with potential tenants, service providers and delivery partners to better understand service needs, partnerships, operating models and spatial requirements.

Right to Information (RTI) Requests

Nil

132 and 337 Certificates

	132	337
October 2026	54	25
September 2026	52	19
October 2025	71	27

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:

Activities outlined in this report are being undertaken within Council's adopted 2026/2027 Budget Estimates.

VOTING REQUIREMENTS:

Simple Majority

11/26.13.2 Monthly Financial Report

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 Council receive and note the profit and loss statement, balance sheet, cash flow statement and capital works report for the period ended 31 October 2026.

INTRODUCTION:

This report presents the monthly financial statements for the period ended 31 October 2026, covering the first four months of the 2026–27 financial year, together with the capital works program report.

PREVIOUS COUNCIL CONSIDERATION:

Council considers financial reports on a monthly basis.

OFFICER'S REPORT:

Council has recorded a positive financial result for the first four months of the financial year, with the year to date position ahead of budget. This reflects expenditure control across departments and favourable revenue performance, alongside the timing of project delivery and grant income.

Higher levels of development activity are an encouraging feature of the result, contributing positively to Council's revenue and signalling continued investment in the area. Interest and investment income and total user fees are ahead of budget, with the timing of interest received on term deposits also contributing to the favourable revenue position.

Looking beyond the reporting period, the recent Reserve Bank cash rate increase will support an increase to projected investment income revenue for the remainder of the financial year.

The result provides a positive start to the financial year with operational expenditure below projected levels and operating revenue outperforming projections, while significant capital expenditure remains planned for delivery through Council's capital works program. The current position should therefore be considered alongside planned project expenditure, and timing related underspends should not be treated as confirmed ongoing savings. Supporting detail is contained in the financial reports.

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 Act 1993, section 82: This report supports Council's monitoring of financial performance against its adopted budget estimates.

BUDGET AND FINANCIAL IMPLICATIONS:

Financial implications are detailed in the financial reports. No budget amendment is proposed.

VOTING REQUIREMENTS:

Simple Majority

Profit and Loss

Break O'Day Council

For the 4 months ended 31 October 2026

Account	Actual YTD	Budget YTD	Budget Variance YTD	Budget Variance % YTD	Annual Budget	Notes
Trading Income						
Rates	16,474,050	16,455,473	18,577	0%	16,455,473	
User Fees	641,596	614,498	27,098	4%	1,792,740	
Operating Grants	725,040	671,756	53,284	8%	4,684,185	
Interest & Investment Income	271,923	176,467	95,456	54%	1,272,277	1
Contributions	25,303	1,625	23,678	1457%	6,500	
Other Revenue	42,806	41,396	1,410	3%	124,183	
Total Trading Income	**18,180,719**	**17,961,215**	**219,504**	**1%**	**24,335,358**	
Gross Profit	**18,180,719**	**17,961,215**	**219,504**	**1%**	**24,335,358**	
Capital Grants						
Grants - Roads to Recovery	0	410,025	(410,025)	-100%	1,230,076	
Grants - State Capital	981,516	0	981,516	0%	0	
Total Capital Grants	**981,516**	**410,025**	**571,491**	**139%**	**1,230,076**	2
Other Non Operating Income						
Net Gain/Loss on Disposal of Assets	60,751	20,000	40,751	204%	100,000	
Total Other Non Operating Income	**60,751**	**20,000**	**40,751**	**204%**	**100,000**	
Total Non Operating Revenue	**1,042,267**	**430,025**	**612,242**	**142%**	**1,330,076**	
Operating Expenses						
Employee Costs	2,312,887	2,447,574	(134,687)	-6%	7,706,040	
Materials & Services	2,751,042	3,481,837	(730,795)	-21%	10,041,562	3
Interest	5,615	4,734	881	19%	28,720	
Depreciation	2,094,739	2,060,076	34,663	2%	6,180,253	
Other Expenses	115,542	106,424	9,118	9%	427,003	
Total Operating Expenses	**7,279,826**	**8,100,645**	**(820,819)**	**-10%**	**24,383,578**	
Operating Net Profit	**10,900,893**	**9,860,570**	**1,040,323**	**11%**	**(48,220)**	
Net Profit (Including Non Operating Revenue)	**11,943,160**	**10,290,595**	**1,652,565**	**16%**	**1,281,856**	
Work in Progress						
Capital Work in Progress	1,392,920	0	1,392,920	0%	0	
Total Work in Progress	**1,392,920**	**0**	**1,392,920**	**0%**	**0**	

Notes

1. Interest & Investment Income is $95k higher than budget, which is predominantly due to timing, attributable to interest received on Term Deposits.

2. State Capital grants are $571k higher than budget due to grant funds carried forward from the prior financial year.

3. Materials & Services are down $731k (21%) on budget, due to timing issues in some areas of expenditure in works & infastructure and strategic and grant funded projects in governance, currently recording a lower level of spending than forecast.

Balance Sheet

Break O'Day Council
As at 31 October 2026

Account	31-Oct-26	30 June 2026
Assets		
Current Assets		
Cash & Cash Equivalents	5,205,541	10,746,083
Investments	19,000,028	7,500,028
Trade & Other Receivables	6,127,588	1,737,950
Inventory	219,706	237,557
Other Assets	2,838	2,838
Total Current Assets	**30,555,700**	**20,224,455**
Non-current Assets		
Trade and Other Receivables	14,392	14,392
Property, Plant & Equipment	281,261,724	283,395,237
Right of Use Asset	683,910	683,910
Investment in Water Corporation	37,620,760	37,620,760
Other Investments	30,000	30,000
Mineral Resources Bond	151,500	151,500
Total Non-current Assets	**319,762,287**	**321,895,799**
Total Assets	**350,317,987**	**342,120,254**
Liabilities		
Current Liabilities		
Trade & Other Payables	642,120	1,485,970
Contract Liabilities	0	1,473,011
Lease Liability	76,563	76,563
Interest Bearing Loans & Borrowings	38,851	75,042
Provisions	1,068,965	1,068,965
Trust Funds and Deposits	374,885	374,340
Total Current Liabilities	**2,201,384**	**4,553,891**
Non-current Liabilities		
Lease Liabilities	607,347	607,347
Interest Bearing Loans & Borrowings	534,449	534,449
Provisions	778,068	778,068
Total Non-current Liabilities	**1,919,864**	**1,919,864**
Total Liabilities	**4,121,248**	**6,473,756**
Net Assets	**346,196,739**	**335,646,499**
Equity		
Accumulated Surplus	61,526,484	50,976,245
Reserves	284,670,254	284,670,254
Total Equity	**346,196,739**	**335,646,499**

Statement of Cash Flows

Break O'Day Council

For the 4 months ended 31 October 2026

Account	YTD	2026
Operating Activities		
Receipts from customers	880,882	1,639,418
Receipts from rates	11,443,409	14,463,674
Receipts from Operational Grants	(720,818)	6,167,508
Contributions	25,852	83,197
Interest received	155,523	919,156
Dividends received	116,400	504,400
Payments to employees	(2,481,221)	(6,868,917)
Payments to suppliers	(3,346,763)	(9,022,323)
Finance Costs	(15,693)	(41,909)
Cash receipts from other operating activities	456,572	1,257,824
Cash payments from other operating activities	563	3,127
Net Cash Flows from Operating Activities	**6,514,706**	**9,105,155**
Investing Activities		
Proceeds from sale of property, plant and equipment	109,499	272,109
Payment for property, plant and equipment	(1,680,146)	(5,632,847)
Payment for investments	(11,500,000)	(2,500,028)
Capital Grants received	1,041,516	2,688,891
Other cash items from investing activities	9,748	(4,369)
Net Cash Flows from Investing Activities	**(12,019,383)**	**(5,176,244)**
Financing Activities		
Proceeds of trust funds and deposits	325	(202,904)
Repayment of loans	(36,191)	(384,494)
Repayment of lease liabilities	0	(50,301)
Net Cash Flows from Financing Activities	**(35,866)**	**(637,699)**
Net Cash Flows	**(5,540,543)**	**3,291,211**
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	10,746,083	7,454,872
Net change in cash for period	(5,540,543)	3,291,211
Cash and cash equivalents at end of period	5,205,541	10,746,083

Break O'Day Council

Capital Works Budget 2026-2027

For the 4 months to 31 October 2026

Project Details	YTD @ 31/10/26	Estimated Carried Forward 30/06/2026	New Budget Items 2026/2027	Budget Estimates 2026/2027
Plant & Equipment				
New Case Loader	-		250,000	250,000
Replace Builders Ute with EV Truck	62,271		75,000	75,000
Replace 1318 Toyota Hilux 2 door flat tray (Valley Crew)	-		75,000	75,000
1378 Garbage Truck - Rear Loader Urbin 6m3	82,085		250,000	250,000
Replace 1403 Toro G3- Z-Master 4000 Series 60"	-		55,000	55,000
Replace 1409 Toro Mower 52" side chute	-		55,000	55,000
1437 Triton Ute L64UG - Works Operations Manager	59,969		65,000	65,000
Small Plant	24,195		45,000	45,000
Development Services Coordinator - Vehicle	49,209		55,000	55,000
Community Services Manager - Car	49,300		55,000	55,000
Building Surveyor - SUV	27,668	55,000		55,000
Infrastructure Manager - SUV	54,238		55,000	55,000
Senior Town Planner new vehicle	56,417		55,000	55,000
EV charging stations	-		185,000	185,000
Replace Plant 1303 - Hitachi ZX33U-5A Excavator	110	-	-	-
Emergency Recovery Trailer (Grant Funded)	5,650			
Total Plant & Equipment	**471,111**	**55,000**	**1,275,000**	**1,330,000**
Furniture & IT				
IT Hardware Upgrades (All sites)	1,405		50,000	50,000
CCTV - Additional cameras and installation	480	-	-	-
Total Furniture & IT	**1,885**	**-**	**50,000**	**50,000**
Buildings				
Demolition of Gazebo, Wombat Walk (Asset No. 8114) - Potentially operational	1,747		5,000	5,000
Demolition of Fingal Toilet Block, Short Street, Fingal - Potentially operational	3,062		5,000	5,000
Bus Shelter Replacement Project, Sites to be Confirmed	-		30,000	30,000
Scamander Sports Complex Kitchen Improvements & Internal Alterations	11,880		50,000	50,000
Portland Hall - New Windows & Curtains	6,629		45,000	45,000
Memorial Park Toilet - Construction Phase	245,597		400,000	400,000
Medea St land subdivision and dwelling	22,000		750,000	750,000
St Helens Old Police Station Acquisition	-		850,000	850,000
Roof Mounted Solar Panels - St Mary's Tip Shop, St Mary's Hall, St Mary's Indoor Centre	25,406		40,000	40,000
St Helens Foreshore Design	-		50,000	50,000
St Marys Exhibition Building Upgrades	757	80,000	20,000	100,000
Refurbish St Marys Sports Complex Main Toilet/Shower Facillity	410	-	-	-
Hub 4 Health - Internal Renovations as per endorsed management plan	10,780	-	-	-
Falmouth - New Toilet Block	20	-	-	-
Total Buildings	**328,288**	**80,000**	**2,245,000**	**2,325,000**
Parks, Reserves & Other				
St Helens Foreshore Playground - Fence replacement	-		50,000	50,000
O'Connors Beach Toilets/Shower, BBQ	-		40,000	40,000
Pyengana BBQ & Shelter	-	10,000	60,000	70,000
Dog Exercise Area St Helens - Shelter/Water Fountain	325			
Memorial Park Irrigation Project	5,850			
Scamander Coastal Hazards Project	47,397	-	-	-
Total Parks, Reserves & Other	**53,572**	**10,000**	**150,000**	**160,000**
Roads - Streetscapes & Carparking				
CBA Carpark Acquisition and improvements	15,741	550,000	25,000	575,000
Total Streetscapes	**15,741**	**550,000**	**25,000**	**575,000**
Roads - Footpaths				
Campbell Street, Scamander	-		140,000	140,000
Pedestrian Refuge Installation - Cecilia Street	-		25,000	25,000
Total Footpaths	**-**	**-**	**165,000**	**165,000**

Break O'Day Council

Capital Works Budget 2026-2027
For the 4 months to 31 October 2026

Project Details	YTD @ 31/10/26	Estimated Carried Forward 30/06/2026	New Budget Items 2026/2027	Budget Estimates 2026/2027
Roads - Kerb & Channel				
General asset renewals - municpality wide	-		100,000	100,000
Total Kerb & Channel	-	-	**100,000**	**100,000**
Roads - Resheeting				
2026/27 Road Resheeting Program			750,000	750,000
Davis Gully Rd- Resheeting	42,879			
Banticks Rd- Resheeting	13,726			
William St, Weldborough- Resheeting	14,656			
Ansons Bay Road Widening and Resheeting	112,540			
Total Resheeting	**183,801**	-	**750,000**	**750,000**
Roads - Reseals				
2026/27 Reseal Program	-		-	-
Total Reseals	-	-	-	-
Roads - Reconstructions / Construction				
Beaulieu Street St Helens Reconstruction	10,900		300,000	300,000
Cameron Street - St Helens Design	8,516		80,000	80,000
Quail St Reconstruct, Off Street Parking	13,246			
St Helens Pt Road Reconstruct	61,400			
Highcrest Avenue Reconstruct, Binalong Bay	9,767			
Pedestrian Refuge Installation - Cecilia St	725			
Total - Roads Reconstruction / Construction	**104,554**	-	**380,000**	**380,000**
Totals Roads & Footpaths	**304,096**	**550,000**	**1,420,000**	**1,970,000**
Bridges				
Bridge 7032 - Davis Gully Road	6,892		320,000	**320,000**
St Marys - AHC Precinct - replace two walkway bridge superstructures	18,727		40,000	40,000
B1315 Anchor Rd - Timber deck replacement	3,638		20,000	20,000
Gillies Road - B185	37,261	50,000		50,000
Pedder Street - B2684	1,297			
Total Bridges	**67,816**	**50,000**	**380,000**	**430,000**
Stormwater				
Minor Stormwater Works	-		50,000	50,000
Annie Street (Northern side)	42,301		100,000	100,000
Aerodrome Hill - St Helens Point Road	-		**50,000**	**50,000**
Beaulieu Street St Helens Reconstruction Stormwater (Cut off drain Long Hill side)	-		50,000	50,000
Tully Street / Northern end of Cecilia St Stormwater System Upgrade	22,231			
Total Stormwater	**64,531**	-	**250,000**	**250,000**
Waste Management				
Waste Cardboard Compactor SH WTS	804		125,625	125,625
Scamander WTS Compactor Replacement	96,270	1,043,000	857,000	1,900,000
St Helens WTS - Waste drop off area reconfiguration	-		35,000	35,000
Hazardous Waste Temporary Storage Shed	-		5,000	5,000
Scamander WTS - Landfill Design & Construction	4,547	-	-	-
Total Waste Management	**101,621**	**1,043,000**	**1,022,625**	**2,065,625**
Total Capital	**1,392,920**	**1,788,000**	**6,792,625**	**8,580,625**

11/26.14.0 WORKS AND INFRASTRUCTURE

11/26.14.1 Works and Infrastructure Report

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

Works Operations	October 2026	November 2026
Aerodrome	Routine inspections.	Routine inspections.
Town Maintenance	Maintenance of sports grounds and other reserves. Planting of Petunias in Cecilia Street for summer colour. Weed management in parks and reserves. Arborist engaged for tree maintenance in St Marys and Cornwall.	Mowing around all towns as required. Completion of Petunia planting in Cecilia Street. Removal of vegetation from open drains. Construction of a pedestrian refuge on Cecilia Street between 36 and 42 Cecilia Street. Preparing for Community Festive events.
Road Network	Maintenance grading gravel roads around St Marys. Grading • Evercreech Road	Maintenance of gravel roads when conditions improve for grading. Grading • Upper Scamander Road

	• McKerchers Road • Curtis Road	• Roads in Seymour • Eddystone Point Road
MTB Trails	Trail head track maintenance and inspections.	Trail head track maintenance and inspections.

Priority Vegetation Management – Targeted Species for October 2026	
Four Mile Creek	Spanish heath, gorse, thistles, cape weed, spurge
St Marys	California thistles, Scotch thhistles, Spanish heath, gorse, broom, cape weed, spurge, hemlock
Scamander	Pampas grass, Spanish heath, Scotch thistles, watsonia
Ansons Bay	Gorse, Spanish heath
St Helens	Gorse, broom, Spanish heath, watsonia
Mountain Bike Trails	Foxglove



Arum Lily (Zantedeschia aethiopica)

Extremely difficult to control in bushland and waterways, arum lily can create dense colonies that outcompete native plants. It is toxic to wildlife and humans and provides no habitat for native animals or insects. Infestations are generally confined to areas along rivers, creeks or swampy sites and can cause localised flooding.

Small clumps and seedlings can be carefully dug out, making sure to remove the entire rhizome/root system. Remove flower heads before they set seed. Avoid dumping garden waste in natural areas. It is recommended to replace garden arum lilies with native alternatives like flaxlily (*Dianella*) or purple flag iris (*Patersonia occidentalis*).

CAPITAL WORKS PROGRAM

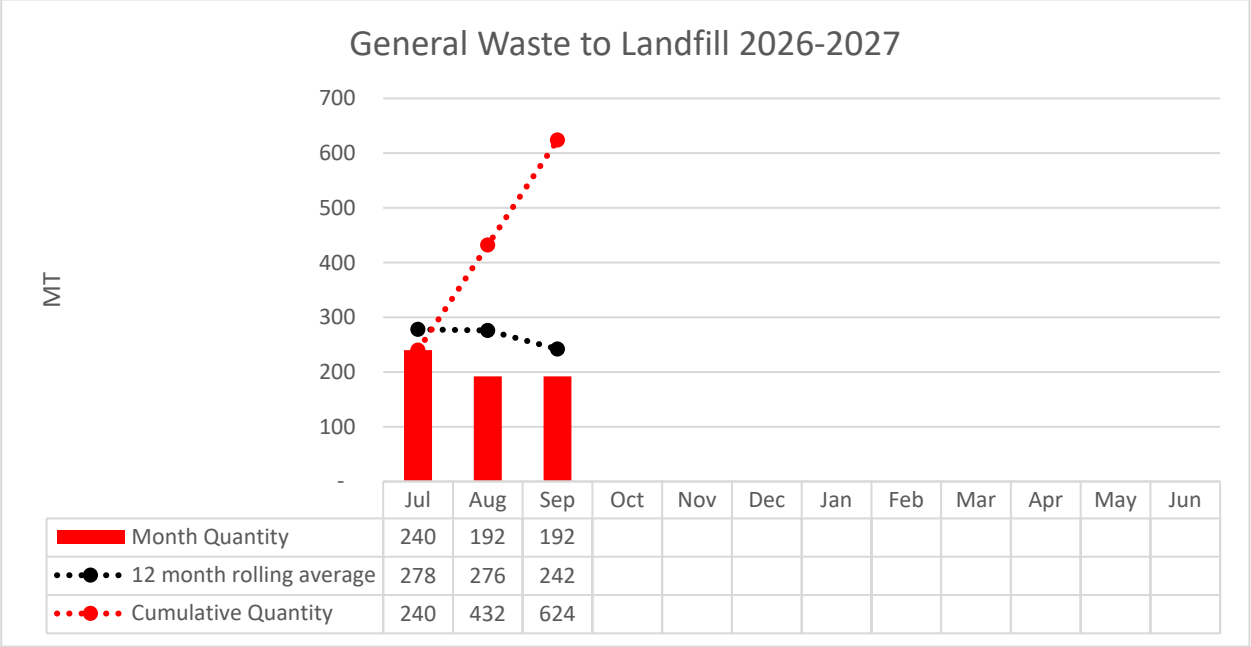
Project	Comment
Bridge 185 – Gillies Road	Council will deliver the bridge replacement works, with the construction schedule to be confirmed, after all components have been delivered. Currently waiting on structural steel delivery from supplier. A temporary bypass will be provided for affected residents and the works schedule notified to residents closer to construction.
Bridge 1315 – Anchor Road – Timber Deck replacement	In-progress: Materials procurement.
Bridge 7032 – David Gully Road	In-progress – Contract awarded at September 2026 Council Meeting. Project at Design phase.
Bridge – St Marys – AHC Precinct – replace two walkway bridge superstructures	In-progress: Design check and engineering certification completed. Scheduled replacement – November subject to materials availability.
Roads – Footpaths: Pedestrian refuge Installation – Cecilia Street	In-Progress. Refuge approved by Building Tasmania. Installation scheduled for November 2026.
Georges Bay Walking Track Extension	In-progress: Preliminary concept completed. Detailed design to progress subject to government funding.
Roads: Re-sheeting - (Ansons Bay Road)	In-progress: Chainage 17.47 to 20.4km
Roads – Beaulieu Street, St Helens Reconstruction	In-progress – site survey completed. Project at Design phase.
Roads – Cameron Street – St Helens Design	In-progress – Site survey completed. Project at Design phase.
Stormwater – Annie Street (Northern Side)	Completed – ongoing works to establish grass.
Tully Street – Catchment	In-progress – Stage 1,2 and 3 design completed. Stage 4&5 design to be completed.
Cardboard Compactor St Helens WTS	In-progress: BODC Waste Strategy Action. Council awarded compactor supply to Bucher Municipal at the September 2026 Council meeting and purchase order raised. Manufacture and delivery time is 24 weeks.
Waste Management – Scamander Inert Landfill Development	Detail design under review/assessment by Tasmanian EPA.
Waste Management – Waste Loading Bay	In-progress – Tender submissions received and under assessment.

SUB-DIVISION INSPECTIONS.

- Talbot Street, Parkside. Practical completion inspection.
- Wrinklers Drive – Stage 4 and 5 developments.

WASTE MANAGEMENT

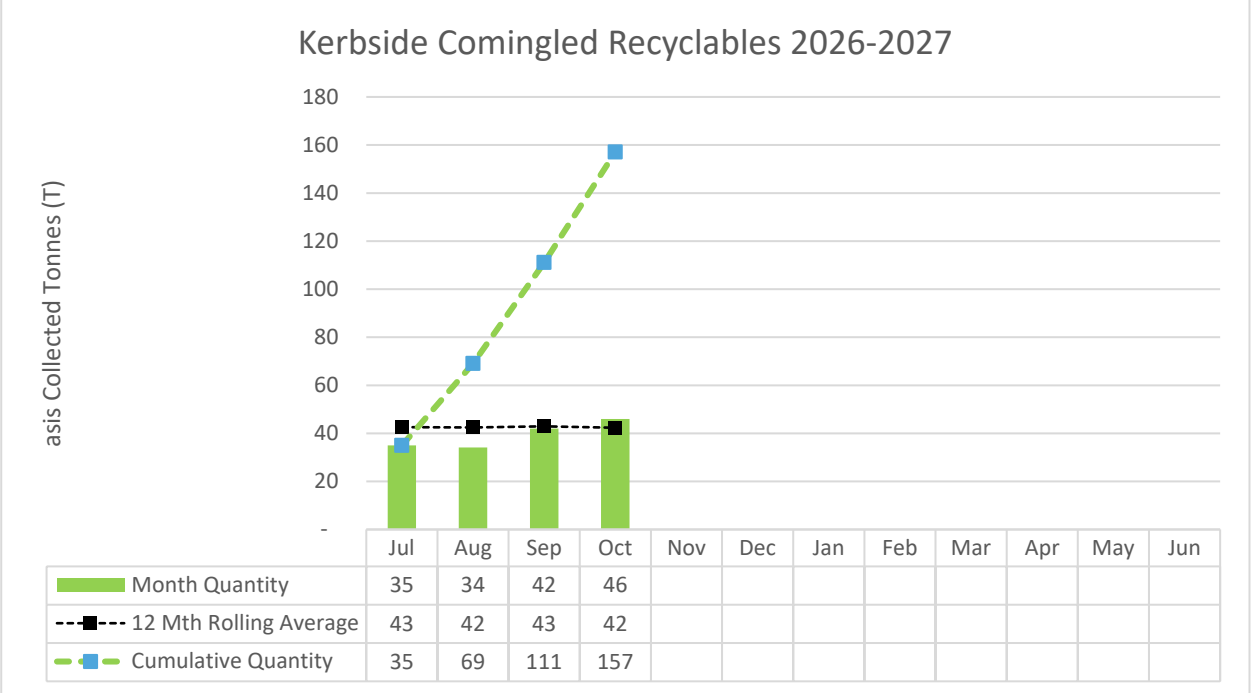
General Waste to Copping Landfill



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Month Quantity	240	192	192									
12 month rolling average	278	276	242									
Cumulative Quantity	240	432	624									

Note: Copping landfill weighbridge quantity for October unavailable at time of preparing this report.

Kerbside Co-mingled Recyclables



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Month Quantity	35	34	42	46								
12 Mth Rolling Average	43	42	43	42								
Cumulative Quantity	35	69	111	157								

Waste Summary Report – QE September 2026

Reported weights in metric tonnes	Base Year 2024-25 (Tonnes)	2025-26 (Tonnes)	% Change	QE Sep 26 (Tonnes)	% Change YTD to Base Year
Landfill Waste					
General Waste	2,775	3,356	21%	624	-78%
Inert Waste	350	392	12%	0	-100%
Kerbside Recyclables Contamination	120	114	-5%	29	-76%
Asbestos	1.0	9	780%	1.4	38%
Total Landfill Waste	**3,246**	**3,871**	**19.2%**	**654**	**-80%**
Recyclables/Recovered Materials					
Car Batteries - Lead Acid	10	4.0	-60%	3.3	-67%
e-Waste	25	2.0	-92%	2.0	-92%
Glass (bottles)	202	167	-17%	34	-83%
Clean fill	0	0	0%	0	0%
Metals	254	569	124%	4.5	-98%
Oils & Fuel	6.0	4.3	-28%	1.9	-68%
Paint (Stewardship Programme)	10	3.5	-65%	0	-100%
Paper & Cardboard	251	221	-12%	47	-81%
Plastics	32	30	-6%	5.7	-82%
Timber - untreated	10	10	0%	0	-100%
Tyres	10	3.0	-70%	6.5	-35%
Total Recyclables/Recovered Materials	**810**	**1,014**	**25.2%**	**105**	**-87%**
Green Waste Mulch					
Green Waste - Total Mulch produced	1,450	1,709	18%	0	-100%
Bulk Unprocessed Materials Stockpiled for Recovery					
WTS Clean fill	1,073	805	-25%	164	-85%
WTS Bulk Glass	30	41	37%	6.0	-80%
Total Unprocessed Bulk Materials	**1,103**	**846**	**-23%**	**170**	**-85%**

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

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

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

11/26.14.2 Animal Control Report

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

This report provides an update and year-to-date Animal Control metrics.

PREVIOUS COUNCIL CONSIDERATION:

Provided as a monthly report.

OFFICER'S REPORT:

Dog registrations YTD 2026/2027

Month	Dogs Registrations Paid	Unpaid Registrations	Total	% Registrations Paid
30 Jun 26	1,351	19	1,370	98.6
31 Jul 26	1,119	216	1,335	83.8
31 Aug 26	1,134	196	1,330	85.3
30 Sep 26	1,138	194	1,332	85.4
31 Oct 26	1,153	188	1,341	85.9

Note: The data reflects only dogs recorded in Council's dog registration database.

Summary Statistics: October 2026 and 2026-2027 YTD

Category	Binalong Bay, The Gardens, Ansons Bay	Mangena, Fingal, Mathina	Falmouth, 4 Mile	Seymour, Denison	Beaumaris, Diana Basin	Scamander	St Helens, Stieglitz, Pyengana	St Marys, Cornwall	PERIOD TOTAL	2026-2027 YTD
Dog - Attack on a person (Serious)										**1**
Dog - Attack on a person (Minor)		1							**1**	**1**
Dog -Attack on another animal (Serious)										**1**
Dog -Attack on another animal (Minor)										**2**
Dog - Declared Dangerous										**0**
Dog - Barking							2	2	**4**	**21**
Dog - Chasing a person							1		**1**	**1**
Dog - Impounded										**2**
Dog - in Prohibited Area										**0**
Dog - Lost Dogs Reported										**0**
Dog - Rehomed										**0**
Dog - Wandering/at large		2				4	1	1	**8**	**10**
Verbal Warnings							1		**1**	**6**
Unregistered Dog Notices									**1**	**1**
Caution Notices									**1**	**1**
Infringement Notices										**2**
Infringement Notice - Disputes										**0**
Written Letters to Dog owners							1	1	**2**	**6**
Patrols - Township/Urban Areas	3		4			5	10	6	**28**	**86**
Patrols - Beaches/Foreshore	2		4			2	7		**15**	**59**
Kennel Licence - Issued										**2**
Other – including RSPCA intervention										**0**
TOTAL	**5**	**3**	**8**	**0**	**0**	**11**	**23**	**10**	**60**	**202**

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
1. 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

11/26.14.3 Policy review – LG48 Contribution to Boundary Fences Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\003\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – LG48 Contribution to Boundary Fences Policy

OFFICER'S RECOMMENDATION:

That Policy LG48 Contribution to Boundary Fences, be accepted without amendment.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

Adopted 16 February 2015 – **Minute No 02/15.11.8.43**
Amended 19 February 2018 – **Minute No 02/18.12.9.34**
Amended 21 March 2022 – **Minute No 03/22.13.6.48**

OFFICER'S REPORT:

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

No amendments have been recommended to the policy.

STRATEGIC PLAN & ANNUAL PLAN:

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

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

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

LEGISLATION & POLICIES:

As identified in the policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

POLICY NO LG48
CONTRIBUTION TO BOUNDARY FENCES

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Manager Corporate Services
LINK TO STRATEGIC PLAN:	Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs
STATUTORY AUTHORITY:	Boundary Fences Act 1908
OBJECTIVE:	To ensure that all applications for Council assistance with the erection, repair or replacement of boundary fencing between Council properties and private land are dealt with in a fair and consistent manner and at a known cost to Council.
POLICY INFORMATION:	Adopted 16 February 2015 – Minute No 02/15.11.8.43 Amended 19 February 2018 – Minute No 02/18.12.9.34 Amended 21 March 2022 – Minute No 03/22.13.6.48

POLICY

1. POLICY

Council will share the cost of fencing boundaries between private and Council owned land in accordance with the Boundary Fences Act 1908. This act exempts Council from making a contribution where Council owned land is a roadway which includes a public highway, street, right-of-way, reserve or public place, whether it be an access, horse-way or foot-way.

Situations where Council is not exempt and is required to share in the cost of a boundary fence include:

- Where a property adjoins a Council owned house or building.
- Council instigated higher impact or intensified development close to an adjoining landowner without a sufficient buffer.
- Commercial or security area e.g. Council depot or commercial car park.

The contribution will be 50% of the cost of materials plus 50% of the cost or value of the labour component of a "standard" fence.

The contribution will only be payable where Council's written agreement is obtained before construction or repair works begin.

The following conditions form part of this Policy:

(a) Applications:

Applications for a Council contribution must be made in writing and detail fully the type of fence proposed and be accompanied by quotations for the materials and labour costs involved. Where a landowner proposes to supply labour, the estimated value of this labour must be included.

(b) "Standard" Fence:

Where a Council property adjoins residential property, a "standard" fence will be of solid face construction, consistent with other fences in the immediate area, utilise sturdy durable materials and be erected in a tradesman-like manner.

Where a Council property adjoins commercial or industrial property, a "standard" fence will be of wire mesh, chain link or solid face construction, utilise sturdy durable materials and be erected in a tradesman-like manner.

Where a Council property adjoins rural or undeveloped land, a "standard" fence will be of five-wire and timber post construction, utilise sturdy durable materials and be erected in a tradesman-like manner.

Where a landowner proposes a fence which, in Council's opinion, exceeds a "standard" fence, the contribution payable will be limited to no more than would have been payable by Council for a "standard" fence.

A contribution will not be payable in respect of retaining walls or any structure intended by a landowner to extend the usefulness or enjoyment of private land.

(c) Project Responsibility:

Council reserves the right to assume responsibility for the erection of any fence which is the subject of an application for a contribution under this Policy. Where it does so, written agreement from the adjoining landowner will be required before construction can commence.

Where it is agreed an adjoining landowner will assume responsibility for erection of a fence, Council's contribution will be payable on completion of construction of the fence to the satisfaction of Council's General Manager or his delegate

(d) Postponement to Subsequent Financial Year's Budget

Where an individual application's contribution will exceed $2,000 or the total amount of contributions under this Policy in any financial year will exceed $5,000, Council may postpone the payment of the contribution to the following financial year's budget.

2. MONITORING AND REVIEW

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

11/26.15.0 COMMUNITY DEVELOPMENT

11/26.15.1 Community Services Report

ACTION	**INFORMATION**
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community Services
FILE REFERENCE	011\034\006\
ASSOCIATED REPORT AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

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

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

2026 – 2027 Community, Council Events, Programs and Initiatives

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

Grants Programs	2026-2027 Budget	Funds expended on project or forwarded to community group
Community Grants	60,000	
Art & Culture Community Grants	30,000	
School Prizes	1,000	500
Contributions to Events		

Swimcart	1,000	
St Helens Athletic Carnival	2,500	
Carols by Candlelight	1,600	
Fingal Valley Coal Festival	2,000	
St Helens Flower Show	1,000	1,000
St Helens Game Fishing Comp	2,000	2,000
Marketing Valley Tourism/Fingal Anniversary	2,500	
Bay of Fires Art Prize	10,000	
Bay of Fires Winter Arts Event – Sandcastle Building	4,000	
St Marys Community Car & Bike Show	2,000	
East Coast Masters Golf Tournament	2,500	
BODRA Winter Lights	2,000	
Suicide Prevention	1,000	
Pyengana Easter Carnival	1,000	
Australia Day Event – Woodchopping	$5,000	5,000
Misc Donations & Events	7,500	
East Coast Car Club	2,500	
Wellbeing Festival	3,500	
Mannalargenna Day	2,500	2,500
Croquet event	1,000	1,000
Council Sponsorship		
Funding for Business Directory	2,000	
St Helens Marine Rescue	3,000	
Council Sponsorship		
Seniors Day	3,000	
Australia Day event	5,000	
Volunteer Week	2,500	
Mental Health Week	500	
International Disability Day event	1,000	
Christmas Decorations	6,000	
Specific Programs & Initiatives		
Youth Services	8,000	
Welcome to Town Christmas Signs	1,500	

Updates on current projects being managed by Community Services:

Scope of works – Rail trail – Cornwall to St Marys

Council is seeking Expressions of Interest from suitably qualified and experienced consultants or contractors to undertake the planning and development work required to progress the proposed St Marys to Cornwall Trail. The scope of works includes consideration of the preferred trail alignment, land tenure and access requirements, environmental and cultural heritage considerations, trail

design and construction requirements, safety and risk, ongoing maintenance, indicative costs and opportunities to maximise the trail's recreational, community, tourism and economic benefits. The work will be guided by the project objectives and is expected to provide Council with a clear, practical and achievable pathway for progressing the trail from concept through to future implementation.

Project Objectives:

- Evaluate the feasibility of developing the disused rail corridor into a safe, attractive and sustainable trail
- Develop a detailed understanding of the potential usage of the Trail including the likely benefits to arise from the Trail and attractiveness from a visitor attraction perspective.
- Address the impact of the future harvesting of the adjacent timber plantation through which the Trail passes including use through the harvesting period.
- Identify environmental factors which will need to be addressed
- Provide an understanding of the views of the authority who owns the land and their requirements for a lease
- Provide an understanding of the views of property owners through whose land the Trail passes and their requirements for the Trail to progress.
- Provide a detailed estimate of construction and ongoing maintenance costs
- Provide a roadmap for implementation, funding and approvals

Getting Ready for the Bushfire Season

As we head towards the 2026–27 bushfire season, now is the time for everyone across the Break O'Day municipality to start getting their homes, properties and families prepared.

The current outlook shows an increased bushfire risk for north-eastern and eastern Tasmania due to dry conditions and below-average rainfall. This is a timely reminder that we all need to prepare early and not wait until a fire occurs.

If you live in a rural, coastal or heavily vegetated area, take some time now to review your Bushfire Plan and prepare your property. Check that access to your property is clear, consider your water supply and think about what you would need to take with you if you had to leave at short notice.

It is also a good idea to have an emergency kit packed and ready to go. This should include any medications and prescriptions you need, identification, important paperwork and other essential items. Think about what children, older family members, people with disability and pets may also need if you must leave quickly.

Most importantly, don't wait until there is an emergency to start preparing.

During a bushfire or other emergency, keep up to date through TasALERT and official emergency service information. If you haven't used TasALERT before, take some time now to become familiar with it and include it as part of your household emergency planning.

The message for this fire season is simple: prepare early, have a plan and stay informed**.** A little preparation now can make a big difference if an emergency occurs.

Bay of Fires Master Plan

The consultants are currently reviewing and addressing the additional feedback by PWS. Once a draft document has been agreed to by all parties, including the Steering Committee, it will proceed through the relevant approval processes. At the time of writing, no confirmed timeframe is available for completion of this process.

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.

Australia Day Nominations – Open

Nominations are now open for the 2027 Australia Day Awards, recognising the outstanding contribution individuals make to the Break O'Day community. Nominations are invited for Citizen of the Year and Young Citizen of the Year, celebrating people who have made a significant contribution over the past year or provided outstanding service to our community over many years. If you know someone who deserves recognition for their dedication, achievements or community spirit, we encourage you to nominate them. Nominations close at 5.00pm on Friday, 8 January 2027 – Applications are online or email admin@bodc.tas.gov.au and request a nomination form.

November 2026

16 – Tasmanian Wildrerness Society – St Marys Hall

December 2026

2 – East Coast Community Theatre Group – Portland Hall
5 – St Helens Christmas Carols – Portland Park, St Helens
6 – North East Dance Company – Portland Hall
24- St Helens Christmas Parade – Main Street, St Helens
24 – St Marys Christmas Parade/Party – St Marys Community Space

Learner Driver Mentor Program

The Learner Driver Mentor Program Coordinator continues to support the ongoing delivery of the program, with a focus on maintaining safe practices and meeting child safeguarding requirements.

Following attendance at the AGM in Ross and completion of Child Safeguarding Training, work is progressing on the development of an updated risk assessment to ensure appropriate safety measures and safeguarding procedures are in place to support program activities.

Total on-road hours – 22
Total Mentors - 2
Learner in car -6
Waiting list – 17
Graduated – 0

Community Wellbeing

Festival of Wellbeing – Council delivered the Festival of Wellbeing on Wednesday 7 October at the Bendigo Bank Community Stadium in St Helens as part of Mental Health Week. The festival brought together local organisations and wellbeing services, giving residents opportunities to connect, learn about available support and take part in workshops, youth activities and live demonstrations. Feedback about the event was very positive. Approx 400-450people attended the event.









Youth

Live4Life – The Live4Life end-of-year celebrations are scheduled for Friday 13 November 2026.

Partnership meetings – Council commenced partnership meetings with the Child and Family Learning Centre and St Helens Neighbourhood House.

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

1. Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.
2. 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

11/26.15.2 Visitor Information Centre Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community 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 TAS, VIC, WA, NSW and overseas tourists from France, USA and New Zealand.
- Attended TVIN AGM Meeting
- Displaying Camp Fire Ban maps and advising tourists of campfire restrictions if they are camping.
- Advising tourists of upcoming changes to booking camping in certain National Parks.
- Supplied Lions Club area maps, town maps and Things to See and Do in the Area for their conference over the November Long Weekend.

The History Room Curator Report:

- **Travelwise Coach Tour:** This group from NSW came through the museum in the last week of October 2026 and a guided tour to Binalong Bay and The Gardens was provided on the Wednesday.
- **Foyer Cabinet Display:** Remembrance Day display on show in the reception of the centre
- **Blue Tier Discovery brochure:** This has been updated by our Backroom volunteers and is now available.
- **Training Sessions:** Attended Cultural Policy meeting and an Emergency Fire Wardens meeting this month and attendance on 12th November 2026 for Employment Law.
- **Stats:** A good month, comparable to previous years in both visitation and income.

Statistics:

Month/Year	Visitor Numbers	Daily Average	History Room
October 2013	2,774	89.48	85
October 2014	2,725	87.90	135
October 2015	2,870	92.58	108
October 2016	2,400	77.42	148
October 2017	2,799	90.29	111
October 2018	2,625	84.68	104
October 2019	2,560	82.58	106
October 2020	1,024	33.03	94
October 2021	1,084	34.97	57
October 2022	2,584	83.35	134
October 2023	2,504	80.77	88
October 2024	2,525	81.45	88
October 2025	2,703	87.19	94
October 2026	1,966	63.41	94

Revenue 2025/2026

Month	VIC Sales	HR Entry	HR Donations/Sales
July	3,388.09	144.00	94.30
August	4,008.96	0	67.60
September	4,214.96	287.00	117.50
October	6,802.55	378.00	131.60
November	9,270.70	433.00	194.40
December	8,194.47	349.00	30.10
January	10,500.45	660.00	154.85
February	11,480.78	589.00	374.20
March	9,542.06	736.00	169.30
April	4,912.55	344.00	367.00
May	3,333.27	227.00	215.10
June	1,395.75	111.00	65.80

Revenue 2026/2027

Month	VIC Sales	HR Entry	HR Donations/Sales
July	3,467.75	171.00	47.77
August	3,072.36	0	184.35
September	5,865.47	212.00	289.55
October	6,277.10	342.00	256.20
November			
December			
January			
February			
March			
April			
May			
June			

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

1. 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

11/26.15.3 Banner Pole waiver – Break O'Day Triathlon

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community Services
FILE REFERENCE	004\011\005\
ASSOCIATED REPORTS AND DOCUMENTS	Request for waiver of fees – Break O'Day Triathlon letter

OFFICER'S RECOMMENDATION:

That Council:

1. Supports the 2027 Break O'Day Triathlon by granting a full waiver of hire fees for the erection and dismantling of two (2) banner poles; and
2. Supports the event by granting a full waiver of hire fees for the St Helens Foreshore.

INTRODUCTION:

The organisers of the Break O'Day Triathlon are seeking Council's support for the 2027 event through the waiver of fees associated with the hire and use of Council infrastructure.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 9 November 2026

OFFICER'S REPORT:

Under Council's Policy CB07 – Community Facility Hire Policy, the Triathlon is eligible for a 50 per cent fee concession. However, the organisers have requested a 100 per cent fee waiver, which exceeds the concession provisions outlined in the policy. As such, this request falls outside the current policy guidelines and therefore requires a Council's decision.

The Break O'Day Triathlon Challenge will return on Sunday 7 February 2027, taking place along the picturesque St Helens foreshore and surrounding areas. Following the successful return of the event in 2026, organisers are hopeful of attracting even greater participation in 2027.

The 2026 Break O'Day Triathlon Challenge delivered an inclusive and engaging community event that celebrated health, fitness and the natural beauty of our region.

The event attracted a total of 120 registered participants, comprising 69 males and 51 females. Participation was spread across a wide range of age groups, highlighting the event's appeal to both younger and older members of the community.

The largest individual age group was children aged 12 years and under, with 28 participants. This was followed by adults aged 41–49 years, with 22 participants, and those aged 31–40 years, with 20 participants.

The strong representation of children and families was particularly encouraging, demonstrating the importance of providing accessible sporting opportunities that promote community involvement and healthy lifestyles.

Building on the success of the 2026 event, the 2027 Triathlon Challenge will follow the same course locations, continuing to showcase the natural beauty of the St Helens area while encouraging participants to engage in physical activity through swimming, cycling and running.

The event aims to promote the benefits of an active and healthy lifestyle while providing opportunities for people of all ages and abilities to participate in a supportive and welcoming community environment.

The challenge will once again feature three course categories – Long Course, Short Course and Junior Course, incorporating the following disciplines:

- **Swim** – Across the bay.
- **Bike** – Along Binalong Bay Road towards Lease 65.
- **Run** – Around to Beauty Bay and back.

The continued delivery of the Break O'Day Triathlon Challenge provides an opportunity to strengthen community connections, encourage participation in sport and recreation, and promote the Break O'Day region as a destination for outdoor sporting events.

STRATEGIC PLAN & ANNUAL PLAN:

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

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

Strategy
1. Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.

Break O'Day Annual Plan 2025-2026

Actions:
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.
Event Attraction – Actively promote the Break O'Day Municipality as an event destination and work with event organisers and organisations to develop and attract new events to the area.

LEGISLATION & POLICIES:

CB05 – Banner Infrastructure Hire Policy
CB07 – Community Facility Hire Policy

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

This request has not been allocated funding in the 2026–2027 budget:

Estimated Costs

Banner Poles:
Full waiver: Hire, installation and removal of two poles at $500.00 per pole
TOTAL: $1,000

St Helens Foreshore
Daily hire fee: - $136.50
Power fee: - $19.00
TOTAL: $155.50

Total value of waiver - $1,155.50

VOTING REQUIREMENTS:

Absolute Majority

BREAK O'DAY TRIATHLON CHALLENGE

Tuesday 6 October 2026

Break O'Day Council
32 - 34 Georges Bay Esplanade
St Helens TAS 7216

Dear Mayor and Councillors,

Re: Request for Waiver of Fees – Break O'Day Triathlon Challenge

On behalf of the Break O'Day Triathlon Challenge Committee, I am writing to once again request Council's consideration of waiving the fees associated with the display of promotional banners/flags and the hire of the St Helens Foreshore for our upcoming triathlon event on Sunday 7 February 2027.

The **Break O'Day Triathlon Challenge** is a community-focused event that brings together participants, families, volunteers and spectators to celebrate health, fitness and the natural environment of our region.

Event Details

The triathlon will be held at the **St Helens Foreshore and surrounding areas**, with approximately **150 participants** expected to take part, along with spectators, supporters and volunteers from across the Break O'Day region and beyond.

The event continues to provide an opportunity to showcase St Helens and the broader Break O'Day region as a fantastic destination for sporting, recreational and tourism activities.

Benefits to the Community

The event provides a number of positive benefits to the local community, including:

- **Promoting health and wellbeing** by encouraging people of all ages and abilities to participate in physical activity and an active lifestyle.
- **Encouraging community participation**, with opportunities for local residents to participate, volunteer, support competitors and become involved in the event.
- **Supporting local businesses**, with visitors and participants contributing to local accommodation providers, cafes, restaurants, retail businesses and other services.
- **Attracting visitors to the region**, showcasing St Helens and the East Coast as a destination for sporting events and outdoor recreation.
- **Building community spirit**, providing a positive and inclusive event that brings together local residents and visitors.

Request for Fee Waiver

As a community-driven event, the organising committee works hard to keep participation costs reasonable while also meeting the significant costs associated with staging a safe and successful triathlon.

Waiving the **foreshore hire fee and fees associated with the event banners/flags** would provide valuable financial assistance to the committee and allow more of our limited funds to be directed towards event safety, equipment, volunteers and delivering a positive experience for participants and the wider community.

We believe the triathlon aligns strongly with Council's objectives around **community wellbeing, participation, tourism, healthy lifestyles and supporting local economic activity**. Council's continued support would make a meaningful contribution to the ongoing success and sustainability of the event.

We greatly appreciate the support Council has provided to community events in the past and respectfully ask that Council consider waiving these fees for this year's Break O'Day Triathlon Challenge.

Thank you for considering our request. We would be very happy to provide any further information required and look forward to continuing to work with Council to deliver a successful event for our community.

Kind regards,

Natacha Bennett
Break O'Day Triathlon Challenge

11/26.15.4 Proposed Hire Fees – Hub4Health Meeting Room

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Jenna Barr, Community Services Department
FILE REFERENCE	004\002\009\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

1. That Council approves the below fee schedule for the Hub4Health Building.

HIRE TYPE	PROPOSED FEE
Not-for Profit community Group	
Hourly Rate	$20.00
Half Day (up to 4 Hours)	$45.00
Full Day (up to 8 hours)	$70.00
Private Hire / Commercial	
Hourly Rate	$30.00
Half Day (up to 4 hours)	$75.00
Full Day (up to 8 hours)	$150.00

2. Where additional cleaning/repair is required, Council may recover the associated costs from the hirer at a rate of $91.00 per hour.

INTRODUCTION:

When Council adopted the Hub4Health Management Plan in 2025, the need for a dedicated public space to accommodate meetings and community gatherings was identified as a key priority. The provision of such a space was recognised as an important opportunity to enhance community engagement, improve the functionality of the facility and encourage greater community use of the Hub4Health facility.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 9 November 2026

OFFICER'S REPORT:

The Hub4Health facility, located at 5 Portland Court, St Helens, includes a newly established meeting room that will be available for hire by community groups, organisations, and private and commercial users.

The meeting room will accommodate approximately 20 people in a standard meeting configuration and will be equipped with tables, chairs, heating and air conditioning, and Wi-Fi access. The room has been designed as a flexible, multipurpose space, featuring flip-top tables and stackable chairs

that can be easily stored away to create a larger open area. This versatility will allow the room to accommodate a range of activities, including meetings, small workshops, and training sessions.

To support the ongoing management and use of this space, it is proposed that Council introduce a hire fee structure that balances affordability for community organisations with reasonable cost recovery for Council.

In developing the proposed fee structure, consideration has been given to the room's size, capacity, available amenities and versatility, together with existing Council facility hire fees and comparable meeting spaces available within St Helens.

It is proposed that two categories of hire fees be established, with discounted rates for not-for-profit community groups and standard rates for private and commercial hirers. This approach aims to encourage community use of the facility while ensuring a fair and consistent charging structure

HIRE TYPE	**PROPOSED FEE**
Not-for Profit community Group	
Hourly Rate	$20.00
Half Day (up to 4 Hours)	$45.00
Full Day (up to 8 hours)	$70.00
Private Hire / Commercial	
Hourly Rate	$30.00
Half Day (up to 4 hours)	$75.00
Full Day (up to 8 hours)	$150.00

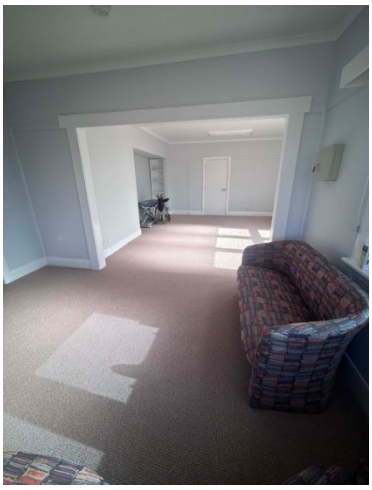
To ensure the safe and responsible use of the facility, all hirers will be required to hold a minimum of $20 million in Public Liability Insurance and complete the relevant Council hire documentation, including a risk assessment.

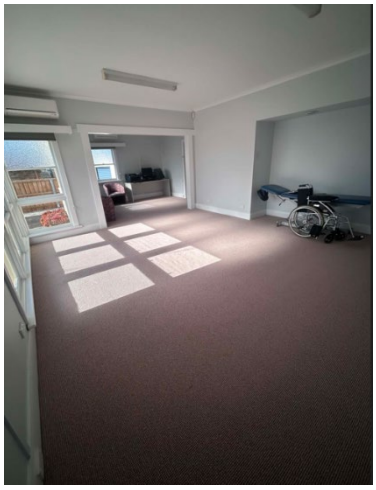
Under the proposed arrangements:

1. Hirers will be responsible for ensuring the meeting room is left in a clean, tidy and undamaged condition following use.
2. No additional cleaning/repair fee will apply when the room is left in accordance with the Conditions of Hire.
3. Where additional cleaning/repair is required, Council may recover the associated costs from the hirer at a rate of $91.00 per hour.

These requirements will be incorporated into the Conditions of Hire and communicated to all hirers at the time of booking.

Pictured below is the newly renovated meeting room with new carpet and a fresh coat of paint.





STRATEGIC PLAN & ANNUAL PLAN:

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

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

Strategy
1. Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.

Break O'Day Annual Plan 2026-2027

Actions:
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.
Event Attraction – Actively promote the Break O'Day Municipality as an event destination and work with event organisers and organisations to develop and attract new events to the area.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

If approved by Council the new fee schedule will be added the current fees and charges schedule 2026-2027.

VOTING REQUIREMENTS:

Absolute Majority

11/26.16.0 DEVELOPMENT SERVICES

11/26.16.1 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

- Development Services Coordinator has been attending to activities relating to development of the draft Northern Tasmania Regional Land Use Study;
- Recruitment of Senior Planner remains underway.

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 2025/ 2026
NPR	7	6	3	2									**18**	
Permitted	3	1	4	2									**10**	
Discretionary	8	13	19	9									**49**	
Amendment	3	3	5										**11**	
Strata														
Final Plan	1												**1**	
Adhesion			1										**1**	
Petition to Amend Sealed Plan			1										**1**	
Boundary Rectificatio n														
Exemption		2	1										**3**	
Total applications	22	25	34	13									**94**	**259**

Ave Days to Approve Nett *	**20.77**	**30.86**	**30.93**	**38.76**								**30.33**	

** 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:

DA NO	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
136-2026	Stieglitz	Dwelling Alterations and Additions including Proposed Deck	NPR	4	4
039-2026	St Marys	Residential - Change of Use Shed to Home Business	S58	217	26
164-2026	St Helens	Demolition of Existing Retaining Wall and Construction of New Retaining Wall PLUS Construction of Sauna, Attached Deck and Privacy Screen and Fence	S57	57	40
195-2026	St Marys	Additional Use for Visitor Accommodation	S58	21	15
211-2026	St Helens	Construction of Deck with Awning	NPR	5	5
178-2025	St Marys	Residential - Retrospective Approval for Existing Deck and Enclosed Veranda in addition to a Proposed Secondary Residence and Studio Outbuilding	S57	87	42
177-2026	St Helens	Residential - Construction of a Dwelling with Attached Deck and Pergola, Separate Shed, Placement of Two (2) Shipping Containers and Water Tank	S57	43	42
156-2026	Stieglitz	Demolition of Carport PLUS Construction of a Retaining Wall & Cut and Fill of Site	S57	68	42
179-2026	Four Mile Creek	Demolition of Existing Dwelling and Outbuildings in addition to the Construction of a New Dwelling with Attached Roofed Deck and Carport including Placement of Water Tanks	S57	52	39
102-2026	Stieglitz	Visitor Accommodation - Construction of Two Visitor Accommodation Units & Subdivision - Title Consolidation of Five (5) Titles PLUS Road Lot	S57	43	42
047-2026	Binalong Bay	Residential - Additions and Alteration to Existing Dwelling and Extension to Existing Outbuilding	S57	225	85
145-2026	Scamander	Subdivision - Boundary Variation between Two Lots (Boundary Adjustment)	S57	92	92
175-2026	Weldborough	Construction of a Dwelling and Shed	S57	31	30

***Denotes Application Requiring a Planning Authority Decision due to Representations being received**

Strategic Planning Projects in the 2026/2027 financial year

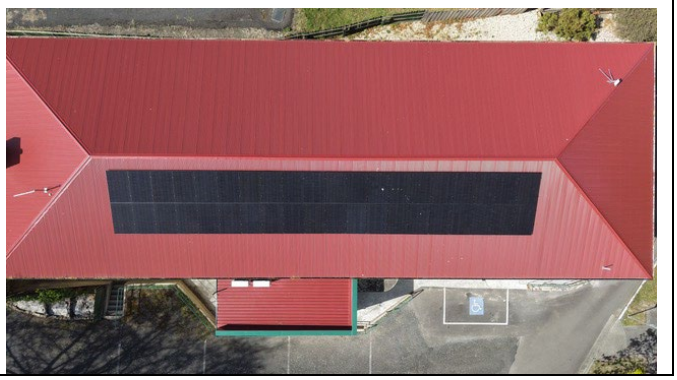
Description	Percentage Complete	Current Update
Progress Final Adoption of Scamander - Beaumaris Structure Plan from 2025/2026 & Progress the highest priority actions contained with the Scamander-Beaumaris Structure Plan following approval by Council.	75%	Final Scamander – Beaumaris Structure Plan and Report is complete and endorsed at the August 2026 Council meeting. Priorities of endorsed actions will be workshopped upon commencement of Senior Planner.
Regional Land Use Strategy - Participate in finalisation and adoption of the new Northern Tasmania Regional Land Use Strategy.	50%	The draft Northern Tasmania Regional Land Use Strategy is now completed and is now in the hands of the State Planning Office – presentations to Council to follow regarding next steps and Public Exhibition.
Industrial Land Use Strategy - Finalise development of the Strategy; adoption by Council; and commence implementation of priority actions	75%	Industrial Land Use Study is complete and endorsed at the August 2026 Council meeting. Priorities of endorsed actions will be workshopped upon commencement of Senior Planner.
Progress Scenic Areas Assessment - progress a Scenic Areas Assessment furthering previous work completed to inform any further amendments to the Local Provisions Schedule of the Tasmanian Planning Scheme	10%	The brief for the project has been commenced and now awaits resourcing to finalise the brief due to vacant Senior Planner Position.
Food Prone Areas - Develop and implement procedures to apply Municipal and State (State Emergency Service) flood modelling to avoid putting development and use of land at risk of flooding.	0%	Reframed from 2025/2026 to further progress Break O Day Councils Flood Policy Work.
Coastal Erosion Risk - Undertake assessment of erosion risk mapping and planning tools through Local Government Association's Coastal Hazard Resilience Planning Project.	25%	Project initiation meeting held and consultants now engaged. Council resources have been assigned to participate in workshops that have been arranged during November 2026.

Coastal Hazards Strategy - progress municipal and regional policy on managing coastal hazards and risks the community faces.	0%	New Action for 2026/2027 Financial Year
Scamander Coastal Hazards - Develop Council strategy for managing future coastal and flood risks at Scamander and coastal adaptation priorities.	0%	New Action for 2026/2027 Financial Year

BUILDING PROJECTS REPORT

Projects Completed in the 2026/2027 financial year

Description	Location	Updates
Internal Renovations	Hub 4 Health, Portland Court, St Helens	Completed August 2026.
Air-conditioning upgrades & Commencement of Internal Painting	Council Office	Completed early September 2026
New Power Supply & Electrical Fit-out	St Marys Waste Transfer Station	Connection to Grid and Associated Electrical Completed August 2026.
Replacement of Roof Cladding	Pyengana Hall	Completed August 2026.
Demolition of Structure at end of Use Life	Wombat Walk Gazebo, St Marys	Completed August 2026.
Demolition of Structure at end of Use Life	Old Fingal Toilet Block (Short Street Reserve, Fingal	Completed August 2026.
Installation of Roof Mounted Solar Panels	St Marys Indoor Centre	Completed September 2026. 

		
Installation of Roof Mounted Solar Panels	St Marys Hall	Completed September 2026.  

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

Description	Location	Updates
Improvements to St Helens Dog Exercise Yard	St Helens Sports Complex	• Completed work includes shelter and seating. • Installation of Water fountain remains outstanding.
Design & Construction Phase – Public Toilet Upgrades	Memorial Park, St Helens	• Works Commenced, scheduled for opening prior to mid November 2026 and Completion of surrounding works scheduled to commencing post Easter holidays 2027.

Structural Stabilisation Works	St Marys Exhibition building	• Draft Structural engineering now has been reviewed by committee 7th October 2026. • Consultants engineer now finalising plans for final review by committee • Following approval by committee the plans will be presented to a future Council meeting.
Repair Render & Repaint Front Facade & New Windows and Curtains.	Portland Hall, St Helens	• Window replacement complete – October 2026; • Curtains are on order, expected to be installed during November 2026.
New Public BBQ Facility – Design Phase	Pyengana Recreation Ground	• Designer engaged and consultation with committee has been completed. Conceptual designs now being prepared with an aim for project commencing early 2027.
2 X New Shipping Containers	St Marys Waste Transfer Station	• Council & Regulatory approvals now granted and permission granted to St Marys Hospital Auxiliary to progress installation.

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

Description	Location	Updates
New Ceiling Insulation & Roof Replacement	St Helens Works Depot Office building	• Budget approved in capital works program.
Toilet/Amenities Replacements – Design Phase	St Helens Foreshore	• Budget approved in capital works program. • On Hold – Pending outcome of Liveability strategy;
Bus Shetler Replacement Program	(Various Sites)	• Working with school trade certificate program. • Budget approved in capital works program.
Internal Upgrades & Improvements	Scamander Sports Complex (Main Building)	• Budget approved in capital works program. • Scoping to be finalised and is directly associated with ongoing strategic work being conducted by Otium planning.

Design Phase – Upgrades of Facilities	O Connors Beach, St Helens	• Budget approved in capital works program. • Scoping to be commenced in early 2027 calendar year.

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
October 2026

No.	BA No.	Town	Development	Value
1.	2025/00026	St Helens	New Dwelling incorporating Shed	$195,000.00
2.	2026/00169	St Helens	New Shed	$33,000.00
3.	2025/00143	Scamander	Change of Use (Shed to Dwelling) & Addition (Existing Dwelling)	$318,000.00
4.	2026/00148	Scamander	Addition - Decks	$50,000.00
5.	2025/00106	Stieglitz	Part Change of Use (Shed to Secondary Dwelling) & Alterations/Additions	$10,000.00
6.	2025/00243	Binalong Bay	New Deck & Swim Spa	$50,000.00
7.	2026/00226	St Marys	Building Certificate - Existing Dwelling, Deck, Carport & Garage	N/A
8.	2026/00207	St Helens	Plumbing only – Amenities to Existing Shed	N/A

	2025/2026	2026/2027
ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	$10,279,600.00	$8,010,000.00

	MONTH	2025	2026
ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	October	$2,866,000.00	$656,000.00

	MONTH	2025/2026	2026/2027
NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	October	56	52

ENVIRONMENTAL REPORT:

Description	Updates
Natural Hazards - Flood	Attended Tasmanian Flood Warning Consultative Committee meeting. Significant business included a seasonal climate outlook (likely to be warmer than normal locally over the next months). The Flood Warning Consultative Committee is also involved with national activities focussed on improved coordination of flood warning services, infrastructure (such as river and rain gauges) and inter-government service roles and commitments with the states. Break O'Day operates the St Marys Flash Flood Warning System and the new water level gauge on the Scamander River.
H5N1 Bird Flu	An Interim Break O'Day Council Bird Flu Plan was adopted to guide Council's role in supporting statewide management of the developing Bird Flu (High Pathogenicity Avarian Influenza - H5N1 bird flu) in Break O'Day. It follows

	engagement and guidance from Biosecurity Tasmania in early spring when the arrival of Bird Flu was considered a biosecurity emergency. Bird Flu has only gradually spread in Tasmania since August with 53 confirmed cases from 880 tests (Biosecurity Tasmania). The latest locally were two Pacific gulls at Binalong Bay. Biosecurity Tasmania's Bird Flu web pages are a primary source of information and key advice continues to be 'Avoid-Record-Report'.

PUBLIC HEALTH REPORT

Recreational Water Quality

The *Public Health Act 1997* requires Councils to monitor recreational waters (natural coastal and freshwater environs) for primary contact (i.e. swimming) using the Tasmanian Recreational Water Quality Guidelines 2007. Monitoring is conducted during the summer months (December through to March the following year) to assess faecal contamination (Enterococci) which is associated with risks to public health.

Results for recreational samples taken during the 2025-26 season, indicate all nine sample locations were suitable for primary contact.
Monitoring for the 2026-27 season will commence mid-December 2026 through to March 2027.

All recreational waters may be subject to poor water quality from time to time due to weather and/or other external factors.

Note:
Enterococci results are reported as the number of organisms per 100 mL of water (Enterococci/100 mL). Recreational Water Quality Classifications are based on the Tasmanian Recreational Water Quality Guidelines.

Recreational Water	03 Dec 2025		12 Jan 2025		16 Feb 2026		16 March 2026	
	Ente*	Rec. WQ#	Ente*	Rec. WQ#	Ente*	Rec. WQ#	Ente*	Rec. WQ#
Grants Lagoon (mouth B)	<10	Good	<10	Good	<10	Good	<10	Good
Grants Lagoon (footbridge)	<10	Good	<10	Good	<10	Good	<10	Good
Grants Lagoon (camp ground)	<10	Good	<10	Good	<10	Good	<10	Good
Beauty Bay	10	Good	<10	Good	<10	Good	<10	Good
Yarmouth Creek	140	Good	<10	Good	<10	Good	<10	Good
Wrinklers Lagoon	<10	Good	<10	Good	<10	Good	10	Good
Scamander River mouth	<10	Good	<10	Good	<10	Good	20	Good
Henderson Lagoon	<10	Good	<10	Good	<10	Good	<10	Good

Denison Rivulet	<10	Good	10	Good	10	Good	60	Good

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	2026/2027		2025/2026	
	Persons	Vaccinations	Persons	Vaccinations
July - December	0	0	0	0
January - June	73	107	43	83
TOTAL	**73**	**107**	**43**	**83**

Sharps Container Exchange Program as at 31 October 2026

Current Year	Previous Year
YTD 2026	YTD 2025
28	30

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

1. Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.
2. 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

11/26.16.2 NRM Committee Meeting Record of Proceedings – 4 August 2026

ACTION	DECISION
PROPONENT	NRM Special Committee
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	010\028\003
ASSOCIATED REPORTS AND DOCUMENTS	Record of Proceedings - NRM Committee Meeting – 4 August 2026

OFFICER'S RECOMMENDATION:

That Council receive the Record of Proceedings of NRM Committee Meeting held on 4 August 2026.

INTRODUCTION:

The Break O'Day Council NRM Special Committee met on Tuesday 4 August 2026 and is due to meet next on Tuesday 24 November 2026, following Council elections and newly appointed Councillor Committee Representatives.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 9 November 2026

Council Meeting 17 August 2026

05/25.16.2.605 Moved: Clr I Carter/ Seconded: Clr V Oldham

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

CARRIED UNANIMOUSLY

Council Workshop 3 August 2026

OFFICER'S REPORT:

The NRM Special Committee met on 4 August 2026 with a quorum. The meeting proceeded in accordance with the Record of Proceedings, which is provided for Council's consideration.

Key matters considered at the meeting included:

- The Committee established two working groups (Sub-Committees) in accordance with the revised Charter endorsed by Council at its August 2026 meeting. The working groups will develop a Cat Management Strategy and a Weed Management Strategy. This structure will allow interested Committee members to dedicate additional time and resources to these priority areas and support the preparation of tailored strategy documents for the Committee's review before they are presented to Council for consideration.
- Under Item 8.1, the Committee considered actions taken by the Parks and Wildlife Service to prevent illegal use of and unauthorised access to St Helens Point Reserve. The Committee

discussed the importance of Council publicly supporting these actions because of the area's significant flora, fauna and Aboriginal heritage values. The Committee then made the following recommendation:

> *In response to recent actions by the Parks and Wildlife Service (PWS) at St Helens Point to prohibit unauthorised access and use, Council acknowledges PWS as the legal manager of the area and supports its authority to manage the reserve and protect its resources.*

Current outstanding NRM Committee actions:

	Item	Status
5 March 2024, 4 June 2024, 10 June 2025 (Combined)		
6.4.2, 4.2.1, 4.2.1 (respectively)	Council writes to the Minister for Parks and Wildlife Service to ask for PWS to be better resourced to manage pest plants and animals in reserves, significant increase in resources for deer control and to prepare Statutory Reserve Management Plans for reserves in the Break O'Day.	Recommendation(s) received – and need to be prioritized and coordinated with similar others
4 June 2024		
4.4	Draft a 3-year NRM Action Plan, to update the Break O'Day Environment and NRM Action Plan (2018-2023).	To action as time permits; new Council after elections – an opportunity
4 February 2025		
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.	On-going (progressed in later item)
4 February 2026		
4.2.1	Council write to the LGAT highlighting the severe safety risks associated with Peri-urban deer encroachment and request LGAT lobby the State Government for a significant increase in resources for deer control across the State, including in the Break O'Day municipality.	To action with '6.4.2 and 4.2.1, 4.2.1 'above – asap
5.1.1	That Council formalises an agreement with NE Bioregional Network to initiate Volunteer weed management works on designated Council land	Development of Council process for Agreements with NRM Facilitator – to progress asap

Following the recent election and to enable Council representatives newly appointed to the NRM Committee at this Council Meeting to attend, the next NRM Committee has been rescheduled to Tuesday 24 November 2026.

STRATEGIC PLAN & ANNUAL PLAN:

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.

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

Strategy:

1. Create an informed and involved community by developing channels of communication.

Key Focus Area:
Communication - Improve and develop communication processes that lead to the community feeling more informed and involved.

Break O'Day Annual Plan 2025-2026

Actions:
Natural Resource Management Committee - Support the Committee to address objectives and priorities of the Environment and NRM Strategy and Action Plan.

LEGISLATION & POLICIES:

Local Government Act 1993 – Section 24 Special Committees
Local Government (Meeting Procedures) Regulations 2025

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

Record of Proceedings

NRM SPECIAL COMMITTEE MEETING

Tuesday 4 August 2026

Meeting

Break O Day Council Chambers – 1.00pm

32-34 Georges Esplanade, St Helens

1 Attendance

Note members present and apologies.

Present: Clr Liz Johnstone (Chairperson), Clr Vaughan Oldham, Todd Dudley (NE Bioregional Network), Adam Peaty (Community Representative), Liese Fearman (Agricultural Representative), Craig Lockwood (Marine / Aquaculture Representative), Steve Towner (Parks & Wildlife Service)

Apologies: Graeme Wathen (Community Representative), Robin Dickson (Forestry Representative), Clr Kylie Wright, Brendan Meulders (Parks & Wildlife Service)

1.1 Acknowledgement of Country

As we stand on Kununurra 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 NRM Committee Minutes

The Meetings held on 10 June 2025 (postponed from the original 6 May 2025), 28 October 2025, and 3 February 2026 were all short of a quorum. The decisions made need to be ratified as well as confirming the Minutes by the Committee.

At the Committee's last Meeting on 5 May 2026 Members present resolved to confirm the three prior Meeting Minutes. However, there was again not a quorum at that Meeting.

Council has in that time considered all four of these NRM Committee Meetings at its Workshops and Meetings; receiving them as the 'Record of Proceedings', for the 10 June and 28 October 2025 and 3 February and 5 May 2026 Meetings.

The NRM Committee should complete ratification and confirmation of each these previous Minutes.

2.1.1 That the Committee ratifies the Decision at the Meeting held on 5 May 2026 to confirm the Minutes of the Meeting held on Tuesday 10 June 2025, and the Minutes be confirmed.

Moved: Todd Dudley Seconded: Liese Fearman

For: All

Against: NIL

Carried Unanimously

2.1.2 That the Committee ratifies the Decision at the Meeting held on 5 May 2026 to confirm the Minutes of the Meeting held on Tuesday 28 October 2025, and the Minutes be confirmed.

Moved: Clr Liz Johnstone Seconded: Clr Vaughan Oldham

For: All

Against: NIL

Carried Unanimously

2.1.3 That the Committee ratifies the Decision at the Meeting held on 5 May 2026 to confirm the Minutes of the Meeting held Tuesday 3 February 2026, and the Minutes be confirmed.

Moved: Todd Dudley Seconded: Liese Fearman

For: All

Against: Against

Carried Unanimously

2.1.1 That the Committee confirms the Minutes of the Meeting held on 5 May 2026.

Moved: Todd Dudley Seconded: Clr Vaughan Oldham

For: All

Against: NIL

Carried Unanimously

3 Declaration of interest of a member or close associate

Committee members should consider any matters on the Agenda for which they have an interest in decisions the Committee may make for actions or providing advice or recommendations to Council.

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

Adam Peaty sought clarification of whether he had a pecuniary interest to declare, based on his co-authoring of the Cat Management Plan being considered by the Committee as part of the Agenda. The NRM Facilitator explained that as Adam was not seeking to gain a direct/indirect financial benefit in the matter, Adam does not have to declare any interest.

4 Business arising from the previous meeting

4.1 NRM Committee Membership

The report was noted and that Committee vacancies exist for:

1x Education sector representative
1x Agricultural representative
1x Aboriginal community member

And that challenges of membership and quorums for Meetings are being addressed in an item later in this Agenda regarding *The Charter for the Break O'Day Council Natural Management Committee.*

5 Current outstanding NRM Committee actions

The Committee discussed combining several actions to lobby the Government for more resources to be allocated to Parks and Wildlife Service, Reserve management planning and biosecurity problems.

Questions were raised by Adam Peaty and Todd Dudley about the number of historic items detailed in this table. Furthermore the apparent delays in actioning correspondence (item 4.2.1) was highlighted as an on-going frustration/concern. It was suggested that due dates for actioning items should be considered.

The NRM Facilitator confirmed that the purpose of retaining historical items on the table was to ensure they are not forgotten. Furthermore, competing priorities, finite resources and accessing appropriate signatures, had delayed the drafting and follow-up of some correspondence and item actions.

Craig Lockwood noted historic frustrations by members about items being 'rolled over' and the over-all bureaucratic set-up.

	Item	Status
From 2020		
6.2.1	Maintain representation and members vacancies on Councils NRM Committee	Close - a routine matter for the Committee.
5 March 2024, 4 June 2024, 10 June 2025 (Combined)		
6.4.2, 4.2.1, 4.2.1 (respectively)	Council writes to the Minister for Parks and Wildlife Service to ask for PWS to be better resourced to manage pest plants and animals in reserves, significant increase in resources for deer control and to prepare Statutory Reserve Management Plans for reserves in the Break O'Day.	Recommendation(s) received – and needs to be prioritised and coordinated with similar others.
4 June 2024		
4.4	Draft a 3-year NRM Action Plan to update the Break O'Day Environment and NRM Action Plan (2018-2023)	To action as time permits; new Council after elections an opportunity.
4 February 2025		
6.3.1	Council should keep and report fuller records of its weed control programs, that can show	On-going [progressed in later item]

	progress and planned follow-up for management of weed infestations.	
8.4.1	Include Council contact information (NRM Weed Officer) with the 'Weed of the Month' articles in Council's Newsletter; and include land clearing and weeds information in Council's 'New Residents Kit'.	Concluded – not implemented
4 February 2026		
4.2.1	Council write to the LGAT highlighting the severe safety risks associated with Peri-urban deer encroachment and request LGAT lobby the State Government for a significant increase in resources for deer control across the State, including in the Break O'Day municipality.	To action, with '6.4.2, 4.2.1, 4.2.1' above, asap
5.1.1	That Council formalises an agreement with NE Bioregional Network to initiate Volunteer weed management works on designated Council land	Development of Council process for Agreements with NRM Facilitator – to be progressed as soon as possible.

5.1.1 Recommendation: The Committee receives the report on Outstanding Committee items and updates to their status, including closing items 2020-6.2.1 and 2025-8.4.1.

Moved: Adam Peaty Seconded: Todd Dudley

For: All

Against: NIL

Carried Unanimously

6 Issues

6.1 Review of the NRM Committee Charter

Besides membership and attendance issues, questions about how the Committee operates and functions have also been raised and discussed in the last year or so. Albeit without quorums being present, for reasonable conclusions to be drawn, since February 2025.

The 4 February 2025 Meeting Minutes recorded the following (at Item 5):

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.

A copy of the current NRM Charter (Break O'Day Council – Natural Management Committee Charter – 20 September 2021) has been included as part of this Agenda. Members are asked to revisit Council's Charter, review it together, to provide feedback and suggestions to Council to inform it's review of the Charter during August.

Beyond the immediate membership and attendance challenges and the current provisions of the Charter, the Committee should also consider

- the underlying purpose and intent for Council (and the municipality at large), what is the need?
- how is the Committee/Meetings vehicle fit for purpose?
- are there alternatives?

Relevant context for these larger questions are the Break O'Day Council Strategic Plan (a statutory plan Council follows) and the NRM Strategy.

The Committee reviewed the Charter in detail and over an extended period.
Robust discussion took placed focused on representation, engagement, effectiveness and achieving outcomes, the skill sets required on the Committee, its Terms of Reference, and the responsibilities of both the Committee and Council. A quorum was present for this discussion.
Members discussed ways to improve representation and engagement. They recognised that having three Council representatives may become difficult when the number of elected Councillors is reduced to seven. Options considered included adding new sectors such as tourism and private landholders/developers, reducing the number of sectors, or using broader category definitions for what constitutes Community, Industry and Government representation.
The Committee considered the need to invite representatives from different sectors, such as economic development and tourism portfolios.
The Committee also reviewed the Charter's operational requirements, including the skill base, Terms of Reference, and the responsibilities assigned to both the Committee and Council, with the following recommendation carried.

7

6.1.1 Recommendation: The Committee's advice to Council regarding the Charter review, include:

- supporting Council representation reduced from three to two elected representatives,
- to maintain an odd number of members by increasing Community representation (of 'individual or local interest groups') from two to three
- enabling the Committee to convene 'other activities' besides its Meetings, to create opportunities for wider audiences and effectively contribute to deliberation of issues by Committee, and
- two-way reporting between Council and the Committee (by adding reporting of Council outcomes back to the Committee in Councils responsibilities).

Moved: Adam Peaty Seconded: Clr Vaughan Oldham

For: All

Against: NIL

6.2 Scamander River Barway Opening Protocol

The report was noted, however Clr Liz Johnstone advised that due to limited time available at the meeting, this item would not be discussed.

NRM Facilitator clarified that Council will we working to develop a more formal protocol. There also needs to be some consideration given to the natural process associated with barway closure and whether to adopt no actions to open the barway – thereby adopting a protocol to 'leave as is'.

Committee members were requested to email any comments about this issue directly to the NRM Facilitator; who will incorporate these in development of the protocol and share drafts with members as it progresses with Council to adoption.

6.3 Avian Influenza

Clr Liz Johnstone advised that due to time constraints, this item would not be discussed. Instead, Committee members were requested to contact the NRM Facilitator if they had any comments and/or questions.

The Tasmanian State Government has been preparing to manage impacts of the Avian Influenza, H5 Bird Flu for more than a year. Biosecurity Tasmania's Bird Flu web pages are a primary source of information, including the Tasmanian Avian Influenza Readiness and Response Plan.

6.4 Cat Management

The item was discussed by the committee with in principle agreement to set-up a Working Group (as a Sub-Committee of the NRM Committee) to progress a Cat Management Strategy for the Break O'Day area, with Adam Peaty taking a lead role, given his involvement with the drafting of the 'Cat Management Plan' for the Break O'Day area. Steve Towner, Liese Fearman and Todd Dudley expressed an interest in contributing.

In discussion, Adam highlighted the enactment of a cat by-law as an additional management tool, with prohibited areas being identified (Reserves, certain developments areas e.g. subdivision of land near Winifred Curtis Reseve), alongside further education to raise community awareness and understanding around cat management options within the community.

NRM Facilitator highlighted actions and progress to date, included the PWS trapping program and cat desexing and micro-chipping subsidy which could be extended each year to develop a 'responsible cat ownership' data-set.

Craig Lockwood highlighted the need to include school-based education on the topic in view of its management by the next generation.

Clr Liz Johnstone further noted that any Strategy should not be limited to Council based resources, but rather would require a collaborative approach from government and community.

6.3.1 Action: A Working Group be established, with interested Committee Members to develop a Cat Management Strategy for the Break O'Day Municipality with further review by the NRM Special Committee.

Moved: Steve Towner Seconded: Liese Fearman

For: All

Against: NIL

Carried Unanimously

6.5 Weed Management

The Committee noted the report that reviewed discussion and issues raised at previous meetings.

Due to time constraints, only brief discussion took place about this item, with Todd expressing his frustration about the lack of volunteer involvement / capacity to support weed management initiates within Council. Noting that NE Bioregional Network had a collaborative arrangement with PWS and a private timber company – so cannot understand why a similar approach cannot be adopted with Council.

Councils NRM Facilitator highlighted the OH&S provisions and implications to Councils insurance provisions all need to be considered in such an arrangement/agreement, which is not a simple task.

Other key considerations noted were –

- Knowing what weeds there are where (mapping)
- The need to embrace volunteers and external resources to achieve a holistic and actionable weed strategy. Craig Lockwood highlighted the need for State & Federal support and funding where appropriate.
- Accurate record keep of works proposed, initiated and regular on-going management/follow-up were important criteria to ensure sustainable outcomes.
- Having a 'weed summit' to engage the community and stakeholders with a view to focus weed management on areas of concern highlighted by the 'community' – providing more focussed and relevant decision making.

Notwithstanding, there was agreement from Committee members that the establishment of Working Group had merit and would better facilitate a focus on the development and initiates associated with a Weed Management Strategy for the Break O'Day area. It was further agreed that Todd Dudley could take a lead role in this Group, given his passion and experience in this area.

6.5.1 Action: A Working Group be established to develop a Weed Management Strategy for the Break O'Day Municipality for consideration and review by the NRM Special Committee.

Moved: Adam Peaty Seconded: Liese Fearman

For: All

Against: NIL

Carried Unanimously

7 NRM staff update

Some key activity for the period is listed below, the NRM Facilitator will report further at the meeting.

- Scamander Coastal Hazards and Flood Risks – Pathways project mitigation works, May flood event, new LGAT project on coastal erosion hazard mapping.
- Georges Bay tides and sea level rise community information evening.
- Cat Management – Council submission, PWS/NRM North trapping, desexing subsidy.

8 Committee Members update and other business

8.1 Parks Access Issue, St Helens Point – Parks & Wildlife Reserve.

Prior to the meeting Todd Dudley had requested the following item be included as part of the Agenda.

In discussion of this item Todd raised concerns about community expectations and perceptions around Parks and Wildlife Services managing its land and Councils position to support these actions which were considered at odds with the lawful restrictions applied.

Steve Towner (PWS) spoke further about this item to provide background context on behalf of PWS and recent actions taken by the Agency.

The focus of this project was looking at the illegal use/ access of the reserve by off-road vehicles and private residents. Consequently, PWS has installed a number of physical barriers to restrict illegal access to the area which in turn has resulted in vocal opposition by a number of residents. In addition, PWS had written to residents explaining the reasons why such works were initiated.

At this stage, no further works are proposed to the area, due in part to budget/resource constraints.

In general terms, the Committee discussed the need for Council to be seen as supporting these actions, given the inherent value of the flora, fauna and aboriginal significance of the area.

8.1.1 Recommendation: In responding to recent Parks & Wildlife Services (PWS) actions at St Helens Point, to prohibit the unauthorised access any use, Council acknowledges PWS as the legal manager of the area and supports its authority to manage the reserve and protect its resources

Moved: Adam Peaty Seconded: Liese Fearman

For: All

Against: NIL

Carried Unanimously

9 Next Meeting Dates

Meetings have been held on the first Tuesday of each month, normally from 12:30pm for business starting formally 1pm (or sooner with agreement of those attending) and field trips prior where possible.

For Members not able to attend in person a video link (via Microsoft Teams Meeting) is available, please contact Linda Sznytka at the Council office (63767900) or by email: linda.sznytka@bodc.tas.gov.au.

2026 Meeting dates for the NRM Special Committee are as follows:

- 3 February 2026 – (Council Chambers)
- 5 May 2026 – (Council Chambers)
- 4 August 2026 - (Council Chambers)
- 10 November 2026 – (Council Chambers)

NOTE: The 10 November Meeting date has been postponed to Tuesday 24 November, to be after the first Council Meeting after elections, on 16 November, where Council Committee appointments would be made.

11/26.17.0 GOVERNANCE

11/26.17.1 General Manager's Report

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:

20.10.2026	**St Helens**	– Senator Chris Gatenby, tour of Break O'Day with Mayor Tucker, providing an opportunity to familiarise Sen Gatenby with the area and brief him on key Council projects, regional priorities and future funding needs.
21.10.2026	**St Helens**	– Municipal Emergency Management Committee, attended the pre fire season meeting to receive a briefing on the season ahead and preparations. Also provided an opportunity to discuss some of the challenges last year and adjustments to how responses occur.
22.10.2026	**MS Teams**	– East Tas Education and Employment (ETEE), meeting of Board relating to oversight of the Study Hub and Jobs Hub projects.
22.10.2026	**MS Teams**	– Break O'Day Employment Connect (BODEC) monthly Management Committee Meeting.
09.11.2026	**St Helens**	– Council Workshop.
09.11.2026	**MS Teams**	– Jobs and Skills Australia (JSA), attended the JSA Roadshow 2026, bringing together government, industry and local experts to discuss labour market trends, workforce challenges and opportunities in jobs, skills and training.
10.11.2026	**St Helens**	– St Helens Neighbourhood House, meeting with President Claudia Butler involving Mayor Tucker, to receive an update on the House's activities and the transition to the new Committee.

Meetings & Events Not Yet Attended:

11.11.2026	**MS Teams**	– Eastern Strategic Regional Partnership, meeting with John Dawson and James Francis-Smith, Building Tasmania, to discuss the St Helens Binalong Bay Liveability Strategy and more broadly the ESRP.
12.11.2026	**MS Teams**	– East Tas Education and Employment (ETEE), meeting of Board relating to oversight of the Study Hub and Jobs Hub projects.
12.11.2026	**Oatlands**	– Regional Jobs Hub Learning Development Network Forum, primary focus will be on overarching governance arrangements, funding advocacy and State Budget Submission.
12.11.2026	**Burnie**	– Regional Development Australia Tasmania, attended the Tasmanian Regional Development Champions 2026, These awards honour outstanding contributions to Tasmania's regional communities.
13.11.2026	**MS Teams**	– Northern Tasmania Development Cooperation (NTDC), meeting with Michael Bailey (CEO) to discuss matters relating to Break O'Day and the region more broadly.
16.11.2026	**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 Luke Sypkes.

Brief Updates:

Senator Chris Gatenby Visit

Following changes within the Liberal senate team with the retirement of Senator Wendy Askew, Senator Chris Gatenby is now focussed on our area and the visit provided us with the opportunity to familiarise the Senator with our area and key issues and projects. These included:

- Georges Bay Multi-user Track, explained the situation with the Parnella extension
- St Helens Aerodrome, overview of use including RFDS and changes to operational requirements for their future aircraft.
- Housing, affordable and employee housing. Included a visit to Tas Manufactured Housing
- St Marys Pass, outline of the replacement project to date and findings in relation to options. Discussion also focussed on funding requirements.

Councillor Induction

As mentioned at the end of the last meeting, we have held off on designing an Induction Program for the incoming Council as there was a chance that we might not have any change, which meant, we would reshape the approach and reduce the focus on some of the core elements. Noting that the Learning and Development Framework is in place and this provides a solid starting point the following broad outline is proposed:

<u>1 Day Induction</u>

- Roles and responsibilities of Councillors
- Conflict of Interest
- Legislative Framework
- Planning Authority
- Cyber Security and managing information

Rolling Program (Tentative)

- Term Plan Development – Where is our focus going to be over the next four years
- Strategy and Major Projects
- Asset Management – Strategic Asset Management Plan and Asset Condition Update (February 2027 leading into Budget)
- Financial Management – Long Term Financial Plan (February 2027 leading into Budget)
- Risk Management, WHS and personal care

Communications Report

TOPIC	ACTIVITY	PROGRESS
GENERAL COMMS	BODC Newsletter	Sent out today. Included stories on: • TasWater – Water restrictions on watch. • Welcoming our newly elected Council. • Burst of Flower show 2027.
	BODC Website	• Mannalargenna Day Festival 2026. • Trivia Night – St Helens Scout Group. • Tassie Forest Tour – Wilderness Society Tasmania.
	Valley Voice: Five minutes with the Mayor	• Local Government Election information.
	North Eastern Advertiser	• Senior Bus Trip 2026.
SOCIAL MEDIA	Break O'Day Council	• Australia Day Nominations for 2027. • Council Mythbusters campaign. • Free green waste disposal, every Sunday until 28 February 2027. • Falmouth Toilet Block has won a BDAA National Design. • Australian Citizenship Ceremony - welcomed five new Australian citizens to the Break O'Day community.
	Shared Social Media Posts	• Bendigo Bank Christmas Parade, entries open – Break O'Day Christmas Festivities Committee. • Community Programs Officer position - CUC Eastern Tasmania. • Christmas business window competition – Break O'Day Christmas Festivities Committee. • Fallow deer management - public consultation open now – NRM North. • Through your lens competition – NTDC. • Rural Crime Forum – Tasmania Police. • Campfire ban from 26 October 2026 – PWS.

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:

Nil

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

DATE	DOCUMENT	ADDRESS	PID OR DA
01.10.2026	337 Certificate	38 Gardiners Creek Road, St Marys	3357283
05.10.2026	337 Certificate	76 Acacia Drive, Ansons Bay	7288190
05.10.2026	337 Certificate	5 Jeanneret Beach Road, Binalond Bay	6807681
05.10.2026	337 Certificate	69 Scamander Avenue, Scamander	7206263
06.10.2026	337 Certificate	311 Lottah Road, Goulds Country	1839828
06.10.2026	337 Certificate	Shop 2, 35 Quail Street, St Helens	9296168
06.10.2026	337 Certificate	4 Hugh Street, St Marys	6403484
06.10.2026	337 Certificate	19 Warrens Way, St Helens	3557138
06.10.2026	337 Certificate	605 Elephant Pass Road, St Marys	7378751
07.10.2026	337 Certificate	15 Seaton Cove, Binalong Bay	6807868
21.10.2026	337 Certificate	32 Pedder Street, Fingal	6411652
23.10.2026	337 Certificate	9 Royles Road, St Marys	6402967
23.10.2026	337 Certificate	139 St Helens Point Road, Stieglitz	6790322
23.10.2026	337 Certificate	2/74 Medeas Cove Esplanade, St Helens	2627931
26.10.2026	337 Certificate	28 Elizabeth Street, Mangana	6413471
26.10.2026	337 Certificate	5 Hugh Street, St Marys	6403433
26.10.2026	337 Certificate	32 Parnella Drive, Stieglitz	7391008
27.10.2026	337 Certificate	36 Winifred Drive, Scamander	3126098
27.10.2026	337 Certificate	34 Tully Street, St Helens	3575168
28.10.2026	337 Certificate	29 Cameron Street, St Helens	2837920
28.10.2026	337 Certificate	Lot 35 Wrinklers Drive, Scamander	9881360
28.10.2026	337 Certificate	66 St Helens Point Road, Stieglitz	6789225
28.10.2026	337 Certificate	9-11 Molly Court, St Helens	2701871
29.10.2026	337 Certificate	51 Peron Street, Stieglitz	6785830
29.10.2026	337 Certificate	17 Lawry Heights, St Helens	7255620

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

11/26.17.2 2026-2027 Annual Plan Quarterly Review as at 30 September 2026

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\036\002\
ASSOCIATED REPORTS AND DOCUMENTS	2026 - 2027 Annual Plan Update at 30 September 2026

OFFICER'S RECOMMENDATION:

That Council receive the quarterly review as at 30 September 2026 of the 2026-2027 Break O'Day Council Annual Plan.

INTRODUCTION:

Council's management team prepared the 2026 – 2027 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 15 June 2026 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 2026-2027 Annual Plan as at 30 September 2026. 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 26% completion vs a target of 25%. Looking at individual Key Focus Areas, progress sits at:

<u>GOAL- Community</u>	
Communication	44% (Activity timing)
Events & Activities	25%
Volunteering	38% (Activity timing)
Community & Council Collaboration	0% (Later timeframe for activities)
Wellbeing	38% (Timing of activities)
<u>GOAL – Economy</u>	
Opportunities	31%
Brand	25%
Population	13% (ESRP inactivity)
Housing	13% ESRP inactivity primarily)
<u>GOAL - Environment</u>	
Appropriate Development	33%

Land & Water Management	35% Completion of NRM Committee Review)
Climate Change	34%

GOAL - Infrastructure

Community Facilities	8% (Liveability Strategy timing)
Towns	25%
Recreational Facilities	17% (Delays due to external factors and complexity)
Roads & Streets	25%
Waste Management	25%

GOAL - Services

Youth	25% (Resource availability delayed activity)
Health & Mental Health	25%
Education, Skills and Training	15% Delayed by factors outside our control)
Access & Inclusion	25%

STRATEGIC PLAN & ANNUAL PLAN:

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

Break O'Day Council Annual Plan 2026-27

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 2026-2027 - QUARTERLY REVIEW @ 30 SEPTEMBER 2026

03/11/2026

172
GOALS

26%
GOAL COMPLETION

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

BREAK O'DAY COUNCIL PLAN

COMMUNITY

Current Completion	Start Date	Due Date	Goal	Update
44%	01/07/2026	30/06/2027	**Strategy 1.1 Create an informed and involved community by developing channels of communication. : 100%**	
44%	01/07/2026	30/06/2027	→ **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:** Solid progress has been made with actions in this KFA in the first quarter. The BODC website is a major piece of work requiring substantial resources across the organisation to develop information. Potentially it will be early in 2027 when the new website goes live. *03/11/2026*
50%	01/07/2026	31/12/2026	→ **Action 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**	**Molli Brown:** The newsletter survey was released for engagement in July with only six responses received, limiting feedback to assist with the redesign of the newsletter. With these responses, the design of the newsletter was rated 3.60/5.00. The Governance Officer will will contact the businesses that receive hard copies and review whether providing them at each location remains worthwhile. *24/09/2026*

Current Completion	Start Date	Due Date	Goal	Update
33%	01/07/2026	31/12/2026	→ Action 1.1.1.2 - Website Redevelopment - Undertake and complete redevelopment of the Council website	**Jayne Richardson:** The website redevelopment is well underway with the appointment of Rock Agency as the Consultant. The Governance team established a working group with the different departments including; Works, Corporate Services, Community Services and Development Services to ensure that the mapping of the new site would address each teams needs. Two all staff meetings were held. 1. Outlined the approach and aims of the Redevelopment 2. Rock Agency provided a demonstration of the website design based on department feedback. Each department had access to review the designs and provide feedback which was passed on to Rock and incorporated in to the design. The new design home page will feature three entry points to various parts of the site providing easier access pathways to information byt he community. *25/09/2026*
50%	01/07/2026	31/12/2026	→ Action 1.1.1.3 - Council Brand - develop a social media campaign aimed at myth busting council activities	**Molli Brown:** The Council Mythbusting campaign has been implemented on social media and in the newsletter with the first two myths being published. The feedback for the campaign has been mostly positive from the community. A community member has requested myth busting on Councillor responsibilities - 'what they can and can't do. Governance Officer is looking at making 1-2 additional myths to include in the campaign that focusses on this. *24/09/2026*
31%	01/07/2026	30/06/2027	**Strategy 1.2 Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge. : 100%**	
25%	01/07/2026	30/06/2027	→ 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%	**John Brown:** Solid progress is being made in this KFA across a range of actions. A substantial area of focus has been the lead up to the delivery of the Wellbeing Festival in early October. *03/11/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	Action 1.2.1.1 – Community Event Support - Develop a Community Events and Volunteer Support Policy to strengthen local organisations and volunteers through training, shared resources, a centralised events calendar, and improved coordination	**Chris Hughes:** Work has commenced on a Community Events and Volunteer Support Policy. The policy will look at ways to better support local community groups and volunteers through training, shared resources, a central events calendar, and better communication and coordination between Council, community groups and volunteers. *01/10/2026*
25%	01/07/2026	30/06/2027	Action 1.2.1.2 - 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	**Chris Hughes:** Council staff have had preliminary discussions with a number of event organisers regarding the delivery of future events within the municipality, including opportunities to utilise local trails for running and mountain bike events. Council staff have also provided advice, support and promotion assistance to event organisers, which has strengthened the events and in some cases generated more visitors to our area. *26/10/2026*
25%	01/07/2026	30/06/2027	Action 1.2.1.3 - Sustainable Events - Develop and implement a Sustainable Events Framework that embeds environmental best-practice requirements into the planning, approval, and delivery of all community events to minimise environmental impact and promote resource efficiency	**Chris Hughes:** Work has started on developing a Sustainable Events Framework that will help make all Council-supported and Council-run events more environmentally friendly. The framework will provide practical guidance for reducing waste, using resources more efficiently, and making sustainable choices when planning and delivering events. It will also help raise community awareness about sustainability and encourage event organisers, volunteers and attendees to care for and protect the environment for future generations. *01/10/2026*
25%	01/07/2026	30/06/2027	Action 1.2.1.4 - Wellbeing Collective - Explore forming a Community Wellbeing Collective from past members of the Wellbeing creating a network to co-design and deliver local wellbeing initiatives including promoting the Festival of Wellbeing	**Renee Dunn:** Previous members confirmed the Wellbeing Collective was an interim arrangement during the Community Wellbeing Officer vacancy and has since disbanded. Community wellbeing collaboration is now facilitated through the Community Wellbeing Officer role. Will explore further rebranding Wellbeing Collective *01/10/2026*
25%	01/07/2026	30/06/2027	Action 1.2.1.5 - Mountain Bike Events - Partner with interested organisations to develop and deliver trail-based events, including trail running, for the St Helens trail network	**Chris Hughes:** Discussions are continuing with an external event organiser regarding a proposed trail running event on the region's mountain bike trail network in 2027, along with the return of the Trans Tasmania Mountain Bike Race in the same year. The trail network also hosted the Tas Gravity Tune Up in September 2026, attracting riders and visitors further showcasing our trails. *14/10/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	→ Action 1.2.1.6 - Fingal 200 Year Celebration - Collaborate with the local community to plan and deliver a meaningful program of events and activities to commemorate Fingal's 200-year anniversary	**Chris Hughes:** Planning for Fingal's 200-year anniversary is progressing, with community engagement opportunities being explored to help shape a meaningful program of events and activities that reflect the township's history, achievements and community spirit. No action group meetings were held during this quarter, with further planning and stakeholder engagement scheduled to commence in the next quarter. *14/10/2026*
38%	01/07/2026	30/06/2027	→ 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:** A small area of activity with the primary focus being on developing and activating emergency management volunteers in preparation for the 2026-27 Bushfire Season which is expected to be challenging *03/11/2026*
25%	01/07/2026	30/06/2027	→ Action 1.2.2.1 - Volunteer Strategy - Support community groups to grow and sustain their volunteer base by providing coordinated recruitment assistance, volunteer matching systems, and ongoing retention and recognition support across the Break O'Day municipality	**Chris Hughes:** Council staff continued to work closely with local community groups and volunteer-led organisations across the municipality to support the recruitment and retention of volunteers. Council also continued to recognise and acknowledge the significant contribution volunteers make to the social, cultural and sporting life of Break O'Day. Through ongoing engagement with community organisations and volunteer recognition activities, Council remains committed to supporting a strong and sustainable volunteer network that helps strengthen community wellbeing, resilience and participation. *14/10/2026*
50%	01/07/2026	30/11/2026	→ Action 1.2.2.2 - Emergency Management Volunteers - Strengthen Council's emergency response capability by recruiting 5 new volunteers and delivering ongoing training to ensure their skills remain current and effective during emergency situations	**Chris Hughes:** Council continued to strengthen its emergency response capability through ongoing engagement with volunteer support organisations and local community members. Staff maintained regular liaison with the Australian Red Cross, which coordinates local volunteers to assist during emergency events, helping to ensure volunteer resources remain available when required. Council staff also contacted community members who assisted during the 2025 fire response to confirm their willingness to support future emergency and recovery efforts. Feedback was positive, with a number of volunteers indicating they would be happy to assist again if an emergency event occurs. This ongoing engagement helps maintain a pool of experienced local volunteers and supports Council's preparedness for future emergency situations. *14/10/2026*
0%	01/07/2026	30/06/2027	**Strategy 1.3 Foster and support leadership within the community to share the responsibility for securing the future we desire. : 100%**	

Current Completion	Start Date	Due Date	Goal	Update
0%	01/07/2026	30/06/2027	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:** Actions in this KFA are largely programmed to be undertaken in the later part of this year hence resulting in no progress during the first quarter. *03/11/2026*
0%	01/01/2027	31/03/2027	Action 1.3.1.1 - Local Township Plans - Review need for Local Township Plans in the context of the development of a new 10 Year Strategic Plan for Council	**Chris Hughes:** No action has been undertaken during this reporting period. The review of the need for Local Township Plans will be considered as part of the development of Council's new 10 Year Strategic Plan. Work on this action is expected to commence in a future quarter as planning for the Strategic Plan progresses. *14/10/2026*
0%	01/10/2026	31/03/2027	Action 1.3.1.2 - Community Engagement Strategy - Review current Strategy to ensure it reflects requirements of updated Local Government Act	**Jayne Richardson:** This task will be undertaken with the new elected members so that they can be part of the journey and understand how and when we will, can and cannot engage with teh community. *25/09/2026*
0%	01/07/2026	30/06/2027	Action 1.3.1.3 – Arts & Culture Umbrella Group - Establish a representative group to review the Arts and Cultural Strategy and support sustainable sector funding through partnerships, grants, collaboration, and resource-sharing	**Chris Hughes:** No action was undertaken during this quarter in relation to the establishment of an Arts and Culture Umbrella Group. This initiative remains identified as a future opportunity to bring together representatives from the local arts and cultural sector to review the Arts and Cultural Strategy and explore opportunities for collaboration, partnerships, grant funding and resource-sharing. Progress on this action will be considered in future reporting periods. *14/10/2026*
38%	01/07/2026	30/06/2027	**Strategy 1.4 Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community. : 100%**	
38%	01/07/2026	30/06/2027	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:** The major area of action in this KFA has been organising the delivery of the Community Wellbeing Festival in early October which is the key wellbeing action for the year. *03/11/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	→ Action 1.4.1.1 – Wellbeing Actions - Deliver community-led wellbeing initiatives that strengthen social connection and inclusion through partnerships and opportunities to connect, contribute, and build belonging	**Renee Dunn:** Community wellbeing initiatives delivered include the R U OK? Convoy and Festival of Wellbeing, strengthening community connection, inclusion and engagement through local partnerships. *01/10/2026*
50%	01/07/2026	31/12/2026	→ Action 1.4.1.2 - Community Wellbeing Outcomes & Reporting - develop an understanding of the Community Wellbeing requirements of the Local Government and how this intersects with the community wellbeing activities of Council	**Renee Dunn:** Identify and document Local Government community wellbeing requirements and map these against Council's current wellbeing activities and priorities. *01/10/2026*

ECONOMY

Current Completion	Start Date	Due Date	Goal	Update
31%	01/07/2026	30/06/2027	**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%**	
31%	01/07/2026	30/06/2027	**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%**	**John Brown:** A substantial area of activity with a wide range of actions underway, several of them connect across to State Government related action which reduces our control over progress, i.e. Bay of Fires Master Plan and PWS review. Advocacy support for the Regional Jobs Hub network is a critical piece of activity at the moment. *03/11/2026*
25%	01/07/2026	30/06/2027	**Action 2.1.1.1 - Economic Development Strategy - focus on implementation of high priority items from the Economic Development Strategy that reflects a shared vision for Break O' Days Economic future**	**John Brown:** Activity focussed on implementation of the Economic Development Strategy has been focussed on continuation of existing initiatives in the employment and education space. Assistance for existing businesses and potential startups is being managed within existing resources with the main area of activity being in the hospitality/tourism and construction sectors. During the period the General Manager also participated in the development of the Northern Region Economic Plan. *23/10/2026*
25%	01/07/2026	30/06/2027	**Action 2.1.1.2 - Economic Leadership - nurture and support development of local leadership as outlined within the Economic Development Strategy**	**John Brown:** A watching brief has been maintained during the period along with some discussions with a small number of local business community members on development of leadership. The challenges being experienced by the Break O'Day Chamber of Commerce and Tourism are being monitored as they have not been able to fill office bearer positions. *23/10/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	→ Action 2.1.1.3 - Regional Jobs Hub - Support the operations of Break O'Day Employment Connect through participation in governance arrangements and lobbying for ongoing funding and advocacy for the RJH Network	**John Brown:** Support for the operations of Break O'Day Employment Connect have occured as normal, in addition there has been extra activity to finalise the close out of the financial arrangements involving the Fingal Valley Neighbourhood House and East Tas Education and Employment Ltd. Substantial funding advocacy activity has been occuring with the primary focus being on the Federal Government with the General Manager leading a Regional Jobs Hub delegation to Canberra on 8-9 September to meet with a range of parliamentary and ministerial representatives and key Federal Departments. This is a work in progress as is securing a commitment from the State Government. A project to develop the overarching governance arrangements for the Network commenced during the quarter and this is seen as a key element of strengthening the position of the Network moving forward. *23/10/2026*
50%	01/07/2026	31/12/2026	→ Action 2.1.1.4 - Bay of Fires Master Plan - Finalise the development of the Master Plan including consideration by Council	**Chris Hughes:** urther progress has been made on the development of the Bay of Fires Master Plan. Feedback received on the draft document from key stakeholders has been considered, and Parks and Wildlife Service (PWS) has provided additional feedback for review. Consultants are currently working through this feedback to refine the draft Master Plan and ensure key issues raised through the consultation and review process are appropriately addressed. *14/10/2026*
25%	01/07/2026	30/06/2027	→ Action 2.1.1.5 - St Marys Childcare Facility - Participate in the scoping, planning and delivery stages for a new Childcare Centre located on DECYP property at St Marys	**John Brown:** The General Manager is monitoring progress with this project and the level of engagement with the community. *23/10/2026*
40%	01/07/2026	30/06/2027	→ Action 2.1.1.6 - EV Infrastructure - pursue installation of additional EV infrastructure in the Break O'Day area to meet increasing demand including the opportunity for Council to provide public infrastructure	**Raoul Harper:** Staff have progressed planning for a public EV charger, including engagement with a leading provider of EV infrastructure and payment platforms, TasNetworks and Aurora. Identifying a centrally locate site with spare power capacity has been a significant challenge. A suitable site has now been identified and TasNetworks have confirmed sufficient power capacity for a 125kW DC Fast Charger. If installed this would be the fastest charger on the East Coast and would be a genuine asset for those that have EV's in our community and in particular to those that visit the area. Modelling projected usage on low, medium and high assumptions suggests the project is financial viable. An existing Capital Budget allocation has been provided for this. *14/10/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	Action 2.1.1.7 - Business Diversification - Engage regionally with the Chamber of Commerce, Regional Development Australia, Northern Tasmania Development Corporation, Break O'Day Employment Connect & the wider community to support business diversification & partnership working	**John Brown:** Engagement activities have primarily been focussed through NTDC (Gastronomy project) and participation in the development of the Northern Region Economic Plan. Local activities have related to the construction sector and supporting some key businesses in the agriculture, tourism and hospitality sector with the diversification and expansion of their activities. Employee related housing has been a feature of some of these discussions as businesses explore models and opportunities to meet local need. *23/10/2026*
25%	01/07/2026	30/06/2027	**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%**	
25%	01/07/2026	30/06/2027	**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%**	
25%	01/07/2026	30/06/2027	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%	
13%	01/07/2026	30/06/2027	**Strategy 2.4 Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focused service delivery. : 100%**	
13%	01/07/2026	30/06/2027	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%	**John Brown:** Work has been progressing in the area controlled by Council, developing our understanding of population change is being substantially addressed through the Liveability Framework survey which will then build off the recently completed population review. A lack of progress with the Eastern Strategic Regional Partnership is affecting overall progress. *03/11/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	Action 2.4.1.1 - Population Strategy - develop a strategy which is underpinned by an understanding of what is driving population movement in Break O'Day which responds to the ageing population of Break O'Day and impact of climate change on population movement	**John Brown:** Council's former Economic Development and Project Officer finalised a Population Strategy Opportunities Paper and presented to the Management team. Developing an understanding of the movement of people, movers/leavers, is a key part of the Liveability Strategy development which is underway which will provide invaluable insights to shape the Population Strategy. *23/10/2026*
0%	01/07/2026	30/06/2027	Action 2.4.1.2 - ESRP Population - participate in the Eastern Strategic Regional Partnership (ESRP) analysis of the population on the East Coast	**John Brown:** There has been no activity by the State Government who lead the ESRP, it is likely due to the machinery of Government changes which have been occuring. *23/10/2026*
13%	01/07/2026	30/06/2027	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:** Overall progress in this area is affected by a lack of progress with the Eastern Strategic Regional Partnership. Pleasingly we are seeing some progress in projects where Council has a direct connection. *03/11/2026*
0%	01/07/2026	30/06/2027	Action 2.4.2.1 - ESRP Housing - participate in the development of a housing needs analysis for the East Coast through the Eastern Strategic Regional Partnership (ESRP)	**John Brown:** There has been no activity by the State Government who lead the ESRP, it is likely due to the machinery of Government changes which have been occuring. *23/10/2026*
0%	01/07/2026	30/06/2027	Action 2.4.2.2 - Aged Housing - Pursue investment in construction of housing which meets the needs of our ageing population	**John Brown:** There has been no progress with this activity. *23/10/2026*
25%	01/07/2026	30/06/2027	Action 2.4.2.3 - Council Investment - Examine and pursue opportunities for greater Council involvement in the provision of housing	**John Brown:** Council participation in provision of housing has progressed this quarter and it was pleasing to see the Fingal project based on Council land progress through the Development Application process and receive approval. Discussions continue in relation the Medea/Annie Street parcel of land and the opportunity which exists on this site for a mixed housing development. *23/10/2026*
25%	01/07/2026	30/06/2027	Action 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	**John Brown:** During the quarter two affordable housing projects progressed through the Development Application which will result in 14 new dwellings in the Fingal Valley, St Marys (6) and Fingal (8). Focus has increased on addressing the demand in the St Helens area. *23/10/2026*

ENVIRONMENT

Current Completion	Start Date	Due Date	Goal	Update
33%	01/07/2026	30/06/2027	**Strategy 3.1 Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions. : 100%**	
33%	01/07/2026	30/06/2027	→ **Key Focus Area 3.1.1 Appropriate Development: Encourage sensible and sustainable development through sound land use planning, building and design. : 100%**	**Jake Ihnen:** As at 30 September 2026, good progress has been made across Council's strategic land use and hazard planning actions. The Scamander–Beaumaris Structure Plan and Industrial Land Use Study have both been completed and endorsed by Council, with implementation priorities to be progressed following commencement of the Senior Planner. The draft Northern Tasmania Regional Land Use Strategy has also advanced to State Planning Office consideration. Work has commenced on the Scenic Areas Assessment and Coastal Erosion Risk project, although progress on some actions has been constrained by planning resourcing. Flood and broader coastal hazard policy actions remain at an early stage and will be further progressed during the 2026/2027 financial year *30/09/2026*
25%	01/07/2026	30/06/2027	→ **Action 3.1.1.1 - Food Prone Areas - Develop and implement procedures to apply Municipal and State (State Emegency Service) flood modelling to avoid putting development and use of land at risk of flooding**	**Jake Ihnen:** State Flood Modelling is now live and forms part of regulations under the Tasmanian Planning Scheme and Building Act 2016. Council have received the updated flood modelling which includes relevant climate change factors to year 2100. Council officers are collaborating with the State Emergency Services to determine the most appropriate pathway moving forward for adoption including consideration of integration of Council current, more accurate, flood modelling. *30/09/2026*
50%	01/07/2026	31/03/2027	→ **Action 3.1.1.2 - Regional Land Use Strategy - Participate in finalisation and adoption of the new Northern Tasmania Regional Land Use Strategy**	**Jake Ihnen:** The draft Northern Tasmania Regional Land Use Strategy is now completed and is now in the hands of the State Planning Office – presentations to Council to follow. *30/09/2026*
25%	01/07/2026	30/06/2027	→ **Action 3.1.1.3 - Scamander - Beaumaris Structure Plan - Progress the highest priority actions contained with the Scamander-Beaumaris Structure Plan following approval by Council**	**Jake Ihnen:** The Scamander – Beaumaris Structure Plan and Report is complete and endorsed at the August 2026 Council meeting. Priorities of endorsed actions will be workshopped upon commencement of Senior Planner. *30/09/2026*
75%	01/07/2026	30/06/2027	→ **Action 3.1.1.4 - Industrial Land Use Strategy - Finalise development of the Strategy; adoption by Council; and commence implementation of priority actions**	**Jake Ihnen:** Industrial Land Use Study is complete and endorsed at the August 2026 Council meeting. Priorities of endorsed actions will be workshopped upon commencement of Senior Planner. *30/09/2026*

Current Completion	Start Date	Due Date	Goal	Update
10%	01/07/2026	30/06/2027	→ Action 3.1.1.5 - Progress Scenic Areas Assessment - progress a Scenic Areas Assessment furthering previous work completed to inform any further amendments to the Local Provisions Schedule of the Tasmanian Planning Scheme	**Jake Ihnen:** The brief for the project has been commenced and now awaits resourcing to finalise the brief due to vacant Senior Planner Position. *30/09/2026*
25%	01/07/2026	30/06/2027	→ Action 3.1.1.6 - Action Coastal Erosion Risk - Undertake assessment of erosion risk mapping and planning tools through Local Government Association's Coastal Hazard Resilience Planning Project	**Jake Ihnen:** Project initiation meeting held and consultants now engaged. Council resources have been assigned to participate in workshops that have been arranged during November 2026. *30/09/2026*
20%	01/07/2026	30/06/2027	→ Action 3.1.1.7 - Action Coastal Hazards Strategy - progress municipal and regional policy on managing coastal hazards and risks the community faces	**Jake Ihnen:** Progress made with works recently completed in Scamander Rivermouth. Development of Strategy and Coastal adaption priorities to follow. *30/09/2026*
0%	01/07/2026	30/06/2027	**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%**	
35%	01/07/2026	30/06/2027	**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%**	
35%	01/07/2026	30/06/2027	→ 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%	**John Brown:** Steady progress is being made with actions in this KFA in line with the program of work, review of the NRM Commiitee Charter and membership was finalised during the quarter. Weed Action Plan review is scheduled for the second half of the year *03/11/2026*
25%	01/07/2026	30/06/2027	→ Action 3.3.1.1 - Weed Management and Biosecurity - Increase focus on coordinating with other land managers and community groups to address weed infestations on public land	**Polly Buchhorn:** Council has actively engaged with Biosecurity Tasmania to anticipate Bird Flu (H5N1), adopting a Council Bird Flu Readiness and Response Plan. Work on weed management and other biosecurity priorities is also continuing. *03/11/2026*

Current Completion	Start Date	Due Date	Goal	Update
10%	01/01/2027	30/06/2027	→ Action 3.3.1.2 - Weed Action Plan - Complete review and update of weed priorities and strategies for Break O'Day and the community	**Polly Buchhorn:** Strategic planning for weed management in Break O'Day is planned to occur in the second half of the year. *03/11/2026*
25%	01/07/2026	30/06/2027	→ Action 3.3.1.3 - Cat Management - Pursue Responsible Cat Ownership priorities through an implementation program, with community and regional partners	**Polly Buchhorn:** A cat management sub-committee of Council's NRM Committee met for the first time to begin identifying strategic priorities and actions for Break O'Day and Council's cat management program. *03/11/2026*
25%	01/07/2026	30/06/2027	→ Action 3.3.1.4 - Dog Management - Implement Dog Management Policy collaboratively with Parks & Wildlife Service, interest groups and the community	**Polly Buchhorn:** Through the Northeast Coast Shorebird Working Group we are coordinating dog management over the summer season with the Parks and Wildlife Service and interest groups. *03/11/2026*
25%	01/07/2026	30/06/2027	→ Action 3.3.1.5 - George River and Bay Water Quality Management - Facilitate action in catchments and waterways of Georges Bay with landholders and community for sustainable production, rivercare, soil and Bay management	**Polly Buchhorn:** A decision on listing of native oyster reefs, which occur in Georges Bay, as a threatened marine ecological community by the Australian Government's Environment Minister in October was again postponed. *03/11/2026*
100%	01/07/2026	30/06/2027	→ Action 3.3.1.6 - Natural Resource Management Committee - Review NRM Committee Terms of reference and membership of the Committee	**John Brown:** The NRM Committee met in August, to provide feedback to Council on changes to Council's NRM Committee Charter and establishing two sub-committees on cat management and weed management. Council adopted the reviewed Charter at the August Council Meeting *03/11/2026*
34%	01/07/2026	30/06/2027	**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%**	
34%	01/07/2026	30/06/2027	→ 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%	**John Brown:** Good progress has been made in this KFA. Work in relation to the Scamander Coastal Hazards project moved forward which was an important step. *03/11/2026*
25%	01/07/2026	30/06/2027	→ Action 3.4.1.1 - Scamander Coastal Hazards - Develop Council strategy for managing future coastal and flood risks at Scamander and coastal adaptation priorities	**Polly Buchhorn:** Delayed construction of risk mitigation works by the grant funded Scamander River Mouth project is now complete. This action will now turn to applying the Coastal Hazards and Pathways Adaptation Plan the project produced to Council's strategy for its coastal and flood risks at Scamander. *03/11/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	Action 3.4.1.2 - Council Climate Change Action - Pursue Council's mitigation and adaptation priorities, such as reducing carbon emissions, and, embedding action within asset management activities	**Polly Buchhorn:** Progress continues across the Climate Action priorities of Council and is being monitored by Council's Management Team. Our EV vehicle fleet has grown and mapping of future flood risk with climate change is being applied to development planning. *03/11/2026*
25%	01/07/2026	30/06/2027	Action 3.4.1.3 - Climate Healthy Community - examine opportunities to implement initiatives which enhance the green infrastructure within our urban centres	**Polly Buchhorn:** Initial activity for this climate action will focus on appraisal of precincts vulnerability and exposure to heat stress and mitigation by existing green infrastructure. *03/11/2026*
25%	01/07/2026	30/06/2027	Action 3.4.1.4 - Mitigating Climate Change - Develop and facilitate projects by Council and the community for emissions reduction and renewable energy generation in Break O'Day	**Polly Buchhorn:** An online solar PV design tool is available to households and businesses to support more energy generation. Opportunities to plan for new EV charging infrastructure to best suit Break O'Day's needs and growth have been explored. *03/11/2026*
25%	01/07/2026	30/06/2027	Action 3.4.1.5 - Climate Change and the Community - Work with the community and stakeholders, including regionally and the Northern Tasmania Alliance of Resilent Councils, to increase awareness, capacity and secure resources to act together on climate action initiatives	**Polly Buchhorn:** We are actively engaged with the Tasmanian Government and Councils in the region (through NTARC, the Northern Tasmania Alliance of Resilient Councils) to cooperate on climate action in the municipality and collectively. *03/11/2026*
80%	01/07/2026	30/09/2026	Action 3.4.1.6 - Climate Change and Council - Participate in review into future direction of the Northern Tasmania Alliance of Resilent Councils partnership to advance Council's climate actions	**John Brown:** The General Manager and NRM Officer have led and participated in the review process culminating in a report provided to northern region Councils CEOs/GMs for consideration. *23/10/2026*

INFRASTRUCTURE

Current Completion	Start Date	Due Date	Goal	Update
8%	01/07/2026	30/06/2027	**Strategy 4.1 Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area. : 100%**	
8%	01/07/2026	30/06/2027	→ **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:** Minimal progress with this KFA due to prioritisation of other projects. This will rectify in the second half of the year. *03/11/2026*
0%	01/07/2026	30/06/2027	→ **Action 4.1.1.1 - St Helens Sports Complex Master Plan - incorporate site use information into ESRP St Helens District High School investigation**	**John Brown:** No progress with activity in this area following discussions in the later part of the 2025-26 year at a high level regarding this project. *23/10/2026*
0%	01/07/2026	31/12/2026	→ **Action 4.1.1.2 - Georges Bay Activation Strategy - undertake site planning activities for the O'Connors Beach area including completion of the Solar Lighting project through this area**	**John Brown:** Work will commence on this activity early in the new year in time for consideration as part of the 2027-28 Budget deliberations. Priority is being given to project managing the Memorial Park toilet upgrade. *03/11/2026*
25%	01/07/2026	30/06/2027	→ **Action 4.1.1.3 - St Helens Foreshore Master Plan - incorporate progress of this within the ESRP St Helens - Binalong Bay Liveability Strategy**	**John Brown:** Progress with this project has been included within the overall scoping and implementation of the Liveability Project. Information from the community engagement process will shape the specifications for this project which will be developed over the next 3-4 months *23/10/2026*
25%	01/07/2026	30/06/2027	**Strategy 4.2 Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle. : 100%**	
25%	01/07/2026	30/06/2027	→ **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:** Good progress was made in the first quarter with finalisation of the St Marys Parking Strategy and progress with the LIveability Strategy. *03/11/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	→ Action 4.2.1.1 - St Marys Parking Strategy Implementation – Finalise adoption of the St Marys Parking Strategy and progress priority actions to deliver a long-term off-street parking solution; guide future parking management and infrastructure improvements	**John Brown:** St Marys Parking Strategy adopted at the July 2026 Council Meeting. Priority actions will be progressed within the Works Department activities. *03/11/2026*
25%	01/07/2026	30/06/2027	→ Action 4.2.1.2 - ESRP St Helens - Binalong Bay Liveability Strategy - progress development of the project; engagement of consultants; delivery of the project; adoption of Strategy by Council	**John Brown:** Solid progress with this project has occured in the quarter which has involved workshops with Councillors and the Management team which reviewed the Liveability domains and development of the Liveability Framework to guide the project moving forward. The first community engagment process commenced during the period focussed on developing an understanding of what is important to people, the reason(s) they moved here and the reason(s) they moved away. *23/10/2026*
22%	01/07/2026	30/06/2027	**Strategy 4.3 Develop and maintain infrastructure assets in line with affordable long-term strategies. : 100%**	
17%	01/07/2026	30/06/2027	→ 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:** We have had slow progress with some actions within this KFA partly due to factors outside our control and also in part due to complexity with the Aquatic Facility business case option development. This will correct itself in coming months. *03/11/2026*
10%	01/07/2026	30/06/2027	→ Action 4.3.3.1 - Recreational Trails Strategy - continue implementation of the outcomes of the Strategy with an initial focus on the- St Marys to Cornwall Trail detailed investigation and activating community assistance with activities listed in the Recreational Trails Strategy	**John Brown:** The project was on hold for a substantial part of the quarter due to forest harvesting activity which has now concluded and control of the land has been handed back to the land owner. Late in the quarter Council officers recommenced the process reviewing the Scope of Works which had been previously prepared. *23/10/2026*
15%	01/07/2026	31/12/2026	→ Action 4.3.3.2 - Aquatic Facility - complete Business Case investigation to enable Council to make a decision on whether to progress the project	**Raoul Harper:** Project Consultants Otium are developing a stakeholder engagement list to inform early stage discussions with potential interested parties. The Project scope required some indicative square metre areas to be provided for each of the elements to be considered and they will form the early basis of their project development. The project is very much in the information gathering stage at this point. *14/10/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	Action 4.3.3.3 - Recreation and Community Facility Review - Map Open Space Assets	**Raoul Harper:** Work undertaken to map recreation and open space assets has developed into a broader review of Council's land, recreation and community facility information. A consolidated register has been developed bringing together land and facility records, facility type, occupancy arrangements and supporting asset information. This work is also being used to better understand sporting and community facility arrangements, maintenance responsibilities and the information required to support future asset, renewal and investment decisions. *26/10/2026*
25%	01/07/2026	30/06/2027	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%	**John Brown:** Activity has progressed as planned with the key point being the release of the St Marys Pass Options Assessment following a briefing to Council. Advocacy in relation to this and upgrades to the Tasman Highway remain a key activity into the future. *03/11/2026*
25%	01/07/2026	30/06/2027	Action 4.3.1.1 - State Road Network - participate in the Tasman Highway Corridor Strategy project, advocating for outcomes that benefit the Break O'Day community	**David Jolly:** Building Tasmania is continuing to develop the Tasman Highway Corridor Strategy, with the final strategy expected to be published in 2026. Community consultation has concluded, and the feedback received is being considered in identifying future safety, transport and infrastructure investment priorities. The strategy includes the Orford–St Helens and St Helens–Launceston sections of the highway, which are directly relevant to the Break O'Day municipality. Council will continue to engage with the State Government to ensure the municipality's priorities are reflected in the final strategy. Following its release, Council will review the proposed priorities and advocate for identified improvements within Break O'Day to be appropriately prioritised, funded and delivered. Council will also seek clarification on implementation timeframes, funding pathways and further opportunities to participate in project planning, particularly where proposed works affect local communities, road safety, accessibility and regional connectivity. *08/10/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	Action 4.3.1.2 - St Marys Pass - lobby the State Government to complete the investigation and determine a course of action to address the replacement of the St Marys Pass	**David Jolly:** Building Tasmania released the St Mary's Pass Options Assessment – Summary Report in September 2026. The report outlines the assessment of seven options, including maintaining or progressively upgrading the existing road and constructing alternative routes. It identifies a staged 10-year upgrade of the existing route as the strongest overall option, with an estimated cost of $50–70 million. Further planning, design and funding decisions are required before any works can proceed. The release of the report progresses Council's strategic action by completing the options-assessment phase; however, the State Government has not yet committed to a final course of action. Council will continue to pursue the matter with the State Government, seeking a clear decision on the preferred option, the completion of the necessary planning and design, and a commitment to fund and deliver the required improvements to St Marys Pass. *08/10/2026*
25%	01/07/2026	30/06/2027	Action 4.3.1.3 - Transport Master Plan - Implement the Transport Master Plan 2025-2035 to guide transport planning, infrastructure investment and service delivery	**David Jolly:** Delivery progressed across all three priority tiers in the September quarter. Council received the St Mary's Pass options assessment (Action 4.3.1.2) and a subsequent presentation from Building Tasmania. The Aerodrome Hill geotechnical investigation was completed to inform long-term access planning and landslip risk mitigation. Ministerial approval was secured for the St Helens 40 km/h shopping zone, with Building Tasmania to implement it. Council's 2026-2027 budget allocations advanced the transition to electric and hybrid fleet vehicles. The Parnella shared-pathway concept is grant-ready, and assessment of strategic EV charging locations in St Helens is ongoing. Overall, the program remains focused on network resilience, safety, lower emissions and investment-ready active-transport outcomes. *08/10/2026*
25%	01/07/2026	30/06/2027	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 KFA continues to be a major part of the focus on the Infrastructure and Works Department with a number of strategic infrastructure items under development including the new Scamander Waste Handling facility. *03/11/2026*
25%	01/07/2026	30/06/2027	Action 4.3.2.1 - Northern Tasmanian Waste Management Partnership - Participate at a regional level to implement the Regional Strategic Plan 2025-2030 progressing State Government and regional resource recovery initiatives that support and drive a Circular Economy	**John Brown:** No significant activity at the regional waste level during this quarter. The General Manager sits on the Circular north Steering Committee and there have been no meetings. *23/10/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	→ Action 4.3.2.2 - Scamander Inert Landfill - Liaise with the Tasmanian EPA to secure regulatory approval of the submitted design reports for the staged development of the inert landfill	**David Jolly:** **Progress at quarter ending September 2026:** Council submitted the design documentation and supporting reports for the proposed inert landfill to the Tasmanian EPA and addressed initial enquiries during the quarter. The next reporting period will focus on preparing the additional water management reports required to progress the EPA's review. *08/10/2026*
25%	01/07/2026	30/06/2027	→ Action 4.3.2.3 - Scamander Waste Handling Facility - Construct a new covered bulk general waste tipping and loading facility at the Scamander Waste Transfer Station and decommisison the existing waste compactor that has reached the end of its operational life	**David Jolly:** Quarter ending 30 September 2026: Facility design drawings were completed, and the public construction tender was issued. The tender remains open at quarter-end and scheduled to close in mid-October 2026. Preparations to lodge a development application are underway. *08/10/2026*
25%	01/07/2026	30/06/2027	→ Action 4.3.2.4 - Waste Management Strategy 2025-2030 - Implement the strategy to guide the Councils operations, waste infrastructure planning and delivery, service improvements, and the transition to a circular economy across the municipality	**David Jolly:** Council is advancing the Waste Management Strategy 2025–2030 across multiple workstreams. For the quarter ending September 2026, the following activities represent the most material progress at this stage. **Action 1.7 – Paper and cardboard recovery:** Council awarded the contract for a cardboard compactor at the St Helens Waste Transfer Station, supported by Circular North co-funding and Council's 2026–27 capital budget. Delivery is expected within 24 weeks. Once operational, the compactor is expected to divert up to 200 tonnes from landfill annually. Action 2.2 **– Waste performance dashboard**: Council developed an initial dashboard consolidating waste, diversion and recovery data to strengthen decision-making, regulatory reporting and community transparency. Quarterly results will be reported through the Works Report, with carbon emissions data to be incorporated in a future phase. **Action 3.1 – Material flow analysis:** Council contributed to Circular North's analysis of waste flows across its seven waste transfer stations. The resulting regional model will inform future infrastructure, service design and market development. *08/10/2026*

SERVICES

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	**Strategy 5.1 Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery. : 100%**	
25%	01/07/2026	30/06/2027	→ 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:** Focus during the first quarter has been on working with key stakeholders and partnering with local organisations where the opportunity exists. *03/11/2026*
25%	01/07/2026	30/06/2027	→ Action 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	**Renee Dunn:** Youth engagement has commenced through participation in the St Marys District High School Wellness Day and the Live4Life partnership. Engagement with local schools is progressing to explore opportunities for a formal youth voice to Council. *01/10/2026*
25%	01/07/2026	30/06/2027	→ Action 5.1.1.2 - Youth Strategy - Co-Design a Youth Strategy with the community for Break O'Day	**Renee Dunn:** A previous funding application led by St Helens Neighborhood House, with Council involvement, was unsuccessful. Further funding opportunities are being explored to support development of the Youth Strategy in conjunction with other partners. *01/10/2026*
25%	01/07/2026	30/06/2027	→ 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%	
25%	01/07/2026	30/06/2027	→ Action 5.1.2.1 - Local Services - Build and maintain strong, collaborative relationships with all local service providers; facilitate networking opportunities; partnership forums, and joint initiatives to better understand community needs and align service delivery.	**Chris Hughes:** Through regular engagement and partnership activities, Council maintained strong working relationships with organisations delivering services across the municipality. These collaborative relationships support information sharing, coordinated responses to emerging community issues, and the development of initiatives that improve outcomes for residents. Council remains committed to fostering effective partnerships that strengthen service delivery and enhance community wellbeing across Break O'Day. *14/10/2026*
20%	01/07/2026	30/06/2027	**Strategy 5.2 Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community. : 100%**	

Current Completion	Start Date	Due Date	Goal	Update
15%	01/07/2026	30/06/2027	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%	**John Brown:** Progress in the first quarter has been partially impacted by the Eastern Strategic Regional Partnership project which is connected to the St Helens Sports Complex Master Plan review which will be commencing early in the new year. *03/11/2026*
10%	01/07/2026	30/06/2027	Action 5.2.1.1 - Education Pathways - Leverage findings from the East and Northeast Coast Education, Training and Employment Pathways report and workshop to identify priority next steps	**John Brown:** No specific action has occured in relation to the findings from the Pathways report at this stage. Discussions form part of the activities through the Study Hub and Regional Jobs Hub *23/10/2026*
25%	01/07/2026	30/06/2027	Action 5.2.1.2 - Study Hub - Support the activities and development of the Regional University Study Hub through participation in governance arrangements of East tas Education and Employment Ltd and CUC Eastern Tasmania	**John Brown:** The General Manager is the Chairperson and a Director of East Tas Education and Employment Ltd and Council is providing administrative support to the ETEE Board. Key activity during the quarter has included increasing the scope of activity through a successful SHiP program application; policy development and embedding a range of governance activities required through the Constitution and Corporations Act. *23/10/2026*
10%	01/07/2026	30/06/2027	Action 5.2.1.3 - ESRP St Helens District High School Analysis - lead and participate in the ESRP Project to examine options for future upgrading of the St Helens District High School	**John Brown:** A small amount of progress with this project in the current quarter through incorporation in Stage 2 of the Liveability Strategy development. Recently released DECYP Report on the School upgrade program has St Helens as a Priority 1. *23/10/2026*
25%	01/07/2026	30/06/2027	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:** Actions in this KFA proceeded as planned *03/11/2026*
25%	01/07/2026	30/06/2027	Action 5.2.2.1 - Foster Opportunities - Through partnerships, ensure all community members feel valued, empowered, and able to participate meaningfully in community life	**Chris Hughes:** Council continued to work closely with local service providers, community organisations and support agencies to better understand community needs and identify opportunities for collaboration. Through these partnerships, Council supported initiatives and activities that encourage participation, strengthen community connections, and help ensure residents feel valued, included and empowered to contribute to community life. *14/10/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	↳ Action 5.2.2.2 - Equitable Access - Work in partnership with service providers, community organisations, and stakeholders to identify and address barriers to access, including affordability, physical accessibility, digital inclusion, and communication needs	**Chris Hughes:** Council continues to focus on improving equitable access to services, programs and community activities. Work has included identifying barriers that may prevent people from participating by working with sporting groups who may be able to assist with the cost of memberships, physical access - looking at transport options, digital access and communication needs. *01/10/2026*
0%	01/07/2026	30/06/2027	**Strategy 5.3 Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs. : 100%**	

2026 - 2027 CORPORATE PLANNING ACTIVITES PLAN

FINANCIAL ACCOUNTABILITY

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	**Financial Management : 100%**	
25%	01/07/2026	30/06/2027	→ Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel	**John Brown:** No Audit Panel meetings were scheduled during the quarter, the first meeting is in October. *23/10/2026*
25%	01/07/2026	30/06/2027	→ Internal Audit - Complete Council's internal audit schedule and implement high-priority recommendations to strengthen financial controls and risk oversight	**John Brown:** Delivery of the Essential Eight Cyber Security Internal Audit will be presented to the Audit Panel at its October meeting. Staff and IT Service Provider Inuit are developing a response to its findings. *23/10/2026*
25%	01/07/2026	30/06/2027	→ Long Term Financial Plan - Maintain currency of LTFP through updating with latest data	**Raoul Harper:** The LTFP will be updated in the new year as part of a suite of key plan updates with the new Council. *23/10/2026*
50%	01/07/2026	30/06/2027	→ Service Level Agreements - Review and implement new service level agreements and contracts for Financial and Asset Management services to clarify responsibilities, performance expectations, and support consistent service delivery	**Raoul Harper:** SLA are in place for Financial Services, IT Services, Strategic Asset Management and Valuation Services and a RFQ is in the market for the delivery of an Asset Management System. *23/10/2026*
0%	01/07/2026	30/06/2027	→ Financial Governance - Review and update key financial management policies to ensure alignment with current legislation, risk appetite, and long-term financial strategy	**Raoul Harper:** The Financial Management Strategy. Strategic Asset Management Plan and LTFP will all be updated in the new year as part of a suite of key plan updates with the new Council. *23/10/2026*
0%	01/07/2026	30/06/2027	→ Climate Risk - Integrate climate risk and resilience considerations into long-term asset and financial planning to ensure future service sustainability under changing environmental conditions	
50%	01/07/2026	30/06/2027	→ Asset Revaluations - Plan and deliver Council's scheduled asset revaluations to ensure accuracy in financial reporting, alignment with condition data, and integration with depreciation and long-term planning	**Raoul Harper:** The footpath condition assessments has now been completed. This will inform the development of new asset identifications, segments and condition score to inform the revaluation of this asset class in the period ahead. Priority work for the remainder of year ahead is revaluations of landfill and quarry rehabilitation provisions. *23/10/2026*
40%	01/07/2026	30/06/2027	**Financial Sustainability : 100%**	

Current Completion	Start Date	Due Date	Goal	Update
36%	01/07/2026	30/06/2027	**Grant Funding Target - Coordinate and oversee the effective delivery of grant funding secured through competitive processes totalling $250,000, with a target success rate of 75% to support Council's strategic priorities**	**Raoul Harper:** Competitive grant opportunities continue to be actively pursued to support Council's strategic priorities. Applications include $1.76 million sought through the Disaster Ready Fund for the Georges Bay Coastal Resilience and Multi-User Track Project at Parnella, and $290,000 through the State Government's Active Infrastructure Grant Program for Stage 1 works identified through the Scamander Sports Complex Master Plan. Successful funding confirmed to date includes $11,600 for the Emergency Recovery Trailer and $2,000 for Mental Health Week activities. Grant applications and outcomes will continue to be monitored against Council's annual target of $250,000 secured and a 75% success rate. *03/11/2026*
50%	01/07/2026	31/12/2026	**Strategic Cost Recovery Initiatives - Develop and cost a stormwater upgrade plan for the St Helens Industrial Area, and explore long-term cost recovery options to inform any future charge modelling**	**David Jolly:** Earlier storm water system concepts developed during 2024 have been reviewed with further engineering design activity commenced. An opinion of probable infrastructure cost will follow design and be used as the basis of exploring long-term cost recovery options. *08/10/2026*
25%	01/07/2026	31/12/2026	**Rates & Other Revenue - Embed Council's revised rating framework following the municipal revaluation process including addressing tourism-related rating categories**	**Raoul Harper:** As understood at this point in time, the property owner appeals to the Municipal Revaluation process are substantially complete. A supplementary valuation file has been received and while there were two significant downward re adjustments to properties values, on the whole relatively minimal adjustments have been noted from the file review. Once the supplementary valuation file is processed, staff efforts will focus on gathering data on the short-stay accommodation properties currently listed on the various booking platforms, establishing an agreed approach to contacting the property owners and informing them of the Rates Resolution and Council position in relation to Commercial Use and Rating. Further updates on this item will be provided as we work through the process. *14/10/2026*
40%	01/07/2026	30/06/2027	**Value for Money Reviews - Conduct targeted value for money reviews to identify savings, improve process efficiency, and support service realignment, with a target of $40,000 in savings and 500 staff hours reallocated**	**Raoul Harper:** Targeted value for money reviews are delivering measurable recurrent savings across Council's ICT and fleet expenditure. Approximately $16,100 in annual recurrent savings has been identified to date through Microsoft 365 and backup service rationalisation and the transition of two executive fleet vehicles to FBT-exempt electric vehicles. Further savings are expected as Microsoft licence changes are fully reconciled and vehicle operating costs are assessed. Work is continuing to quantify additional savings and staff time released through service and process improvements. *03/11/2026*

Current Completion	Start Date	Due Date	Goal	Update
50%	01/07/2026	30/06/2027	↳ **Fleet and Energy Transition Strategy - progress Council's transition toward a lower emission and financially sustainable fleet model**	**Raoul Harper:** The capital fleet purchase of EV and Hybrid vehicles for the FY are now complete. *23/10/2026*

HUMAN RESOURCES

Current Completion	Start Date	Due Date	Goal	Update
13%	01/07/2026	30/06/2027	**Elected Members : 100%**	
25%	01/07/2026	30/06/2027	→ **Professional Development - Facilitate participation of Councillors in Professional Development as required by the Local Government Act and inaccordance with individual Professional Development Plans**	**John Brown:** The following professional development activities for Councillors have occured during the period to 30 September 2026: • Aug 2026 - LGAT Annual Conference - Mayor Tucker, Clrs Lefevre, Oldham & Wright • Aug 2026 - ALGA National Roads Congress - Mayor Tucker Council officers have commenced developing an Induction and Professional Development Program to be delivered in the period after the forthcoming Council election for the new Council *23/10/2026*
0%	01/01/2027	30/04/2027	→ **Financial Management Capability - Support Councillors to build financial management knowledge and understanding financial management through strengthening budget ownership, cost awareness, and alignment with long-term financial goals across the organisation**	**John Brown:** Future activity which will be incorporated into Induction and 2027-28 Budget processes *23/10/2026*
25%	01/07/2026	30/06/2027	**Council Advocacy : 100%**	
25%	01/07/2026	31/12/2026	→ **Election Priorities - develop and maintain a priority projects document which would be pursued when a State or Federal election is called**	**John Brown:** Preparatory work commenced, Item will be an early focus of the new Council *23/10/2026*
25%	01/07/2026	30/06/2027	→ **State Budget - Provide a submission to the 2027-2028 State Budget community consultation process advocating for local priorities**	**John Brown:** Community engagement process not yet commenced, Council officers are monitoring Treasury website for announcement *23/10/2026*
25%	01/07/2026	30/06/2027	**Wellbeing Program : 100%**	

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	Employee Wellbeing - Implement priority actions from the People Matter Survey and Mental Health and Wellbeing Plan to improve employee wellbeing and psychological safety, including measurable improvements in identified focus areas	**Erica McKinnell:** Implementation of priority actions from the People Matter Survey and Mental Health and Wellbeing Plan is progressing, with a strong focus on employee wellbeing, engagement and psychological safety. Council's wellbeing initiatives continue to achieve positive participation and feedback, including skin checks accessed by 51 employees, workplace stretching sessions attracting approximately 50% staff participation, and the employee massage program engaging 34 participants. Feedback has been overwhelmingly positive, with employees expressing appreciation for these initiatives, reporting that they feel valued and requesting their continuation. These programs, together with the rollout of Council's People & Culture Strategy 2026–2029, support a positive workplace culture where employee health, wellbeing and psychological safety are prioritised. Ongoing participation and employee feedback will help inform future initiatives and measure their effectiveness. *13/10/2026*
50%	01/07/2026	30/06/2027	**Workforce Development : 100%**	
100%	01/07/2026	30/09/2026	HR Plan - Develop a Workforce Development Plan identifying and prioritising key workforce initiatives to support Council's organisational capability and service delivery (noting new Local Government Act requirements)	**Erica McKinnell:** Council's People & Culture Strategy 2026–2029 has been finalised, establishing a strategic framework for workforce development and strengthening organisational capability. Staff engagement sessions are currently underway to communicate the strategy and its priorities, including workforce planning, recruitment, leadership development, performance management and employee capability. The Strategy will inform the development of a more detailed Workforce Development Plan, identifying and prioritising initiatives to address current and emerging workforce needs, support sustainable service delivery and align with workforce planning requirements under Tasmania's local government legislative reforms. Implementation will be progressively undertaken in consultation with management and staff, considering organisational priorities, workforce risks and available resources. *13/10/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	HR Plan Implementation - Commence delivering high priority initiatives from the HR Strategic Plan, in line with identified workforce priorities	**Erica McKinnell:** Implementation of Council's People & Culture Strategy 2026–2029 has commenced, with staff engagement sessions scheduled for the second half of October to introduce the strategy, communicate its priorities and build organisational understanding of the direction ahead. Following these sessions, implementation will focus on identified high-priority initiatives, including workforce planning, leadership development, performance management, employee wellbeing and improvements to HR systems and processes. Initiatives will be progressively delivered in line with organisational capacity and workforce priorities. *13/10/2026*
25%	01/07/2026	30/06/2027	Psychosocial Safety - Develop and implement a Psychosocial Hazard Management Plan, including risk assessment, control measures and reporting mechanisms to ensure compliance with WHS obligations	**Erica McKinnell:** Council has drafted a Psychosocial Hazard Management Plan, with a focus on employee consultation, leadership accountability and embedding psychosocial risk management into existing WHS practices. This work also aligns with Council's People & Culture Strategy 2026–2029 and its commitment to fostering a safe, supportive and psychologically healthy workplace. *13/10/2026*

CORPORATE RISK

Current Completion	Start Date	Due Date	Goal	Update
13%	01/07/2026	30/06/2027	**Risk Management/Work Health & Safety : 100%**	
25%	01/07/2026	30/06/2027	→ **Risk Register - Review risk register items twice a year for high and annually for all other risks**	**Simone Ewald-Rist:** Over the past 5 months, the relevant Risk Owners reviewed their goals autonomously or when prompted. Risk Owners maintained their registers to ensure they accurately reflected the current risks facing their departments. *27/10/2026*
0%	01/07/2026	30/06/2027	→ **Climate Change Risk and Liability - Review Corporate Risk Register to include Climate Change risks from 2025 assessment**	**Simone Ewald-Rist:** **Implementation status** Work to integrate climate change risks into the risk register has been delayed. The NRM Coordinator is currently on annual leave, and clarification is needed on how to add the identified goals and how many of the 19 goals should be included. **Outstanding requirements** **Clarify the scope and process**: NRM Coordinator to confirm which of the 19 identified goals to include in the risk register and provide instructions on how to add them. **Provide refresher training:** The Health and Safety Coordinator requires further training on adding goals in Cascade, as their previous training took place more than eight years ago. *27/10/2026*

ORGANISATIONAL EFFICIENCY

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	**Local Government Reform : 100%**	
25%	01/07/2026	30/06/2027	→ Local Government Reform - Participate actively in the Future of Local Government Review process with a focus on implementing legislative changes and responding to related reform processes	**John Brown:** State Government commitment and focus on the recommendations from the Future of Local Government review process is not evident. Discussions occuring at the northern region in relation to a regional workforce planning approach which ties into one of the recommendations. *23/10/2026*
25%	01/07/2026	30/06/2027	→ Northern Region Shared Services - Pursue joint procurement and shared services opportunities involving Northern Region Councils	**John Brown:** Shared services and resource sharing opportunities are focussed on: • Asset Management System procurement and roll out • Strategic procurement (through City of Launceston) • Workforce planning (being explored) *23/10/2026*
38%	01/07/2026	30/06/2027	**Break O'Day Organisation : 100%**	
50%	01/07/2026	30/09/2026	→ Development Services - Investigate appropriate governance and operational models for the delivery of Building Surveying services	**Jake Ihnen:** Legal advice has now been obtained which will inform the appropriate Governance model moving forward as it relates to Councils Building Surveying Service. *30/09/2026*
25%	01/07/2026	30/06/2027	→ Works Department - Implement the next stage of the Works Department Services Delivery Review	**David Jolly:** During the September quarter two engineering positions within the Works Technical Services team were filled, a graduate civil engineer and an Asset Management Engineer, which completed the first part of team review. Current activity is focussing on Technical Officer and administration support roles. *02/10/2026*
25%	01/07/2026	30/06/2027	**Management Systems : 100%**	
25%	01/07/2026	30/06/2027	→ Digital Platforms - Pursue simplification of digital platforms by minimising duplication of applications & reduce the use of applications that have similar capacity by consolidating 3rd party solutions into Office 365 licensing where possible	**Raoul Harper:** Council's approach to digital platform simplification has broadened beyond individual application consolidation to encompass its overall IT and information management environment. Work has focused on reducing fragmented systems and storage locations, making greater use of Microsoft 365, progressing cloud based solutions and establishing a more integrated approach to SharePoint, Teams, OneDrive, records management and other business applications. *26/10/2026*

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	Digital Transformation - Progress Council's transition toward a secure, integrated and modern digital operating environment	**Raoul Harper:** Council's digital transformation has continued through a broader redesign of its IT and information management environment, with a focus on security, integration, cloud based systems and reducing reliance on fragmented and legacy technology. Work has included greater use of Microsoft 365, progression of SharePoint and information management improvements, review of records management arrangements, strengthening of cybersecurity and IT governance, and consideration of how Council's core business applications can operate within a more integrated digital environment. This work is establishing a clearer and more sustainable technology framework to support Council operations into the future *26/10/2026*
25%	01/07/2026	30/09/2026	AI Usage Policy - develop and implement a Policy which provides a framework to govern the usage of AI within the organisation including disclosure of when used	**Raoul Harper:** A draft AI Usage Policy has been developed and presented to the Audit Panel for discussion. The policy establishes a governance framework for the responsible use of artificial intelligence within Council, including expectations around appropriate use and disclosure. Feedback from the Audit Panel focused on being clear about what is required at a policy level, a procedure and associated guidelines of usage. This feedback will inform the next phase of refinement of this action. *26/10/2026*
25%	01/07/2026	30/06/2027	IT Strategy - Deliver priority actions from the IT Strategy	**Raoul Harper:** Priority actions from the IT Strategy are being progressed across Council's technology environment, including cloud transition, cybersecurity, modern workplace tools, information management and IT governance. This work is providing the practical framework for Council's broader digital transformation and supporting a more secure, integrated and sustainable approach to technology and information management. *26/10/2026*
25%	01/07/2026	30/06/2027	Cyber Security - Prepare a Cyber Security Plan that defines roles, risk controls, and response protocols to improve system resilience and protect Council's data and digital infrastructure	**Raoul Harper:** A cybersecurity governance framework has been developed, including a Cyber Security Policy and supporting Cyber Security Management Procedure. These establish responsibilities for cybersecurity governance and management and provide a framework for access controls, system security, vulnerability management, backup and recovery, incident management and assurance. Alongside this work, Council is actively reviewing its current cybersecurity arrangements and identifying opportunities to strengthen controls, resilience and oversight. Implementation and continuous improvement will continue as these arrangements are embedded across Council's operations. *26/10/2026*
0%	01/07/2026	30/06/2027	**Customer Service : 100%**	

Current Completion	Start Date	Due Date	Goal	Update
0%	01/07/2026	30/06/2027	Customer Service – Explore practical opportunities to enhance customer experience across Council services, guided by customer feedback, available staff resources, and evolving digital service delivery	
7%	01/07/2026	30/06/2027	**Asset Management : 100%**	
0%	01/07/2026	30/06/2027	Strategic Asset Management Plan - Deliver priority actions as outlined in the integrated SAMP	**David Jolly:** Action yet to commence after other asset related prerequisite tasks are substantially progressed *23/10/2026*
0%	01/07/2026	30/06/2027	Asset Management Plans - Revise infrastructure asset management plans to facilitate the update of the Strategic Asset Management Plan 2025-2035	**David Jolly:** Yet to commence *20/10/2026*
25%	01/07/2026	31/12/2026	Integrated Asset Management System - Deliver and implement a contemporary asset management software platform to support lifecycle planning; operational works programming; and condition based decision making	**Raoul Harper:** Council has defined the required asset management system scope and issued an RFQ to market. *14/10/2026*
0%	01/10/2026	31/03/2027	Unsealed Roads Assessment - Seek professional services to under take an unsealed roads condtion assesment to inform the development of Unsealed Roads Asset Management Plan	**Raoul Harper:** No action on this item to date. *26/10/2026*
0%	01/02/2027	30/04/2027	Unsealed Roads Asset Management Plan - Develop an Unsealed Roads Asset Management Plan based on the latest condition assessment to facilitate the update of the Strategic Asset Management Plan	**David Jolly:** Actions yet to be commenced, with activity planned to progress in February 2027. *08/10/2026*
25%	01/07/2026	30/06/2027	St Helens Aerodrome - Review the MMP - St Helens Aerodrome Assessment Report (December 2013) against CASA Manual of Standards and Councils approved Aerodrome Manual	**David Jolly:** This action is in progress, with activity building on the most recent update to the St Helens Aerodrome Manual and PanOps review (*Procedures for Air Navigation Services – Aircraft OPerationS - the* rules for designing and implementing aerodrome approach and departure procedures). The above work is informing the review of the 2013 Aerodrome Assessment Report. *08/10/2026*
0%	01/07/2026	30/06/2027	Climate Ready Asset Management - Pilot climate risk and adaptation screening in Asset Management System	**Raoul Harper:** No action on this item to date. *26/10/2026*
13%	01/07/2026	30/06/2027	**Public & Environmental Health : 100%**	

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	→ Food Premises - Deliver a regular program of Food Premises inspections	**Jake Ihnen:** Statutory Food Premises Inspections are occurring as required by Councils statutory obligations. *30/09/2026*
0%	01/12/2026	31/03/2027	→ Water Quality Monitoring - Undertake monitoring and reporting in recreational waters	**Jake Ihnen:** Recreational Water Quality testing will commence in December 2026 *30/09/2026*
25%	01/07/2026	30/06/2027	**Stakeholder Management : 100%**	
25%	01/07/2026	30/06/2027	→ Legislative Reviews - Participate in reviews of legislation affecting Local Government	**John Brown:** Legislative review participation has included: • Strata Titles Amendment Bill (Sept 2026) *23/10/2026*
25%	01/07/2026	30/06/2027	→ 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	**John Brown:** Participation in State and National level activities are concentrated on the activities of Mayor Tucker who is LGAT President and a member of the ALGA Board. The General Manager is a member of the LGAT working group responsible for the Learning and Development project for elected members. Specific activities during the period include: • Aug 2026 LGAT AGM and General Meeting - Deputy Mayor Chapple, Clrs Lefevre, Oldham and Wright *23/10/2026*
25%	01/07/2026	30/06/2027	→ Northern Tasmania Development Corporation (NTDC) - Participate in Governance and Strategic Plan reviews and NTDC activities focused on developing the regional economy	**John Brown:** The Mayor is the Break O'Day representative on the NTDC Members Representative Group and the General Manager has observer status. The General Manager, Mayor and relevant council officers meet with the NTDC CEO on a monthly basis to maintain communication on priorities with NTDC and the Council. Specific activities during the period include: Sept 2026 - NTDC AGM and MRG Meetings - Mayor Tucker and General Manager *23/10/2026*
100%	01/07/2026	30/06/2027	**Emergency Management : 100%**	
100%	01/07/2026	31/12/2026	→ Municipal Emergency Management Plan - Review the current plan to ensure it is in line with the Tasmanian Emergency Management Plan - 2 year review	**Chris Hughes:** The Break O'Day Municipal Emergency Management Plan has been signed off by the Commissioner of Police. The plan will be reviewed in 2028 to ensure it remains current and reflects the needs of the municipality. *01/10/2026*
25%	01/07/2026	30/06/2027	**Strategy & Corporate Planning : 100%**	

Current Completion	Start Date	Due Date	Goal	Update
25%	01/07/2026	30/06/2027	↳ Break O'Day Council Strategic Plan - Develop and adopt a new Strategic Plan to replace the current Break O'Day Council Strategic Plan which will expire in 2027	**John Brown:** Through the development of the Liveability Framework it has been noted that this process provides a platform on which to develop the new Strategic Plan. This will be explored further with Council in coming months. *23/10/2026*

11/26.17.3 Council Meeting start time for 2027

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\001\022\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That pursuant to the *Local Government (Meeting Procedures) Regulations 2025*, Regulation 7, ordinary Council Meetings of the Break O'Day Council will commence at 10:00am.

INTRODUCTION:

The Local Government Act (1993) Tas requires that following each Council election the incoming Council are to review the starting times for Council meetings.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 9 November 2026

OFFICER'S REPORT:

The Council meeting dates were endorsed by Council at its October Council Meeting, however, the Council meeting time could not be determined prior to the Local Government Election due to the requirements of the *Local Government (Meeting Procedures) Regulations 2025.*

The Regulations require that Council meetings not start before 5:00pm unless determined by an Absolute Majority of Councillors. During the term of the last Council, meetings commenced at 10:00am. Council Workshops now commence at 9:00am, workshops are not governed by the same Regulation.

Council committees will also need to consider this.

With the Local Government Election concluded and the newly elected Council in office, a determination is required for the start time of Council Meetings.

Consistent with the commencement time of the previous Council, it is recommended that Council Meetings start at 10.00am, the third Monday of each month.

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.

LEGISLATION & POLICIES:

Local Government (Meeting Procedures) Regulations 2025 – Part 2, Division 1 – Meeting dates must be established to ensure appropriate notice of meetings can be provided in accordance with legislative requirements.

Regulation 7 states:

7. Times of meetings

(1) A meeting is not to start before 5:00 p.m. unless otherwise determined by the council by absolute majority or by the council committee by simple majority.

(2) After each ordinary election, a council and a council committee are to review the times of commencement of their meetings.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are no budget implications to Council.

VOTING REQUIREMENTS:

Absolute Majority

11/26.17.4 Appointment of Councillors as Council Representatives on Committees and Boards

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\001\028\
ASSOCIATED REPORTS AND DOCUMENTS	NRM Committee Charter (Revised August 2026) St Marys Exhibition Building Working Group T&C

OFFICER'S RECOMMENDATION:

That Council appoint the following Councillor representatives to these Committees and Boards:

- Local Government Association of Tasmania (LGAT) – One (1) voting delegate and one (1)proxy (Mayor Tucker, Deputy Mayor Chapple, though proxy can be appointed at the time depending on attendance)
- TasWater – One (1) voting delegate and one (1) proxy (Mayor Tucker, proxy appointed at the time depending on attendance)
- Break O'Day Council Audit Committee – Clr LeFevre, Clr Whittaker and Clr Johnstone (Proxy)
- East Coast Tasmania Tourism Organisation (ECTT) – Clr LeFevre
- St Helens & Districts Chamber of Commerce and Tourism – Deputy Mayor Chapple
- Australia Day Committee – Mayor Tucker, Clr Whittaker
- Access and Inclusion Committee – Clr Carter and Clr Johnstone
- Bay of Fires Master Plan Steering Committee – Clr Carter
- NRM Committee – Clr Johnstone (Chairperson) and Clr Thompson
- Tender Opening Committee – Clr Chapple, Clr Johnstone, Mayor Tucker (Proxy)

INTRODUCTION:

It is necessary to determine Council representatives on various Committees and Boards to ensure adequate representation by Council.

PREVIOUS COUNCIL CONSIDERATION:

Council representatives have been determined previously as required or following an ordinary election.

OFFICER'S REPORT:

It is important following a general election that Council representation on various Committees is considered and representatives be selected.
All positions are now vacant and the following representation is required:

- Local Government Association of Tasmania (LGAT) – In the past this has automatically been the Mayor by virtue of the position with the Deputy Mayor as the proxy – LGAT have advised that voting delegates are required after each ordinary Council election
- TasWater – previously Mayor with Deputy Mayor as the proxy - One (1) voting delegate and one (1) proxy.

- Break O'Day Council Audit Committee – previously Clr Barry LeFevre and Clr Kylie Wright and Clr Vaughan Oldham as a backup – two (2) Councillors.
- East Coast Tasmania Tourism (ECTT) – previously Clr Barry LeFevre – one (1) Councillor.
- St Helens Districts & Chamber of Commerce and Tourism – previously Deputy Mayor Kristi Chapple – one (1) Councillor.
- Australia Day Committee – previously Clr Gary Barnes and Clr Drummond– two (2) Councillors.
- Disability Access Committee – previously Clr Ian Carter and Clr Kylie Wright – two (2) Councillors.
- Bay of Fires Master Plan Steering Committee – previously Clr Ian Carter – one (1) Councillor.
- NRM Committee – previously Clr Liz Johnstone (Chair), Clr Vaughan Oldham, Clr Kylie Wright three (3) Councillors.
- Tender Opening Committee – previously Clr Vaughan Oldham and Clr Barry Lefevre two (2) Councillors.

The General Manager notes the discussion with Councillors in relation to the following representation.

- Community Stadium – Special Committee of Council – previously Deputy Mayor Kristi Chapple and Clr Ian Carter. The Committee was established to support the initial operations of the Stadium when it was first constructed. The need for a Special Committee has now passed as it is incorporated within normal operations. The Manager Community Services will bring an item to Council to address the situation
- Mental Health Action Group – previously Clr Barry LeFevre – one (1) Councillor. The situation has changed since this was first established and it has not met for a couple of years. Discussions are currently underway in relation to what might be reinvented and membership can be addressed at that time

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

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are no budget implications to Council apart from any out of pocket travel expenses to be reimbursed to Councillors if required.

VOTING REQUIREMENTS:

Simple Majority

CHARTER

FOR THE

BREAK O'DAY COUNCIL NATURAL RESOURCE MANAGEMENT COMMITTEE

This Charter[1] 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	two Councillor representatives	2
Community	three individual or local interest group representatives	3
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

[1] This first Charter was adopted to form the NRM Committee in 2008. It was based on the *Charter for Meander Valley Council Natural Resource Management Committee*, which Break O'Day Council gratefully acknowledges.

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

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 and activities 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, 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, and report outcomes back to the Committee;
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.

TERMS OF REFERENCE

St Marys Exhibition Building Liaison Committee

1. Background

The St Marys Exhibition Building, located at the St Marys Sports Complex, has been identified as requiring immediate structural remediation and consideration of longer term redevelopment to meet evolving community needs. Council has allocated $100,000 in the 2025–2026 financial year to commence remediation and planning works,

Council has received a community-submitted structural design brief (Graeme Wathen, BE Civil, M.Eng.Sc, 10 February 2025) outlining a potential low-cost external buttress frame solution. This proposal will be formally considered as part of the Committee's deliberations.

2. Purpose

To support Council in planning and delivering a staged redevelopment of the St Marys Exhibition Building, ensuring that all structural and community-use options—including community submitted solutions are explored in a transparent, technically sound, and financially responsible manner.

3. Responsibilities

Stage 1 (2025–2026)

- Oversee the allocation and use of the $100,000 budget for:
    - Immediate remediation works
    - Development of the structural and design brief
- Consider all available engineering advice including:
    - Council-commissioned reports
    - The 2025 low-cost structural concept, which includes:
        - External steel buttress frames to stabilise the building
        - Minimal internal interference
        - Preserved floor and roofing components
        - Reduced cost compared to internal portal frame solutions
        - Lateral wind load resistance
        - Existing structural displacements (e.g., wall bowing)
        - Foundation and soil anchorage requirements
        - Low maintenance and long-term structural durability

Stage 2

- Assess requirements, limitations, and opportunities for the building;
- Review EOI submissions from interested community members and stakeholders;
- Determine:
    - Building use scenarios
    - Spatial needs
    - Design brief and indicative costing
- Recommend a funding allocation for the 2026–2027 financial year
- Assist with development of any further community engagement activities.

Stage 3

- Finalise a comprehensive project brief suitable for tender
- Identify and initiate any required planning, building, or heritage approvals

4. Committee Composition

Role	Name/Position
Project Manager	Jake (Development Services Coordinator)
Secretary / Liaison Officer	Jayne (Executive Officer)
Councillor Representative	1 x Councillor (to be nominated)
Community Assistant Project Manager	1 x Community Member
Community Members	Up to 3 x Community Members via EOI process

Council reserves the right to review and amend membership as required.

5. Meeting Frequency

- Meetings will occur monthly or as needed depending on project phase.
- Additional meetings may be scheduled by the Project Manager to meet key deadlines or respond to emerging issues.

6. Quorum and Decision-Making

- A quorum requires at least four members, including at least one staff member and one community member.
- The Committee operates by **consensus**. Where consensus cannot be reached, recommendations and dissenting views will be documented and referred to Council.

7. Reporting and Accountability

- All meetings will be minuted, and key outcomes will be reported to Council via the Project Manager or General Manager.
- Final recommendations will form part of Council agenda papers for formal decision-making.

8. Term

- The Committee will operate from October 2025 until the conclusion of Stage 3 (unless otherwise extended) and then be disbanded.

9. Support and Resources

- Council will provide administrative and technical support as required.
- Professional advice, including engineering, architectural, and legal inputs, may be commissioned subject to budget availability and Council approval (where required).

10. Governance

- This Committee operates as a liaison group to make recommendation to Council. All final decisions relating to expenditure, building use, project scope, and procurement rest with Council.

11. Integration of Engineering & Qualified Advice

In alignment with Council's duty to consider qualified technical input (as required under Section 65 of the *Local Government Act 1993*), the Committee will:

- Compare engineering reports provided by Council and the community.
- Consider the feasibility, cost, and risks associated with:
  - Remedial works (internal or external bracing systems)
  - Ongoing use for community activities and storage options
- Ensure any recommendations made are based on sound structural advice and cost-benefit analysis.
- Any independent expert advice.

11/26.17.5 Draft Local Government (Meeting Procedures) Regulations

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\006\001\
ASSOCIATED REPORTS AND DOCUMENTS	Letter from Director of Local Government – Remote meetings Draft Council Meeting Procedures 2026 Draft Council Meeting Agenda Template Local Government Amendment (Targeted Reform) Act 2026

OFFICER'S RECOMMENDATION:

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

INTRODUCTION:

The *Local Government (Meeting Procedures) Regulations 2025* form an important part of Tasmania's local government legislative framework and are made under the *Local Government Act 1993*. The introduction of the *Local Government Amendment (Targeted Reform) Act 2026* has resulted in amendments to the *Local Government (Meeting Procedures) Regulations 2025.*

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 9 November 2026

Council Meeting 18 August 2025

08/25.17.3.569 Moved: Clr B LeFevre / Seconded: Clr K Wright

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

CARRIED UNANIMOUSLY

OFFICER'S REPORT:

The Tasmanian Government has provided an updated version of the *Local Government (Meeting Procedures) Regulations 2025*. While many core provisions remain unchanged, key amendments have been introduced to better align the regulations with contemporary expectations around governance, accountability, and inclusivity.

Amendments include:

REGULATION NUMBER	REGULATION TITLE	AMENDED OR NEW
PART 1 - PRELIMINARY		
3	**Interpretation** New definitions of audio link and audio visual link to support remote attendance at meetings.	
PART 2 – MEETINGS - Division 3 - Voting		
31(2)	Taking a vote	**Amended** – Clarifies that voting may be conducted by any means determined by Council that enables each councillor present at the meeting to vote, including those attending remotely.
PART 3 – GENERAL PROVISIONS		
45	Requirement to attend meetings in person	**Amended** – Councillors are generally required to attend meetings in person, except where remote attendance is permitted under regulations 45A and 45B.
45A	Participation in meetings by audio or audio visual link	**New** – Allows councillors to request remote attendance in specified circumstances. Requests must be in writing, state the reason and meeting date, and be submitted to the Chairperson at least two hours before the meeting. The Chairperson determines approval in accordance with the regulation. Remote participation is also permitted during Closed Council, subject

REGULATION NUMBER	REGULATION TITLE	AMENDED OR NEW
		to confidentiality requirements.
45B	Meeting conducted by audio link or audio visual link in exceptional circumstances	**New** – Allows the Chairperson to determine that a meeting, or part of a meeting, be conducted entirely remotely in exceptional circumstances. Includes provisions for public participation and Closed Council meetings.
45C	Limit on attendance by audio link or audio visual link	**New** – Councillors cannot attend more than one-third of scheduled Council meetings in a calendar year remotely under regulation 45A. Meetings conducted remotely under regulation 45B do not count towards this limit.

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

Once council establishes how to successfully implement this requirement an operational procedure will be drafted.

These changes aim to improve transparency, accountability, inclusivity, and fairness across Councils.

STRATEGIC PLAN & ANNUAL PLAN:

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

Break O Day Annual Plan 2025 – 2026

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

LEGISLATION & POLICIES:

Local Government (Meeting Procedures) Regulations 2025
Local Government Amendment (Targeted Reform) Act 2026

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

Department of Justice

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Tasmanian Government

Dear General Managers

Remote meeting attendance, closed council confidentiality, and record-keeping

As councils commence their new term following the October 2026 local government elections, I am writing to provide an overview of recent changes enabling remote attendance at council meetings, and to clarify arrangements in respect to closed council and associated confidentiality and record-keeping requirements for closed meetings.

The *Local Government Amendment (Targeted Reform) Act 2026* introduced a new framework for remote meeting attendance through amendments to the *Local Government (Meeting Procedures) Regulations 2025*. These changes commenced on 1 September 2026.

The reforms recognise that councillors may occasionally face circumstances that prevent them from attending meetings in person. They provide greater flexibility to support councillors in fulfilling their elected responsibilities, while maintaining the importance of in-person participation in council decision-making.

Under the new framework, in-person attendance remains the general expectation for councillors. However, councillors may request approval to participate in council and council committee meetings remotely, by audio or audiovisual link, where they are unable to attend in person for a reason specified in the Regulations.

Permitted circumstances include severe weather or road closures, employment commitments requiring travel outside Tasmania, health and safety risks, medical or compassionate travel, caring responsibilities, and injury preventing in-person attendance.

Councillors wishing to attend a meeting remotely must submit a written request to the meeting chairperson at least two hours before the meeting commences, identifying the meeting and the reason remote attendance is required. The chairperson must approve the request where reasonably satisfied that the councillor's circumstances meet one of the permitted grounds, provided the councillor has not reached the applicable limit on remote attendance.

A councillor participating remotely is considered present at the meeting, provided they can hear and be heard by other participants. Councillors attending remotely are expected to give their full attention to meeting proceedings, and the chairperson may revoke approval where this requirement is not met.

To maintain the importance of in-person participation, the Regulations provide that a councillor may attend no more than one-third of the council's scheduled meetings in a calendar year by audio or audiovisual link.

The new framework also provides flexibility for meetings to be conducted entirely remotely in exceptional circumstances. Where the chairperson is satisfied that exceptional circumstances exist, they may determine that a meeting, or part of a meeting, is to be conducted solely by audio or audiovisual link. Remote participation in a meeting conducted under these

exceptional circumstances does not count towards an individual councillor's annual remote attendance limit.

The reforms also enable councillors to participate remotely in parts of meetings that are closed to the public, subject to appropriate confidentiality safeguards. Councillors participating remotely in closed meetings must ensure that proceedings cannot be overheard or accessed by unauthorised persons and must continue to comply with the confidentiality requirements under section 338A of the *Local Government Act 1993*.

Penalties for breaches under section 338A include a court-imposed order barring a councillor from nominating as a candidate at any election for a period not exceeding 7 years or dismissing a councillor.

Councils should ensure they have appropriate administrative arrangements for receiving and considering remote attendance requests, monitoring attendance limits, and facilitating secure and effective remote participation.

To that end, I understand that the Local Government Association of Tasmania (LGAT) has produced guidance for managing remote meetings that is available on their member portal, and I would encourage councils to access and utilise that resource.

Closed council confidentiality and record-keeping

Section 338A provides that information seen or heard during a closed council meeting is to be kept confidential, unless authorised for release by the council. Note that this does not cover information provided prior to the meeting occurring.

In terms of matters which might otherwise require confidentiality (including agendas for closed meetings), that provision allows for information to be provided by the mayor, deputy mayor or general manager on the condition that it is to be kept confidential. In such circumstances I encourage you to adopt procedures that make that condition explicit, such as a statement on agenda papers when they are distributed. Unless the condition is made clear, it is unlikely to be enforceable.

In relation to confidentiality requirements, I also reiterate the requirement that audio recordings of all meetings – both open and closed – are to be retained for 2 years following the date of the relevant meeting.

I trust this information will assist councils in implementing the new arrangements confidently and consistently throughout the new term. My Office is available to provide support should you have any queries about the operation of the new provisions.

Yours sincerely

Luke Gregory
A/Director, Office of Local Government

Council Meeting Procedures



Version: 1 – Adopted 10 June 2010
Version: 2 – Reviewed May 2018
Version 3 – Reviewed April 2019
Version 4 – Adopted 24 June 2019
Version 5 – Reviewed November 2021
Version 6 – Adopted 21 August 2023
Version 7 – Implemented 15 April 2024 (Live Streaming)
Version 8 – Adopted 18 August 2025

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1. Introduction

1.1 Break O'Day Council considers that the process of Local Government meetings should be open, transparent and accessible to the community.

1.2 To ensure that the processes undertaken by Council are consistent in their application, Council will use the *Local Government (Meeting Procedures) Regulations 2025* ("the regulations") and the *Local Government Act 1993 (*"the Act") supported by the following meeting procedures as the basis for the operation of Council and Committee meetings.

1.3 In accordance with Regulation 44 of the regulations the following procedures be adopted in respect of the operation of Council Meetings and Council Committee Meetings.

2. Interpretation

2.1 "Act" means the Local Government Act 1993.

2.2 "Associated reports and documents" means reports and documents relating to an item on the agenda of a meeting.

~~2.1~~

2.3 "Meeting": means either a Council Meeting or a Council Committee Meeting.

2.4 "Audio link" has the same meaning as in the Evidence (Audio and Audio Visual Links) Act 1999.

~~2.2~~

2.5 "Audio visual link" has the same meaning as in the Evidence (Audio and Audio Visual Links) Act 1999.

2.6 "Chairperson" means the person who chairs a meeting.

2.7 "Closed meeting" means that part of a meeting which is closed to the public under regulation 17.

2.8 "Commissioner" means a person appointed as such under section 230 of the Act.

2.9 "Council committee meeting" means a meeting of a council committee convened in accordance with regulation 6(1).

2.10 "Council meeting" means an ordinary council meeting or a special council meeting; meeting means –

a) a council meeting; or
b) council committee meeting;

2.11 "Minutes", of a meeting, are the written minutes of a meeting prepared in accordance with regulation 39.

2.12 "Motion without notice" means a motion that is not in writing and is moved under regulation 20(1).

2.13 "Motion with notice" means a written motion given to the general manager under regulation 19(1) or (2).

2.14 "Ordinary council meeting" means an ordinary meeting of the council convened in accordance with regulation 5(2) (a), (3) , (4) and (6) , other than the council's annual general meeting.

2.15 "Prescribed newspaper" means a newspaper prescribed in the Local Government (General) Regulations 2025 for the purposes of section 72B (2) of the Act.

2.16 "Public question on notice" means a written question given to the general manager by a member of the public under regulation 38(1).

2.17 "Public question without notice" means a question for which written notice has not been given and is asked by a member of the public under regulation 37(1).

2.18 "Question on notice" means a question given on written notice to the general manager by a councillor under regulation 35(1).

2.19 "Question without notice" means a question for which written notice has not been given and is asked by a councillor under regulation 34(1).

2.20 "Relevant municipal area", in relation to a council, general manager of a council, council meeting or council committee meeting, means the municipal area for which the council has responsibility.

2.21 "Special council meeting" means a special meeting of the council convened in accordance with regulation 5(2) (b) or (7).

~~2.3~~2.22 "Statutory holiday" has the same meaning as in the Statutory Holidays Act 2000.

3. Agenda for Council and Council Committee Meetings

3.1 The standard agenda to be used for a Council Meeting is shown in Appendix A.

3.2 The standard agenda to be used for a Council Committee Meeting is shown in Appendix B.

3.3 The Duties and Responsibilities of a Chairperson ("Chair") of a Meeting are shown in Appendix C.

4. Live Audio/Visual Streaming of Council Meetings

All ordinary meetings, special meetings and annual general meetings will be live streamed using audio/visual technology. A link to the audio/visual recordings will be made available to the public post the meeting on Council's website. The audio/visual recording of Council Meetings will be published

for a minimum of 12 months and kept for a minimum of two years. Audio recordings of Closed Council meetings must be made but are not to be published. These recordings will be stored securely and kept separate from public recordings, in line with confidentiality requirements.

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

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

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

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

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

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

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

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

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

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

The following Frequently Asked Questions are provided for information purposes only and are simply

a general guide in relation to the live streaming of meetings.

What is live streaming?
Live streaming is the transmission over the Internet of video of an event as it happens. Streaming is a form of online video in which the site sends video footage to a user's machine "on the fly" rather than as a complete file. It is like the difference between watching a TV show as it airs and watching a DVD.

What do I need to view the videos?
You need a device running a supported operating system, a supported web browser, and speakers. Please see responses below for more details.

What platforms and browsers are supported?
The following browsers are supported:

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

What connection speed is required to watch the videos?
To be sure the video will play smoothly, you will need a minimum connection speed of 700kbs.

How much data will be used while streaming a video?
While live streaming a video from this website, it will use approximately 6MB per minute (700kbps).

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

How soon after a Council Meeting will the video be available to watch?
In most cases, once a Council Meeting has concluded, the video will be available to watch online within two business days. These are available in the archive.

5. Remote Attendance at Council and Council Committee Meetings

5.1 Councillors are expected to attend meetings in person. Remote attendance requires the Chairperson's prior approval in accordance with Regulation 45A of the *Local Government (Meeting Procedures) Regulations 2025*.

5.2 A councillor who is unable to attend a meeting in person for a reason specified in Regulation 45A(3) may request the Chairperson's authorisation to attend the meeting, or part of it, by audio link or audio visual link. The request must be in writing, state the reason, identify the meeting date and be submitted to the Chairperson at least two hours before the meeting starts. The General Manager and Governance staff must be copied into the request.

5.3 Before the meeting, the Chairperson must grant the request if reasonably satisfied that an eligible reason has been provided, unless the councillor would exceed the limit on attendance in Regulation 45C. The Chairperson will advise the councillor, General Manager and Governance staff of the decision.

5.4 Where approved, Governance staff will provide access details and arrange a suitable audio or audiovisual connection. The Councillor must be able to hear, speak and vote and is responsible for their own device and connection.

5.5 A Councillor attending remotely must remain attentive and follow the Chairperson's directions. Connection difficulties must be reported promptly. The Chairperson may withdraw approval if the Councillor is not providing or unable to provide the meeting their full attention (Regulation 45A). This may be due to an inability to maintain a reliable and secure connection to the meeting

5.6 Reasonable efforts will be made by Council staff to assist with connection difficulties, however precedence will be given to running an orderly meeting and maintaining the live streaming of meetings.

5.7 Governance staff will monitor the limit of one-third of scheduled meetings per calendar year for remote attendance under Regulation 45A. Meetings held remotely under Regulation 45B are excluded from this limit (Regulation 45C).

5.8 Where exceptional circumstances prevent an in-person meeting, the Chairperson may arrange for all or part of the meeting to be held remotely. Governance staff will coordinate Councillor access, public access where required and recording arrangements (Regulation 45B).

5.9 A councillor attending a Closed Council Meeting by audio link or audio visual link must comply with Section 338A of the *Local Government Act (1993)*

6. Public Question Time

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

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

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

6.4 A question asked at a meeting is to:

6.4.1 Be concise; and
6.4.2 Be clear; and
6.4.3 Not be a statement; and
6.4.4 Have minimal preamble

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

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

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

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

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

7. Questions on Notice

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

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

7.3 A question asked at a meeting is to:

7.3.1 Be concise; and

7.3.2 Be clear; and
7.3.3 Not be a statement; and
7.3.4 Have minimal preamble

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

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

8. Notice of Motion

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

8.1 This agenda item allows Councillors to bring forward any business in the form of a written notice of motion.

8.2 A notice of motion must be given to the General Manager at least seven (7) clear days before the date of the meeting at which the motion is to be moved.

8.3 A Councillor can submit no more than four (4) notices of motion per meeting.

8.4 Provided the Chairperson does not refuse to accept a notice of motion in accordance with Regulation 18(6) of the regulations then the General Manager must ensure that the motion on notice is placed on the agenda for the meeting at which the notice of motion is to be moved.

8.5 No motion shall be proceeded with in the absence of the Councillor giving notice unless some other Councillor has been authorised to move it by the Councillor who gave notice. *[Joske's Law and Procedure at Meetings in Australia, 10th Edition, Eilis S Magner, Thomson Lawbook co., 2007]*

All notices of motion must be preceded by the following statement:
"A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at its meeting on the..."

9. Petitions

9.1 Where a petition is received by a Councillor pursuant to Section 57(1) of the Act then that Councillor is to forward the petition to the General Manager within seven (7) days of receiving it.

9.2 Where a petition is received directly by the General Manager in accordance with Section 57 of the Act or is received by the General Manager in accordance with 6.1 above the General Manager will, subject to Sections 58(3) and 59 of the Act, ensure that the petition is placed on the agenda of the next ordinary meeting of Council with a short statement as to the nature of the petition and the number of signatures to the petition.

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

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

9.4.1 Has recently been on (or is already on) an agenda of a Council Meeting, and/or
9.4.2 The community at large do not need to have the opportunity to be aware of and/or have the opportunity to comment on, and
9.4.3 Does not require further information to be provided by a Council Officer prior to Council making an informed decision,

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

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

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

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

10. Deputations

10.1 A request for a deputation to a meeting received in accordance with Regulation 38 will be

referred to the Chair for his/her approval for the deputation to appear.

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

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

10.4 Deputees will be heard and questioned without debate.

10.5 After hearing the deputations the Chair will bring forward the relevant item on the agenda (if any) to enable the matter to be discussed forthwith.

11. Voting Procedures

11.1 At a Council meeting, each councillor, including the Chairperson, has one vote. At a Council committee meeting, each committee member, including the Chairperson, has one vote.

11.2 The Chairperson must take the vote by a method determined by the Council or committee that enables each councillor present to vote, including any councillor authorised to attend by audio link or audio visual link. The motion is put first in the affirmative and then, if necessary, in the negative, as often as needed to determine the result.

11.3 The minutes must record the vote of each councillor and the outcome of the vote

~~11.1 At a meeting, each Councillor, including the Chair, has one (1) vote.~~

~~11.2~~11.4 The Chair is to take a vote by any means the Council determines. The voting method used at a meeting is to accommodate Councillors who have been authorised to participate remotely (Regulation 31).

~~11.3~~11.5 Voting at a meeting may be conducted by secret ballot if the purpose is to select a person to represent the Council on a Committee or other body.

~~11.4~~11.6 Where a Councillor abstains from voting the vote is recorded as a negative.

~~11.5~~11.7 A tied vote results in a motion being determined in the negative.

~~11.6~~11.8 The Chair will count the number of votes for and against a decision and then declare an outcome. The details of Councillors votes and the outcome are recorded in the minutes.

12. Questions Without Notice

12.1 This agenda item allows Councillors to ask no more than four (4) questions per meeting on any matter relevant to Council activities.

12.2 Councillors should provide the Chair with a written copy of the question.

13. Acting as a Planning Authority

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

At the Commencement of the "Planning Authority":
"Pursuant to Regulation 29 of the Local Government (Meeting Procedures) Regulations 2025 the Mayor informed the Council that it was now acting as a Planning Authority under the Land Use Planning and Approvals Act 1993."..

At the Conclusion of the "Planning Authority":
"The Mayor advised the Council that it had now concluded its meeting as a Planning Authority under Regulation 29 of the Local Government (Meeting Procedures) Regulations 2025."

13.2 A member of the Planning Authority is required to make decisions within the framework of the *Land Use Planning and Approvals Act 1993* (LUPAA).

13.3 As a member of a Planning Authority your decisions must be based on the provisions of the Planning Scheme.

13.4 Process to Decision:

- 13.4.1 Application
- 13.4.2 Advertising
- 13.4.3 Representation
- 13.4.4 Assessment
- 13.4.5 Decision

13.5 Assessment Report – The Planning Authority will be guided by its Planning Officers, who will assist by:

- 13.5.1 Identifying which parts of the Scheme you need to consider – Discretion triggers;

13.5.2 Identify relevant considerations;

13.5.3 Representations – relevance; and

13.5.4 Recommendation.

13.6 If the Planning Officer recommends that a development application is refused, then the motion to be considered by the Planning Authority will be to adopt that recommendation.

13.6.1 If the motion is carried, then the Planning Authority will have made a decision to refuse to grant a permit.

13.6.2 If the motion is lost, then the Planning Authority has not made a decision on the development application. In order to avoid the consequences of section 59 of the *Land Use Planning and Approvals Act 1993*, which deems a development application to be approved where there is no decision by the Planning Authority,the Planning Authority should subsequently consider a motion to approve the development application.

13.6.3 If the vote is tied, then the Planning Authority has not made a decision on the development application and it must subsequently consider a motion to approve the development application.

13.7 If the Planning Officer recommends that a development application is approved (or if a motion to refuse has been lost or tied), then a motion to approve the development application on certain conditions should be considered.

13.7.1 If the motion is carried, then the Planning Authority will have made a decision to grant a permit on those conditions.

13.7.2 If the motion is lost, then the Planning Authority has not made a decision on the development application and it may consider a subsequent motion (for example, that a permit is granted on different conditions or that the development approval is refused, on certain grounds).

13.7.3 If the vote is tied, then the Planning Authority has not made a decision on the development application and it must subsequently consider a motion to refuse the development application..

13.8 In the event that the decision of the Planning Authority is tied at both a refusal AND an approval a decision by the Planning Authority has still not been reached. The following steps may happen next:

13.8.1 An alternate motion can be foreshadowed, however it must be different from the motions put previously eg add/change conditions.

13.8.2 To break the deadlock the General Manager may exercise a delegation provided by the Planning Authority to grant a permit under Section 59(7) of the *Land Use Planning and Approvals Act 1993*.

13.9 To ensure that the Planning Authority does not inadvertently refuse a development application

through a tied vote, the members of the Planning Authority are encouraged to:

13.9.1 communicate openly during the meeting prior to the formal vote being taken, so that other members are aware of each other's intention to vote; and

13.9.2 foreshadow an alternate motion, if a member supports the Planning Officer's recommendation generally but would prefer that a permit was granted on conditions which differ from the Planning Officer's recommendation, or that it be refused on different grounds.

13.10 The General Manager is to ensure that the reasons for a decision by a Council or Council Committee acting as a Planning Authority are recorded in the minutes. To the extent that there is a deemed refusal of a development application, the minutes should reflect this.

13.11 The Rules of Engagement and Decision Making

13.11.1 Do Not:

13.11.1.1 Make statements of predetermination – do not make any comments which suggest that you will exercise discretion in a particular way without being prepared to listen to contrary arguments.

13.11.1.2 Sign a representation or a petition in favour or against a proposal.

13.11.1.3 Participate in a decision if you have a conflict of interest:

- Pecuniary benefit or pecuniary detriment – Sections 48 to 56 of the *Local Government Act 1993*.
- Code of Conduct.

13.11.2 Do:

13.11.2.1 Understand exactly what you are required to decide:

- Which provision of LUPAA apply?
- Which parts of the Scheme are relevant?

13.11.2.2 Take the information contained in the application and representations into account when you make your decision.

13.11.2.3 Take other information into account, although you should notify the applicant if you intend to do so.

13.11.2.4 Encourage a community member to make a representation so that their views can be taken into account, rather than relying upon you to do that for them.

13.11.2.5 Channel enquiries through the relevant Planning Officer.

13.11.2.6 Be transparent.

13.11.2.7 Make and keep records of interactions which may be contentious (file notes, emails etc).

13.11.3 You May (Subject to the above):

13.11.3.1 Participate in discussions with developers and interested third parties before and after a development application is lodged.

13.11.3.2 Attend private and public meetings and briefings in relation to an application that will be determined by the Planning Authority.

13.11.3.3 Speak in favour of or against a proposal (although this is not routinely recommended).

13.11.3.4 Speak firmly, even passionately, in favour of your view at a Planning Authority meeting with the intention of influencing other Councillors; that conduct is to be expected.

13.11.3.5 Make a decision which differs from the recommendations of the Planning Officer. Clear reasons (pursuant to the Planning Scheme) must be recorded to support the decision of Council.

14. Submission of Emergency Motions

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

15. Closed Council

15.1 Regulation 17(I) stated that in order to close part of a meeting to the public, it may only be done where the Council has resolved to do so by an absolute majority.

15.2 A councillor attending a Closed Council Meeting by audio link or audio visual link must comply with Section 338A of the Local Government Act (1993). The councillor must ensure that no other person is able to hear or observe the Closed Council Meeting.

~~15.2~~15.3 Items listed within Closed Council must clearly reference the reason for the inclusion of each Closed Council item, including item for discussion and correctly identifying the relevant sub- regulation reference pursuant to sub-regulation 17(2).

~~15.3~~15.4 Within the Regulations there are specific provisions that prohibit some matters being discussed in a Closed meeting.

Regulation 17(3): Unless sub-regulation (4) applies, a Council or Council Committee must not close part of a meeting when it is –

a) Acting as a Planning Authority under the Land Use Planning and Approvals Act (1993); or

b) *Considering whether or not to grant a permit under the Act; or*

c) *Considering proposals for the Council to deal with public land under section 178 of the Local Government Act 1993.*

~~15.4~~15.5 Within the Closed Meeting of Council, there must be a consideration of what, if any, information can be released to the public for each item discussed.

~~15.5~~15.6 As per sub-regulation 40(1)(b), there must be at least enough information in the open minutes of Council to show that the matter was discussed and a brief description of the matter. This information should include as many details of what was discussed as possible, as per sub-regulation 17(7) which requires Council to consider whether discussions, decisions, reports or documents from that Closed Meeting are to be kept confidential or released to the public.

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

~~15.6~~15.7 Open minutes must not disclose confidential information meant for the closed meeting of Council (unless the Council agrees that the information can be released).

16. Meeting Closure

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

Appendix A

NOTICE OF MEETING

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

CERTIFICATION

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

[NAME]
GENERAL MANAGER
Date: .....

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

OPENING

ACKNOWLEDGEMENT OF COUNTRY

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

.../18.9.0 COUNCIL MEETING ACTIONS

.../18.10.0 PETITIONS

.../18.11.0 NOTICES OF MOTION

.../18.12.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS
.../18.12.1 Mayor's Communications for Period Ending .....
.../18.12.2 Councillor's Reports for Period Ending .....

.../18.13.0 BUSINESS AND CORPORATE SERVICES
.../18.13.1 Corporate Services Department Report
.../18.13.2 Monthly Financial Report
.../18.13.3 Visitor Information Centre Report

.../18.14.0 WORKS AND INFRASTRUCTURE
.../18.14.1 Works and Infrastructure Report
.../18.14.2 Animal Control Report

.../18.15.0 COMMUNITY DEVELOPMENT
.../18.15.1 Community Services Report

.../18.16.0 DEVELOPMENT SERVICES
.../18.16.1 Development Services Report
.../18.17.0 GOVERNANCE
.../18.17.1 General Manager's Report

.../18.18.0 CLOSED COUNCIL
.../18.18.1 Confirmation of Closed Council Minutes – Council Meeting .....
.../18.18.2 Outstanding Actions List for Closed Council

Appendix B

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

AGENDA

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

Appendix C

DUTIES AND RESPONSIBILITIES OF THE CHAIR

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

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

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

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

Meeting Procedures

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

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

Maintaining Order

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

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

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

Amendments

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

Variations

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

Conduct of Debate

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

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

Voting

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

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

Suspension of Meeting Procedures

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

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

Points of Order

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

Interruption of a Meeting by Councillors

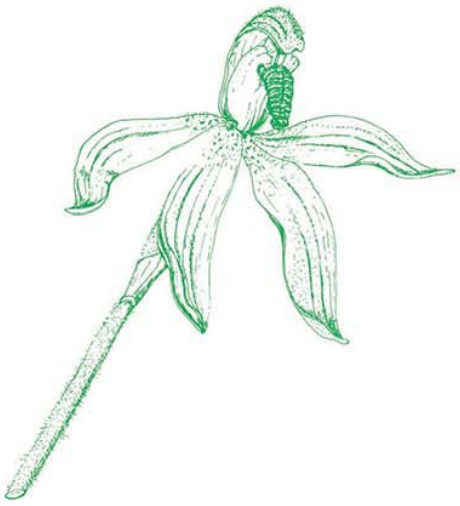
- A Councillor must comply with the Code of Conduct at all times.
- A Councillor must not, while at a meeting –
    a) Behave in an improper or disorderly manner; or
    b) Cause an interruption or interrupt another Councillor who is speaking.
- If the Chair considers that a Councillor during a meeting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

Interruption of a Meeting by Others

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

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

Break O'Day
COUNCIL



COUNCIL MEETING AGENDA

Monday (Date)
Council Chambers, St Helens

General Manager
Break O'Day Council
(Date)

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NOTICE OF MEETING

Notice is hereby given that the next meeting of the Break O'Day Council will be held at the St Helens Council Chambers on Monday [date/month/year] commencing at 10.00am.

CERTIFICATION

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

GENERAL MANAGER
Date:

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AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

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

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

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

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

In accordance with the Local Government Act 1993 and Regulation 43 of the Local Government (Meeting Procedures) Regulations 2025, these audio files will be published on Council's website for 12 months and be retained for two (2) years. The written minutes of a meeting, once confirmed, prevail over the audio recording of the meeting and a transcript of the recording will not be prepared.

OPENING & INTRODUCTION

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

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

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Custodians of the land on which we work and live, the Palawa people of this land Tasmania, and recognise their continuing connection to the lands, skies and waters. We pay respects to the Elders Past, present and future.

LIVE AUDIO/VISUAL STREAMING OF COUNCIL MEETINGS

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

0/25.1.0 ATTENDANCE

In accordance with Regulation 45A of the *Local Government (Meeting Procedures) Regulations 2025*, Councillors are expected to attend Council meetings in person unless prior approval has been granted by the Chairperson to attend remotely.

0/25.1.1 Present

Mayor
Deputy Mayor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor

0/25.1.2 Participation in meetings by audio or audio visual link

[To be read out only in the event that a request has been received at least two (2) hours prior to a meeting]

In accordance with Regulation 45A of the Local Government (Meeting Procedures) Regulations 2025 I would like to advise that I have received a request from Councillor ???? that they be permitted to attend this meeting by audio or audio visual link and I made the following decision in relation to the request……

As chairperson I may at any time during a meeting revoke with immediate effect an authorisation which has been given if I am of the opinion the councillor is not providing or is unable to provide, their full attention to the conduct of the meeting. This may be as a result of an unreliable audio or audio visual connection.

0/25.1.3 Apologies

Nil

0/25.1.4 Leave of Absence

0/25.1.5 Staff in Attendance

General Manager,
Administration & Governance Support Officer,

0/25.2.0 PUBLIC QUESTION TIME

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

A question asked at a meeting is to:

Be concise; and
Be clear; and
Not be a statement; and
Have minimal preamble

General statements are not permitted during question time.

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

0/25.2.1

0/25.3.0 COUNCILLOR'S QUESTIONS ON NOTICE

Nil

0/25.4.0 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Regulation 34 of the Local Government (Meeting Procedures) Regulations 2025 specifies that in putting a Question Without Notice a Councillor must not offer an argument or opinion, draw any inference or make any imputations except so far as may be necessary to explain the question.

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

0/25.5.0 DECLARATION OF INTERESTS OF A COUNCILLOR OR CLOSE ASSOCIATE

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

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

0/25.6.0 CONFIRMATION OF MINUTES

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

OFFICER'S RECOMMENDATION:

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

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

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

0/25.8.0 PLANNING AUTHORITY

Pursuant to Regulation 29 of the Local Government (Meeting Procedures) Regulations 2025 the Mayor to inform Council that it isnow acting as a Planning Authority under the Land Use Planning and Approvals Act 1993.

0/25.8.1

The Mayor to advise Council that it has now concluded its meeting as a Planning Authority under Regulation 29 of the Local Government (Meeting Procedures) Regulations 2025.

0/25.9.0 COUNCIL MEETING ACTIONS

0/25.9.1 Outstanding Matters

0/25.10.0 PETITIONS

Nil

0/25.11.0 NOTICES OF MOTION

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

MOTION:

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

SUBMISSION IN SUPPORT OF MOTION:

0/25.12.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

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

		–
		–
		–
		–
		–
		–

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

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

- Break O'Day Chamber of Commerce and Tourism – Deputy Mayor Kristi Chapple
- NRM Special Committee – Clr Liz Johnstone
- East Coast Tasmania Tourism (ECTT) – Clr Barry LeFevre
- Mental Health Action Group – Clr Barry LeFevre
- Access and Inclusion Advisory Committee – Clr Kylie Wright
- Bay of Fires Master Plan Steering Committee – Clr Ian Carter

0/25.13.0 BUSINESS AND CORPORATE SERVICES

0/25.13.1 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 Services Department since the previous Council Meeting.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

Right to Information (RTI) Requests

Nil

132 and 337 Certificates

	132	337

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

0/25.13.2 Monthly Financial Report

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 [date]be received:

1. Profit and Loss Statements
2. Balance Sheet
3. Statement of Cash Flows
4. Capital Works [year]

INTRODUCTION:

Presented to Council are the monthly financial statements.

PREVIOUS COUNCIL CONSIDERATION:

Council considers financial reports on a monthly basis.

OFFICER'S REPORT:

The financial statements as shown below show the financial position of Council as at [date].

0/25.14.0 WORKS AND INFRASTRUCTURE

0/25.14.1 Works and Infrastructure Report

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

STRATEGIC PLAN & ANNUAL PLAN:

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

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

Strategy

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

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

0/25.14.2 Animal Control Report

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:

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

LEGISLATION & POLICIES:

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

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

0/25.15.0 COMMUNITY DEVELOPMENT

0/25.15.1 Community Services Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	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:

STRATEGIC PLAN & ANNUAL PLAN:

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

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

Strategy

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

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

0/25.15.2 Visitor Information Centre Report

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:

STRATEGIC PLAN & ANNUAL PLAN:

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

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

Strategy
1. Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses' to live and work in BOD.

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

0/25.16.0 DEVELOPMENT SERVICES

0/25.16.1 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

PUBLIC HEALTH REPORT

Recreational Water Quality

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

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

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

Immunisations

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

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

Sharps Container Exchange Program as at [date]

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

STRATEGIC PLAN & ANNUAL PLAN:

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

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

Strategy
1. Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.
2. Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

0/25.17.0 GOVERNANCE

0/25.17.1 General Manager's Report

ACTION	**INFORMATION**
PROPONENT	Council Officer
OFFICER	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:

		–
		–
		–
		–
		–
		–
		–
		–
		–
		–

Meetings & Events Not Yet Attended:

		–
		–
		–
		–
		–

		–
		–
		–
		–
		–

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

Brief Updates:

Communications Report

TOPIC	ACTIVITY	PROGRESS
		•
		•
		•

Actions Approved under Delegation:

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

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

DATE	DOCUMENT	ADDRESS	PID OR DA

Tenders and Contracts Awarded:

Tender Closing Date	Description of Tender	Awarded To

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

Pursuant to Regulation 17(1) of the Local Government (Meeting Procedures) Regulations 2025 Council will move into Closed Council.

IN CONFIDENCE

0/25.18.0 CLOSED COUNCIL

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

Participation in meetings by audio or audio visual link

[To be read out only in the event that a request has been received at least two (2) hours prior to a meeting]

In accordance with Regulation 45A of the Local Government (Meeting Procedures) Regulations 2025 I would like to advise that I have received a request from Councillor ???? that they be permitted to attend this meeting by audio or audio visual link and I made the following decision in relation to the request……

As chairperson I may at any time during a meeting revoke with immediate effect an authorisation which has been given if I am of the opinion the councillor is not providing or is unable to provide, their full attention to the conduct of the meeting. This may be as a result of an unreliable audio or audio visual connection.

I would now like to ask that Councillor……. to please confirm that no other person is able to hear or observe the Closed Council Meeting.

Councillor……. advised that no other person is able to hear or observe the Closed Council Meeting

0/25.18.1 Confirmation of Closed Council Minutes – Council Meeting [date]

OFFICER'S RECOMMENDATION:

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

0/25.18.3 Closed Council Item Pursuant to Section 17(2)[ ] of the Local Government (Meeting Procedures) Regulations 2025

Pursuant to Regulation 17(1) of the Local Government (Meeting Procedures) Regulations 2025 Council will move out of Closed Council.

0/25.19.0 MEETING CLOSED

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

……
MAYOR

……
DATE



TASMANIA

LOCAL GOVERNMENT AMENDMENT (TARGETED REFORM) ACT 2026

No. 11 of 2026

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16. Sections 28ZHA and 28ZHB inserted
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17. Section 28ZK amended (Notification of determination of code of conduct complaint)

18. Part 3, Division 3B inserted
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28ZX. Orders of the Tasmanian Civil and Administrative Tribunal

19. Section 45 amended (Election of councillors)

20. Section 62 amended (Functions and powers of general manager)

21. Section 62A amended (Order relating to general manager's functions generally)

22. Section 62B amended (Order relating to general manager's function to liaise with mayor)

23. Section 66 amended (Strategic plan)

24. Section 70DA inserted
70DA. Community engagement strategy

25. Section 70E amended (Review of plans, strategies and policies)

26. Section 70F amended (Orders determining minimum contents of plans, &c., and classes of assets)

27. Sections 84A and 84B inserted
84A. Council performance reporting
84B. Internal audit

28. Section 122A inserted
122A. Order specifying information in rates notices

29. Section 214E amended (Result of review)

30. Section 214L amended (Recommendation for issuing performance improvement direction)

31. Section 214O amended (Consequences of failing to comply with performance improvement direction)

32. Part 12C inserted
PART 12C – Temporary Advisors
214P. Recommendation to appoint temporary advisor
214Q. Appointment of temporary advisor
214R. Functions and powers of temporary advisors
214S. Report by temporary advisor
214T. Cost of temporary advisor

33. Section 291 substituted
291. Assistance to electors

34. Section 296 substituted
Division 7 – Alternative voting

296. Application of alternative voting provisions

35. Section 338AA amended (Director may require information, &c., for purposes of investigation)

36. Section 338A amended (Disclosure of information)

37. Section 338B inserted
338B. Disclosure of information for code of conduct complaints

38. Section 339 amended (Improper use of information)

39. Section 339EA amended (Investigations of complaints and other matters)

40. Section 340A repealed

41. Section 341 amended (Immunity from liability)

42. Section 349D inserted
349D. Transitional provisions consequent on *Local Government Amendment (Targeted Reform) Act 2026*

43. Schedule 3 substituted
SCHEDULE 3 – MUNICIPAL AREAS, COUNCILS AND ELECTORAL DISTRICTS

44. Schedule 4 inserted
SCHEDULE 4 – METHODOLOGY FOR DETERMINING COUNCILLOR NUMBERS AND ALLOWANCES

45. Schedule 8B inserted
SCHEDULE 8B – SAVINGS AND TRANSITIONAL PROVISIONS CONSEQUENT ON *LOCAL GOVERNMENT AMENDMENT (TARGETED REFORM) ACT 2026*

PART 3 – TASMANIAN CIVIL AND ADMINISTRATIVE TRIBUNAL ACT 2020 AMENDED

46. Principal Act

47. Schedule 2 amended (General Division)

PART 4 – LOCAL GOVERNMENT (GENERAL) REGULATIONS 2025 AMENDED

48. Principal Regulations

49. Regulation 49 amended (Allowances for elected members)

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50. Schedule 4 substituted
SCHEDULE 4 – ALLOWANCES FOR ELECTED MEMBERS

PART 5 – LOCAL GOVERNMENT (MEETING PROCEDURES) REGULATIONS 2025 AMENDED

51. Principal Regulations

52. Regulation 3 amended (Interpretation)

53. Regulation 31 amended (Voting procedure)

54. Regulation 45 substituted
45. Requirement to attend meetings in person
45A. Participation in meetings by audio or audio visual link
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PART 6 – REPEAL OF ACT

55. Repeal of Act

6

LOCAL GOVERNMENT AMENDMENT (TARGETED REFORM) ACT 2026

No. 11 of 2026

An Act to amend the *Local Government Act 1993*, the *Tasmanian Civil and Administrative Tribunal Act 2020*, the *Local Government (General) Regulations 2025* and the *Local Government (Meeting Procedures) Regulations 2025*

[Royal Assent 21 August 2026]

Be it enacted by Her Excellency the Governor of Tasmania, by and with the advice and consent of the Legislative Council and House of Assembly, in Parliament assembled, as follows:

PART 1 – PRELIMINARY

1. Short title

This Act may be cited as the *Local Government Amendment (Targeted Reform) Act 2026*.

2. Commencement

The provisions of this Act commence on a day or days to be proclaimed.

PART 2 – LOCAL GOVERNMENT ACT 1993 AMENDED

3. Principal Act

In this Part, the *Local Government Act 1993** is referred to as the Principal Act.

4. Section 3 amended (Interpretation)

Section 3 of the Principal Act is amended as follows:

(a) by inserting the following definition after the definition of *community*:

community engagement strategy, in relation to a council, means the community engagement strategy established for that council under section 70DA(1);

(b) by omitting "mayor, deputy mayor and alderman" from the definition of *councillor* and substituting "mayor and deputy mayor";

(c) by omitting the definition of *general manager* and substituting the following definition:

general manager means the person appointed under section 61

*No. 95 of 1993

(however described) and, in Part 15, includes a person nominated under section 253A;

(d) by inserting the following definition after the definition of *list of electors*:

local government charter means a local government charter issued by the Minister, and in force, under section 20;

(e) by inserting the following definition after the definition of *scrutineer*:

serious councillor misconduct – see section 28ZR;

(f) by inserting the following definition after the definition of *Tasmanian Electoral Commission*:

temporary advisor means a person appointed to be a temporary advisor to a council under section 214Q;

5. Section 16 amended (Municipal areas)

Section 16 of the Principal Act is amended as follows:

(a) by omitting from subsection (2) "Column 1" and substituting "column 2";

(b) by omitting from subsection (5AA) "column 1" and substituting "column 2";

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(c) by omitting from subsection (5B) "Column 1" and substituting "column 2";

(d) by omitting from subsection (6) "column 1" and substituting "column 2".

6. Section 17 amended (Electoral districts)

Section 17 of the Principal Act is amended as follows:

(a) by omitting from subsection (2) "column 4" and substituting "column 6";

(b) by omitting from subsection (3) "column 4 or 5" and substituting "column 6 or 7".

7. Section 18 amended (Establishment of councils)

Section 18 of the Principal Act is amended as follows:

(a) by omitting from subsection (2) "column 2" and substituting "column 3";

(b) by omitting from subsection (4) "column 2" and substituting "column 3".

8. Section 20 substituted

Section 20 of the Principal Act is repealed and the following sections are substituted:

19A. Role of council

(1) The role of a council is to support and improve the wellbeing of the community by –

(a) harnessing and building on the unique strengths and capabilities of the community; and

(b) providing infrastructure and services that, to be effective, require local approaches; and

(c) representing and advocating for the specific needs and interests of the community in regional, state-wide and national decision-making; and

(d) promoting the social, economic and environmental sustainability of the community, including by planning for and adapting to climate change risks in the exercise of its functions.

(2) In performing its role, a council may –

(a) perform any duties or functions or exercise any powers conferred on a council by or under this Act or any other Act; and

(b) perform any other functions that the council determines are

reasonably necessary to enable the council to perform its role.

(3) A council may do anything necessary or convenient to perform its role either within or outside its municipal area.

(4) A council may transfer to a single authority or a joint authority –

(a) any of its assets and liabilities on any condition it determines; or

(b) any of its employees.

(5) A council may –

(a) acquire, hold, dispose of and otherwise deal with property; and

(b) sue and be sued in its corporate name.

20. Local government charter

(1) The Minister, by order, may issue a local government charter.

(2) A charter issued under subsection (1) must be consistent with this Act and is to –

(a) provide clarity and guidance on the role of councils referred to in section 19A and support councils in performing that role; and

(b) specify principles and practices to guide when and how councils may undertake functions that are not directly related to, or that extend beyond, performing that role; and

(c) specify principles to be followed by councils in relation to –

(i) good governance; and

(ii) financial management; and

(iii) community engagement; and

(iv) collaboration and coordination with other councils on matters of shared interest or regional issues; and

(d) specify principles and processes by which the Tasmanian Government will support councils to perform their role, including in connection with consultation and engagement between the Tasmanian Government and local government; and

(e) contain such other matters as may be prescribed.

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(3) A council is to have regard to any charter issued by the Minister under this section when performing its functions and exercising its powers.

(4) The Minister is to ensure that any charter issued under this section is reviewed at least once in each 5-year period.

(5) The Minister may amend, revoke, or revoke and substitute an order under this section.

(6) Before making, amending or revoking and substituting an order, the Minister must consult with –

(a) councils; and

(b) the Local Government Association of Tasmania; and

(c) the public –

as to the matters that the Minister is considering including in the order, the amended order or the substitute order.

(7) Section 47(3), (3A), (4), (5), (6) and (7) of the *Acts Interpretation Act 1931* applies to an order under this section as if the order were regulations within the meaning of that Act.

(8) An order under this section is subordinate legislation for the purposes of the *Subordinate Legislation Act 1992*.

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(9) An order under this section may be combined with an order under one or more of the following sections:

(a) section 27A;

(b) section 28AA;

(c) section 62A;

(d) section 62B.

9. Section 25 amended (Constitution of council)

Section 25 of the Principal Act is amended as follows:

(a) by omitting subsection (2);

(b) by omitting from subsection (3) "column 3" and substituting "column 5";

(c) by omitting subsection (4).

10. Section 27A amended (Order relating to Mayor's functions)

Section 27A(4) of the Principal Act is amended by inserting before paragraph (a) the following paragraph:

(aa) section 20;

11. Section 28AA amended (Order relating to functions of councillors)

Section 28AA(4) of the Principal Act is amended by inserting before paragraph (a) the following paragraph:

(aa) section 20;

12. Sections 28AB and 28AC inserted

After section 28AA of the Principal Act, the following sections are inserted in Division 3:

28AB. Mandatory core learning and development activities for councillors

(1) In this section –

immediately preceding term of office, in relation to a councillor, means the last term of office held by the councillor that ended before the commencement of the councillor's current term of office.

(2) The Director may approve one or more courses of mandatory core learning and development activities for councillors.

(3) Without limiting subsection (2), the Director may approve different courses, or different requirements, for –

(a) councillors who have not served as a councillor in the immediately preceding term of office; and

(b) councillors who have served as a councillor in the immediately preceding term of office.

(4) A course approved under this section is to consist of learning and development activities relating to the roles and responsibilities of councils and councillors.

(5) The Director is to, within 28 days of approving a course under subsection (2) –

(a) ensure that notice of the approval is issued to each council; and

(b) cause a copy of the course of mandatory core learning and development activities to be published on a website maintained by or on behalf of the Department.

(6) The regulations may prescribe requirements for the learning and development activities required under this section.

(7) A councillor must, within 12 months after the councillor's election, complete any course of mandatory core learning

and development activities applicable to the councillor under this section.

(8) The Director may extend the period referred to in subsection (7) if satisfied that it would be appropriate in the circumstances.

(9) The Director may only approve a course under this section if the Director has consulted with the Local Government Association of Tasmania as to the suitability of the course for councillors.

28AC. Policy for continuing professional development

(1) A council must adopt a policy in relation to the continuing professional development of councillors (a ***continuing professional development policy***) within 6 months after an ordinary election.

(2) A continuing professional development policy for a council is to –

(a) be prepared by the general manager for the council; and

(b) relate to matters relevant to councillors' roles and responsibilities under this or any other Act; and

(c) have regard to the professional development needs of councillors; and

(d) include an estimate of the expenditure to be spent in a financial year by the council in implementing the policy.

13. Part 3, Division 3AAA inserted

After section 28J of the Principal Act, the following Division is inserted in Part 3:

Division 3AAA – Councillor allowances and numbers

28JAA. Allowances

(1) A councillor is entitled to the allowance prescribed for the councillor's allowance band.

(2) The allowance band for a councillor is the allowance band allocated to the council as specified in Schedule 3, as determined in accordance with Schedule 4.

(3) A mayor and deputy mayor are entitled to any prescribed allowances in addition to any allowances referred to in subsection (1).

(4) Allowances are to be paid in arrears.

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(5) A councillor, mayor or deputy mayor may, by written notice to the general manager of the council, elect not to receive all or part of an allowance.

(6) A councillor who is suspended under this Act is not entitled to any allowance during the period of suspension.

(7) A person who is prohibited from performing the functions or exercising the powers of a councillor under section 339C is not entitled to any allowance during the period of the prohibition.

28JAB. Review of councillor allowances and numbers

(1) The Minister must undertake a review of councillor numbers and councillor allowances for all councils within the period commencing 12 months before, and ending 6 months before, the date of an ordinary election.

(2) In conducting a review under this section, the Minister must, in accordance with Schedule 4, determine –

(a) the aggregate score for each council; and

(b) the councillor number category for each council; and

(c) the allowance band for each council.

(3) The Minister may recommend that the Governor amend Schedule 3 by order under section 28JAD to reflect –

(a) the councillor number category and councillor numbers; and

(b) the allowance band –

determined in accordance with Schedule 4.

28JAC. Requests for reduction of councillor numbers

(1) A council that is in councillor number category 3 in column 4 of Schedule 3 may apply to the Minister for approval to reduce the number of councillors to be elected for the council to 5.

(2) An application under subsection (1) must –

(a) be in writing, and

(b) include evidence that the council has resolved, by absolute majority at an ordinary meeting of the council, to apply to reduce the number of councillors; and

(c) be made no later than 6 months before the day on which notice of

the next ordinary election is given.

(3) If the Minister approves an application under subsection (1), the Minister is to recommend to the Governor that Schedule 3 be amended accordingly under section 28JAD.

(4) A council for which an order is made under section 28JAD has 5 councillors from the next ordinary election following the making of the order and continues to have 5 councillors unless –

(a) the council's councillor number category is no longer category 3 as a result of a review under section 28JAB; or

(b) the council applies to increase the number of councillors to 7.

(5) An application under subsection (4)(b) must –

(a) be in writing; and

(b) be made at least 8 years after the order under subsection (3) was made; and

(c) be made no later than 12 months before the day on which notice of the next ordinary election is given; and

(d) include evidence that the council has resolved, by absolute majority at an ordinary meeting of the council, to apply to increase the number of councillors.

28JAD. Order to amend Schedule 3

(1) The Governor, by order and on the recommendation of the Minister, may amend Schedule 3 by omitting, inserting or substituting one or more numbers specified in column 4, column 5 or column 8 of that Schedule.

(2) A recommendation under subsection (1) may be made as a result of –

(a) a review under section 28JAB; or

(b) an approval under section 28JAC.

(3) An order under subsection (1) may contain provisions of a savings or transitional nature.

(4) An order made under subsection (1) has effect despite any provision of this Act.

(5) An amendment to Schedule 3 applies in relation to the next ordinary election of the relevant council following the making of the order and has effect from the issue of the certificates of election for

that election, unless otherwise provided in the order.

14. Section 28ZA amended (Initial assessment of code of conduct complaint)

Section 28ZA of the Principal Act is amended as follows:

(a) by omitting from subsection (1)(f) "Panel." and substituting "Panel;";

(b) by inserting the following paragraphs after paragraph (f) in subsection (1):

(g) refer the whole complaint to the Director under section 28ZBA;

(h) refer part of the complaint to the Director under section 28ZBA.

(c) by omitting from subsection (3)(b)(iii) "Officer." and substituting "Officer; and";

(d) by inserting the following paragraph after paragraph (b) in subsection (3):

(c) if the initial assessor has referred the whole or part of the complaint to the Director, is to

(i) notify the councillor against whom the complaint is made, in writing, of the result of

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the initial assessment and the reasons for it; and

(ii) provide a copy of the complaint to that councillor; and

(iii) provide the Director with a copy of the initial assessment of the complaint and all documentation and other evidence on which the initial assessment was based.

15. Section 28ZBA inserted

After section 28ZB of the Principal Act, the following section is inserted in Subdivision 3:

28ZBA. Referral of code of conduct complaint on initial assessment to Director

The initial assessor for a code of conduct complaint, on an initial assessment, may refer a code of conduct complaint, or part of it, to the Director if the initial assessor reasonably considers that the complaint includes conduct that is capable of amounting to serious councillor misconduct.

16. Sections 28ZHA and 28ZHB inserted

After section 28ZH of the Principal Act, the following sections are inserted in Subdivision 3:

28ZHA. Referral of code of conduct complaint to Director

The investigating Panel for a code of conduct complaint may, at any time, refer a code of conduct complaint, or part of it, to the Director if the investigating Panel reasonably considers that the complaint includes conduct that is capable of amounting to serious councillor misconduct.

28ZHB. Referral of code of conduct complaint to other persons or authorities

(1) The investigating Panel for a code of conduct complaint may, at any time during the investigation of the complaint, refer the complaint, or part of the complaint, to a person or other authority that the investigating Panel considers appropriate if the investigating Panel reasonably considers that –

(a) the complaint discloses that an offence may have been committed; or

(b) the complaint would be more appropriately dealt with by that person or authority.

(2) A person or other authority to whom a code of conduct complaint is referred under subsection (1) –

(a) may accept or refuse the referral; and

(b) must notify the investigating Panel for the code of conduct complaint of that acceptance or refusal within 28 days after receiving the referral.

(3) If the person or other authority to whom the code of conduct complaint is referred does not notify the investigating Panel as required by subsection (2)(b), the person or authority is taken to have accepted the referral.

(4) If the person or other authority accepts the referral, the complaint, or the part of the complaint referred, ceases to be a code of conduct complaint.

(5) If the person or other authority refuses the referral, the investigating Panel for the code of conduct complaint may continue its investigation of the complaint or part of the complaint.

17. Section 28ZK amended (Notification of determination of code of conduct complaint)

Section 28ZK of the Principal Act is amended as follows:

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(a) by omitting subsections (6) and (7);

(b) by omitting subsection (9);

(c) by inserting in subsection (10)(a)(ii) ", the Director" after "Officer";

(d) by omitting from subsection (10)(b) "paragraph (a)(ii); and" and substituting "paragraph (a)(ii).";

(e) by omitting paragraph (c) from subsection (10);

(f) by omitting subsection (11) and substituting the following subsection:

(11) Subsection (10) does not apply to the disclosure of a document, report or information if at the time of the disclosure

(a) the initial assessor has dismissed the code of conduct complaint to which the document, report or information relates; or

(b) the determination report relating to the document, report or information, has been provided to persons as required under subsection (2).

18. Part 3, Division 3B inserted

After section 28ZP of the Principal Act, the following Division is inserted in Part 3:

Division 3B – Serious councillor misconduct
Subdivision 1 – Preliminary

28ZQ. Interpretation

In this Division

code of conduct referral means the referral of a code of conduct complaint from –

(a) an initial assessor to the Director under section 28ZBA; or

(b) an investigating Panel to the Director under section 28ZHA;

decision-maker includes the following persons:

(a) an initial assessor;

(b) an investigating Panel;

(c) the Director;

(d) the Tasmanian Civil and Administrative Tribunal.

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28ZR. Serious councillor misconduct

(1) For the purposes of this Act, ***serious councillor misconduct*** means conduct, or an attempt to engage in conduct, by a councillor that is or involves a serious or significant contravention of the code of conduct.

(2) For the purposes of subsection (1), a decision-maker is to have regard to the following when determining whether conduct, or an attempt to engage in conduct, by a councillor constitutes a serious or significant contravention of the code of conduct:

(a) whether the conduct is unlawful;

(b) the extent of any actual or potential harm or risk, caused as a consequence of the conduct, to an individual, the council or public safety;

(c) the degree to which the conduct impacts negatively on the ability of the relevant council to perform its functions under this or any other Act;

(d) whether the conduct involves –

(i) deliberate and intentional misuse of council resources, information, or

authority, for personal gain; or

(ii) undue influence on, or detriment to, the council, community or a community member;

(e) the nature and extent of any material benefit or detriment derived by the councillor or others as a result of the conduct;

(f) whether the conduct is part of a repeated pattern of contraventions or involves collusion with others, and the councillor's role in such collusion;

(g) such other public interest considerations that the relevant decision-maker considers relevant.

28ZS. Ministerial guidelines in relation to serious councillor misconduct

(1) The Minister, by order, is to issue guidelines consistent with this Act to assist decision-makers in determining whether conduct, or an attempt to engage in conduct, by a councillor constitutes a serious or significant contravention of the code of conduct.

(2) A decision-maker may have regard to any guidelines issued by the Minister under this section.

(3) The Minister, by order, may amend, revoke, or revoke and substitute any guidelines made under this section.

(4) Before making, amending or revoking and substituting an order, the Minister must consult with –

(a) councils; and

(b) the public –

as to the matters that the Minister is considering including in the order, the amended order or the substitute order.

Subdivision 2 – Assessment of serious councillor misconduct

28ZT. Assessment of serious councillor misconduct

(1) If the Director receives a code of conduct referral from an initial assessor or an investigating Panel in respect of the conduct of a councillor, the Director must carry out an assessment of that conduct to determine whether to conduct an investigation.

(2) After carrying out an assessment, the Director may

(a) if the Director determines that the conduct of the councillor is capable of amounting to serious councillor misconduct, determine that the Director will conduct an investigation into that conduct; or

(b) if the Director determines that the conduct is not capable of amounting to serious councillor misconduct, refuse to conduct an investigation into the conduct; or

(c) refer the complaint to another person or authority if the Director considers that the complaint would be more appropriately dealt with by that other person or authority.

(3) If the Director makes a determination under subsection (2)(a) –

(a) the complaint is taken to be a complaint made to the Director under section 339E and ceases to be a code of conduct complaint; and

(b) the Director is to proceed under that section and section 339EA in relation to the complaint.

(4) If the Director refuses under subsection (2)(b) to commence an investigation into a councillor's conduct, the Director must refer the matter back to the initial

assessor or the investigating Panel for the code of conduct complaint.

(5) If the Director does not make a decision under subsection (2) within 28 days of receiving a code of conduct referral, the Director is to notify the initial assessor or the investigating Panel and the complainant that the matter is still under consideration.

28ZU. Determination of Director following investigation of councillor conduct

(1) After completing an investigation into a councillor's conduct following a code of conduct referral, the Director may do any of the following:

(a) make an application to the Tasmanian Civil and Administrative Tribunal under section 28ZW;

(b) refer the matter back to the initial assessor or the investigating Panel that made the initial referral;

(c) refer the matter to any other person or authority;

(d) dismiss the complaint.

(2) A complaint that has been referred back to an initial assessor or an investigating

Panel under subsection (1)(b) is taken to be a code of conduct complaint and ceases to be a complaint to the Director under section 339E.

28ZV. Referral of complaints back to initial assessor or investigating Panel

(1) If a complaint is referred back to an initial assessor or an investigating Panel under section 28ZT or 28ZU –

(a) the Director must provide reasons to the initial assessor or investigating Panel for the referral; and

(b) if the complaint is referred back to an initial assessor, the initial assessor is to proceed under section 28ZA in relation to that complaint within 14 days after the referral of the matter; and

(c) if the complaint is referred back to an investigating Panel, the investigating Panel is to proceed with the investigation and determination of the complaint.

(2) On doing a further initial assessment under section 28ZA as required by subsection (1)(b) –

(a) the initial assessor is to comply with section 28ZA as if doing a first initial assessment; and

(b) if the initial assessor determined on the original initial assessment to investigate a part of the code of conduct complaint and had notified the councillor against whom the complaint was made of that determination, the initial assessor is to notify the councillor of the result of the further initial assessment in addition to any other notice that the initial assessor is required to provide under section 28ZA.

(3) If a complaint is referred back to an investigating Panel under section 28ZT or 28ZU, the investigating Panel is to notify the complainant and the councillor against whom the complaint is made of the referral back to the Panel as soon as practicable.

(4) On resuming or continuing an investigation under subsection (1)(c), the investigating Panel may give any directions it considers necessary for the fair and efficient investigation and determination of the complaint.

Subdivision 3 – Tribunal

28ZW. Application to the Tasmanian Civil and Administrative Tribunal

(1) If, following an investigation under section 339EA, the Director considers that the conduct of a councillor amounts to serious councillor misconduct, the Director may make an application to the Tasmanian Civil and Administrative Tribunal for a decision in relation to the matter.

(2) An application –

(a) is to be made in writing; and

(b) is to specify the particulars upon which the application is based; and

(c) is to specify the orders sought and the grounds for seeking those orders; and

(d) is to be lodged with the Registrar, within the meaning of the *Tasmanian Civil and Administrative Tribunal Act 2020*.

(3) The Director must, as soon as reasonably practicable after making an application under this section in respect of the

conduct of a councillor, give a copy of that application to the councillor.

(4) Unless otherwise specified in this Act, the provisions of the *Tasmanian Civil and Administrative Tribunal Act 2020* apply in relation to an application made to the Tasmanian Civil and Administrative Tribunal under this section.

(5) At the hearing of an application under this Subdivision, a party to the application may be represented by an Australian legal practitioner.

28ZX. Orders of the Tasmanian Civil and Administrative Tribunal

(1) If, after hearing an application under this Division in respect of a councillor, the Tasmanian Civil and Administrative Tribunal determines that a councillor has engaged in serious councillor misconduct, the Tribunal may make a finding of serious misconduct against the councillor and may make any one or more of the following orders:

(a) cautioning or reprimanding the councillor;

(b) requiring the councillor to apologise to the complainant or other person affected by the contravention of the code of

conduct, in the manner and form specified by the Tribunal;

(c) requiring the councillor to participate in counselling or undertake a training course;

(d) prohibiting the councillor from nominating as a candidate at any ordinary election or by-election for a period not exceeding 4 years;

(e) dismissing the councillor from office;

(f) suspending the councillor from office for a period of not less than 3 months but not more than 6 months;

(g) imposing on the councillor a fine not exceeding an amount equivalent to 50 penalty units.

(2) If the Tasmanian Civil and Administrative Tribunal makes a finding of serious misconduct against a councillor, it may make an order that all or any of the costs of proceedings be paid by the councillor and in making such an order must take into account the nature and severity of the misconduct.

(3) If, after hearing an application under this Division in respect of a councillor, the Tasmanian Civil and Administrative

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Tribunal determines that the councillor has not engaged in serious councillor misconduct but has contravened the code of conduct, the Tribunal may make a finding of misconduct against the councillor and may make any one or more of the following orders:

(a) cautioning or reprimanding the councillor;

(b) requiring the councillor to apologise to the complainant or other person affected by the contravention of the code of conduct, in the manner and form specified by the Tribunal;

(c) requiring the councillor to attend counselling or a training course;

(d) suspending the councillor from office for a period not exceeding 3 months.

(4) If the Tasmanian Civil and Administrative Tribunal makes a finding against a councillor under subsection (3), the Tribunal may decline to make an order under that subsection if satisfied that it is not reasonable in the circumstances to make such an order.

(5) A person who, without reasonable excuse, contravenes an order made under subsection (1) or (3) is guilty of an offence.

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Penalty: Fine not exceeding 50 penalty units.

(6) For the avoidance of doubt, the making of an order by the Tasmanian Civil and Administrative Tribunal under this section is within the original jurisdiction of the Tribunal.

19. Section 45 amended (Election of councillors)

Section 45 of the Principal Act is amended as follows:

(a) by omitting from subsection (3) "column 5" and substituting "column 7";

(b) by omitting from subsection (4) "column 5" and substituting "column 7".

20. Section 62 amended (Functions and powers of general manager)

Section 62(1) of the Principal Act is amended by inserting after paragraph (h) the following paragraph:

(ha) to develop and maintain a workforce development plan that addresses the immediate and long-term human resourcing requirements of the council;

21. Section 62A amended (Order relating to general manager's functions generally)

Section 62A(4) of the Principal Act is amended by inserting before paragraph (a) the following paragraph:

(aa) section 20;

22. Section 62B amended (Order relating to general manager's function to liaise with mayor)

Section 62B(4) of the Principal Act is amended by inserting before paragraph (a) the following paragraph:

(aa) section 20;

23. Section 66 amended (Strategic plan)

Section 66 of the Principal Act is amended by omitting subsection (3) and substituting the following subsections:

(2A) A strategic plan for a municipal area is to identify community wellbeing priorities and specify strategies for achieving outcomes in relation to those priorities.

(3) In preparing a proposed strategic plan, a council is to –

(a) consult with the community in its municipal area and any authorities and bodies it considers appropriate; and

(b) have regard to the local government charter, if any.

(3A) A council is to undertake any consultation under subsection (3)(a) in accordance with the council's community engagement strategy.

24. Section 70DA inserted

After section 70D of the Principal Act, the following section is inserted in Division 2:

70DA. Community engagement strategy

(1) A council must establish and implement a strategy for engagement with the community when developing the council's plans, policies and programs and for the purpose of determining its major activities.

(2) A council is to consult with the community and any authorities and bodies it considers appropriate when preparing a proposed community engagement strategy or reviewing an established community engagement strategy.

(3) A community engagement strategy is to contain –

(a) strategies to ensure that the community is informed about, and has reasonable opportunity to

contribute to, the decisions, activities and services of the council; and

(b) principles and procedures that the council will follow when engaging and consulting with the community; and

(c) such other matters as may be prescribed.

25. Section 70E amended (Review of plans, strategies and policies)

Section 70E(1) of the Principal Act is amended as follows:

(a) by omitting from paragraph (f) "policy." and substituting "policy; and";

(b) by inserting the following paragraph after paragraph (f):

(g) community engagement strategy.

26. Section 70F amended (Orders determining minimum contents of plans, &c., and classes of assets)

Section 70F of the Principal Act is amended as follows:

(a) by omitting from subsection (1)(e) "policy." and substituting "policy; or";

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(b) by inserting the following paragraphs after paragraph (e) in subsection (1):

(f) a community engagement strategy; or

(g) a continuing professional development policy; or

(h) a workforce development plan.

(c) by inserting the following subsection after subsection (2):

(2A) In an order under subsection (1), the Minister may also specify requirements in relation to the preparation, development, consultation, review, contents and publication of all or any of the plans, strategies or policies referred to in that subsection.

27. Sections 84A and 84B inserted

After section 84 of the Principal Act, the following sections are inserted in Division 3:

84A. Council performance reporting

(1) The Minister, by order, may specify performance reporting requirements that are to apply in relation to councils.

(2) In an order under subsection (1), the Minister may specify –

(a) the frequency and manner of performance reporting by councils to the Minister; and

(b) the scope and types of performance indicators and metrics that are to be used; and

(c) the methodologies and protocols for the measurement, reporting and presentation of performance data.

(3) A council must comply with any performance reporting requirements specified in an order under this section.

(4) The Minister is to consult with councils as to the matters to be included in an order under this section.

84B. Internal audit

(1) The Minister, by order, may specify requirements that are to apply to councils in relation to the conduct of internal audits.

(2) The Minister is to consult with councils as to the matters to be included in an order under this section.

(3) A council must conduct any internal audits in accordance with the requirements specified in an order under this section.

28. Section 122A inserted

After section 122 of the Principal Act, the following section is inserted in Division 9:

122A. Order specifying information in rates notices

(1) The Minister, by order, may specify the information that, in addition to the information required under section 122(1), is to be included by the general manager in a rates notice.

(2) The Minister is to consult with councils as to the matters to be included in an order under this section.

29. Section 214E amended (Result of review)

Section 214E(1) of the Principal Act is amended by inserting after paragraph (m) the following paragraph:

(ma) adjust or determine, in relation to a municipal area, the methodology to be applied under Schedule 4 for the purposes of determining the number of councillors or allowances;

30. Section 214L amended (Recommendation for issuing performance improvement direction)

Section 214L of the Principal Act is amended by omitting subsection (2) and substituting the following subsection:

(2) Without limiting the situations in which the Director may make a recommendation under subsection (1), the Director may make a recommendation under that subsection if, in the Director's opinion, the council or councillor has failed to comply with a statutory requirement under this or any other Act or under subordinate legislation made under this or any other Act.

31. Section 214O amended (Consequences of failing to comply with performance improvement direction)

Section 214O(1) of the Principal Act is amended by inserting after paragraph (a) the following paragraph:

(ab) appoint a temporary advisor to the council under section 214Q for such period as the Minister determines;

32. Part 12C inserted

After section 214O of the Principal Act, the following Part is inserted:

PART 12C – TEMPORARY ADVISORS

214P. Recommendation to appoint temporary advisor

(1) The Director may recommend to the Minister that a temporary advisor be appointed to a council to assist in

addressing emerging governance or operational issues at the council.

(2) Without limiting subsection (1), the Director may make a recommendation under that subsection if –

(a) in the Director's opinion there is evidence that suggests emerging governance or operational deficiencies at the council that, if not addressed, may negatively affect the effective delivery of the council's functions and services to the community; or

(b) the council has requested the appointment of a temporary advisor.

(3) For the purposes of subsection (2)(a), evidence of emerging governance or operational deficiencies may include, but is not limited to –

(a) ongoing or unresolved conflicts among councillors or between councillors and council employees that disrupt effective decision-making; and

(b) governance practices that risk undermining transparency, accountability or compliance with the principles of sound and prudent management necessary to

deliver the council's functions; and

(c) financial management practices that indicate potential risks to the council's financial sustainability; and

(d) credible complaints, reports or other information that suggests systemic operational challenges.

(4) A recommendation under subsection (1) must include –

(a) the grounds for the recommendation; and

(b) a summary of the evidence or observations, such as complaints, reports, or patterns of conduct, on which the recommendation is based.

214Q. Appointment of temporary advisor

(1) Before appointing a temporary advisor, the Minister must –

(a) give written notice to the council that the appointment of a temporary advisor is proposed; and

(b) set out in the notice the grounds for the proposed appointment,

including a summary of the matters relied upon; and

(c) invite the council to make written submissions to the Minister in relation to the proposed appointment; and

(d) allow the council a period of not less than 14 days after the notice is given to make those submissions.

(2) The Minister must consider any written submissions made by the council within the period referred to in subsection (1)(d) before deciding whether to appoint a temporary advisor.

(3) The Minister may, after complying with subsections (1) and (2), appoint a temporary advisor to a council on such terms and conditions as the Minister determines.

214R. Functions and powers of temporary advisors

(1) A temporary advisor has the following functions in respect of a council:

(a) to monitor the council's governance processes and matters;

(b) to advise the council about governance improvements that the council should make;

(c) to provide general assistance and advice to the council on good governance practices;

(d) such functions as are specified in the temporary advisor's instrument of appointment;

(e) such other functions as may be conferred on the temporary advisor under this Act or any other Act.

(2) A temporary advisor has the power to do all things necessary or convenient to be done in connection with, or incidental to, the performance of the functions of a temporary advisor.

(3) For the purposes of this Act and without limiting subsection (2), a temporary advisor may –

(a) enter and remain on council premises to perform any function or exercise any power under this Act; and

(b) attend meetings of a council or council committee, including meetings that are closed to the public; and

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(c) require records and documents relating to the council's governance processes and matters to be provided to the temporary advisor.

(4) If a temporary advisor is appointed to a council, the council, councillors and employees of the council are required to co-operate with the temporary advisor and to provide any information or assistance that the temporary advisor reasonably requires to perform or exercise the temporary advisor's functions or powers.

(5) A person must not obstruct or hinder a temporary advisor in the exercise of a power or the performance of a function under this Act.

Penalty: Fine not exceeding 50 penalty units.

214S. Report by temporary advisor

(1) A temporary advisor is to submit a final report to the Minister by the day specified in the temporary advisor's appointment.

(2) The final report is to include the following:

(a) any findings made by the temporary advisor in respect of the council;

(b) details of any action that the temporary advisor recommends be taken, and the reasons for that action;

(c) if the temporary advisor does not recommend that any action be taken, the reasons for that recommendation.

(3) Within 5 sitting-days after receiving a final report under subsection (1), the Minister is to lay before each House of Parliament –

(a) a copy of the final report; or

(b) a statement that the final report has been received by the Minister, if the Minister is satisfied, on reasonable grounds, that the tabling of the report may

(i) disadvantage or cause damage to a council, whether directly or indirectly; or

(ii) constitute a breach of confidentiality; or

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(iii) disclose information relating to the personal affairs of any person; or

(iv) prejudice an investigation into the council or a person specified in the report.

214T. Cost of temporary advisor

The Minister may require a council to pay any costs associated with the appointment of, and the performance of functions by, a temporary advisor under this Part.

33. Section 291 substituted

Section 291 of the Principal Act is repealed and the following section is substituted:

291. Assistance to electors

(1) The Electoral Commissioner may approve any procedures that are reasonable and appropriate to assist an elector who is unable to vote without assistance.

(2) If an elector is to be assisted in voting in an election, an electoral officer for that election is to advise any scrutineers for that election of the approved procedure by which the elector will be voting.

(3) Without limiting subsection (1), the procedures may include voting in accordance with Division 7.

34. Section 296 substituted

Section 296 of the Principal Act is repealed and the following Division is substituted:

Division 7 – Alternative voting

296. Application of alternative voting provisions

(1) Subject to this Act, Divisions 9A and 10 of Part 5 of the *Electoral Act 2004* apply in relation to an election under this Act as if –

(a) a reference in those Divisions to an election were a reference to an election under Part 15 of this Act; and

(b) a reference in those Divisions to an elector were a reference to an elector under Part 15 of this Act; and

(c) a reference in those Divisions to the *Electoral Act 2004* were a reference to this Act; and

(d) such other changes are made as the context requires.

(2) The regulations may prescribe further modifications of, or exclude the operation of, any of the provisions of Divisions 9A or 10 of Part 5 of the *Electoral Act 2004* for the purposes of the application of those Divisions under this section.

35. Section 338AA amended (Director may require information, &c., for purposes of investigation)

Section 338AA(1) of the Principal Act is amended by inserting "carrying out an assessment under section 28ZT or" after "purposes of".

36. Section 338A amended (Disclosure of information)

Section 338A of the Principal Act is amended as follows:

(a) by inserting the following subsections after subsection (1):

(1A) Except as required or permitted by this Act, another Act or any other law, a councillor who attends a meeting of a council or council committee that is closed to the public through the use of electronic means of communication must take reasonable steps to ensure that no other person is able to hear or view the meeting or otherwise

access the discussions of the meeting.

Penalty: Fine not exceeding 50 penalty units.

(1B) Subsection (1A) does not apply if a majority of councillors present at the meeting agree that the other person may attend, hear or view the meeting.

(1C) For the purposes of subsection (1A), reasonable steps by a councillor include, but are not limited to, the councillor –

(a) attending the meeting –

(i) from a private and secure location where other persons cannot overhear or observe the meeting or otherwise access the meeting discussion; and

(ii) through the use of prescribed secure communication technology and prescribed secure audio technology, if any; and

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(iii) in accordance with any prescribed requirements or procedures; and

(b) ensuring that no audio or audiovisual recording of the meeting, or any part of it, is made and that no transcript of the meeting is produced from any such recording.

(1D) Subsection (1) applies to a person who is permitted to attend, hear or view a meeting or part of a meeting of a council or council committee that is closed to the public as if the person were a councillor.

(b) by inserting in subsection (2) "or (1A)" after "subsection (1)";

(c) by inserting the following subsection after subsection (4):

(5) Except as required, or allowed, by this Act, another Act or any other law, a temporary advisor must not disclose information acquired in that capacity on the condition that it be kept confidential.

Penalty: Fine not exceeding 50 penalty units.

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37. Section 338B inserted

After section 338A of the Principal Act, the following section is inserted in Division 3:

338B. Disclosure of information for code of conduct complaints

(1) Despite any other provision of this Act or any other Act, a person who attends a meeting, or part of a meeting, of a council or a council committee that is closed to members of the public may disclose information obtained at the meeting or part of the meeting if the disclosure is made for the purpose of –

(a) making a code of conduct complaint; or

(b) assisting in the consideration, investigation or determination of a code of conduct complaint.

(2) A disclosure made in accordance with subsection (1) does not constitute a breach of any obligation of confidentiality arising from the meeting or part of the meeting.

38. Section 339 amended (Improper use of information)

Section 339(2A) of the Principal Act is amended by inserting "or any investigation by the Director under this Act" after "investigation".

39. Section 339EA amended (Investigations of complaints and other matters)

Section 339EA(4) of the Principal Act is amended by inserting "the carrying out of an assessment under section 28ZT," after "from".

40. Section 340A repealed

Section 340A of the Principal Act is repealed.

41. Section 341 amended (Immunity from liability)

Section 341 of the Principal Act is amended as follows:

(a) by inserting the following paragraph after paragraph (d) in subsection (1):

(da) a temporary advisor; or

(b) by inserting in subsection (3) "a temporary advisor," after "Panel,".

42. Section 349D inserted

After section 349C of the Principal Act, the following section is inserted in Division 3:

349D. Transitional provisions consequent on *Local Government Amendment (Targeted Reform) Act 2026*

The savings and transitional provisions set out in Schedule 8B have effect.

43. Schedule 3 substituted

Schedule 3 to the Principal Act is repealed and the following Schedule is substituted:

SCHEDULE 3 – MUNICIPAL AREAS, COUNCILS AND ELECTORAL DISTRICTS

Sections 16, 17, 18, 25, 28JAA and 45

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8
Item	Municipal areas	Council names	Councillor number category	No. of Councillors	Electoral districts	No. of Councillors for each electoral district	Allowance bands
1.	Break O'Day CPR 2470	Break O'Day Council	2	7	...	...	2.2
2.	Brighton CPR 2477	Brighton Council	2	7	...	...	2.2
3.	Burnie CPR 2049	Burnie City Council	2	7	...	...	2.1
4.	Central Coast CPR 2614	Central Coast Council	2	7	...	...	2.1
5.	Central Highlands CPR 2463	Central Highlands Council	3	7	...	...	2.4
6.	Circular Head CPR 2465	Circular Head Council	2	7	...	...	2.2
7.	Clarence CPR 2976	Clarence City Council	1	9	...	...	1.1
8.	Derwent Valley CPR 2481	Derwent Valley Council	2	7	...	...	2.2
9.	Devonport CPR 3658	Devonport City Council	2	7	...	...	2.1

10.	Dorset CPR 2484	Dorset Council	2	7	...	...	2.3
11.	Flinders CPR 2978	Flinders Council	3	7	...	...	2.4
12.	George Town CPR 10734	George Town Council	2	7	...	...	2.3
13.	Glamorgan-Spring Bay CPR 2473	Glamorgan-Spring Bay Council	2	7	...	...	2.3
14.	Glenorchy CPR 9815	Glenorchy City Council	1	9	...	...	1.2
15.	Hobart CPR 9814	Hobart City Council	1	9	...	...	1.1
16.	Huon Valley CPR 2469	Huon Valley Council	2	7	...	...	2.2
17.	Kentish CPR 2979	Kentish Council	2	7	...	...	2.3
18.	King Island CPR 1790	King Island Council	3	7	...	...	2.4
19.	Kingborough CPR 2478	Kingborough Council	1	9	...	...	1.2
20.	Latrobe CPR 3657	Latrobe Council	2	7	...	...	2.2
21.	Launceston CPR 10733	Launceston City Council	1	9	...	...	1.1
22.	Meander Valley CPR 2467	Meander Valley Council	2	7	...	...	2.2
23.	Northern Midlands CPR 2482	Northern Midlands Council	2	7	...	...	2.2
24.	Sorell CPR 3510	Sorell Council	2	7	...	...	2.2

25.	Southern Midlands CPR 2486	Southern Midlands Council	2	7	...	...	2.3
26.	Tasman CPR 2981	Tasman Council	3	7	...	...	2.4
27.	Waratah-Wynyard CPR 2488	Waratah-Wynyard Council	2	7	...	...	2.2
28.	West Coast CPR 2489	West Coast Council	3	7	...	...	2.4
29.	West Tamar CPR 2982	West Tamar Council	2	7	...	...	2.1

44. Schedule 4 inserted

After Schedule 3B to the Principal Act, the following Schedule is inserted:

SCHEDULE 4 – METHODOLOGY FOR DETERMINING COUNCILLOR NUMBERS AND ALLOWANCES

Sections 28JAA and 28JAB

1. Aggregate score

(1) For the purposes of sections 28JAA and 28JAB, each council is to be allocated an aggregate score in accordance with this clause.

(2) A council's aggregate score is the sum of the scores applicable to the council under each metric specified in Table 1.

(3) The score applicable to a council for a metric is the score specified in column 4 of Table 1 that corresponds to the benchmark in column 3 of that table applicable to the council for the metric specified in column 2 of that table.

Table 1

Column 1 Item	Column 2 Metric	Column 3 Benchmark	Column 4 Score
1.	Population size	Less than 15,000	1
		15,000 24,999	2
		25,000 34,999	3
		35,000 54,999	4
		55,000 or more	5
2.	Total number of rateable properties	Less than 10,000	0.5
		10,000–19,999	1
		20,000 or more	1.5
3.	5-year average value of approved development applications ($ million)	Less than 50	1
		50–99	2
		100 or more	3

4.	Written down value of infrastructure assets ($ million)	Less than 150	1
		150–399	2
		400 or more	3
5.	Urbanisation	Rural small	1
		Rural large	2
		Urban	3
6.	Kilometres of road	Less than 100 km	0.5
		100–249 km	1
		250 km or more	1.5

2. Interpretation of Table 1

(1) In Table 1 –

population size means the estimated resident population of the municipal area, as most recently published by the Australian Bureau of Statistics;

total number of rateable properties means the number of rateable properties in the municipal area;

5-year average value of approved development applications means the average, over 5 financial years, of the total value of

development applications approved by the council;

written down value of infrastructure assets means the value, after depreciation, of the council's infrastructure assets, including stormwater assets, roads and bridges, and plant and equipment;

urbanisation means the classification of the municipal area under the simplified Australian Local Government Classification system;

kilometres of road means the total length, in kilometres, of roads for which the council is responsible, including urban and rural roads.

(2) The value of a metric for a council is to be determined by reference to the most recent available data published or otherwise held by the Department.

(3) The Minister may determine the data to be used for the purposes of Table 1 if the data referred to in subclause (2) is unavailable or unreliable.

3. Councillor number categories

A council is to be allocated a councillor number category specified in column 3 of Table 2 based on its aggregate score

falling within the range specified in column 2 of that table.

Table 2

Column 1 Item	Column 2 Aggregate score	Column 3 Councillor number category	Column 4 Councillors elected
1.	14 –20	1	9
2.	6.5 –13.5	2	7
3	less than 6.5	3	7

4. Councillor allowance bands

(1) A council is allocated to an allowance band specified in column 3 of Table 3 based on its aggregate score falling within the range specified in column 2 of that table.

(2) A councillor's allowance band is the allowance band allocated to the council under subclause (1).

Table 3

Column 1 Item	Column 2 Aggregate score	Column 3 Allowance band
1.	16–20	1.1
2.	14–15.5	1.2

Column 1 Item	Column 2 Aggregate score	Column 3 Allowance band
3.	11.5–13.5	2.1
4.	8.5–11	2.2
5.	6.5–8	2.3
6.	less than 6.5	2.4

45. Schedule 8B inserted

After Schedule 8A to the Principal Act, the following Schedule is inserted:

SCHEDULE 8B – SAVINGS AND TRANSITIONAL PROVISIONS CONSEQUENT ON *LOCAL GOVERNMENT AMENDMENT (TARGETED REFORM) ACT 2026*

Section 349D

1. Interpretation of Schedule

In this Schedule –

amendment Act means the *Local Government Amendment (Targeted Reform) Act 2026*.

2. Reference to alderman or aldermen

(1) In any Act, statutory rule, by-law or other instrument made under an Act, a

reference to an alderman or aldermen is taken to be a reference to a councillor or councillors, as the case requires.

(2) This clause does not affect the validity of any appointment, election, act or decision made before the commencement of this clause.

3. Effect of certain consequential amendments

The amendment by the amendment Act of a provision of any regulations does not prevent that or any other provision of those regulations from being amended or rescinded by a subsequent regulation.

4. Transitional number of councillors

(1) In this clause –

commencement day means the day on which section 43 of the amendment Act commences;

next ordinary election means the next ordinary election held after the commencement day.

(2) Despite the amendments to this Act made by the amendment Act, the number of councillors for a council is, until immediately before the day on which the certificate of election for the next ordinary election is issued, to be the same as the number of councillors for the

council immediately before the commencement day.

(3) On and from the day on which the certificate of election for the next ordinary election is issued, the number of councillors for a council is to be determined in accordance with this Act as amended by the amendment Act.

(4) This clause does not affect the validity of anything done by or in relation to councillors holding office before the day on which the certificate of election for the next ordinary election is issued.

PART 3 – TASMANIAN CIVIL AND ADMINISTRATIVE TRIBUNAL ACT 2020 AMENDED

46. Principal Act

In this Part, the *Tasmanian Civil and Administrative Tribunal Act 2020** is referred to as the Principal Act.

47. Schedule 2 amended (General Division)

Schedule 2 to the Principal Act is amended as follows:

(a) by omitting paragraph (f) from clause 2 of Part 5 and substituting the following paragraph:

(f) sections 28ZJ, 28ZP, 28ZW and 28ZX of the *Local Government Act 1993*;

(b) by inserting in clause 3(m) of Part 8 ", 28ZW, 28ZX" after "28ZP".

*No. 24 of 2020

PART 4 – LOCAL GOVERNMENT (GENERAL) REGULATIONS 2025 AMENDED

48. Principal Regulations

In this Part, the *Local Government (General) Regulations 2025** are referred to as the Principal Regulations.

49. Regulation 49 amended (Allowances for elected members)

Regulation 49 of the Principal Regulations is amended as follows:

(a) by omitting "2025" from the definition of *current period* in subregulation (1) and substituting "2026";

(b) by omitting subregulation (2) and substituting the following subregulation:

(2) For the purposes of section 28JAA of the Act, the allowance for a councillor, or the additional allowance for a mayor or deputy mayor, is –

(a) for the 12-month period commencing on 1 November 2026, the amount calculated by multiplying the amount specified for the relevant

*S.R. 2025, No. 24

allowance band in Schedule 4 by the inflationary factor for the 2026 calendar year and rounding the resulting amount to the nearest whole dollar; and

(b) for each subsequent current period, the amount calculated by multiplying the allowance for the previous period by the inflationary factor for the calendar year in which the current period commences and rounding the resulting amount to the nearest whole dollar.

50. Schedule 4 substituted

Schedule 4 to the Principal Regulations is rescinded and the following Schedule is substituted:

SCHEDULE 4 – ALLOWANCES FOR ELECTED MEMBERS

Regulation 49

Column 1 Allowance band	Column 2 Allowance for Councillors	Column 3 Additional allowance for Deputy Mayors	Column 4 Additional allowance for Mayors
1.1	52 951	29 932	115 869

75

1.2	42 869	26 071	93 798
2.1	32 463	22 209	71 038
2.2	22 064	18 334	48 277
2.3	18 440	15 449	40 353
2.4	15 529	13 518	33 981

PART 5 – LOCAL GOVERNMENT (MEETING PROCEDURES) REGULATIONS 2025 AMENDED

51. Principal Regulations

In this Part, the *Local Government (Meeting Procedures) Regulations 2025** are referred to as the Principal Regulations.

52. Regulation 3 amended (Interpretation)

Regulation 3 of the Principal Regulations is amended by inserting after the definition of *associated reports and documents* the following definitions:

audio link has the same meaning as in the *Evidence (Audio and Audio Visual Links) Act 1999*;

audio visual link has the same meaning as in the *Evidence (Audio and Audio Visual Links) Act 1999*;

53. Regulation 31 amended (Voting procedure)

Regulation 31(2) of the Principal Regulations is amended by inserting "that enables each councillor present at the meeting to vote" after "determines".

*S.R. 2025, No. 25

54. Regulation 45 substituted

Regulation 45 of the Principal Regulations is rescinded and the following regulations are substituted:

45. Requirement to attend meetings in person

Subject to regulations 45A and 45B, a councillor is required to attend a meeting in person.

45A. Participation in meetings by audio or audio visual link

(1) If a meeting is to be conducted in person, a councillor may request the authorisation of the chairperson to attend the meeting, or part of the meeting, by audio link or audio visual link.

(2) A request under subregulation (1) must –

(a) state the reason for the request; and

(b) specify the date of the meeting to which the request relates; and

(c) be submitted to the chairperson not less than 2 hours before the commencement of the meeting to which the request relates; and

(d) be in writing.

(3) A request under subregulation (1) may only be made if the councillor is unable to attend the meeting in person due to one or more of the following reasons:

(a) a natural disaster, severe weather event or road closure preventing, or likely to prevent, the councillor from safely attending the meeting in person;

(b) the councillor being outside Tasmania as a consequence of the councillor's ordinary employment;

(c) the councillor's in-person attendance at the meeting would risk the health or safety of –

(i) the councillor; or

(ii) another person attending the meeting;

(d) the councillor, the councillor's spouse or partner, or a member of the councillor's family, being required to travel for medical treatment;

(e) the councillor being required to travel for compassionate reasons;

(f) the councillor being required to provide care or support to a member of the councillor's

family or to the councillor's spouse or partner;

(g) the councillor suffering from an injury.

(4) Before the meeting to which the request relates, the chairperson is to –

(a) grant the authorisation if reasonably satisfied that the councillor has provided a reason specified in subregulation (3); or

(b) refuse to grant the authorisation if –

(i) not reasonably satisfied that a reason specified in subregulation (3) has been provided; or

(ii) reasonably satisfied that the councillor would be unable to comply with regulation 45C.

(5) The chairperson may, during a meeting, revoke with immediate effect an authorisation granted under subregulation (4)(a) if the chairperson forms the opinion that the councillor is not providing, or is unable to provide, the councillor's full attention to the conduct of the meeting.

(6) A councillor attending a meeting, or part of a meeting, by audio link or audio visual link in accordance with this regulation is taken to be present at the meeting if the councillor is able to hear and be heard by the other persons participating in the meeting.

(7) If a councillor attends a meeting, or part of a meeting, by audio link or audio visual link that is closed to the public, the councillor must comply with section 338A of the Act.

45B. Meeting conducted by audio link or audio visual link in exceptional circumstances

(1) The chairperson may, if satisfied that exceptional circumstances exist, determine that a meeting, or part of a meeting, is to be conducted by audio link or audio visual link only.

(2) If a determination is made under subregulation (1), the chairperson may

(a) authorise councillors to attend the meeting, or part of the meeting, by audio link or audio visual link; and

(b) invite members of the public to attend the meeting, or part of the meeting, by audio link or audio visual link.

(3) If a meeting, or part of a meeting, conducted in accordance with subregulation (1) is closed to the public, the chairperson –

(a) is to exclude members of the public from the meeting; and

(b) may exclude the general manager if the matter to be discussed relates to the contract of employment, or the performance, of the general manager; and

(c) may invite any person to remain at the meeting to provide advice or information.

(4) Attendance at a meeting under this regulation does not count towards a councillor's attendance by audio link or audio visual link for the purposes of regulation 45C.

45C. Limit on attendance by audio link or audio visual link

A councillor must not attend more than one-third of the scheduled meetings of the council in a calendar year by audio link or audio visual link under regulation 45A.

PART 6 – REPEAL OF ACT

55. Repeal of Act

This Act is repealed on the first anniversary of the day on which the last uncommenced provision of this Act commenced.

[Second reading presentation speech made in:
House of Assembly on 14 April 2026
Legislative Council on 20 May 2026]

Government Printer, Tasmania

11/26.17.6 Scamander Sports Complex – Grant Funding

ACTION	DECISION
PROPONENT	Break O'Day Council
OFFICER	Jayne Richardson, Executive Officer
FILE REFERENCE	004\008\032\
ASSOCIATED REPORTS AND DOCUMENTS	Scamander Concept Design

OFFICER'S RECOMMENDATION:

That Council:

1. Notes the Scamander Sports and Community Complex Master Plan work and the funding opportunity available through the Tasmanian Active Infrastructure Grants Program 2026–27.
2. Commits a Council cash contribution of $227,180, subject to the application being successful and the required funding being included in Council's budget.
3. Notes the proposed $23,200 cash contribution from the Scamander Bowls Club, subject to formal written confirmation.
4. Commits Council project-management support valued at $40,528, noting that this support is additional to the eligible capital works budget and will not be claimed as eligible in-kind co-contribution under the grant program.
5. Agrees that, if the project proceeds, the synthetic bowling green, lighting, multi-use court and walking track will be recognised in Council's Asset Management Plan and Long-Term Financial Plan, including appropriate provision for depreciation, inspections, maintenance, renewal and future replacement.
6. Notes that, if the grant application is unsuccessful, the project will not proceed unless Council makes a further resolution identifying an alternative funding source.

INTRODUCTION:

This report seeks Council endorsement to submit an application to the Tasmanian Active Infrastructure Grants Program 2026–27 for upgrades to the Scamander Sports and Community Complex.

The proposed project includes a synthetic bowling green, LED bowling-green lighting, an uncovered multi-use court and an approximately 440-metre gravel walking track. The project has an overall delivery value of $580,908, comprising $540,380 in eligible capital works and $40,528 in Council project-management support.

The application will seek $290,000 in grant funding. The balance of the eligible capital works will be funded through a proposed Council cash contribution of $227,180 and a proposed $23,200 cash contribution from the Scamander Bowls Club.

Council is also being asked to accept the future asset-management and financial obligations associated with the completed infrastructure.

Endorsement of the grant application does not constitute adoption of every element of the draft Scamander Sports and Community Complex Master Plan. The resolution relates only to the defined grant project and associated funding and asset-management commitments.

This report seeks Council endorsement to submit an application to the Tasmanian Active Infrastructure Grants Program 2026–27 for upgrades to the Scamander Sports and Community Complex.

The proposed project includes a synthetic bowling green, LED bowling-green lighting, an uncovered multi-use court and an approximately 440-metre gravel walking track. The project has an overall delivery value of $580,908, comprising $540,380 in eligible capital works and $40,528 in Council project-management support.

The application will seek $290,000 in grant funding. The balance of the eligible capital works will be funded through a proposed Council cash contribution of $227,180 and a proposed $23,200 cash contribution from the Scamander Bowls Club.

Council is also being asked to accept the future asset-management and financial obligations associated with the completed infrastructure.

Endorsement of the grant application does not constitute adoption of every element of the draft Scamander Sports and Community Complex Master Plan. The resolution relates only to the defined grant project and associated funding and asset-management commitments.

MASTER PLAN CONTEXT

The Scamander Sports and Community Complex is a Council-owned community facility leased to and managed on a day-to-day basis by the Scamander Sports Complex Committee. It accommodates bowls, golf, cricket, tennis, eight-ball and broader community activity.

Council initiated the development of a Master Plan to establish a coordinated, staged direction for the Complex and ensure future investment responds to community needs, facility condition, affordability and available funding.

The first-stage priorities identified through the master-planning process include conversion of the bowling green to a synthetic surface, lighting, a multi-use court and improvements to connections and access within the precinct.

The proposed grant project brings together four complementary elements:

Project component	Proposed outcome
Synthetic bowling green	A reliable, year-round playing surface with reduced weather-related disruption and improved capacity for training, competition and social bowls.
Bowling-green lighting	Extended evening use, improved scheduling flexibility and safer participation during lower-light periods.
Uncovered multi-use court	A shared facility capable of supporting tennis, netball, basketball, pickleball and other compatible activities.

Gravel walking track	A free and accessible active-recreation opportunity connecting areas of the Complex and supporting walking and incidental physical activity.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 9 November 2026

OFFICER'S REPORT:

The Tasmanian Active Infrastructure Grants Program 2026–27 supports infrastructure projects that improve access, capacity and inclusion and increase participation in sport and active recreation.

The proposed project aligns strongly with these objectives. It will upgrade an established shared facility, benefit multiple sports and activities, extend the usable hours of the bowling green and provide new opportunities through the multi-use court and walking track. Scamander has a SEIFA Decile rating of 3 and is identified as a high-priority community under the program.

The project responds to needs identified through the Scamander Sports Complex master-planning process, consultation with the Complex Committee and user groups, and the broader Scamander–Beaumaris Structure Plan engagement.

The synthetic bowling green will provide a more reliable, year-round playing surface and reduce disruption associated with weather and seasonal conditions. LED lighting will support evening training and competition, while the multi-use court will accommodate tennis, netball, basketball, pickleball and other compatible activities. The walking track will provide a free active-recreation opportunity and improve connections within the Complex.

Current facility-wide participation is conservatively estimated at 80 participation occasions across approximately 35 hours of sporting use each week. Within the first 12 months after completion, this is expected to increase to approximately 140 participation occasions and 60 hours of use each week. Bowling-green use is expected to increase from approximately eight to 14 hours per week following installation of the lighting.

If the application is successful, Council will manage procurement, project governance, financial reporting and delivery in accordance with the funding agreement and Council's procurement framework. No major contractual commitments will be entered into until the funding agreement and all cash contributions are confirmed.

The principal risks are cost escalation, procurement or construction delays, site conditions and disruption to existing users. These matters are addressed in the project Risk Management Plan. Any material increase in Council's contribution or change to the endorsed project will be returned to Council for consideration.

The project must be completed by 31 December 2029. Following completion, the new and renewed infrastructure will be incorporated into Council's asset and long-term financial planning.

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. - Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community

Key Focus Area:
Community Facilities - Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers.

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.

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

Strategy

1. Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community

Key Focus Area:
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.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

$227,180, to be allocated for proposed works in the 2026/2027 budget.

Council project-management support valued at $40,528

TOTAL - $267,708 funding commitment

VOTING REQUIREMENTS:
Absolute Majority


COACH RD
9 HOLE GOLF COURSE
EXISTING CRICKET OVAL
Maintenance access
Pathway connection from SSCC to bowls and golf clubhouse
Retain existing mature trees
LEGEND: STAGE 1
PEDESTRIAN ACCESS AND SAFETY:
1 - Pedestrian pathway connection from Coach Rd to Scamander Sports and Community Complex (SSCC) and cricket oval
- Fence type 1: 3m fence around the multi-use court
- Fence type 2: Fixed bollards with chain
- Fence type 3: Removable bollards
- Retain existing fence with any required repairs
- Decomposed granite surface.
- Grassed outdoor area
FORMALISATION OF CAR PARKS AND ACCESS:
2a - ENTRY/ EXIT to staff/ overflow parking
2b - Staff/ overflow parking area (Capacity: 12 + 1 UAP)
3 - Service/ delivery drop-off area
4 - Formalised on-street car parking (Capacity: 22)
5 - Visitor car park ENTRY ONLY
6 - Visitor car park (Capacity: 32 + 2 UAP)
7 - Visitor car park EXIT ONLY
8 - Access to golf course (restricted access)
BOWLS:
9a - Upgrade to synthetic green
9b - Upgrade to photometric LED lighting for bowls
SHARED OUTDOOR SOCIAL SPACE:
10 - Upgrade the existing outdoor space to be a social gathering space upgraded with tables, portable shade structures and planter boxes
CRICKET:
11 - Renew existing cricket pitch and synthetic cover consistent with current Community Cricket Facility Guidelines
GOLF:
10 - Interface improvements between golf clubhouse and SSCC for pedestrian safety and creating a shared social gathering space
TENNIS/ MULTI-USE COURTS:
12 - Relocate 1 x multi-use court (linemarked for tennis, netball, basketball and pickleball)
13 - Decommission the second tennis court. Use existing site to improve site lines to the golf course. Removal of overgrown vegetation for site lines and vegetation management.
COMMUNITY HUB/ PAVILION:
14 - New location of smoking area
15 - Targeted building renewal and maintenance as per Council's Asset Management Plan, ensuring no short-term works affect the future floor plan
16 - Shared zone with pedestrian priority. Vehicle access limited to only maintenance and services.
DISCLAIMER:
REV DATE BY REVISION NOTES
A 19/09/2026 AK
NOTES
DRAWINGS ARE NOT TO BE SCALED
USE ONLY FIGURED DIMENSIONS
COPYRIGHT
QUANTITY SURVEYOR
GEOTECH
CLIENT
PROJECT
SCAMANDER SPORTS COMPLEX - MASTER PLAN DEVELOPMENT
DRAWING TITLE
SCAMANDER SC MP-STAGE 1
DATE 19/09/2026
DRAWN AK
SCALE 1:500 @A1
PROJ 004
NORTH
CLIENT
Break O'Day COUNCIL
Otium Planning Group
SPORT + LEISURE + COMMUNITIES

11/26.17.7 Proposed Placed-Based Project Program - St Helens and its 15-Kilometre Catchment

ACTION	DECISION
PROPONENT	Break O'Day Council
OFFICER	John Brown, General Manager
FILE REFERENCE	039\022\002
ASSOCIATED REPORTS AND DOCUMENTS	Proposed Place Based Project Program

OFFICER'S RECOMMENDATION:

That Council:

1. Endorses the proposed Place-Based Project Program for St Helens and its 15-Kilometre Catchment and the four projects that make up the program.
2. Endorses the recommended approach to progressing each project, including the proposed consultancy approach where applicable.
3. Endorses the proposed funding approach and authorises the next steps required to progress the program.

INTRODUCTION:

Council has developed a Strategic Liveability Framework to better understand what matters to people and the conditions that support their ability to live well in Break O'Day.

The Framework, together with insights from the first community Liveability Survey, has provided a clearer basis for reviewing and shaping a number of existing place-based projects.

This report presents the proposed four-project Place-Based Project Program for St Helens and its 15-Kilometre Catchment for Council endorsement.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 9 November 2026

OFFICER'S REPORT:

Council had previously identified a range of place-based projects and initiatives for St Helens and its surrounding area. Before progressing these further, Council recognised the value of better understanding what matters to the community and how these projects could contribute to improving liveability.

This led to the development of the Strategic Liveability Framework, which places people's wellbeing and quality of life at the centre of Council's work. The Framework provides a shared way of understanding the conditions that help people live well and how Council can strengthen these through its decisions, projects, services, partnerships and advocacy.

The first Liveability Survey received 394 responses from across Break O'Day, including 204 from St Helens and its 15-kilometre catchment. The findings provide an initial picture of what attracts people to the area, what they value about living here, what encourages them to stay, what may cause them to leave and where improvement is most needed.

These insights, together with work already completed, have provided a clearer basis for reviewing the original projects, strengthening their intended liveability outcomes and identifying where projects should be better connected.

This work has resulted in four proposed projects:

1. **People, Places, Movement and Parking Plan** – bringing together transport, parking, foreshore, public spaces and movement planning.
2. **Care and Community Support Access and Infrastructure** – strengthening work on service-provider infrastructure while addressing community needs, service gaps and barriers to access.
3. **St Helens Sports Complex Master Plan** – progressing the existing Master Plan into a coordinated, sustainable and implementation-ready whole-of-precinct plan.
4. **St Helens Airport Feasibility Assessment** – determining the airport's future role and the appropriate level of investment.

The attached Place-Based Project Program outlines the purpose, intended liveability impact, scope, delivery approach and funding considerations for each project.

The proposed program was reviewed at the Council workshop on 9 November 2026 and further strengthened in response to Councillors' feedback, particularly around clarifying project scope and intended liveability impacts, building on existing work, identifying pathways to future funding and investment, and recognising the natural environment as a defining asset alongside local culture, identity and place character.

While this first program focuses on St Helens and its 15-kilometre catchment, it recognises the town's role as a key service centre for the wider municipality.

Importantly, **the approach is not limited to St Helens.** The Strategic Liveability Framework provides a basis for Council to continue understanding what matters to people in different parts of Break O'Day, informing future place-based projects and shaping priorities through Council's next Strategic Plan.

The proposed program represents the first practical application of this approach, connecting community insights with Council's project planning and investment decisions.

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

1. Community - Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.

Key Focus Area:
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

Break O'Day Annual Plan 2026-2027

Actions:
4.2.1.3 ESRP St Helens - Binalong Bay Liveability Strategy - progress development of the project; engagement of consultants; delivery of the project; adoption of Strategy by Council.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Council has ESRP funding available to support the Place-Based Project Program.

VOTING REQUIREMENTS:

Simple Majority

Proposed Place-Based Project Program

St Helens and its 15-Kilometre Catchment



People, Places, Movement and Parking Plan



Care and Community Support Access and Infrastructure



St Helens Sports Complex Master Plan



St Helens Airport Feasibility Assessment

from the **mountains** to the **sea** | **www.bodc.tas.gov.au**

Prepared by: Claudia Butler, Strategic Project Lead

Prepared for: Break O'Day Council

Version: V4_Final

Date: November 2026

Status: For endorsement

At a glance

Why this program?

The Place-Based Project Program brings together a number of projects that were originally developed separately across transport, parking, foreshore planning, sport and recreation, infrastructure resilience, air access and community facilities.

The Strategic Liveability Framework and Liveability Survey have since provided a clearer basis for shaping this work around the conditions that help people live well in St Helens and its 15-Kilometre Catchment.

Read more: Sections 3 and 3.1, pages 2–3

What did we learn?

The Liveability Survey shows two things particularly clearly:

- the natural environment, community connection, recreation, public places and local character are important strengths that should be protected and strengthened; and
- access to health, childcare, aged care and other support is the clearest liveability pressure, alongside other practical issues such as utilities, housing, jobs and education.

Read more: Section 3.2, pages 3–4

What changed?

The original projects have been reshaped to reflect the survey evidence, the Strategic Liveability Framework and work already completed.

This has resulted in four proposed projects:

1. People, Places, Movement and Parking Plan
2. Care and Community Support Access and Infrastructure
3. St Helens Sports Complex Master Plan
4. St Helens Airport Feasibility Assessment

Read more: Sections 3.3 and 4, pages 5–6

What is proposed?

Each project is at a different stage and requires a different approach:

- Project 1 brings transport, parking, foreshore, public space and movement planning together into one coordinated implementation-ready plan.
- Project 2 progresses two connected streams: health service-provider infrastructure and co-location work already underway, and further work on consumer needs, service gaps and barriers to access.
- Project 3 progresses the Sports Complex Master Plan to a sustainable, whole-of-precinct and implementation-ready plan.
- Project 4 progresses through a two-part feasibility process to determine the future role and level of investment for St Helens Airport.

Read more: Sections 4 and 5, pages 6–16

1. Purpose of this paper

This paper presents the proposed Place-Based Project Program for St Helens and its 15-Kilometre Catchment, following application of the Strategic Liveability Framework, Liveability Survey findings and review of the existing place-based projects.

It seeks Council endorsement of the proposed four-project program and the recommended approach to progressing each project, including the proposed consultancy and funding approach where applicable.

2. Decision sought

That Council:

- endorses the proposed Place-Based Project Program and the four projects that make up the program;
- endorses the recommended approach to progressing each project, including the proposed consultancy approach where applicable; and
- endorses the proposed funding approach and authorises the next steps required to progress the program.

3. How the proposed program was developed

The program started with a number of individual place-based projects for St Helens and its 15-Kilometre Catchment. These included transport and connectivity, car parking, foreshore planning, sport and recreation, infrastructure resilience, air access and community facilities.

These projects were initially brought together under the broad idea of improving liveability.

It was then recognised that a clearer definition of liveability was needed to provide a consistent basis for assessing and shaping the work. This led to the development of the Strategic Liveability Framework.

The Framework puts people's wellbeing and quality of life at the centre. It looks at the conditions that help people live well, feel connected, participate and contribute, and see a future for themselves, their families and their community.

During this time, the individual projects also continued to evolve at different rates. Some remained at an early concept stage, while others progressed through further planning, consultation or technical work.

The community was then asked about their experience of living in Break O'Day through the Liveability Survey.

The survey has given us a much clearer picture of what people value about this place, what makes them want to live here and stay here, and where they see opportunities for improvement.

3.1 St Helens and its 15-Kilometre Catchment

The Liveability Survey was undertaken across Break O'Day and its findings will inform Council planning, partnerships and advocacy across the municipality.

The Place-Based Project Program has a more specific geographic focus on St Helens and its 15-Kilometre Catchment.

St Helens is the main service centre for the municipality. Many key services, facilities, jobs, shops, schools, health services and community activities are concentrated in and around the town, and people living in surrounding communities rely on St Helens for many aspects of daily life.

St Helens and the surrounding coastal area are also important visitor destinations. This creates additional pressure on infrastructure, public spaces, movement, parking, services and the natural environment, while also contributing significantly to the local economy.

The 15-kilometre catchment recognises that these issues do not stop at the town boundary. The area includes surrounding settlements, movement connections, infrastructure, coastal areas and natural environments that influence how people access services, move between places and experience the area.

Focusing the program on this defined catchment provides a practical starting point for coordinated planning and investment. Strengthening how St Helens and its catchment function as a service, employment, recreation, visitor and community hub can also benefit people across the wider Break O'Day municipality.

Some of the funding available to support the Place-Based Project Program is also specifically linked to this geographic area.

3.2 What the Liveability Survey tells us

The Liveability Survey provides a clearer picture of what attracts people to Break O'Day, what people value about living here, what helps them stay, and where the greatest liveability pressures sit. The survey received 394 responses across Break O'Day, including 204 respondents from St Helens and its 15-Kilometre Catchment.

The catchment findings broadly reflect the municipality-wide results, reinforcing that the issues and qualities identified within St Helens and its 15-Kilometre Catchment are relevant to liveability across the wider Break O'Day municipality.

3.2.1 The natural environment and qualities of place are defining strengths

The natural environment is the strongest attraction factor for people moving to and living in the catchment. It was identified by 76.8% of newer residents and 81.1% of established residents, and received the highest importance rating at 4.34 out of 5.

The survey also shows that these qualities should not simply be taken for granted. The natural environment was identified by 24.5% as an area where improvement would make a difference.

3.2.2 The qualities that define the character and appeal of the place

The survey also starts to paint a broader picture of the character of the place and the qualities people associate with living here.

- Community connection and belonging is an important existing strength, with 42.2% of established residents identifying it as a reason for living here.
- Sport, recreation and wellness contributes to the attractiveness of the area, identified by 30.5% of newer residents, while 19.1% see opportunities for improvement.

- Public places are highly valued, with an importance rating of 4.15 out of 5, and 18.6% identifying them as an improvement priority.
- Local identity, culture and sense of place are also valued, but relatively few respondents identify them as needing significant improvement. This suggests they are qualities to retain and strengthen as the area changes.

Together, these findings describe a place valued for its natural setting, community connection, opportunities for recreation and outdoor life, welcoming public places, and local character and sense of place.

They provide an important picture of the qualities that make the area attractive to live in and should help guide how it develops in the future.

3.2.3 Access to health, childcare, aged care and other support is the clearest liveability pressure

The strongest challenge identified through the survey is access to health, childcare, aged care and other support.

Within the catchment:

- 62.2% identify it as a current difficulty;
- 59.8% identify it as one of the three areas where improvement would make the greatest difference;
- 58.3% identify it as a potential factor that could influence them to leave; and
- it received an importance rating of 4.25 out of 5.

The same issue is also the strongest service-related pressure across the municipality, but it is even more pronounced within St Helens and its 15-Kilometre Catchment. The consistency of this finding across different questions makes it the clearest service-related liveability issue emerging from the survey.

The survey category combines several different services, so further work is needed to understand the specific needs and barriers relating to healthcare, childcare, aged care and other forms of support.

3.2.4 Other liveability pressures also matter

The survey identifies a broader set of practical conditions that influence people's ability to live well and remain in the area.

Improvement priorities within the catchment include reliable utilities, internet and everyday services (25.0%), housing (21.1%), jobs and career opportunities (20.6%), sport and recreation (19.1%), public places (18.6%) and education and learning opportunities (17.2%).

These needs also differ across life stages. Health and support are particularly prominent among older respondents, while education and employment feature more strongly for younger people and families.

Overall, the survey points to a dual liveability challenge: protect and strengthen the qualities that attract people to the area, while addressing the practical services and conditions that enable people to remain here and live well.

3.3 How the survey reshaped the project program

The Strategic Liveability Framework and Liveability Survey findings were applied to the original place-based projects, alongside the work already completed and other relevant evidence.

This has not changed the need for most of the original projects. It has, however, helped clarify how they should be brought together, reframed or progressed, and what liveability outcomes they should seek to achieve.

The table below explains how the original projects have evolved and the main considerations that have shaped their proposed direction.

PROPOSED PROJECT	HOW THE ORIGINAL PROJECT HAS BEEN RESHAPED
People, Places, Movement and Parking Plan	Brings together the original St Helens and Binalong Bay Transport Strategy, St Helens and Binalong Bay Carparking and Transport Strategy and St Helens Foreshore Master Plan. The survey strengthens the focus on how people move through, connect with and experience the town centre and surrounding places, while protecting the natural environment, local character, public spaces and recreation opportunities that people value.
Care and Community Support Access and Infrastructure	Significantly reshapes the original Community Hub Exploration Analysis. The strong survey findings around access to health, childcare, aged care and other support shift the focus away from a predetermined Hub concept. The project now has two connected streams: progressing health service-provider infrastructure and co-location work already underway, and undertaking further work to understand consumer needs, service gaps and barriers to access.
St Helens Sports Complex Master Plan	Continues the existing St Helens Sports Complex Master Plan as a distinct project, building on substantial planning and consultation already completed. The next stage strengthens the whole-of-precinct focus, including utilisation, safety, insurance and compliance requirements, opportunities for shared use or rationalisation, and the potential relocation of St Helens District High School and need for new childcare facilities.
St Helens Airport Feasibility Assessment	Continues the existing St Helens Airport Feasibility Assessment as a distinct project. Changing Royal Flying Doctor Service aeromedical retrieval requirements provide the immediate trigger for the work. The project now follows a two-part approach: first establishing what is technically and legislatively feasible, then assessing whether investment should support only the airport's current medical, emergency and operational role or a broader future role with connectivity, economic, tourism and employment benefits.

The proposed program therefore builds on the original work but is now more clearly shaped around what people value about living here, the liveability pressures identified through the survey, and the outcomes Council is seeking.

3.4 Broader strategic implications

Beyond the Place-Based Project Program, the Liveability Survey provides a broader understanding of what people value about living in Break O'Day, where improvements are needed and what influences people's decisions to stay, move to or leave the area.

Together with the Strategic Liveability Framework and other evidence, these findings will help inform Council's broader strategic planning, population and community planning, future priorities, decisions and investment.

The findings will also help Council focus its efforts where they can make the greatest difference, whether through its own services, projects and investments, working with others, supporting community-led action or advocating for change.

The findings will contribute to the development of the upcoming Strategic Plan and provide a basis for strengthening Break O'Day's identity, communicating Council's contribution to liveability and, over time, measuring progress.

4. Proposed Place-Based Project Program

Based on the liveability evidence and the work already progressed, four projects are recommended as the Place-Based Project Program.

The table below summarises the proposed program and the recommended approach to progressing each project.

Project	Proposed approach
Project 1 – People, Places, Movement and Parking Plan	Progress as the lead integrated place-based project for St Helens and its 15-Kilometre Catchment. Bring transport, parking, foreshore, public space and movement planning together into one coordinated, implementation-ready plan.
Project 2 – Care and Community Support Access and Infrastructure	Progress through two connected streams. Continue the funded health service-provider infrastructure and co-location work already underway, and develop a separate consumer needs, service gaps and barriers-to-access assessment.
Project 3 – St Helens Sports Complex Master Plan	Progress the existing Draft Master Plan to an implementation-ready whole-of-precinct plan. Confirm long-term facility needs, sustainability and priorities, including the potential relocation of St Helens District High School and the separate need for new childcare facilities.
Project 4 – St Helens Airport Feasibility Assessment	Progress through a two-part approach. First establish technical and legislative feasibility in response to changing Royal Flying Doctor Service aeromedical retrieval requirements, then undertake an integrated feasibility assessment to determine the appropriate future role and level of investment.

5. Project Details and Proposed Approach

The next stage is about turning the agreed priorities into practical, implementation-ready plans that can guide future investment and delivery.

5.1 Project 1 –People, Places, Movement and Parking Plan

5.1.1 Purpose

To bring together the existing transport, car parking and foreshore work into one coordinated plan for **St Helens and its 15-Kilometre Catchment**.

The plan will build on the substantial work already completed and provide a practical blueprint for how people move through, access, connect with and experience the town centre and surrounding places, and how future public space and infrastructure investment should be coordinated.

It is intended to move the work beyond separate strategies and plans towards coordinated planning, concept design, prioritisation, costing and staged implementation.

5.1.2 Intended liveability impact

The plan is intended to strengthen the following liveability conditions:

- **Movement, transport and connectivity:** create safer and more continuous connections between places, with walking, cycling, roads, parking and access considered as part of one connected movement system. The survey supports better movement and safety, but does not support treating additional parking as the default response.
- **Public spaces, amenity and town presentation:** improve how public places function and connect, particularly where movement, parking, the foreshore, town centre and other shared places come together. Public places are highly valued and should be planned as part of the wider place experience rather than in isolation.
- **Sport, recreation and wellness:** strengthen walking, cycling, trails, foreshore access and recreation opportunities as part of the wider place and movement network, recognising the importance of recreation to both lifestyle and the attractiveness of the area.
- **Community connection and belonging:** build on an existing community strength by creating and connecting places where people can gather, participate and spend time together.
- **Culture, identity and place character:** retain and strengthen the area's unique character and sense of place, recognising the natural environment as a defining asset and reflecting Aboriginal connection to Country, local heritage and stories of people's connection to the land.
- **Environmental quality and climate resilience:** make the natural environment a defining consideration in future planning and design. It is the strongest attraction factor and highest-rated liveability condition in the catchment, so future infrastructure and place decisions should strengthen rather than diminish this existing asset.
- **Community safety, security and resilience:** improve safety where people move through and use roads, paths and public places, and ensure planning supports reliable access, emergency readiness and recovery during disruption and extreme events.

- **Business, industry and local economy:** support appropriate business and visitor activity through better access, movement and public places, while balancing this with resident amenity, environmental values and local character. Economic and visitor benefits remain important, but are not the primary survey-driven purpose of the project.

The Infrastructure Vulnerability Assessments will be incorporated into this work as a technical input. The focus will be on identified and unresolved risks to infrastructure, access and environmental assets, so that these risks directly inform future planning, design, investment and sequencing rather than being assessed through a separate broad program.

5.1.3 Scope and boundaries

The geographic frame is **St Helens and its 15-Kilometre Catchment**. The consultancy should build from **existing plans and strategies** and the **Liveability Survey insights**, and bring together the different stages of planning, concepts, technical work and current thinking into one coordinated and cohesive plan.

The project must explicitly address and seek to achieve the intended liveability impacts outlined in Section 5.1.2.

The intent is not to restart the work, but to consolidate what already exists, resolve gaps and overlaps, and provide a clear overarching direction for future planning, design, investment and implementation.

The scope should also include, at a minimum:

- **St Helens foreshore and central St Helens**, including the relationship between the foreshore, town centre, movement, parking and surrounding public spaces;
- the **former hospital site on Circassian Street**, the **public-space area associated with the new toilet block**, and the large gravel area (behind the commercial properties fronting Cecilia Street/Tasman Highway, immediately north of Pendrigh Place), considered as part of the wider relationship between movement, access, public space and future use;
- the **St Helens–Binalong Bay connection**, building on existing transport and shared-path planning;
- **Georges Bay/Stieglitz walking and cycling connections** identified through the Liveability Survey and existing planning;
- the **Beaumaris–Scamander cycling connection** identified through survey feedback and existing trail planning;
- **parking, traffic flow, walking, cycling and accessibility**, considered as part of one connected movement and access system rather than as separate issues; and
- relevant **Infrastructure Vulnerability Assessments**, incorporated where they relate to the places, connections and infrastructure within scope.

The plan should consider these elements holistically, while clearly identifying what should be progressed in the **short, medium and longer term**, including priorities, sequencing and dependencies.

The work is not intended to become a general review of every road, parking area or infrastructure asset across the 15-Kilometre Catchment.

5.1.4 Expected consultancy deliverables

The consultancy should produce an integrated and implementation-ready plan that:

- builds on and further develops the existing plans, strategies, concepts, technical work and Liveability Survey insights into one coordinated and implementation-ready plan;
- sets out the preferred future direction for movement, access, public space and related infrastructure across the identified scope;
- provides concept-level planning and design for the priority places, connections and infrastructure identified through the work;
- identifies clear short-, medium- and longer-term priorities, including sequencing and dependencies;
- provides indicative costs for the recommended priorities and stages;
- identifies where further technical investigation, detailed design or approvals are required before implementation; and
- provides a practical pathway for Council to move from planning into future investment and delivery, including alignment with potential funding opportunities.

5.1.5 Consultancy approach

Council will use a competitive two-stage consultancy approach.

STAGE 1 – EXPRESSION OF INTEREST

Council will invite suitably qualified consultants or consultancy teams to express interest in the project.

The expression of interest will demonstrate relevant capability and experience and include the consultant's proposed fee for participating in the paid competitive proposal stage.

Council will assess the submissions and shortlist two consultants or consultancy teams to proceed.

STAGE 2 – PAID COMPETITIVE PROPOSAL

The two shortlisted consultants will each be engaged to review the existing plans, strategies, concepts, technical work, Liveability Survey findings and proposed consultancy brief.

Each shortlisted consultant or consultancy team will set out:

- their proposed approach and methodology;
- how they will build on and integrate the existing work;
- the project stages and sequencing they propose;
- the team and specialist expertise they will bring to the project;
- the proposed timeframe; and
- the proposed fee for delivering the full consultancy.

The two proposals will then be assessed against agreed criteria, and one consultant or consultancy team will be selected to undertake the full consultancy.

Project delivery

The selected consultant or consultancy team will execute the agreed approach and undertake the full consultancy.

This will include delivery of the final integrated and implementation-ready plan, including concept planning and design, priorities, staging, indicative costs and a clear pathway to future investment and implementation.

5.1.6 Funding

Council has $425,000 in ESRP funding available to support the Place-Based Project Program. Project 1 is the priority use of this funding because of its strong alignment with the ESRP objectives, although some funding may also be applied to other eligible projects.

The two-stage consultancy process will provide a clearer indication of the cost of delivering Project 1. If additional funding is required, this may be met through existing Council budget allocations where available or considered through a future budget allocation.

Any ESRP allocation to Project 1 will also need to cover internal Council costs already incurred and ongoing resourcing required to progress the project.

5.2 Project 2 – Care and Community Support Access and Infrastructure

5.2.1 Purpose

To improve access to health, childcare, aged care and other support services by addressing both the infrastructure needed to deliver services and the barriers people experience in accessing them.

The Liveability Survey identifies access to health, childcare, aged care and other support as the strongest liveability pressure. This is reinforced by population trends, existing health-needs analysis and infrastructure needs already identified by local service providers.

Work is already underway to understand the infrastructure required to support current and future health service provision and opportunities for co-location.

However, the survey does not tell us why people are experiencing difficulty accessing services, where the most significant service gaps are, or what responses would make the greatest difference. Further work is therefore needed to understand consumer needs, service gaps and barriers to access.

The project therefore has two connected streams:

- health service-provider infrastructure and co-location; and
- consumer needs, service gaps and barriers to access.

5.2.2 Intended liveability impact

The project is intended to strengthen:

- Care and community support: improve access to health, childcare, aged care and other support services and the infrastructure that enables those services to be delivered.
- Movement, transport and connectivity: identify transport and other access barriers that prevent people from reaching services.
- Work, employment and local pathways: support attraction and retention of health and support-service workers, including through consideration of workforce accommodation.
- Community connection and belonging: support improved coordination and shared service delivery where this strengthens access and participation.

The intended outcome is better access to the services people need now and into the future, supported by appropriate infrastructure, stronger coordination and a clearer understanding of where Council can contribute.

5.2.3 Scope and boundaries

The project comprises two connected streams at different stages.

The project must explicitly address and seek to achieve the intended liveability impacts outlined in Section 5.2.2.

STREAM 1 – HEALTH SERVICE-PROVIDER INFRASTRUCTURE AND CO-LOCATION

This stream is funded and underway.

The Health Service Providers Infrastructure Needs Assessment and the East Coast Wellbeing Hub Options Assessment are being progressed in a coordinated way through a shared stakeholder engagement process.

The Health Service Providers Infrastructure Needs Assessment is focused on the infrastructure required by primary health, allied health and publicly funded health service providers, including future service requirements, workforce accommodation and opportunities for co-location.

The East Coast Wellbeing Hub Options Assessment is testing whether the proposed aquatic facility could become feasible through co-location with health and wellbeing service providers, and whether a broader model incorporating a new Council building and other civic or essential services could further strengthen feasibility.

Together, the work will consider:

- current and future infrastructure needs, including workforce accommodation;
- co-location opportunities, including which services are best located together and how these may relate to the aquatic facility, childcare and a future Council building;
- suitable sites, locations, partnership and governance arrangements; and
- the pathway to detailed planning, design, costing and future funding.

STREAM 2 – CONSUMER NEEDS, SERVICE GAPS AND BARRIERS TO ACCESS

This stream is not yet funded or commissioned.

Further work is needed to:

- engage with existing service providers to identify and build on previous work relating to community needs, service gaps and barriers to access;
- identify the main service gaps experienced by residents;
- understand barriers to accessing services, including transport, location, availability and affordability;
- identify which population groups and locations are most affected;
- identify opportunities for improved coordination or different service-delivery approaches; and
- clarify where Council can contribute through infrastructure, facilitation, partnerships, support or advocacy.

The findings should inform future infrastructure planning and discussions with service providers.

5.2.4 Expected deliverables

STREAM 1 – HEALTH SERVICE-PROVIDER INFRASTRUCTURE AND CO-LOCATION

The work underway should provide:

- a clear assessment of current and future infrastructure needs;
- recommended co-location and site options;
- recommended funding, partnership and governance approaches; and
- a pathway to detailed planning, design, costing and future funding applications.

STREAM 2 – CONSUMER NEEDS, SERVICE GAPS AND BARRIERS TO ACCESS

Further work should provide:

- a clear assessment of consumer needs, service gaps and barriers to access, incorporating relevant findings from existing service-provider work;
- identification of the priority issues and groups most affected; and
- practical recommendations on how access and service coordination could be improved and where Council can most effectively contribute.

5.2.5 Consultancy approach

External consultancy support is already in place for Stream 1.

For Stream 2, the scope and brief will be developed first, followed by a single-stage procurement process to appoint a suitably qualified consultant or consultancy team.

5.2.6 Funding

Stream 1 is funded and underway.

Stream 2 has a strong liveability case, but its alignment with ESRP funding is potential rather than demonstrated. Any use of remaining ESRP funding would therefore need to be confirmed as eligible.

Otherwise, funding may be met through existing Council budget allocations where available or considered through a future budget allocation.

5.3 Project 3 – St Helens Sports Complex Master Plan

5.3.1 Purpose

To establish a sustainable long-term direction for the St Helens Sports Complex and progress the existing Draft Master Plan into an implementation-ready plan.

Changing safety, insurance and compliance requirements mean Council needs to take a fresh look at the facilities and infrastructure across the precinct, including how they are used, what standard they need to be maintained to, and whether opportunities exist for shared use, consolidation or rationalisation.

The next stage should build on the substantial planning and consultation already completed, confirm what remains relevant and outstanding, and provide a coordinated whole-of-precinct plan for future investment and delivery.

The Master Plan should also consider the potential relocation of St Helens District High School to the precinct and the separate need for new childcare facilities.

5.3.2 Intended liveability impact

The Master Plan is intended to strengthen the following liveability conditions:

- **Sport, recreation and wellness:** retain sport and recreation as the core purpose of the precinct and identify which facilities, spaces and improvements will provide the greatest community benefit, recognising that sport and recreation are both a reason people value living here and an area where some improvement is sought.
- **Community connection and belonging:** support shared use, participation and opportunities for people to connect through sport, recreation and community activity, while recognising that community connection is already a strength rather than a problem the project is expected to solve.
- **Public spaces, amenity and town presentation:** improve how the precinct functions as a shared public place, including accessibility, pathways, amenities, parking, comfort and the overall experience of using the site.
- **Community safety, security and resilience:** ensure future planning supports safe access, fit-for-purpose infrastructure and a precinct that can continue to function reliably over time.
- **Environmental quality and climate resilience:** protect and respond to the site's natural values and ensure future development considers environmental conditions, stormwater, vegetation and resilience.

The Infrastructure Vulnerability Assessments will be incorporated into the Master Plan so that relevant risks to infrastructure, access and the site's future development inform priorities, design and staging.

5.3.3 Scope and boundaries

The scope should cover the **St Helens Sports Complex as a whole precinct, including all existing facilities, infrastructure and uses,** building on the existing Draft Master Plan and the substantial consultation already undertaken with sporting user groups and the wider community.

The project must explicitly address and seek to achieve the intended liveability impacts outlined in Section 5.3.2.

The consultation showed broad support for the direction of the Master Plan, but also highlighted the need for a more integrated whole-of-site approach. People raised practical issues about the location and accessibility of amenities, safe movement around the precinct, shared use of facilities, parking, natural values, landscaping and stormwater, and how the different sporting and community uses fit together.

The next stage should:

- confirm what remains current from the existing Draft Master Plan and what still requires further work;
- address the key issues raised through previous consultation, including accessibility, safe movement, amenities, shared infrastructure and the relationship between sporting users;
- assess the precinct as a whole, including utilisation, maintenance, safety, insurance and compliance requirements, and identify opportunities for shared use, consolidation or rationalisation;
- consider the potential relocation of St Helens District High School and the separate need for new childcare facilities, including implications for land use, access, parking and shared infrastructure; and

- incorporate the relevant Infrastructure Vulnerability Assessments into future planning and staging.

The work should result in a coordinated whole-of-precinct plan with clear priorities, staging and a sustainable long-term direction.

5.3.4 Expected consultancy deliverables

The consultancy should produce an updated and implementation-ready St Helens Sports Complex Master Plan that:

- confirms what remains current from the existing Draft Master Plan and what has already been progressed;
- resolves the outstanding whole-of-precinct issues identified through previous user-group and community consultation;
- provides a coordinated plan for facilities, access, pathways, parking, shared infrastructure, amenities, natural values and future development across the precinct;
- incorporates the relevant Infrastructure Vulnerability Assessments;
- identifies clear short-, medium- and longer-term priorities, including sequencing and dependencies;
- provides concept-level planning and indicative costs for priority improvements; and
- provides a practical pathway from the Master Plan into future investment and implementation, including alignment with potential funding opportunities.

5.3.5 Consultancy approach

A **single-stage tender** is proposed to appoint a suitably qualified consultant or consultancy team to progress the existing Draft St Helens Sports Complex Master Plan to an implementation-ready stage.

The consultancy should build on the existing Master Plan and previous user-group and community consultation, rather than repeat work already completed.

The consultant should be required to confirm the current position, address the outstanding whole-of-precinct issues, incorporate the relevant Infrastructure Vulnerability Assessments, and provide clear priorities, staging, indicative costs and a pathway to implementation.

5.3.6 Funding

The St Helens Sports Complex Master Plan has some alignment with ESRP funding through community infrastructure, sport, recreation, accessibility and wellbeing. However, its economic and visitor benefits are less clearly demonstrated and it is not considered a strong funding fit.

Funding for the next stage may be met through existing Council budget allocations where available or considered through a future budget allocation.

5.4. Project 4 – St Helens Airport Feasibility Assessment

5.4.1 Purpose

To determine the future role and feasibility of the St Helens Airport.

The immediate trigger for the project is changing Royal Flying Doctor Service aeromedical retrieval requirements as existing aircraft are phased out and replaced with different aircraft. The airport's coastal location also brings specific twin-engine operating requirements.

The next step is therefore to establish whether the airport can technically and legislatively accommodate these requirements and what infrastructure would be needed. From there, the assessment can consider whether a broader future role for the airport could also deliver economic, tourism, employment and community benefits.

The assessment should build on the technical work already underway and provide a clear basis for deciding whether further investment is justified.

5.4.2 Intended liveability impact

The assessment is intended to strengthen the following liveability conditions:

- **Care and community support:** retain and strengthen the airport's contribution to medical and emergency access where this remains viable and appropriate.
- **Community safety, security and resilience:** clarify the role the airport can realistically play in emergency response, disaster preparedness and maintaining access during disruption.
- **Movement, transport and connectivity:** determine whether air access can provide a practical and reliable regional connection that complements other transport options and improves access to and from the area.
- **Business, industry and local economy:** test whether a viable future airport role could support tourism, business activity, investment and broader local economic benefit.
- **Work, employment and local pathways:** assess whether future airport activity could create or support local employment and workforce opportunities.

The Infrastructure Vulnerability Assessments will also form part of this work, so that risks affecting the airport's access, resilience and future function are considered as part of the overall feasibility assessment.

5.4.3 Scope and boundaries

The consultancy should build on the existing airport work, including the current technical aerodrome assessment, rather than repeat it.

The project must explicitly address and seek to achieve the intended liveability impacts outlined in Section 5.4.2.

The proposed scope includes:

- establishing what is technically and legislatively feasible, including aircraft capability, regulatory requirements, supporting infrastructure and indicative costs;
- assessing the airport's current and potential role in **medical access, emergency response and disaster preparedness**;
- assessing actual and potential users and demand, including medical, emergency, business, visitor and freight uses;
- testing the potential **economic, tourism and employment benefits** of any future airport role;
- considering capital and ongoing operating implications, environmental and land-use impacts, and whether the wider benefits justify further investment;
- considering **access to and from the airport** where this is relevant to its medical, emergency, disaster resilience or future operational role; and
- incorporating the relevant **Infrastructure Vulnerability Assessments** into the work.

The next stage should focus on the questions not already resolved through the current technical work and provide a clear basis for deciding whether, and in what form, the airport should progress.

5.4.4 Expected consultancy deliverables

The work should provide a clear, evidence-based basis for deciding the appropriate future role and level of investment for the St Helens Airport.

The consultancy should:

- confirm the technically feasible options arising from the current aerodrome work;
- assess whether investment should be limited to the infrastructure required for the airport's current medical, emergency and operational role, or whether additional investment is justified;
- assess actual and potential demand, including medical, emergency, business, visitor and freight uses;
- assess tourism, business, employment and wider economic benefits;
- identify additional infrastructure and operating requirements associated with the different options;
- consider environmental, land-use and resilience implications; and
- recommend the most appropriate future role, level of investment and pathway for progressing the airport, including potential funding opportunities.

5.4.5 Consultancy approach

A two-part approach is proposed

PART 1 – TECHNICAL FEASIBILITY

Complete the technical aerodrome work already underway and establish what is physically and legislatively required and feasible, including aircraft capability, regulatory requirements, supporting infrastructure, constraints and indicative costs.

The outcome of Part 1 will be a clear understanding of the infrastructure required to accommodate the airport's current and emerging operational requirements, together with any technically feasible options for further development.

PART 2 – INTEGRATED FEASIBILITY ASSESSMENT

Assess whether investment should be limited to the infrastructure required to support the airport's current medical, emergency and operational role, or whether additional investment is justified to enable a broader future role.

This should test:

- medical, emergency and disaster-response benefits;
- actual and potential demand;
- tourism, business, freight and investment opportunities;
- employment and wider economic benefits;
- additional infrastructure and operating requirements; and
- environmental and land-use considerations.

Where relevant, this stage should build on and update previous feasibility, economic and related work rather than repeat it.

The assessment would identify the most appropriate level of future investment and the role the airport should be planned to support.

5.4.6 Funding

The St Helens Airport Feasibility Assessment has strong potential alignment with ESRP funding through regional connectivity, tourism, economic activity, employment and community resilience.

The cost of Part 2 will be determined once Part 1 is complete. Funding may be drawn from remaining ESRP funding, existing Council budget allocations where available or considered through a future budget allocation.

11/26.17.8 Northern Tasmania Development Corporation Ltd (NTDC) – Receipt of Quarterly Report July - September 2026

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	039\011\003\
ASSOCIATED REPORTS AND DOCUMENTS	Quarterly Report of the Northern Tasmania Development Corporation Ltd (NTDC)

OFFICER'S RECOMMENDATION:

That Council receive the quarterly report of the Northern Tasmania Development Corporation (NTDC) for the period July - September 2026.

INTRODUCTION:

The Northern Tasmania Development Corporation (NTDC) has been formed as an enterprise under the Local Government Act. Accordingly, NTDC provides quarterly reports to its shareholders including Break O'Day Council.

PREVIOUS COUNCIL CONSIDERATION:

Reports from NTDC are provided to, and considered by Council, quarterly.

OFFICER'S REPORT:

The Northern Tasmania Development Corporation (NTDC) has been formed as an enterprise under the Local Government Act.

Section 21 (5) of the Local Government Act requires Council's General Manager to report to Council at least every three (3) months on the performance of any activities of such an enterprise.

Accordingly, NTDC provides quarterly reports to its shareholders including Break O'Day Council in a format to comply with this requirement.

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

1. 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.
2. Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focussed service delivery.

Break O Day Annual Plan 2026 – 2027

Stakeholder Management

Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy.

LEGISLATION & POLICIES:

Section 21 Enterprise Powers - Local Government Act 1993.

21. Enterprise powers

(5) The general manager is to report to the council –

(a) at least once every three (3) months in respect of the performance of any activities carried out pursuant to subsection (1) and any strategic issues related to those activities; and

(b) any adverse developments that significantly affect or are likely to significantly affect the financial viability, the operating viability or any other aspect of any of those activities.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

NORTHERN TASMANIA DEVELOPMENT CORPORATION

Quarterly Report

JULY – SEPTEMBER 2026 / QUARTER ONE



One region. One voice. Shared prosperity.

A new strategy. A shared regional agenda. A clear account of NTDC's projects, milestones and regional progress.

Cover photograph: Cataract Gorge | Jarrad Seng.

Chair's Introduction

The first quarter of the 2026–27 financial year marks an important new chapter for NTDC. Our new 2026–2029 Strategy builds on the success of our previous three years, with a collective ambition of being a connected, confident and thriving Northern Tasmania with one voice and shared prosperity. It sharpens NTDC's focus on the areas where regional collaboration can deliver the greatest value. Thank you to all of our mayors, councillors and general managers who took the time to participate in the creation of the strategy.

An important evolution for us is NTDC's movement from advocacy towards the practical task of identifying the priorities, partnerships and delivery pathways that will benefit the North. To help us achieve this, we are thrilled to welcome Michael Bailey OAM to the role of CEO and Chris de Bono as our Director of Major Projects. The NTDC team is now at full complement and we are seeing some great progress and initiatives being delivered. I would like to acknowledge our team and the way staff have worked together through this period of organisational renewal.

This report continues our transparent approach to sharing our progress. The Annual Work Plan dashboard identifies what we are doing, the main achievements of the quarter and the status of each key project. The accompanying stories provide context for the projects and partnerships that matter to our region.

We also welcomed Hans Van Pelt to the board this quarter. Hans' extensive experience in aviation and logistics has already proven invaluable to our team and members, and we look forward to exploring the benefits this can bring to the region more broadly. We will see more movement on the board in the next quarter as local government elections conclude and a new landscape of leaders emerge across the region. This will conclude Greg Keiser's term on our board and he will be greatly missed. Once the elections are finalized, we will set about filling one or two vacancies on the board to build a comprehensive skill set.

On the elections, we are already mobilised with induction packs and welcome events, as well as taking the time to thank our wonderful outgoing mayors and councillors. We look forward to building the next era of collaboration in partnership with all of our member councils.

On behalf of the Board, thank you to our member councils, government partners, industry and communities for their commitment to working collectively for Northern Tasmania.

Dr Allison Anderson | Chair

Our Strategy on a Page

NTDC Strategy 2026–2029 | Board-endorsed August 2026

Vision

A connected, confident and thriving Northern Tasmania where people, communities, culture, business and industry prosper.

Purpose

NTDC brings the region together to shape and advance shared priorities that strengthen Northern Tasmania's economic, social, community, cultural and environmental development.

Our values

Connected | Clear | Creative | Curious

Our four strategic priorities

STRATEGIC PRIORITY	INTENDED OUTCOME
1 Align and lead the region	A shared regional agenda and an influential, coordinated voice.
2 Build the evidence for better decisions	Trusted regional intelligence for policy, advocacy and investment.
3 Advance priorities into outcomes	A disciplined portfolio securing decisions, partnerships, funding and delivery.
4 Strengthen NTDC's capability and trust	A sustainable, well-governed and high-performing organisation.

Our 2029 ambition

By June 2029, NTDC is the recognised regional leadership body for Northern Tasmania — trusted by members and partners, influential with governments and investors, and demonstrably progressing focused region-shaping priorities.



Northern Tasmania community and heritage | supplied photograph

Annual Work Plan Update

Quarter at a glance | Reporting period ending 30 September 2026

The dashboard distinguishes completed milestones from work that is progressing against the current plan. A status of "On track" does not mean a project is complete. Project narratives explain scope, progress and what comes next.

PROJECT / INITIATIVE	KEY ACTIVITIES THIS QUARTER	STATUS
1 ALIGN AND LEAD THE REGION		
Northern Economic Plan	Regional advocacy and Government Plan release; began working with Council GMs on an operational regional strategy.	ON TRACK
Council/member engagement	Meetings across member councils to clarify local priorities and develop shared regional priorities.	ON TRACK
Regional workforce approach	Initial collaborative framework and scope under development; governance, funding and delivery model still to be settled.	IN DEVELOPMENT
2 BUILD THE EVIDENCE FOR BETTER DECISIONS		
Regional information repository	Website-based repository and improved Economy.id use commenced; indicators and source standards to be defined.	ON TRACK
Bell Bay / regional evidence	Evidence needs identified for industrial advocacy and regional data alignment; publication of analysis not verified.	IN DEVELOPMENT
3 ADVANCE PRIORITIES INTO OUTCOMES		
Northern Regional Land Use Strategy	NTDC's component completed; ongoing Regional Planners Meeting support planned.	MILESTONE MET
TRANSlink	Project/program management and business-case work continued against current delivery requirements.	ON TRACK
Gastronomy Northern Tasmania	Refreshed strategy developed; wider program continuing.	ON TRACK
AMC / Navy proposition	Maritime/defence proposition progressing at Coordinator-General level.	IN DEVELOPMENT
4 STRENGTHEN CAPABILITY AND TRUST		
Strategy and reporting	2026–2029 Strategy endorsed; new work-plan and Board performance reporting embedded.	MILESTONE MET

Financial and office operations	Financial position reported in line with expectations; fit-out completed within approved envelope.	ON TRACK
Cyber, people and communications	IT, records, compliance, workforce capability and communication improvements underway.	ON TRACK

Statuses are based on September Board reporting and require project-owner sign-off. "On track" does not indicate completion.

1 Align and Lead the Region

Northern Economic Plan: from advocacy to coordinated action

NTDC advocated for a dedicated Northern economic strategy and contributed to the Northern Tasmania Economic Summit attended by the Premier and Cabinet. The State Government subsequently released its Northern Economic Plan, identifying NTDC and local government among regional delivery partners.

The quarter's next phase involved working with Council General Managers on an operational regional strategy: priority actions, ownership, sequencing and decision pathways. That implementation framework was still being developed at quarter-end, rather than being a completed or funded delivery program.

Council collaboration

Direct meetings at council chambers helped clarify member priorities, strengthen relationships and connect individual local opportunities with the whole-of-region agenda. NTDC's role is to convene and coordinate where collective action creates value beyond municipal boundaries.

Regional workforce development

A coordinated regional workforce approach was being explored with Council General Managers. Further decisions are needed on the scope, governance, evidence requirements, funding and delivery responsibilities before the proposed work can be described as committed implementation.



Northern Tasmania river landscape | supplied photograph

2 Build the Evidence for Better Decisions

Regional intelligence and information portal

NTDC commenced work to bring regional information together through its website, improve practical access to Economy.id and create an accessible knowledge base for councils, governments, investors and the community. The next milestone is to agree core indicators, sources and standards for the first public-facing outputs.

Economic-impact evidence for Bell Bay and potential state-wide coordination remain relevant opportunities, but the available source material does not verify a completed July–September published report.



Regional agriculture and productive landscapes | supplied photograph

Evidence before advocacy

NTDC's regional information work is at foundation stage. Core measures, data ownership, publication standards and decision-useful outputs are the next steps; no completed quarterly evidence dashboard is claimed here.

3 Advance Priorities into Outcomes

Northern Regional Land Use Strategy

NTDC reported that its own component of the regional land use strategy process was complete during the quarter. Regional coordination and refinement will continue through the Regional Planners Meeting hosted by NTDC. This is not a statement that the entire strategy had been formally declared by government.

TRANSlink intermodal facility

NTDC continued its project and program-management role for this significant freight and infrastructure initiative. The September Board report assessed current delivery requirements as on track. The project brings together complex planning, business-case and stakeholder coordination work. A detailed public timeline and next deliverables should be inserted after project-owner verification.

Gastronomy Northern Tasmania

A refreshed Gastronomy Northern Tasmania strategy was developed during the quarter, providing a clearer foundation for program direction, partnerships and NTDC's delivery role. The wider program was assessed as on track. Gastronomy connects food and agriculture, cultural identity, tourism and the visitor economy.

Australian Maritime College / Navy proposition

NTDC progressed a strategic proposition to strengthen the Australian Maritime College and build connections to maritime, defence, research, innovation and advanced manufacturing opportunities. The proposal was being considered at Coordinator-General level at quarter-end; no approval, funding or final investment decision is claimed.



Northern Tasmanian seafood and regional industry | supplied photograph

4 Strengthen Capability and Trust

Strategic reset and performance reporting

The endorsed Strategy 2026–2029 and Annual Work Plan 2026–27 establish clearer priorities, roles and reporting expectations. The September CEO Board report assessed the work plan overall as on track, with evidence of progress in 13 of 19 workstreams. That is a management snapshot, not 13 completed projects or a full-year success rate.

Financial stewardship and organisational systems

Financial performance was reported as tracking in line with expectations and the office fit-out was completed within the approved budget envelope. Further work on cybersecurity, IT, records, compliance, people, capability and communications continued in accordance with the Annual Work Plan.

Quarter-end management assessment

AREA	QUARTER-END POSITION
Strategy and member relationships	On track; council and government engagement continuing.
Major project delivery	TRANSlink and Gastronomy on track; NTDC land-use milestone met.
Financial performance	In line with expectations in September CEO reporting.
Capability and governance	Improvements underway; maintain focused prioritisation.

What happens next: October–December 2026

- Agree practical Northern Economic Plan actions, owners and pathways with Council GMs.
- Define the region-shaping project portfolio and initial indicators for the knowledge portal.
- Develop the AMC/Navy proposition and confirm the next TRANSlink and Gastronomy milestones.
- Continue improvements to cyber, IT, records, people, communications and Board assurance.

Northern Tasmania: People, Places and Prosperity



Images: Low Head lighthouse (Chris Crerar), regional heritage and agriculture (supplied).

Acknowledgement of Country

Northern Tasmania Development Corporation acknowledges the palawa community of lutruwita/Tasmania, the custodians of Country. We pay our respects to Elders past and present.

Editorial and publication checks

For internal review only: Chair to approve introduction and names/titles; project owners to confirm statuses at 30 September 2026; confirm sensitive proposition wording, photography permissions and credits, public financial metrics, and corporate logo placement before external release.

Sources: NTDC Strategy 2026–2029, September 2026 CEO Board report, prior quarterly publications and supplied draft.

Pursuant to Regulation 17(1) of the Local Government (Meeting Procedures) Regulations 2025 Council will move into Closed Council.

IN CONFIDENCE

11/26.18.0 CLOSED COUNCIL

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

11/26.18.1 Confirmation of Closed Council Minutes – Council Meeting 19 October 2026

11/26.18.2 Outstanding Actions List for Closed Council

11/26.18.3 Closed Council Item Pursuant to Section 17(2)(e) of the Local Government (Meeting Procedures) Regulations 2025 - Tender – Cleaning of Council facilities

11/26.18.4 Closed Council Item Pursuant to Section 17(2)(a) of the Local Government (Meeting Procedures) Regulations 2025 – General Manager Review

Pursuant to Regulation 17(1) of the Local Government (Meeting Procedures) Regulations 2025 Council will move out of Closed Council.

11/26.19.0 MEETING CLOSED

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

…….
MAYOR

…….
DATE