

COUNCIL MEETING

AGENDA (Amended)

Item 09/25.8.1 DA 053-2025 - 824 Elephant Pass Road, Gray - Visitor Accommodation Glamping
Domes x 3, Sauna and Plunge Pool amended due to an administration error

Monday 15 September 2025
Council Chambers, St Helens

General Manager
Break O'Day Council
9 September 2025

NOTICE OF MEETING

Notice is hereby given that the next meeting of the Break O'Day Council will be held at the St Helens Council Chambers on Monday 15 September 2025 commencing at 10.00am.

CERTIFICATION

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



JOHN BROWN
GENERAL MANAGER

Date: 9 September 2025

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AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

All ordinary meetings, special meetings and annual general meetings will be live streamed using audio/visual technology. 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.

09/25.1.0 ATTENDANCE

09/25.1.1 Present

Mayor Mick Tucker
Deputy Mayor Kristi Chapple
Councillor Gary Barnes
Councillor Barry LeFevre
Councillor Vaughan Oldham
Councillor Kylie Wright

09/25.1.2 Apologies

Councillor Ian Carter

09/25.1.3 Leave of Absence

Councillor Liz Johnstone
Councillor Janet Drummond

09/25.1.4 Staff in Attendance

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

09/25.2.0 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.

Nil

09/25.3.0 COUNCILLOR'S QUESTIONS ON NOTICE

Nil

09/25.4.0 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.

09/25.5.0 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.

09/25.6.0 CONFIRMATION OF MINUTES

09/25.6.1 Confirmation of Minutes – Council Meeting 18 August 2025

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 18 August 2025 be confirmed.

09/25.7.0 COUNCIL WORKSHOPS HELD SINCE 18 AUGUST 2025 COUNCIL MEETING

There was a workshop held 1 September 2025 and the following items were listed for discussion.

- Presentation - Recycle Rewards Container Deposit Scheme
- Presentation - Scamander River Mouth Project
- Pending Development Application Updates
- Establishment of the St Marys Exhibition Building Liaison Committee
- Northern Tasmania Regional Land Use Strategy Review Update
- Coastal Adaptation Pathways - Scamander Coastal Hazards Risk Mitigation and Pathways Planning Project
- Policy – LG07 Procurement (Code for Tenders and Contracts)
- Policy – LG11 Rating and Exemptions Policy
- Request for Rate Remission – 14 Mangana Road, Fingal
- Request to Waiver Interest and Penalty – Esk Main Road, St Marys
- Animal Control Report
- Wrinkler's Detention Basin
- Defibrillator Maintenance
- 2024-2025 Annual Plan Quarterly Review
- Northern Tasmania Development Corporation Ltd (NTDC) – Receipt of Quarterly Report April-June 2025
- Draft Policy – Dispute Resolution Policy
- Bay of Fires Art Prize – Funding Arrangement and Acquisitive/Non-Acquisitive Status
- Sponsorship request – Sea & Salt- Rock & Light – Forest & Quiet – Sky & Weather Exhibition at The Panorama Hotel
- Request to proceed with EOI process on The Titley Shack
- Economic Development Action Plan
- Notice of Recission - Public Land List - St Helens Aerodrome
- Review of Public Land Register

09/25.8.0 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.

09/25.8.1 DA 053-2025 - 824 Elephant Pass Road, Gray - Visitor Accommodation Glamping Domes x 3, Sauna and Plunge Pool

ACTION	DECISION
COUNCIL MEETING DATE	15 September 2025
PROPONENT	Jennifer Binns
OFFICER	Senior Town Planner, D. Szekely
FILE REFERENCE	DA 2025 / 00053
ASSOCIATED REPORTS AND DOCUMENTS	<ol style="list-style-type: none">1. Plans2. Representations (2) collated3. Response to Representations4. RO Completed 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 Visitor Accommodation - Glamping Domes x 3, Sauna and Plunge Pool on land situated at 824 Elephant Pass Road, Gray described in Certificate of Title 27339/1 be APPROVED subject to the following plans / documents and conditions:

Approved Plans / Documents			
Plan / Document Name	Reference Number	Prepared By	Dated
Cover Page	-	Jennifer Binns Design	-
Site Plan	A04	Jennifer Binns Design	18/07/2025
Typical Deck Layout	A05	Jennifer Binns Design	18/07/2025
Tent 1 Elevation	A06	Jennifer Binns Design	18/07/2025
Tent 2 Elevation	A07	Jennifer Binns Design	18/07/2025
Tent 3 Elevation	A08	Jennifer Binns Design	18/07/2025
Visuals	A09	Jennifer Binns Design	18/07/2025
Proposed Sauna	A10	Jennifer Binns Design	18/07/2025

CONDITIONS

CONDITION		TIMING
1.	APPROVED PLANS	
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.
B	The approved plans dated 18/07/2025 do not include a 'Plunge Pool'	Prior to commencement of use and to be maintained at all times.
2.	ON-SITE STORMWATER MANAGEMENT	
A	All run-off must be disposed of within the confines of the property by means that will not result in soil erosion or other stormwater nuisance.	Prior to the commencement of use and maintained at all times.
B	Soakage drains must be of sufficient size to absorb stormwater runoff and are subject to a technical assessment at the building permit authority stage.	To be maintained at all times.
C	Works on the site must not result in a concentration of flow onto other property, or cause ponding or other storm water nuisance.	During site works and to be maintained at all times.
3.	COMMERCIAL CAR PARKING	
	<p>The areas shown to be set aside for vehicle access and carparking internal of the lot, and access from the crown land road reserve must be:</p> <ul style="list-style-type: none"> a) completed before the use of the development; b) have an internal access width not less than 3m; c) comply with Australian Standard AS2890. 1:2004 Parking facilities, Part 1: Off-street car parking; d) provided with space for access turning and manoeuvring of vehicles on-site to enable them to enter and leave the site in a forward direction; e) Surfaced with a dust free surface that restricts abrasion from traffic and minimises entry of water to the pavement; f) Marked by such means to indicate each space to the satisfaction of the Council. g) Drained in a manner that will not cause stormwater nuisance and ensures stormwater runoff is disposed of within the confines of the property. 	Prior to the commencement of use and maintained at all times.
4.	SIGNAGE	

CONDITION		TIMING
A	Signs must be: <ul style="list-style-type: none"> a) professionally designed and legible; b) structurally sound and not in any way hazardous; c) located entirely within the boundaries of lot C.T. 27339/1; d) situated so as not to obstruct traffic; and e) designed in colours and principles not currently incorporated into statutory or directional signs erected by public authorities. 	Prior to the commencement of use and maintained at all times.
5.	EFFLUENT DISPOSAL	
A	Effluent disposal is subject to a technical assessment and issue of a Plumbing Permit by Council's Plumbing Permit Authority.	Prior to the commencement of use and maintained at all times.
6.	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.
7.	BUILDING WASTES	
A	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.	During site works and to be maintained at all times.
8.	SOIL AND WATER MANAGEMENT	
A	All works associated with the development must be conducted in accordance with an Erosion and Sediment Control Plan that satisfies the document <i>Erosion and Sediment Control – the fundamentals for development in Tasmania</i> (July 2023 or as amended).	During site works.
B	All worked areas not covered by structures must be promptly and progressively stabilised (e.g. revegetated) so that they will not erode and/or act as a source of sediment transfer.	During site works and to be maintained at all times.
C	All exposed surfaces resulting from the cut associated with excavation of the courtyard(s), including stockpiled material, must be promptly and progressively stabilised so they will not erode and/or act as a source of sediment transfer.	During site works and to be maintained at all times.
9.	ACCESS LICENCE	
A	An access licence must be gained from Property Services Tasmania for the private use of Crown Road Reserve adjoining the development site and a copy to be supplied to Council with consent for the construction and surfacing works.	Prior to use and to be maintained at all times.
10.	Exterior building lighting	

CONDITION		TIMING
A	Any necessary exterior building lighting must be located under eaves and limited to that essential to allow the safe and secure movement of pedestrians/guests at night.	Prior to commencement of use and to be maintained at all times
11. External Lighting		
A	Install external lighting in accordance with AS4282:2019 - (Control of the Obtrusive Effects of Outdoor Lighting) or as amended.	Prior to commencement of use and to be maintained at all times.
B	Provide certification from a suitably qualified person that external lighting has been installed in accordance with AS4282:2019 - (Control of the Obtrusive Effects of Outdoor Lighting).	Prior to commencement of use.
12. External Colours and Finishes		
A	Reflective materials must not be used as visible external elements in the proposed development.	Prior to the commencement of use and to be maintained at all times.
13. Visitor Accommodation Management Plan		
A	A management plan for the operation of the visitor accommodation must be submitted and approved as a compliance of this condition, to the satisfaction of Council's General Manager of delegate and is to include the operation of existing visitor accommodation on the site.	Prior to commencement of use.
B	<p>The management plan must include, but is not limited to, the following measures:</p> <ul style="list-style-type: none"> 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 maintain the security of the building where the visitor accommodation would be located, including managing and/or limiting access to shared areas and facilities; d) To specify the maximum permitted occupancy of the visitor accommodation; e) To specify that if guests utilize 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; f) To provide the name and contact phone number of a person who will respond to any complaints regarding behaviour of guests. <p>If the property is to be sold, the Visitor</p>	Prior to commencement of use and to be maintained at all times.

CONDITION		TIMING
	Accommodation Management Plan must be updated with new contact details.	
C	Once approved, the management plan must be implemented and must be maintained.	At all times.
D	Once approved, the Visitor Accommodation Management Plan must be provided to adjoining property owners and occupiers.	Prior to the commencement of use and to be maintained at all times.

ADVICE

1. All works associated with the development should be conducted in accordance with *Guidelines for Soil and Water Management*, Hobart City Council, available on Council's website (<http://www.bodc.tas.gov.au/webdata/resources/files/GuidelinesforSoilandWaterManagement.pdf>). All worked areas not covered by structures must be promptly and progressively stabilised (e.g. revegetated) so that they will not erode and/or act as a source of sediment transfer.
2. 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.
3. Activities associated with construction works are not to be performed outside the permissible time frames listed:
Mon-Friday 7 am to 6 pm
Saturday 9 am to 6 pm
Sunday and public holidays 10 am to 6 pm
4. 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)	Yes	Property Services

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

Development Permit Information	Details
<i>Development Description</i>	Visitor Accommodation - Glamping Domes x 3, Sauna and Plunge Pool

<i>Relevant Period of Approval</i>	2 Years
<i>Other Necessary Permits</i>	NIL
<i>Attachments</i>	
<i>Representations</i>	Two

INTRODUCTION:

The applicant is seeking approval for Visitor Accommodation use within three (3) Glamping Domes. The three Glamping domes are constructed on decking that responds to the topography with the deck having a maximum overall height of 3750mm above natural ground level. The proposed development also includes the use and construction of a Sauna with dimensions 2.7m x 2.7m and a maximum height above natural ground level of 3750mm.

The site supports existing approved uses including two (2) structures for Visitor Accommodation which were existing structures with historically approved Residential use. The site also supports a Food Services use within a structure known locally as the 'Pancake Barn'.



Development Site – 824 Elephant Pass Road Gray

Access to the title CT27339/1 is via crown land road reserve from Elephant Pass Road. There is currently no Access Licence for use of the crown land. The application received Crown Consent to Lodge the Development Application and a condition has been applied to require the landowner to secure a crown licence over the access.



State Road Casement



Casement - Crown Land Road Reserve



Access from crown land road reserve onto Elephant Pass Road.



Existing approved use – Food Services – ‘Pancake Barn’.



Crown land access to property.



Proposed access to development area off crown land road reserve. Note existing approved visitor accommodation structure in background.



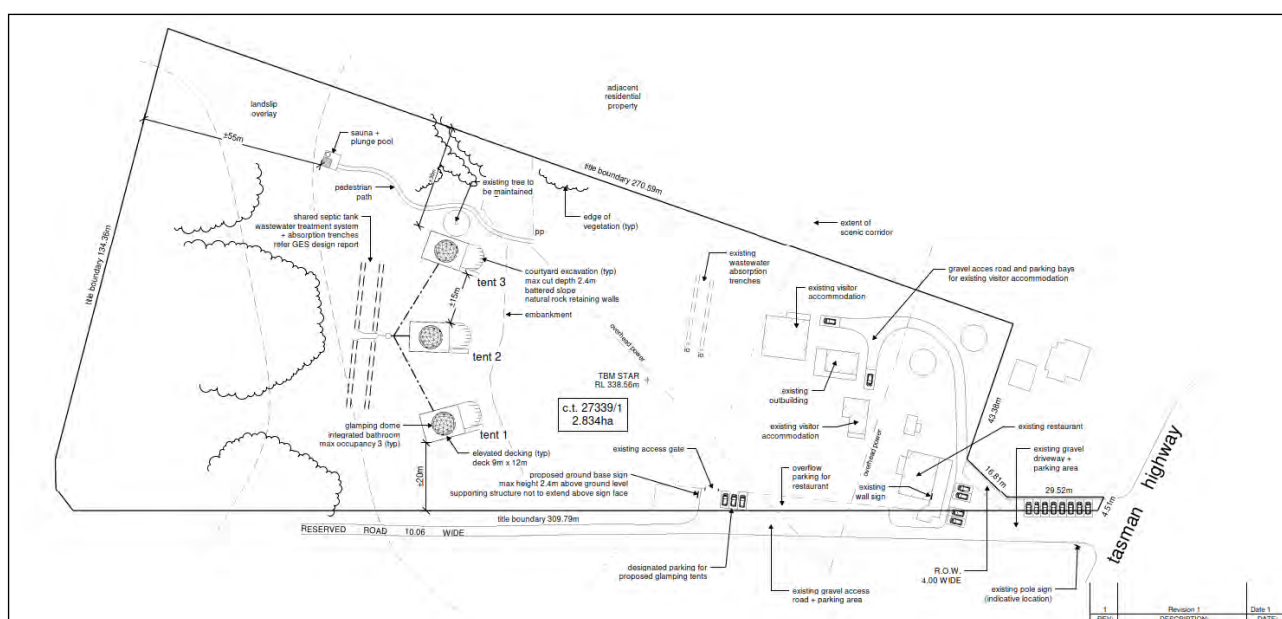
Proposed development area.

BACKGROUND

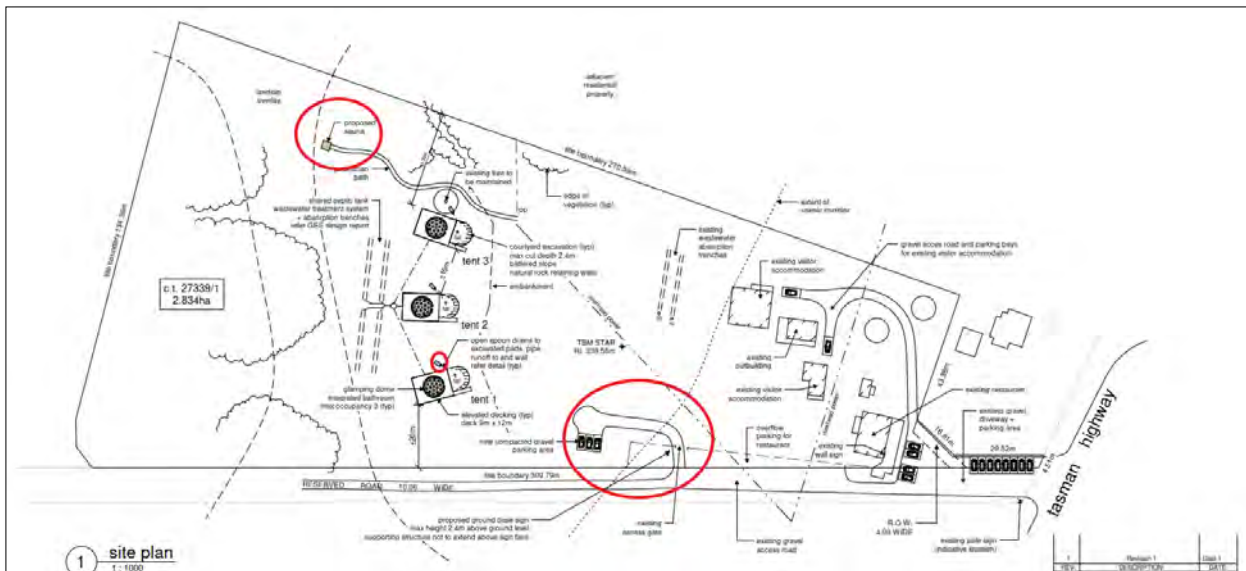
The application was lodged with Council on 24/04/2025 with the application becoming valid on 19 June 2025 after received Crown Consent to Lodge from Property Services on 18/06/2025.

The application was advertised from Saturday 28 June 2025 until Friday 11 July 2025 after which two (2) representations were received. The applicant was invited to respond to the representations as consequently the applicant decided to:

- Make a minor alteration to the location of the car parking to provide greater separation from the side boundary;
- Abandon the inclusion of a plunge pool (Visitor Accommodation use and development) in the proposed use and development;
- Include stormwater infrastructure for each glamping structure noting this will be subject to technical assessment at the building approval stage.



Advertised Site Plan



Amended Site Plan

At this point, staff were required to consider whether the amended plans constituted a new application or whether the planning authority could grant a permit subject to a condition requiring compliance with the amended plans. Council should note that the LUPA Act makes no provision for the re-advertising of amended plans. This is confirmed in the deliberations of the Supreme Court of Tasmania decision – *Tomaszewski v Hobart City Council* [2020] TASSC 48, which in relation to the LUPA Act state:

'...Counsel for the Council informed me that there is a common practice whereby councils repeat the statutory notification process if an applicant changes a development application after the statutory notices have been given. He also acknowledged that the fact that that practice is long-standing and efficacious does not make it lawful...'

It goes on to say:

'...If, after the modification of a development proposal in a particular case, there was reason to think that members of the public might wish to make further representations relating to the modified proposal, or that the planning authority might benefit from additional representations, that might be a powerful indication that the revised proposal was one for a substantially different development, rather than a modification of the development originally proposed...'

The Court recognises that the LUPA Act provides for further consideration which may result in minor changes to the proposal and provides for the planning authority to give effect to a change by imposing a permit condition that varies the original development proposal.

In this context, staff are of the opinion that the amended plans do not constitute a new application because the amended plans do not transform the original proposal into something substantially different.

PREVIOUS COUNCIL CONSIDERATION:

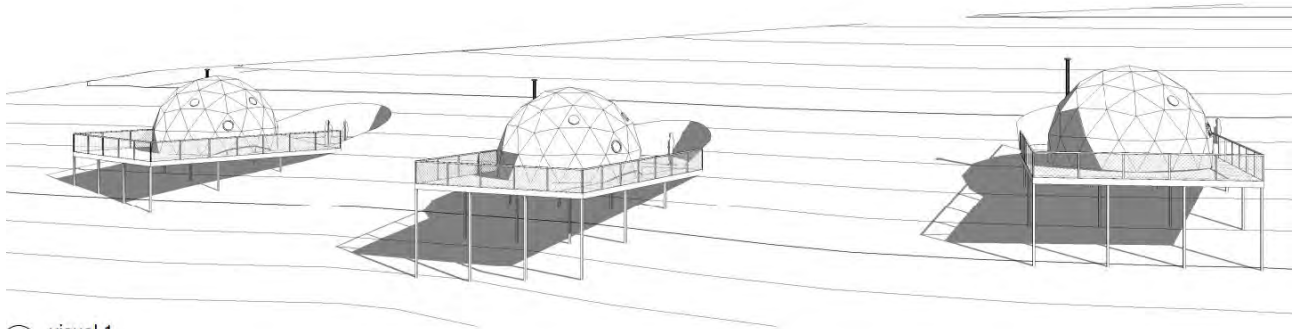
Nil

OFFICER'S REPORT:

1. The Proposal

The applicant seek approval for the construction of

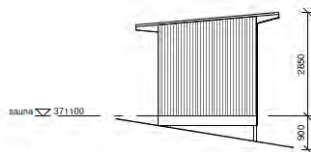
- three (3) glamping domes situated on elevated decking and associated works including cut and retention of battered slope;
- sauna;
- car parking and access way and associated works;



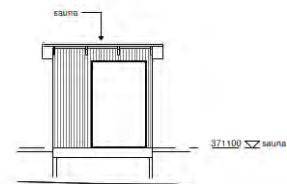
1 visual 1



1 proposed sauna
1 : 100



2 sauna A
1 : 100



3 sauna B
1 : 100

2. Applicable Planning Assessment

- 20.0 Rural Zone
- C1.0 Signs Code
- C2.0 Parking and Sustainable Transport Code
- C3.0 Road and Railway Assets Code
- C7.0 Natural Assets Code
- C8.0 Scenic Protection Code
- C15.0 Landslip Hazard Code

3. Referrals

- Department of State Growth

Response:

"Following a review of the related documents, the Department has no objections to the proposed development."

If you have any further queries regarding the above, please contact me.”

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 13:

- 20.3.1 Discretionary Uses P1, P2 and P4;

Detailed assessment against the provisions of the *Tasmanian Planning Scheme – Break O’Day* version 13 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

20.0 RURAL ZONE

20.3 USE STANDARDS

20.3.1 DISCRETIONARY USE

Acceptable Solutions	Performance Criteria
<p>A1</p> <p>A use listed as Discretionary, excluding Residential, is for an alteration or extension to an existing use, if:</p> <ul style="list-style-type: none">a) the gross floor area does not increase by more than 30% from that existing at the effective date; andb) the development area does not increase by more than 30% from that existing at the effective date.	<p>P1</p> <p>A use listed as Discretionary, excluding Residential, must require a rural location for operational reasons, having regard to:</p> <ul style="list-style-type: none">a) the nature, scale and intensity of the use;b) the importance or significance of the proposed use for the local community;c) whether the use supports an existing agricultural use;d) whether the use requires close proximity to infrastructure or natural resources; ande) whether the use requires separation from other uses to minimise impacts.
<p>Assessment against the Performance Criteria is required.</p> <p>Performance Criteria Assessment</p> <p>The proposed use, Visitor Accommodation, is a Discretionary use within the zone. The title supports an existing approved Food Services use (Pancake Barn), and visitor accommodation within existing structures. The proposal is for additional visitor accommodation use in the form of three (3) structures and a sauna structure. The proposal is unable to rely on 7.2.1 development for existing discretionary uses as the proposal is considered to be a substantial intensification of the existing use. As the proposal is a discretionary use, the applicant is reliant on demonstrating that the proposal satisfies the Performance Criteria.</p>	

Performance standard P1 requires the use to require a rural location for operational reasons. Regard can be had to the nature, scale and intensity of the use as well as other criteria. The test in P1 is whether the use requires a rural location for operational reasons. We are required to have regard to the five matters listed (a) to (e) in P1. The requirement to have regard to those elements does not raise them to the status of individual standards which the proposal must meet, rather we are required to consider and give weight to those elements in determining whether the proposal meets the test in the standard. P1 provides that the proposal must require a rural location rather than say an urban location – rural location for operational reasons. *“The term ‘operational reasons’ is not defined in the scheme. The proposal must demonstrate some justification or explanation connected to the operation of the use that requires locating it in a rural area, having regard to the listed matters”* (Alfeldi v Glamorgan Spring Bay Council [2024] TASCAT 69).

The existing approved use includes Visitor Accommodation within two structures on the site with structure 1 supporting one bedroom and structure 2 supporting two bedrooms. The proposal will include three (3) structures each with essentially one bedroom only (maximum 6 guests). The site also supports a restaurant (Pancake Barn) that has been existing historically with the exact establishment date unknown, however council records of 1998 demonstrate the Pancake Barn to be operational at that time. There is existing car parking servicing the existing visitor accommodation and food services uses.

Elephant Pass Road is part of the east coast tourism road network connecting St Marys to the east coast and sign posted for scenic opportunities relating to the topography and vegetative cover and is considered a tourist road. The site of the proposal has participated in the tourism opportunities on the east coast historically and takes advantage of the rural location as it relates to visitor experience in terms of open spaces and scenic opportunities. The development site is in an elevated position within an existing cleared area surrounded by vegetation and taking advantage of the views afforded by the topography and vegetation cover. The design of the structure allows occupants to observe the surrounding natural landscape and day/night sky. The design of the proposal takes advantage of the natural landscape and the rural amenity in proximity to St Marys. In this sense the proposal provides some justification or explanation connected to the operation of the use that requires locating it in a rural area in addition to the existing use and development on the site. That is the proposal requires the rural location for operational reasons and is also due to efficiencies of augmenting with existing uses on site as the site has a long history of providing commercial use cater for tourism and locals (Pancake Barn). The nature of the use is consistent with the existing use and the scale and intensity proposed when considered with the existing, is moderate and would not be considered an intensive use on the title. Additionally, the modest scale and intensity is not likely to interfere with rural activities adjoining or adjacent due to separation. This is reflected also in the Objective of the Standard and provides context for interpretation of the performance criteria:

20.3.1 That the location, scale and intensity of a use listed as discretionary (d) is appropriate for a rural location and does not compromise the function of surrounding settlements.

The development site has a land area of 2.834 hectares. The development area for each glamping site is approximately 108 m².

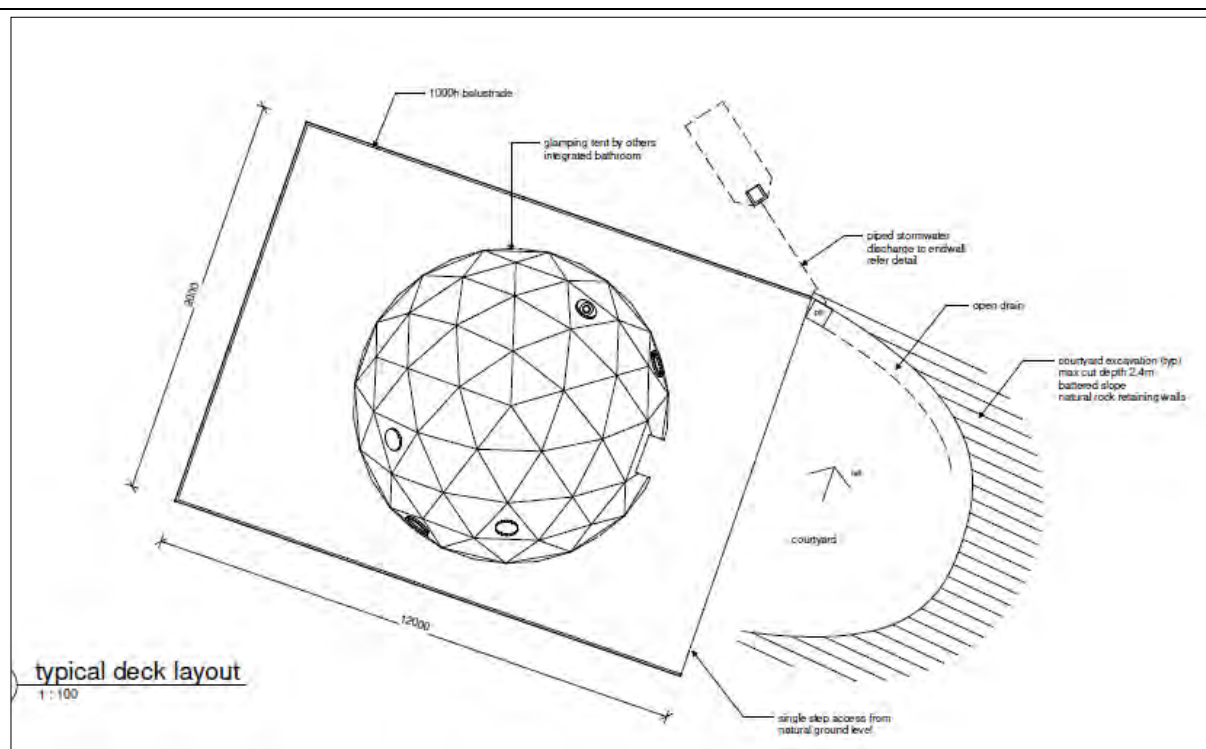


Photo: Looking west to approximate development area.

The proposal will contribute to tourism within the area however the significance to the local community would be considered minor to moderate.

The development site is not used for agricultural purposes. The Rural lot has a land capability of Class 6 which is land marginally suited to grazing due to severe limitations. Land Potentially

Suitable for Agriculture Zone has listed the site as potentially constrained criteria 2A. The subject is a steep block with levels reducing across the rear portion of the lot and consistent with the landslip mapping. The lower contours to the rear eventually lead to a gully feeding Wardlaws Creek. The site would have limited agricultural use with limited grazing possibly as an option. Taking note of the zone purpose statement in respect to providing for a range of use or development where agricultural use is limited or marginal due to site characteristics, it is considered that the proposed use is consistent with the Zone Purpose.

The neighbouring property to the east has an existing residential use with land being utilised for a rural residential use (existing).

The property to the south (CT226694/1) has an existing commercial use relating to arts and crafts and is locally known as Blueberry Cottage. The Break O'Day Planning Scheme 1996 approved a use for arts and craft sales. The use supports a shop to purchase homemade jams and jellies, soft toys and giftware as well as plants and essentially establishes a further commercial use in adjoining agriculturally constrained land.

Property adjoining to the west supports a conservation covenant under the Nature Conservation Act 2002 (C588679). Property to the west does not support an agricultural use and does support a dwelling. This property benefits from the easement (right of carriageway) that burdens the subject title. The proposed use will therefore not impact any agricultural use to the west.

The subject site is separated from properties to the north by Elephant Pass Road.

The site does not have an existing Agricultural use and does not require close proximity to infrastructure. Additionally, the use does not require access to natural resources but does benefit from the surrounding natural values in terms of tourism ambience and attraction. Relevant to this matter, the site has frontage to Elephant Pass Road which is significant in so far as the state road is also a designated tourist road with signage promoting photo opportunities. In this regard it is relevant to P1(d).

P1(e) requires regard to whether the use requires separation from other uses to minimise impacts. The proposed use is adequately separated from adjoining and adjacent uses with the closest residential use being greater than 170m to the south and on a lower contour.

The purpose of the Rural Zone is to provide for a range of use or development in a rural location. Clause 20.1 sets out zone purpose statements for the Rural Zone. It is noteworthy that cl20.1.1(a) contemplates use or development of land where agricultural use is compromised by characteristics of the site (land capability and topography for example). Stand-alone agricultural uses would be limited on the site. As discussed previously the site has a land capability of Class 6 which is land marginally suited to grazing due to severe limitations. The rural zone, as distinct from the Agriculture Zone, applies to land which has limited opportunities for agriculture and is designed to be more flexible and cater for a wider array of permitted and discretionary uses needed in Tasmania's rural areas. Accordingly, the scheme has listed Visitor Accommodation as a discretionary use, and the site has limited or marginal agricultural use. Whilst the type of use Visitor Accommodation, does not strictly require a rural location for operational reasons, the type of accommodation and experience is tailored towards a rural getaway experience directed at the landscape qualities of the site. The proposed development is moderate in scale and is sited to ensure separation from adjoining and adjacent residential uses with the dwelling contained on

the property to the west being located north of the site and in excess of 150m. The residential property to the east is similarly separated and noting the crown road reserve separating the properties but it should also be noted that the residential use associated with the property to the east is on the northern side of the Elephant Pass Road and quite removed. To this end the siting of the proposed development being removed from adjoining uses should not impact surrounding uses.

The potential for agricultural use on the property is constrained and reflected in the land capability class with no adjoining agricultural uses and instead the adjoining property supporting a conservation covenant. The scale and intensity of the use and development is moderate with modest visitor accommodation structures (3) only supporting two visitors in each, proposed. As mentioned previously the site supports existing low scale visitor accommodation (2 structures) and a restaurant with the site being 2.834ha in land area with marginal suitability for agriculture. The proposed development complements the existing development on site catering for the tourist economy and surrounding area with respect to food services with a moderate increase in intensity.

The proposed use is considered to satisfy the performance criteria and the purpose of the Rural Zone.

Acceptable Solutions	Performance Criteria
<p>A2</p> <p>No Acceptable Solution.</p>	<p>P2</p> <p>A use listed as Discretionary must not confine or restrain existing use on adjoining properties, having regard to:</p> <ul style="list-style-type: none"> a) the location of the proposed use; b) the nature, scale and intensity of the use; c) the likelihood and nature of any adverse impacts on adjoining uses; d) whether the proposed use is required to support a use for security or operational reasons; and e) any off-site impacts from adjoining uses.
<p>Assessment against the Performance Criteria is required.</p> <p>Performance Criteria Assessment</p> <p>The adjoining property is 822 Elephant Pass Road, Gray and is the only property that shares a common boundary.</p> <p>The adjoining property has a land area of 14.8 ha of which 12.36 ha is contained within a restrictive Conservation Covenant pursuant to S34 <i>Nature Conservation Act 2002</i>. The purpose of the covenant is to protect in perpetuity the flora and fauna, water quality and the natural diversity of the land.</p> <p>The residential use of the adjoining property is contained to the northern section of the title and in close proximity to Elephant Pass Road and the “Pancake Barn” building. The adjoining use is</p>	

approximately in excess of 170m north of the proposed development ensuring substantial separation of use.

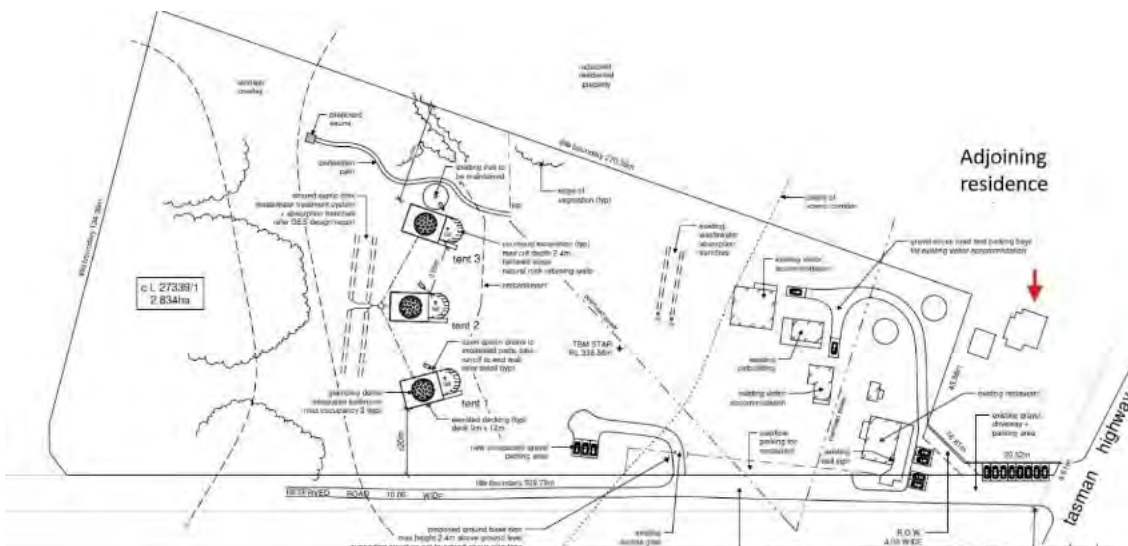
The following photos demonstrate the location of the adjoining residential use to the subject development site.

The proposal will be appropriately conditioned with regard to any potential adverse impacts on the adjoining residential use.

The proposal is considered to be adequately conditioned to satisfy the performance criteria.



Photograph demonstrates location of adjoining residential use in proximity to existing Pancake Barn structure.



Arrow denotes position of adjoining residential use.

Acceptable Solutions	Performance Criteria
<p>A4</p> <p>No Acceptable Solution.</p>	<p>P4</p> <p>A use listed as Discretionary, excluding Residential, must be appropriate for a rural location, having regard to:</p> <ul style="list-style-type: none"> a) the nature, scale and intensity of the proposed use; b) whether the use will compromise or distort the activity centre hierarchy; c) whether the use could reasonably be located on land zoned for that purpose; d) the capacity of the local road network to accommodate the traffic generated by the use; and e) whether the use requires a rural location to minimise impacts from the use, such as noise, dust and lighting.
<p>Assessment against the Performance Criteria is required.</p> <p>Performance Criteria Assessment</p> <p>There is no Acceptable Solution and instead the proposal must rely on the Performance Criteria. As detailed in the scheme response to P1, the Visitor Accommodation use is one that with appropriate design is able to be located within the Rural Zone. In this instance, the scale and intensity of the use is considered to be modest. Consideration has been given to the objective of the standard, and the proposal is not considered to be intensive in scale with the three glamping structures located on a title with land area of 2.834ha.</p> <p>The rural location is approximately 8km from the Township of St Marys which is a Rural Town with a town centre. The proposed use is of such a modest scale with no possibility of distorting the activity centre hierarchy within the NTRLUS and is of such a scale consistent with visitor accommodation enterprises within a rural location.</p> <p>Visitor Accommodation is permissible within a wide variety of zones.</p> <p>The application was referred to the Department of State Growth (road authority), who had no concerns about the proposed use and development and no requirement for any further information including a Traffic Impact Assessment.</p> <p>The use does not require a rural location to minimise impacts.</p> <p>The proposed use is able to satisfy the performance criteria.</p>	

5. Representations

The application was advertised 28 June 2025 to 11 July 2025 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. Two (2) representation was received prior to the closing date and time. The issues raised within the representation are as follows: -

Issue	Response
<p>Representor No. 1</p> <p>Concern regarding recent <i>land clearing</i>.</p> <p>Increase in <i>runoff</i> from hard surfaces because of development.</p> <p>Carparking areas not correctly described and existing issues regarding erosion and runoff.</p> <p>Use of commercial vehicles not correctly described.</p> <p>Neighbourhood amenity and noise.</p> <p>Dome materials and light pollution effect on animals.</p> <p>Landslip overlay mapping.</p> <p>Water storage</p> <p>Onsite wastewater</p> <p>Plunge pool wastewater.</p>	<p>Land clearing on the site appears to have occurred at some time after February 2023 with the majority of the site historically cleared prior to this. The storage of timber on the site with moss/algae indicates the clearance is not recent. Land clearing does not form part of this application and compliance investigations have determined no further action is required due to age of vegetation clearance.</p> <p>Stormwater management from structures will be subject to technical assessment at the building assessment stage.</p> <p>Carparking has been adequately considered and appropriate conditions applied.</p> <p>Use of commercial vehicles has been considered as part of the development application.</p> <p>Neighbourhood amenity and noise has been considered as part of the development assessment and appropriate conditions applied.</p> <p>Appropriate conditions regarding external lighting have been applied to the proposal.</p> <p>Onsite wastewater will be considered via a technical assessment at the building assessment stage.</p> <p>All development is located outside of the low landslip hazard band.</p> <p>The plunge pool has been removed from the application.</p>



Subject site March 2022



Subject site May 2022



Subject site – Aerial Photo 2023-2024 Season

<p>Representation No 2</p> <p>Neighbourhood amenity – operating hours and existing rural character.</p> <p>Noise and light pollution.</p> <p>Proximity to landslip overlay.</p> <p>Proximity to groundwater and surface water resources.</p> <p>Boundary encroachments.</p> <p>Traffic and wildlife movements.</p>	<p>Neighbourhood amenity and noise has been considered as part of the development assessment and appropriate conditions applied.</p> <p>Appropriate conditions regarding external lighting have been applied to the proposal.</p> <p>All development is located outside of the low landslip hazard band.</p> <p>Onsite wastewater management and stormwater management is subject to technical assessment at the building application stage.</p> <p>The proposed development is completely contained within the site boundaries. Any existing historical encroachments within the crown land road reserve will need to be considered by the Property Services, State Government.</p> <p>Expected vehicle movements have been considered by Department State Growth via the referral process and assessment against C3.0 Road and Railway Assets Code and C2.0 Parking and Sustainable Transport Code.</p>
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The recommendation for approval has been made following due consideration of the representation and comments.

6. Mediations

Nil

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 20.0 Rural Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and three (3) Performance Criterion. The received representation has been considered with recommended conditions proposed in response to concerns.

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

09/25.9.0

COUNCIL MEETING ACTIONS

09/25.9.1

Outstanding Matters

COUNCIL RESOLUTIONS - MEETINGS - PUBLIC
09/09/2025

21

GOALS

82%

GOAL COMPLETION

COUNCIL RESOLUTIONS PLAN

COUNCIL RESOLUTIONS - AUGUST 2025

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	18/08/2025	30/09/2025	08/25.11.1 Breast Screen Bus visit St Helens Mayor Mick Tucker	Council Officers will write to the relevant Minister formally requesting that the BreastScreen Tasmania mobile unit be scheduled to visit St Helens by the end of 2025, in order to ensure equitable access to breast screening services for the Break O'Day community.	A letter was sent to the Minister #25/18981	Executive Officer
100%	18/08/2025	15/09/2025	08/24.13.4.559 Request for General Rate Remission and Service Rate Remission, Mathinna	In accordance with the provisions of s.129 of the <i>Local Government Act 1993</i> and Council's <i>Rating Exemptions and Remission Policy no LG11</i> , Council approves a General Rate remission and a 50% Service Charge Remission to the total value of \$1051.25 as requested for the property known as 4 Dunn Street, Mathinna identified as PID 6414634. CARRIED UNANIMOUSLY	Mathinna Landcare Group advised of Council Decision.	Corporate Services Coordinator
100%	18/08/2025	15/09/2025	08/24.13.5.560 Establishm entof Community Bendigo Bank – Financial Assistance	That Council waive the repayment of \$15,830.96 for the loan provided in February 2015 in recognition of the financial contribution the company has made directly to Council initiatives like the sponsorship of the Stadium and Mountain Bike Tracks along with their community contributions through their grants program. CARRIED UNANIMOUSLY	Bendigo Bank advised of Council Decision.	Corporate Services Coordinator

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	18/08/2025	15/09/2025	08/25.16.2.565 Northeast Coast Shorebird Working Group – Terms of Reference	That Council, having considered the <i>DRAFT Terms of Reference V1.2</i> of the <i>Northeast Coast Shorebird Working Group</i> , refer its proposed revised draft to the Working Group for a final <i>Terms of Reference</i> to be returned to Council for consideration. CARRIED UNANIMOUSLY	At its August Meeting Council endorsed the DRAFT Terms of Reference V1.2 of the Northeast Coast Shorebird Working Group, for further consideration by the Working Group.	NRM Facilitator
100%	18/08/2025	15/09/2025	08/25.16.3.566 Draft Amendment 01-25 State Coastal Policy 1996	That Council make a submission to the Tasmanian Planning Commission regarding the <i>Draft amendment 01-25 State Coastal Policy 1996</i> regarding provisions for development on 'actively mobile landforms' in Outcomes 1.4.1 and 1.4.2 of the State Coastal Policy. CARRIED UNANIMOUSLY	Council endorsed the submission to the Tasmanian Planning Commission regarding the <i>Draft amendment 01-25 State Coastal Policy 1996</i> , regarding provisions in the Policy for development on 'actively mobile landforms', and it was sent to the Commission on Monday 25 August.	NRM Facilitator
100%	18/08/2025	15/09/2025	08/25.17.2.568 Local Government Association of Tasmania (LGAT) – General Meeting November 2025 - Call for Motions	That Council: 1. endorse the General Manager's motion for submission to the Local Government Association of Tasmania's (LGAT) General Meeting to be held in November 2025. 2. endorse the Deputy Mayor's motion for submission to the Local Government Association of Tasmania's (LGAT) General Meeting to be held in November 2025. CARRIED UNANIMOUSLY	Motions have been submitted to LGAT for the General Meeting in November 2025.	General Manager
100%	18/08/2025	15/09/2025	08/25.17.3.569 Local Government (Meeting Procedures) Regulations remake 2025	That Council approve the updated Council Meeting Procedures 2025 and Council Meeting Agenda Template in accordance with the amendments to the <i>Local Government (Meeting Procedures) Regulations 2025</i> . CARRIED UNANIMOUSLY	Council's Meeting Procedures have been amended and endorsed. The updated version is now available on the BODC website. In line with these changes, the agenda meeting template has also been updated and will be used for all future meeting agendas.	General Manager
100%	18/08/2025	15/09/2025	08/25.17.4.570 Removal of St Helens Aerodrome from Public Land Register	That Council defer considering this item pending receipt of legal advice. CARRIED UNANIMOUSLY	Item prepared for September Council meeting	Economic Development Officer

COUNCIL RESOLUTIONS - JULY 2025

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	21/07/2025	30/09/2025	07/25.9.1.635 St Mary's Exhibition Building Formation of a liaison committee during restoration period 2025/2026 – Clr Johnstone	<p>07/25.9.1.635 Moved: Clr L Johnstone/ Seconded: Clr J Drummond</p> <p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That Council:</p> <p>Establish, as soon as practicable in the second half of 2025, a liaison committee to oversee the repair and maintenance of the St Marys Exhibition Building for community use, including oversight of the expenditure of the \$100,000 allocated in the 2025/26 Budget.</p> <p>The committee shall comprise:</p> <ul style="list-style-type: none"> · Two representatives from the Break O'Day community · Two Council staff · One Councillor <p>The committee shall be chaired by the Council officer responsible for managing the restoration project. Draft Terms of Reference for the committee are to be prepared and made available for public review.</p> <p>CARRIED UNANIMOUSLY</p>	A report has been prepared for consideration at the September Council meeting	Development Services Coordinator
50%	21/07/2025	31/08/2025	07/25.15.4.647 CCTV Cameras at Mathinna Recreation Ground	<p>07/25.15.4.647 Moved: Clr I Carter/ Seconded: Clr K Wright</p> <p>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.</p> <p>CARRIED UNANIMOUSLY</p>	Quote has been received - Waiting for grants opportunity to become available	Manager Community Services

COUNCIL RESOLUTIONS 2024

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
90%	15/01/2024	05/02/2024	01/24.9.2.290 Binalong Bay Parking, Traffic and Pedestrian Safety – Mayor Tucker	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>Council Officers review the existing Binalong Bay Foreshore Master Plan and develop a project scope that can be used to engage an expert to provide a report on the following:</p> <ol style="list-style-type: none"> 1. Improved Parking Accessibility 2. Assessment of Additional Parking Areas, traffic calming and pedestrian safety improvements. 	Binalong Bay Master Plan has been reviewed and a draft consulting services brief prepared and will be addressed as part of the Liveability Strategy to be developed.	Manager Infrastructure and Development Services
75%	20/05/2024	24/06/2024	05/24.9.1.358 Developing walking trails around and within the Scamander Complex precinct – Cllr Carter	<p>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</p> <p>That Council considers options to develop walking trails around and within the Scamander Complex precinct.</p>	<p>Break O'Day Council has committed to preparing a masterplan for the Scamander Sports and Community Complex. Plan development is aligned with the development of the Scamander-Beaumaris Structure Plan. The current engagement focus is to gain understanding what the community, users and clubs needs are from their sporting and community complex into the future after which, a consultation summary report will be provided to Council highlighting feedback themes, and a summary of detailed discussions and will then be used to inform the drafting of any future Masterplan.</p> <p>The community was invited to a meeting on 25 July 2025 to meet the project team and provide feedback. A e-survey option was also made available.</p>	Manager Infrastructure and Development Services
100%	24/06/2024	31/07/2024	06/24.14.3.391 Speed Limits – North Ansons Bay Road and Ansons Bay	That Council adopt the recommendations made by Traffic & Civil Services as stated in this report.	The Tasmanian Transport Commission has reviewed and approved the proposed speed limit changes for North Ansons Bay Road and the establishment of a 40 Area speed zone within the township area. Signage to be installed during September post delivery of signs from the supplier.	Manager Infrastructure and Development Services

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
25%	15/07/2024	31/08/2024	07/24.9.1.401 Lease/ management agreement for the front garden of the old hospital site at St Helens – Cllr Carter	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That Council immediately pursue a lease/ management agreement for the front garden of the old hospital site at St Helens, from the State Government, and open it up as public open space.</p>	Discussions with the owner of the site have recommenced and Council's interest in securing this piece of land has been reinforced. Follow up contact made on 8/10/24 with Homes Tasmania regarding Council's request and again following the February 2025 Council meeting	General Manager
85%	21/10/2024	16/12/2024	10/24.15.2.470 Future use of the old Council offices – 29 Talbot Street, Fingal	<ol style="list-style-type: none"> 1. That Council call for Expressions of Interest for the use of the building located at 29 Talbot Street, Fingal which more recently was leased to Integrated Living. 2. That Council allow the SES response vehicle to be parked in the garage located on the property at 29 Talbot Street, Fingal to ensure quick response to incidents in the Fingal Valley. 	Council received one expression of interest through the process. This will be taken to a future Council workshop.	Manager Community Services
85%	21/10/2024	31/12/2025	10/24.16.2.472 Proposed new electronic scoreboard	<ol style="list-style-type: none"> 1. That Council grant permission, as landowner for the lodgement of planning and building approvals (if required) on Council owned land, 117 Tully Street, St Helens (St Helens Sports Complex), and 2. Subject to Planning and Building approval being obtained that Council grant permission to carry out the proposed installation of a new electronic scoreboard, and 3. That the Lease between the St Helens Football Club and Break O' Day Council be amended to ensure that all ongoing maintenance and insurance requirements are the sole responsibility of the St Helens Football Club as it relates to the Electronic Scoreboard. 	<p>Works in relation to the installation of the Electronic Scoreboard are now complete.</p> <p>The amended lease has been drafted and pending signatures.</p>	Development Services Coordinator

COUNCIL RESOLUTIONS 2023

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
50%	20/03/2023	30/06/2023	03/23.15.7 St Helens Sports Complex	<ol style="list-style-type: none"> 1. That Council engage a landscape architect to design connectivity between the various areas of the St Helens Sports Complex identifying what amenities are required to service the area and its users as well as ensuring green spaces and vegetation management are addressed as part of the project. 2. That funds from Public Open Space – St Helens be used to engage a landscape architect to undertake this project. 	A draft Brief has been developed for this project. This project will now be incorporated into the St Helens and Binalong Bay Liveability Strategy which is currently being developed.	Manager Community Services
75%	26/06/2023	31/07/2023	06/23.9.2.131 Online Access Centre Funding – Clr Carter	<p>That Council write to the State Government requesting:</p> <ol style="list-style-type: none"> 1. A definitive answer about the future funding of Online Access Centres in the Break O'Day area beyond the completion of the current funding contract expiring on 30 June 2024. 2. An explanation of the Hub approach that the Minister mentioned in a meeting with the Mayor and Acting General Manager in February 2023. 3. Clear articulation to the affected communities and relevant service providers of the State Government's plans for the future delivery of services currently delivered by Online Access Centres at St Helens, St Marys and Fingal including how and who will be delivering these services and what services may be lost under the new approach. The articulation should include the financial consequences of establishing Hubs and the efforts that will be undertaken to seek ratepayer and service provider input 	As reported at the February 2025, Libraries Tasmania and the Consultants undertaking the review process failed to ensure that the views of Council were obtained. Correspondence has been sent to the Minister on the matter expressing our disappointment with the engagement process including the engagement being framed as a survey on Digital Inclusion. Advice has been received through the St Helens OAC that funding has been extended to 30 June 2026 at current levels.	General Manager
75%	18/12/2023	29/02/2024	12/23.9.1.265 Indigenous name for St Patricks Head – Clr J Drummond	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That Council support the Indigenous name for St Patricks Head, which is lumeragenena wuggelena according to the Department of Natural Resources and Environment Tasmania.</p>	As the Reconciliation Action Plan process has been delayed, the matter has been pursued with PWS requesting that they install the signage as per their internal processes	General Manager

COUNCIL RESOLUTIONS 2022

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
35%	21/02/2022	01/05/2025	02/22.16.5.39 - Management of Freshwater Resources and Water Quality	Council show leadership on freshwater management arrangements and seek input and advice from state water managers and independent experts on freshwater management arrangements and development initiatives in Tasmania, and their adequacy for ensuring the ecologically sustainable use and development of freshwater systems and resources in Break O'Day.	<p>This is an on-going topic yet to be researched and brought to Council's attention through Council's NRM Committee.</p> <p>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.</p>	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

09/25.10.0 PETITIONS

Nil

09/25.11.0 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

09/25.11.1 Installing Pedestrian Crossings in St Helens – Mayor Tucker

MOTION:

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

That Council 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.

SUBMISSION IN SUPPORT OF MOTION:

We have an elderly population and a lot of our residents use walking frames etc and crossing the road in our busy times and the amount of traffic on the roads can be quite harrowing for them, I believe we need more crossings to help our residents cross the road for their safety.

09/25.12.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

09/25.12.1 Mayor's Communications for Period Ending 15 September 2025

01.09.2025	St Helens	– Council Workshop.
03.09.2025	St Helens	– Meeting with Rachel Williams, owner and editor of the North-Eastern Advertiser, to discuss opportunities, events, and projects in Break O'Day.
04.09.2025	St Helens	– Meeting with the General Manager and new Labor Leader, Josh Willie, for introductions and to discuss Break O'Day priorities and projects.
10.09.2025	MS Teams	– Meeting with LGAT CEO Dion Lester and GMC Vice President, Mayor Paula Wriedt.
11.09.2025	Canberra	– Australian Local Government Association (ALGA) meeting.
15.09.2025	St Helens	– Council Meeting.

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

- 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

09/25.13.0 BUSINESS AND CORPORATE SERVICES

09/25.13.1 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:

Investments

With the commencement of the 2025/2026 financial year Council's current investment portfolio is provided below for information.

Date Rolled Over	Maturing	Term (Months)	Principle Amount	Interest	Total Amount	Interest Rate	Bank	STATUS
04.04.2025	04.07.2025	3	1,000,000.00	11,493.42	\$ 1,011,493.42	4.61%	Westpac	MATURED
07.03.2025	08.09.2025	6	1,000,000.00	23,568.49	\$ 1,023,250.00	4.65%	Bendigo	MATURED
04.04.2025	03.10.2025	6	1,000,000.00	23,250.00	\$ 1,023,250.00	4.65%	Bendigo	CURRENT
09.07.2025	09.11.2025	4	1,000,000.00	14,200.00	\$ 1,014,200.00	4.26%	CBA	CURRENT
10.07.2025	10.12.2025	5	1,000,000.00	17,708.33	\$ 1,017,708.33	4.25%	Bendigo	CURRENT
11.07.2025	12.01.2026	6	1,500,000.00	31,500.00	\$ 1,531,500.00	4.20%	Bendigo	CURRENT
12.08.2025	12.02.2026	6	1,500,000.00	31,275.00	\$ 1,531,275.00	4.17%	Westpac	CURRENT

Council also has a 5 Year Term Deposit which earns \$22,920.55 per quarter in interest as provided below:

Date Rolled Over	Maturing	Term (Months)	Principle Amount	Interest	Total Amount	Interest Rate	Bank	STATUS
14.02.2024	13.02.2029	60	2,000,000.00	22,920.55 per quarter	\$ 2,000,000.00	4.70%	Westpac	CURRENT

2024/2025 Rates Summary - 3 September 2025

Rates Brought Forward

Outstanding Rate Debtors

Less Rates in Credit

Net Rates Outstanding at 30 June 2025

Rates and Charges Levied

Interest and Penalty Charged

Total Rates and Charges Demanded

Less Rates and Charges Collected

Less Credit Journals and Supp Credits

Remissions and Discount

Unpaid Rates and Charges as at 3 September 2025

Remissions and Discounts

Early Payment Discount

Pensioner Rebates

Number Rateable Properties

Number Unpaid Rateable Properties

% Properties Not fully paid

Right to Information (RTI) Requests

Nil

2025/2026		2024/2025	
%	\$	%	\$
	1,017,666.39		813,906.84
	-327,200.03		-296,603.81
4.57	690,466.36	3.69	517,303.03
95.41	14,427,125.47	96.26	13,498,190.67
0.02	2,911.40	0.05	6,547.25
100.00	14,430,036.87	100.00	13,504,737.92
50.85	7,689,260.48	49.65	6,962,365.53
0.12	17,663.07	0.60	84,050.55
4.41	666,762.71	4.54	636,949.80
44.62	6,746,816.97	45.21	6,338,675.07

2025/2026	2024/2025
132,003.39	120,853.78
534,759.32	516,096.02
666,762.71	636,949.80

6,915	6,877
3,660	2,054

52.93 **29.87**

132 and 337 Certificates

	132	337
August 2025	45	20
July 2025	75	17
August 2024	36	20

Debtors/Creditors @ 3 September 2025

DEBTORS INFORMATION

Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD 25/26	Month	YTD 24/25
61	\$ 515,722.76	152	66	166

CREDITORS INFORMATION

Payments Made

Current			Previous Year	
Month	Mth Value	YTD 25/26	Month	YTD 24/25
298	\$ 1,469,991.56	656	295	695

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

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

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

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

OFFICER'S RECOMMENDATION:

That the following reports for the month ending 31 August 2025 be received:

1. Profit and Loss Statements
2. Balance Sheet
3. Statement of Cash Flows
4. Capital Works 2025-2026

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 31 August 2025.

Profit and Loss

Break O'Day Council

For the 2 months ended 31 August 2025

Account	Actual YTD	Budget YTD	Budget Variance YTD	Budget Variance % YTD	Annual Budget	Notes
Trading Income						
Rates	14,419,316	14,369,102	50,214	0%	14,369,102	
User Fees	325,457	288,429	37,028	13%	1,477,883	
Operating Grants	1,162,222	979,811	182,411	19%	4,217,477	1
Interest & Investment Income	17,478	43,127	(25,651)	-59%	1,048,000	
Contributions	5,010	5,006	4	0%	6,037	
Other Revenue	69,416	8,290	61,126	737%	49,739	2
Total Trading Income	15,998,897	15,693,765	305,132	2%	21,168,238	
Gross Profit	15,998,897	15,693,765	305,132	2%	21,168,238	
Capital Grants						
Grants - Commonwealth Capital	485,240	0	485,240	0%	0	
Grants - Roads to Recovery	0	0	0	0%	1,035,853	
Grants - State Capital	677,016	545,000	132,016	24%	1,130,000	
Total Capital Grants	1,162,256	545,000	617,256	113%	2,165,853	3
Other Non Operating Income						
Net Gain/Loss on Disposal of Assets	18,182	20,000	(1,818)	-9%	100,000	
Total Other Non Operating Income	18,182	20,000	(1,818)	-9%	100,000	
Total Non Operating Revenue	1,180,438	565,000	615,438	109%	2,265,853	
Operating Expenses						
Employee Costs	927,100	1,227,521	(300,421)	-24%	6,939,061	4
Materials & Services	1,526,846	1,790,555	(263,709)	-15%	8,747,236	5
Interest	4,911	6,640	(1,729)	-26%	42,076	
Depreciation	899,433	876,464	22,969	3%	5,258,739	
Other Expenses	36,284	45,872	(9,588)	-21%	342,536	
Total Operating Expenses	3,394,574	3,947,052	(552,478)	-14%	21,329,648	
Operating Net Profit	12,604,322	11,746,713	857,609	7%	(161,410)	
Net Profit (Including Non Operating Revenue)	13,784,760	12,311,713	1,473,047	12%	2,104,443	
Work in Progress						
Capital Work in Progress	1,047,310	0	1,047,310	0%	0	
Total Work in Progress	1,047,310	0	1,047,310	0%	0	

Notes

- Operating Grants are \$182k (19%) higher than budget YTD, which is due to grant funds carried forward from the prior year being higher than expected.
- Other Revenue is \$61k higher than budget, which is primarily due to a refund from Aurora regarding an overcharge of 2024/25 power charges.
- Capital grants are \$617k higher than budget, which is primarily due to timing of grant payments in relation to project milestones, with final instalments being received for the Black Summer Bushfire Recovery grant funded projects.
- Employee Costs are \$300k below budget YTD, which is predominantly due to timing issues with payroll related expenditure that will reverse in September.
- Materials and services are \$264k (15%) below budget YTD, which relates to a combination of timing of some payments and some areas currently recording a lower level of spending than forecast for the YTD, primarily related to strategic and grant funded projects.

Balance Sheet

Break O'Day Council
As at 31 August 2025

Account	31-Aug-25	30 June 2025
Assets		
Current Assets		
Cash & Cash Equivalents	9,031,966	7,454,872
Investments	9,000,280	5,000,000
Trade & Other Receivables	8,446,700	1,424,890
Inventory	268,170	311,419
Other Assets	2,838	2,838
Total Current Assets	26,749,954	14,194,019
Non-current Assets		
Trade and Other Receivables	14,392	14,392
Property, Plant & Equipment	233,991,372	234,889,976
Right of Use Asset	734,211	734,211
Investment in Water Corporation	36,442,103	36,442,103
Other Investments	30,000	30,000
Mineral Resources Bond	151,500	151,500
Total Non-current Assets	271,363,578	272,262,182
Total Assets	298,113,532	286,456,201
Liabilities		
Current Liabilities		
Trade & Other Payables	1,639,253	1,873,953
Contract Liabilities	0	810,172
Lease Liability	75,199	75,199
Interest Bearing Loans & Borrowings	349,162	384,494
Provisions	1,014,570	1,014,570
Trust Funds and Deposits	577,330	577,244
Total Current Liabilities	3,655,514	4,735,633
Non-current Liabilities		
Lease Liabilities	659,012	659,012
Interest Bearing Loans & Borrowings	609,491	609,491
Provisions	636,336	636,336
Total Non-current Liabilities	1,904,840	1,904,840
Total Liabilities	5,560,354	6,640,473
Net Assets	292,553,179	279,815,728
Equity		
Accumulated Surplus	59,761,518	47,024,067
Reserves	232,791,661	232,791,661
Total Equity	292,553,179	279,815,728

Statement of Cash Flows

Break O'Day Council

For the 2 months ended 31 August 2025

Account	YTD	2025
Operating Activities		
Receipts from customers	391,907	1,689,665
Receipts from rates	7,717,485	13,414,011
Receipts from Operational Grants	378,412	3,087,319
Contributions	5,886	53,665
Interest received	17,476	899,801
Dividends received	0	465,600
Payments to employees	(1,063,775)	(6,398,399)
Payments to suppliers	(2,065,842)	(8,874,286)
Finance Costs	(16,549)	(143,733)
Cash receipts from other operating activities	288,891	1,375,597
Cash payments from other operating activities	1,700	(3,002)
Net Cash Flows from Operating Activities	5,655,590	5,566,237
Investing Activities		
Proceeds from sale of property, plant and equipment	20,000	58,175
Payment for property, plant and equipment	(898,025)	(7,251,921)
Payment for investments	(4,000,280)	4,500,000
Capital Grants received	835,056	2,623,201
Other cash items from investing activities	0	(151,500)
Net Cash Flows from Investing Activities	(4,043,250)	(222,045)
Financing Activities		
Proceeds of trust funds and deposits	86	16,401
Repayment of loans	(35,333)	(2,605,557)
Repayment of lease liabilities	0	(25,932)
Net Cash Flows from Financing Activities	(35,247)	(2,615,088)
Net Cash Flows	1,577,094	2,729,104
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	7,454,872	4,725,768
Net change in cash for period	1,577,094	2,729,104
Cash and cash equivalents at end of period	9,031,966	7,454,872

Break O'Day Council

Capital Works 2025-2026

For the period ending 31 August 2025

Project Details	YTD @ 31/8/2025	Estimated Carried Forward 30/06/2025	New Budget Items 2025/2026	Budget Estimates 2025/2026
Plant & Equipment				
Replace K17MB Infrastructure & Development Services Manager	-		45,000	45,000
Replace J40VD Asset Officer	-		45,000	45,000
Replace Plant 1220 John Deer Backhoe	-		190,000	190,000
Replace Plant 1269 Valley Crew Town Maintenance Truck	-		150,000	150,000
Replace Plant 1303 - Hitachi ZX33U-5A Excavator	-		120,000	120,000
Replace Plant 1304 - Excavator Plant Trailer (for Plant 1303)	-		20,000	20,000
Replace Plant 1343 - IO4DC Building Maintenance Van	-		50,000	50,000
Replace Plant 1383 - MTB Motorcycle	-		13,500	13,500
Replace Plant 1385 - MTB Motorcycle	-		13,500	13,500
Additional MTB Motorcycle	-		13,500	13,500
Replace Plant 1380 - I40PS Town Maintenance Ute with tip tray	-		45,000	45,000
Replace Plant 1393 - J68EV Builders truck	-		60,000	60,000
Replace Plant 1416 - K42PQ General Manager	-		55,000	55,000
Replace Plant 1413 - K91MG Building Services Officer	-		45,000	45,000
Replace Plant 1360 DMax 4x4 Crew Cab	58,173			
Replace Plant 1361 H40ZN - Kia Sportage Pool Car	-		45,000	45,000
Replace Plant 1382 - MTB Vehicle	-		60,000	60,000
Small Plant - VARIOUS 2025/2026	7,053		45,000	45,000
Plant 1269 - Coastal Crew Truck Tray and Crane Assembly	-	116,141		116,141
Plant 1022 - Small Tipper Truck Tray and Chip Bin	-	86,141		86,141
Vehicle Management Tracking System	-	30,000		30,000
Waste collection truck	592,160	550,000	32,000	582,000
Total Plant & Equipment	657,387	782,282	1,047,500	1,829,782
Furniture & IT				
CCTV - additional cameras and installation	-	30,000		30,000
New Format LCD 98" Screen (replacing existing Projector & Screen)	16,659		16,659	16,659
Video Conferencing System- General Manager's Office	10,388		10,388	10,388
Total Furniture & IT	27,046	30,000	27,047	57,047
Buildings				
Hub 4 Health - Internal Renovations as per endorsed management plan	-		30,000	30,000
Refurbish St Marys Sports Complex Main Toilet/Shower Facility	-		75,000	75,000
Installation of New Roof Mounted Solar Panels - St Marys	-		40,000	40,000
Pyengana Hall Roof Replacement	-		60,000	60,000
Replacement of Roof Cladding - St Marys Tennis Club	-		15,000	15,000
St Helens Depot Office Roof & Insulation Replacement	-		15,000	15,000
St Marys Exhibition upgrades	-		100,000	100,000
St Marys Tip Shop - New Power Supply (Solar)	-		10,000	10,000
Portland Hall Upgrades	-	20,000	30,000	50,000
Council Chambers additions and improvements	14,490	22,571	20,000	42,571
Falmouth - New Toilet design	-		200,000	200,000
Falmouth Community Centre - Internal Alterations	5,319		150,000	150,000
Pyengana Recreation Ground Improvements	-		10,000	10,000
Binalong Bay - Village Green BBQ Replacements	32,795	15,000		15,000
Memorial Park Toilet Block Replacement	1,240		50,000	50,000
St Helens Foreshore - Amenities	-		50,000	50,000
Total Buildings	53,844	57,571	855,000	912,571
Parks, Reserves & Other				
Special Project: Scamander Coastal Hazards Project	6,257	200,292	50,708	251,000
Rec trails strategy implementation - stage 1	-	100,000		100,000
Playground equipment replacement program	-	60,000	40,000	100,000
Lions Park Playground Review	-		12,000	12,000

Break O'Day Council

Capital Works 2025-2026

For the period ending 31 August 2025

Project Details	YTD @ 31/8/2025	Estimated Carried Forward 30/06/2025	New Budget Items 2025/2026	Budget Estimates 2025/2026
Dog exercise area St Helens Improvements	-	5,000	5,000	10,000
St Marys Dog Park	9,743	10,000		10,000
St Helens Cemetery Master Plan improvements	-	50,000		50,000
Georges Bay Walking Track Extension	66,619	985,000	-	985,000
Scamander Sports Complex Masterplan	-		20,000	20,000
St Helens Memorial Park - Irrigation system improvements incl groundworks	-		40,000	40,000
Totals Parks, Reserves & Other	82,619	1,410,292	167,708	1,578,000
Roads - Streetscapes & Carparking				
Cecilia Street/Georges Bay Esplanade junction	-			
Carparking acquisition and assoc. costs	-		550,000	550,000
Total Streetscapes	-	-	550,000	550,000
Roads - Footpaths				
Footpath - Binalong Bay Road	-		100,000	100,000
Footpaths - Miscellaneous	76		100,000	100,000
Total Footpaths	76	-	200,000	200,000
Roads - Kerb & Channel				
Total Kerb & Channel	-			
Roads - Resheeting				
25/26 Road Resheeting - various	33,580		700,000	700,000
Ansons Bay Road- Resheeting	159,862			
Total Resheeting	193,442	-	700,000	700,000
Roads - Reseals				
St Marys - Story Street Esk Main Road to Groom Street	-	55,084	4,916	60,000
25/26 Reseals TBC	-		800,000	800,000
Totals Reseals	-	55,084	804,916	860,000
Roads - Reconstructions / Construction				
Mangana Road - Rehabilitation/reconstruction 25/26	-		350,000	350,000
Totals - Roads Construction, Digouts & Other	-	-	350,000	350,000
Totals Roads & Footpaths	193,518	55,084	2,604,916	2,660,000
Bridges				
Bridge 185 - Gilles Road	-		307,000	307,000
Bridge 2684 - Pedder Street	-		200,000	200,000
Total Bridges	-	-	507,000	507,000
Stormwater				
Minor stormwater Jobs	2,710		150,000	150,000
Penelope Street	9,960			
Aulichs Lane, St Marys	-	84,220	6,000	90,220
Tully Street / Northern end of Cecilia St Stormwater System Upgrade	2,997	35,000		35,000
Renewal of SW Main - Talbot Street, Fingal	-		100,000	100,000
Total Stormwater	15,667	119,220	256,000	375,220
Waste Management				

Break O'Day Council

Capital Works 2025-2026

For the period ending 31 August 2025

Project Details	YTD @ 31/8/2025	Estimated Carried Forward 30/06/2025	New Budget Items 2025/2026	Budget Estimates 2025/2026
Replace Pay Booth - Fingal WTS	-		20,000	20,000
Scamander WTS - Waste Compactor	2,919	60,000	1,000,000	1,060,000
Scamander WTS - Landfill Design & Construction	5,264	104,559	150,000	254,559
Total Waste Management	8,184	164,559	1,170,000	1,334,559
	-			
Total Capital	1,038,265	2,619,008	6,635,171	9,254,179

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Manager Business Services
FILE REFERENCE	040\028\002\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update on the activities and services the delivered by the Visitor Information Centre since the previous Council Meeting.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:**Visitor Information Report:**

- Main tourists this month were from VIC, QLD, WA and a few from New Zealand.
- Zoom Meeting with Christine from TICT to see if we had any queries regarding tourism and we also received our TICT Accreditation for the next year meaning that we provide a high quality product, service and experience.
- Attended quarterly TVIN meeting and met with other VIC staff members from the North of the State.
- Had a lot of locals come in to take advantage of the free entry into the History Room Museum and were quite surprised in how much information we provide and all very impressed with the quality of our museum.

The History Room Curator Report:

- **The Off Season Campaign 2025:** Free entry into the museum is always popular with visiting and local public alike and this year was no exception. Unfortunately the Yarning Circle events (x2) had to be cancelled as our local Aboriginal Elder was unavailable due to hospitalisation and another person could not be found to hold those sessions . The proposed event though shows great promise and interest for next year.
- **Community Club Visit:** The Fish Swims Club had a special visit to the St Helens History Room at the end of August. For some members this was a new space so reaching out to a new audience.

- **Friends AGM:** this group held their AGM meeting in August in the Backroom. Guest speaker was resident Ecologist Dr Liz Znidersic who gave a wonderful talk on 'A Bird's Eye Perspective of St Helens History'
- **Grant application:** Assisting the Friends group with a grant application to Rio Tinto. This will look at the upgrading of the historic bollards in the main street of St Helens.
- **Channel Museum visit:** Made a personal visit to this southern museum whilst in Hobart. A group from the Channel Museum made a visit to St Helens History Room in 2024. This was a precursor for a formal visit to be arranged with a group from the St Helens History Room.
- **Family History Display:** This was set up in the centre's foyer and focussed on the Thompson family. The St Helens Library did not pursue a display for Family History for August, so it was decided to show this in the foyer instead.
- **Verschoye Collection:** This collection has now been catalogued and will be taken down in the next month.
- **Stats:** Had 379 visit the museum for the month of August – second best figure since implementing this campaign in 2021. Great outcome for winter figures. Still received \$67.60 in donations and sales for August 2025 and volunteer hours totalled 105.93 hours for the month, averaging out to 21.18 hours per week. Tremendous goodwill effort from a very consistent volunteer group.

Statistics:

Door Counts

Month/Year	Visitor Numbers	Daily Average	History Room
August 2012	707	22.81	30
August 2013	779	25.13	30
August 2014	958	30.90	51
August 2015	961	31	38
August 2016	881	28.42	35
August 2017	843	27.19	37
August 2018	950	30.65	38
August 2019	737	23.77	38
August 2020	601	19.39	27
August 2021	769	24.81	269
August 2022	1046	33.74	347
August 2023	1494	48.19	401
August 2024	1369	44.16	360
August 2025	1439	46.41	379

Revenue 2024/2025

Month	VIC Sales	HR Entry	HR Donations/Sales
July	3,418.19	150	91.20
August	3,740.70	0	177.55
September	4,581.03	288	412.25
October	7,359.22	338	390.25
November	8,828.24	546.85	335.30
December	8,093.19	302.00	89.85
January	9,869.20	459.00	172.55
February	10,341.84	433.45	171.55
March	11,789.02	844.00	208.55
April	5,343.24	357.00	145.85
May	3,710.45	209.00	112.95
June	1,711.97	134.00	20.55

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			
October			
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

Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses' to live and work in BOD.

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Angela Matthews, Corporate Services Coordinator
FILE REFERENCE	002\024\007\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – LG07 Code for Tenders and Contracts Policy Review Template Council's Current LG07 Procurement (Code for Tenders and Contracts) Policy Local Government Association of Tasmania (LGAT) Model Code for Tenders and Contracts

OFFICER'S RECOMMENDATION:

That Policy LG07 Code for Tenders and Contracts amendments be adopted.

INTRODUCTION:

Break O'Day Council's procurement procedures were audited by the Local Government Association of Tasmania (LGAT) and it was identified that Council's policy was overdue for review. LGAT have prepared a Model Code of Tenders and Contracts which has been incorporated with Council's current policy to create a Draft LG07 Code for Tenders and Contracts Policy to ensure it aligns with the *Local Government Act 1993* and Local Government (General) Regulations 2025.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 1 September 2025

Adopted 19 March 2012 – Minute No. 03/12.15.4.069
 Amended 18 February 2013 – Minute No. 02/13.15.8.63
 Amended 16 September 2013 – Minute No. 09/13.15.6.263
 Amended 20 April 2015 – Minute No. 04/15.11.7.90
 Amended 14 December 2015 – Minute No. 12/15.11.4.318
 Amended 21 November 2016 – Minute No. 11/16.12.4.254
 Amended 16 December 2019 – Minute No. 12/19.12.5.294
 Amended 15 February 2021 – Minute No. 02/21.12.5.35

The amendments have been considered at a recent Council Workshop and will be reviewed by Council's Audit Panel at its October 2025 Audit Panel Meeting.

OFFICER'S REPORT:

As per Section 333B of the Act, Councils are required to review the code at least every four (4) years however Councils was listed for review every three (3) years, with Councils last review date listed as 15 February 2021.

LGAT has developed a model code with the assistance of Page Seager Lawyers, which is intended to act as a guideline for Councils and has been used when reviewing and updating this policy.

Due to the size of the Model Code and the difference with our current policy layout it was not conducive to use track changes to highlight changes however a summary below has been prepared to assist with noting the key operational changes arising from the updated Procurement Policy to the Code of Tenders and Contracts:

- Tender Threshold Increase - The tender threshold has been increased from \$100,000 to \$250,000 (exclusive of GST). Procurements over \$250,000 now require a full public tender process in accordance with the *Local Government Act 1993* and the Local Government (General) Regulations 2025.
- Updated Procurement Value Thresholds - The procurement process required now varies based on the updated thresholds. Please refer to the table included in the policy for the exact requirements at each level.
- Legislative and Procedural Alignment - The policy is now fully aligned with the Model Code for Tenders and Contracts, including updated legislative references and detailed procedures for open tenders, selective tenders, and multi-stage procurement.
- Local Preference Retained - A 7.5% preference for local suppliers remains in place for eligible procurements, supporting local economic development. Staff must document application of this preference.
- Accountability and Reporting - The policy includes clearer breach, complaint handling, and reporting requirements. All contracts over \$100,000 (RFQ) and \$250,000 (tender) must be reported in the Annual Report.
- Expanded definitions section to match Model Code definitions.
- Detailed procurement principles section added from Model Code.
- Incorporated detailed procedures for open tenders, multiple-stage tenders, closed/selective procurement, and use of multiple use registers from the Model Code.
- Included expanded exemptions list consistent with Regulation 27 of the Local Government (General) Regulations 2025.
- Integrated LGAT Procurement and National Procurement Network provisions for strategic alliances.
- Added detailed reporting procedures aligned to Model Code, with thresholds at \$100,000 and \$250,000 for Annual Report disclosures.
- Specified review cycle of at least every four (4) years in accordance with Section 333B of the *Local Government Act 1993*.

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. Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.

LEGISLATION & POLICIES:

Local Government Act 1993

Local Government (General) Regulations 2025

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are no financial implications with adopting the revised policy.

VOTING REQUIREMENTS:

Simple Majority

POLICY NO LG07 CODE FOR TENDERS AND CONTRACTS

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Business Services Manager
LINK TO STRATEGIC PLAN:	<p>Maintain financial viability and accountability in budgeting and administration</p> <p>Ensure Council fulfils its legislative and governance responsibilities and its decision making, supported by sustainable policies and procedures</p>
STATUTORY AUTHORITY:	<p>Part 16, Division 2A, Section 333A and 333B Local Government Act 1993</p> <p>Local Government (General) Regulations 2025 – Regulation 23 – 29 inclusive</p>
OBJECTIVE:	<p>The Code aims to:</p> <ul style="list-style-type: none"> • ensure compliance with relevant legislation • enhance value for money through fair, competitive, non-discriminatory procurement • promote the use of resources in an efficient, effective and ethical manner • encourage probity, accountability and transparency in decision making • provide reasonable opportunity for competitive local businesses to supply to council • minimise the cost to suppliers of participating in the tendering process • allow council to appropriately manage risk • promote council's economic, social and environmental plans and policies
POLICY INFORMATION:	<p>Adopted 19 March 2012 – Minute No. 03/12.15.4.069</p> <p>Amended 18 February 2013 – Minute No. 02/13.15.8.63</p> <p>Amended 16 September 2013 – Minute No. 09/13.15.6.263</p> <p>Amended 20 April 2015 – Minute No. 04/15.11.7.90</p> <p>Amended 14 December 2015 – Minute No. 12/15.11.4.318</p> <p>Amended 21 November 2016 – Minute No. 11/16.12.4.254</p> <p>Amended 16 December 2019 – Minute No. 12/19.12.5.294</p> <p>Amended 15 February 2021 – Minute No. 02/21.12.5.35</p> <p>Amended ?? September 2025 – Minute No</p>

POLICY

1. INTRODUCTION

This Code for Tenders and Contracts (Code) provides a policy framework on procurement and tendering requirements for Council.

The framework is complemented by specific detail relating to procurement and purchasing procedures at an individual council level.

2. PROCUREMENT PRINCIPLES

Council will have regard to the following principles when acquiring goods and services:

Open and Effective Communication

Council will ensure that the purchasing process is impartial, open and encourages competitive offers.

In practice this means that Council will:

- use transparent and open purchasing processes so that suppliers and the public are able to have confidence in the outcomes;
- ensure suppliers have access to relevant Council procurement documents;
- adequately test the market through seeking quotations or via tender as appropriate;
- provide clear specifications;
- treat all suppliers consistently and equitably;
- ensure a prompt and courteous response to all reasonable requests for advice and information from suppliers.

Value for Money

Council will ensure that it is buying at the most competitive price available, but value for money does not mean buying at the lowest price.

In practice, this means that Council will consider:

- the contribution the good or service makes to achieving Council's strategic plans or policies;
- the value of the acquisition and potential benefits against the costs of that purchase;
- an assessment of risks associated with the purchase including the preferred procurement method;
- how well goods or services meet needs;
- maintenance and running costs over the lifetime of a product;
- disposal value;
- time constraints;
- the impact of the procurement decision on the local economy, such as through industry development and employment creation;
- the impact of the procurement decision on the environment, such as through minimising waste and reducing demand for goods and services which have a direct impact on the environment (such as printing, utilities and travel);
- the impact of the procurement decision on the society, (social value generated) such as through the elimination of discrimination and the promotion of equal opportunity, training, and other identified social objectives.

Enhancing local business and industry

Council will ensure that where local capacity exists, it will seek to engage the local market and encourage participation in tender and quotation processes.

In practice, this means that Council will:

- actively seek quotes from local businesses that are able to provide quality goods and or services;
- where local capability exists, ensure that discretionary elements of specifications do not prevent local business from competing;
- not give preferential treatment to local suppliers where it cannot be reasonably justified.

Ethical behaviour and fair dealing

Council will promote procurement practice that is legal, ethical, fair and unbiased.

In practice, this means that Council will:

- comply with legal requirements;
- conduct all business in the best interests of Council;
- treat all suppliers equally;
- avoid biased specifications;
- be as effective and efficient as possible when sourcing, ordering and paying for goods and services;
- expect individuals involved in procurement processes to declare and act upon any conflicts of interest that may be seen to influence impartiality;
- ensure that any supplier is not provided with information or clarification that is not provided equally to all suppliers;
- maintain confidentiality at all times in dealing with suppliers;
- ensure that conditions of contract are not excessively onerous;
- decline gifts or benefits offered by those involved in the procurement process, particularly from suppliers.

In practice, this means that Council expects suppliers to:

- ensure that they are well acquainted with Council requirements identified in this Code and additional related policies;
- are familiar with particulars relating to a specific tender and quotation process, including the relevant specifications;
- not submit a tender or quotation unless they have the financial, technical, physical, management resource or other capabilities to fulfil Council's requirements;
- not seek to influence a procurement process by improper means or collude with other suppliers;
- declare and act upon any conflicts of interest that may be seen to influence impartiality;
- comply with all applicable legislative, regulatory and statutory requirements, including Acts of the Commonwealth and State, regulations, by-laws and proclamations made or issued under such Acts and lawful requirements or directions of public and other authorities;
- not offer gifts or benefits to an Elected Member or Council Officer for the discharge of official business. As per Section 31-34 of the *Local Government (General) Regulations 2025* if in the instance gifts or benefits are received by Elected Members or Council Officer's they must be notified in writing to the General Manager and listed on Councils Gifts and Benefits register.

3. DEFINITIONS

TERM	DEFINITION
Building Construction	The Construction and refurbishment of buildings and residential properties, and associated maintenance (services and residential) and professional services (e.g. Architects).
Code	Refers to this Code for Tenders and Contracts, which has been developed in accordance with the requirements of the <i>Local Government Act 1993</i> and the <i>Local Government (General) Regulations 2025</i> and subsequent amendments.

TERM	DEFINITION
Consultant	A person or organisation, external to a Council, engaged under a contract on a temporary basis to provide recommendations or high-level specialist or professional advice to assist decision-making by Council. The consultant will be expected to exercise his or her own skills and judgement independently of the Council. It is the advisory nature of the work that distinguishes a consultant from a contractor.
Contractor	A person or organisation, external to the council, engaged under a contract for service (other than as an employee) to provide specified services to a Council.
Contract	A contract is an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do, or abstain from doing, some act.
Conditions of Contract	The terms and conditions that a service provider will be required to substantially agree to if their Tender or Quotation is accepted.
e-Procurement portal	An e-procurement portal is an online platform that streamlines and automates the purchasing process for businesses and organisations.
Evaluation Panel	A panel established to evaluate submitted quotations and tenders.
Expression of Interest (EOI)	An Expression of Interest may be used as a means of exploring the market or to pre-qualify businesses to reduce the cost of tendering by restricting the issue of formal tenders.
Industry Capability Network Tasmania (ICNTAS)	Promotes Tasmanian industry through import replacement and opportunities for participation in major projects, government procurement and commercial developments. For more information go to www.icntas.org.au .
Local Business and Industry	All businesses operating in the State and more specifically, the municipal area, which have a permanent office or presence in Tasmania and employ Tasmanian workers.
Local Government Association of Tasmania (LGAT)	The peak body for Tasmania's 29 Councils, existing to support, promote, advocate for, and represent the local government sector, working collaboratively with members to support councils and the communities they serve and represent.
LGAT Procurement	The Local Government Association of Tasmania's (LGAT) Procurement arm, which helps Tasmanian Councils undertake best practice procurement and deliver value for money for their communities by leveraging the combined purchasing power of Councils around the country whilst buying locally.
Multiple-Use Register (MUR)	A register of suppliers who meet criteria established by Council in respect of the supply of particular categories of goods and services.
Multiple-stage purchasing	A process which allows for a preliminary assessment of the market to be made in terms of the capabilities of potential suppliers and the goods and services that are available to satisfy the requirement, before a final purchasing stage is undertaken.
National Procurement Network (NPN)	The National Procurement Network (NPN), which LGAT is a member of, connects procurement services offered by Local Government Associations in other states and territories to provide national programs where it is beneficial to combine the purchasing power of councils Australia-wide.
Panel	A panel of providers established as a result of an open tender, each of whom signs a Contract (on terms substantially similar to the Standing Contract) with the council.
Procurement	The entire process by which all resources are obtained by an entity, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.
Procurement Principles	The procurement principles prescribed under Regulation 29(a) of the <i>Local Government (General) Regulations 2025</i> .
Probity	Probity is a risk management approach to ensuring procedural integrity.
Probity Advisor	A Probity Advisor provides advice on probity issues before and during the process of tendering and contracting to ensure the process is fair and in accordance with the Council's guidelines.

TERM	DEFINITION
Public Tender	A tender where any business that can meet the requirements of the Request for Tender has the opportunity to bid.
Purchasing	The acquisition of goods or services.
Quotation	An offer from a prospective Service Provider in response to an Invitation issued by the council to a selected number of prospective suppliers.
Request for Quotation (RFQ)	Either a verbal or written request for offers from businesses capable of providing a specified work, good or service.
Request for Tender (RFT)	A document soliciting offers from businesses capable of providing a specified work, good or service. Requests for Tender are usually advertised.
Specifications	The documents prepared for the purpose of describing the extent and the manner of the performance of the Councils requirements, including preliminary and general requirements, directions, schedules, programs and drawings, and other documents included with or referenced in an RFT/RFQ.
Standing Contract	A tender from which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.
Tender	A proposal, bid or offer that is submitted in response to a Request for Tender from the Council.
Tenderer	Contractor, Supplier or other bidder who is submitting a tender.
Tenderlink	Online e-procurement portal, commonly used by Councils to facilitate the tender process.
The Act	Local Government Act 1993
The Regulations	Local Government (General) Regulations 2025
Value for Money	Achieving the desired outcomes at the best possible price, noting that value for money considers a range of factors and doesn't necessarily mean lowest price.
Vendor Panel	An online e-procurement system that allows Councils to prepare, issue, receive and evaluate RFQs from LGAT Procurement's suite of preferred provider panels.
Verbal Quotation	A verbal Request for Quotation. A verbal response may be adequate for low value purchases.
Written Quotation	A written Request for Quotation to undertake specific works or supply goods and services.

4. PRESCRIBED AMOUNT

The Act and Regulations require that Council invite Tenders for any Contract it intends to enter into for the supply or provision of goods or services valued at or above a prescribed amount. The prescribed amount is currently \$250,000 (GST exclusive).

There are, however, a number of conditions where Council is exempt from inviting tenders – see Regulations, Part 3, Division 1 (28) – Non - Application of the Public Tender process.

Council may also determine that tenders should be called in certain circumstances as appropriate, where the estimated value of the purchase is less than the prescribed amount (for example, if the procurement is high risk, complex, likely to involve public scrutiny or if the procurement is in a market that Council is not familiar with).

There are a number of tendering and procurement thresholds that require different levels of involvement in planning and executing the purchase. The following table refers to the thresholds and summarises what purchasing method Council utilises based on the total dollar value of the purchase.

In all procurement, Council will allow "local businesses" a preferential procurement advantage of 7.5%. This means that, in considering verbal quotes and written quotes, those of a local business can be accepted if it is no more than 7.5% more than that of a competing quote. For consideration in tenders, this should be factored into that portion of the evaluation of the tender, where price is considered. For the purposes of this Policy, a local business is defined as one which is operating from within the boundaries of the Break O'Day municipality.

Procurement Value (ex GST)	Procurement Method	Notes / Requirements
Up to \$5,000	Direct Purchase	Obtain at least one (1) verbal or written quote. Apply local preference where possible.
\$5,001 – \$25,000	Informal Quote Process	Obtain at least two (2) written quotes. Apply at least one (1) local preference where possible. Document selection rationale.
\$25,001 – \$100,000	Formal Written Quote Process	Seek at least three (3) written quotes. Apply at least one (1) local preference where possible. Maintain documented evaluation process.
\$100,001 – \$250,000	Public Request for Quotation (RFQ)	Advertise RFQ. Apply at least one (1) local preference where possible. Minimum 14 days open period. Use standard evaluation criteria.
Over \$250,000	Public Tender	Advertise in accordance with Local Government Act & Local Government (General) Regulations 2025 – Saturday Examiner and Council's Website. Apply at least one (1) local preference where possible. Minimum 14 days open period. Council approval required.

However, where procurement is undertaken with a value greater than \$50,000 or through an advertised process, and the officer or evaluation panel have determined to progress other than with the cheapest quote/tender, the matter will be referred for review by the Tender Committee. It is noted that the requirement for tender is set at \$250,000.

5. EXEMPTION FROM REQUIREMENT TO TENDER

The Regulations (Regulation 28 – Non application of the public tender process) identify circumstances where Council is not required to issue a public tender process.

The exemption circumstances identified are:

- (a) an emergency, if, in the opinion of the general manager, there is insufficient time to invite tenders for the goods or services required in that emergency;
- (b) a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;
- (c) a contract for goods or services supplied or provided by another council, a single authority, a joint authority or the Local Government Association of Tasmania;
- (d) a contract for goods or services obtained as a result of a tender process conducted by –
 - (i) another Council; or
 - (ii) a single authority or a joint authority; or
 - (iii) the Local Government Association of Tasmania; or
 - (iv) any other local government association in this State or in another State or a Territory; or
 - (v) any organisation, or entity, established by any other local government association in this State or in another State or a Territory;

- (e) a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a tender;
- (f) a contract for goods or services that is entered into at public auction;
- (g) a contract for insurance entered into through a broker;
- (h) a contract arising when a Council is directed to acquire goods or services due to a claim made under a contract of insurance;
- (i) a contract for goods or services, if the council resolves by absolute majority and states the reasons for the decision, being that a satisfactory result would not be achieved by inviting tenders because of –
 - (i) extenuating circumstances; or
 - (ii) the remoteness of the locality; or
 - (iii) the unavailability of competitive or reliable tenderers;
- (j) a contract of employment with a person as an employee of the Council.

6. STRATEGIC ALLIANCES

Pursuant to Regulation 28, Tasmanian Councils may access contracts for goods or services obtained as a result of a tender process conducted by the Local Government Association of Tasmania (LGAT Procurement) or an entity established by another State's local government association. Councils may also access contracts for goods or services supplied or provided by the State and/or Commonwealth Government.

LGAT Procurement

LGAT Procurement helps Tasmanian Councils undertake best practice procurement and deliver value for money for their communities by leveraging the combined purchasing power of Councils around the country whilst buying locally. LGAT Procurement makes available a large range of contemporary goods and services panels for Councils use.

Councils are not obligated to buy through LGAT's established panels, but there are significant benefits for them and suppliers if they do, such as saving time and money, reducing risk, reducing duplication, buying local and streamlining procurement processes.

National Procurement Network (NPN)

An extension of the localised contracts for goods and services that LGAT Procurement offers is the National Procurement Network (NPN), of which LGAT is a member. The NPN connects procurement services offered by Local Government Associations in States and Territories to provide national programs where it is beneficial to combine the purchasing power of councils Australia wide.

The NPN comprises the following member organisations and their business units:

- Local Government Association of Tasmania (LGAT)
- Local Buy Pty Ltd - a wholly owned company of the Local Government Association of Queensland
- MAV Procurement - the business arm of the Municipal Association of Victoria
- Local Government Procurement Pty Ltd - a wholly owned company of the Local Government Association of New South Wales
- Western Australian Local Government Association
- Local Government Association of Northern Territory
- Local Government Procurement South Australia

Where this applies, Council may purchase through these contracts/panel arrangements for purchases at any amount, including above the prescribed limit, avoiding the requirement to tender.

Similar contractual arrangements established and administered by State Government may also be used by Councils.

7. CALCULATING THE VALUE OF A PURCHASE

Price

The dollar value of the purchase may be calculated as follows:

- single one-off purchase – the total amount, or estimated amount, of the purchase (excluding GST); or
- multiple purchases – the gross value, or the estimated gross value, of the purchases (excluding GST); or
- ongoing purchases over a period of time – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST).

Importantly, Council will calculate the value of a purchase to include any potential variations and options.

As per Regulation 24, Council will not split a single procurement activity into two (2) or more separate contracts for the primary purpose of avoiding the requirement to publicly invite tenders.

Non-price considerations

Council will ensure that it is buying at the most competitive price available but quantifying the value of a purchase does not simply mean buying at the lowest price. Specific issues that will be taken into account by Council that relate to non-price related matters are identified in the Procurement Principles section but may include consideration of quality and delivery timeframes.

8. GOODS AND SERVICES TAX (GST)

All procurement thresholds are GST exclusive.

Tenders and quotations must be sought on a GST exclusive basis.

9. EXTENSION OF CONTRACTS ENTERED INTO BY TENDER

Consistent with Regulation 24, Council may extend a contract entered into as specified in the contract or if the contract does not specify extensions, by an absolute majority of Council.

10. PROCUREMENT / PURCHASING METHODS

While open and fair competition may often be best achieved by undertaking a public tender process, where all interested parties have an opportunity to bid, there are times when this practice is unnecessarily burdensome and will not deliver the most advantageous outcome for the Council. In such instances, other market approaches may be more appropriate.

Council will, having regard to the procurement principles, regulatory framework and any other factors considered relevant by Council, in its absolute discretion, determine the appropriate method that will be employed to procure goods and services at any particular time.

11. ENGAGING A THIRD PARTY TO MANAGE A PROCUREMENT PROCESS

Council may engage third parties to manage the procurement process for individual projects. The use of a third party as an agent or consultant to advise on, arrange or manage a procurement process does not exempt Council from complying with Council procurement framework, policy and procedures.



Should Council engage a third party to manage a procurement process, it must be ensured that material is included in the contractual arrangements with the third party that requires the third party to comply with Council procurement framework, policy and procedures.

12. NON-TENDER PROCUREMENT METHODS

Direct Purchasing

This is where Council purchases from a single source, without first obtaining competitive bids.

This method will be used only for very low value, low risk goods and services.

Purchase Orders

Purchase Orders have limited terms and conditions and detail specific items that are to be purchased. Purchase Order terms and conditions should routinely be included or referenced within each Purchase Order.

This method may be used for low value, low risk goods and services and will not be used for non-routine, high value and high-risk goods and services.

Quotations (Informal)

This is where Council will only enter into a contract where three (3) quotations from suitable suppliers able to provide the goods or services have been sought.

Records must be kept of quotations received and quotations approved. If written quotations cannot be obtained, Council must keep detailed written records of the oral quotation obtained including details of the commercial terms of the quotation.

This method may be used for low value, low risk goods and services.

Request for Quotations (RFQ) (Formal)

This is a more formal quotation process. Council will enter into a contract where three (3) written (including email) quotations from suitable suppliers able to provide the goods and or services have been sought. Where less than three (3) suitable suppliers are reasonably available, records outlining this circumstance will be kept.

Council must keep detailed written records of the quotations obtained, including details of the commercial terms of the quotation.

Goods and/or services (at any amount – including above the prescribed amount) may be purchased through standing contracts established in accordance with Regulation 27 of the Local Government (General) Regulations 2025 – such as those put in place for Councils by LGAT, using a simple RFQ.

Use of LGAT panel arrangements as a purchasing option for Councils is justified under the Regulations – refer to the Exemptions section.

13. OPEN PROCUREMENT

These methods encourage competition in the marketplace and are useful in the absence of market knowledge.

Expression of Interest

Council may use an “expression of interest” process before it invites tenders. If so, it will advertise publicly the purpose and nature of the contract or project and the date by which it will invite tenders. The aim at the expression of interest stage is not to elicit tenders, but rather to assess the capacity of the respondents to undertake the work or project, and to refine the specifications. The Council will make the evaluation criteria for registration available to all respondents.

Council may invite tenders from some, all or none of the registrants, by the advertised date. If the Council does not invite tenders by that date, it will write to all registrants advising when tenders are to be invited. Respondents who are not invited to tender will be advising in writing. Council will use this list of registrants to invite tenders for the advertised contract or project only.

Tender – Open tender

An open tender process is an invitation to tender by public advertisement. There are generally no restrictions regarding who can submit a tender; however, suppliers are required to submit all required information and will be evaluated against stated selection criteria.

Council Responsibilities

Consistent with Regulation 25, Council will ensure that when open tenders are used as a method of procurement; the General Manager will invite tenders and will offer the same tender documents to all those who respond to the invitation to tender. A copy of this Code will be attached to all tender documents.

Council has responsibility to its residents and ratepayers to ensure services are properly delivered. It will therefore develop specifications that clearly set out the Council’s expectations. Most specifications will focus on outcomes and quality requirements, rather than particular ways of delivering a service. Some specifications may include both input and output requirements for a service.

The General Manager will advertise the tender locally via the daily newspaper circulating in the municipal area (Examiner) and on Council’s website – making the tender available to all qualified and interested bidders. Where possible, the tender should also be circulated via an approved electronic platform (e.g. Tenderlink) to maximise reach and streamline the process for both the Council and interested parties.

The public notice will identify:

- clearly the nature of the goods and/or services the Council requires
- any identification details allocated to the contract
- the period within which the tender must be lodged (must be at least 14 days after the date on which the notice is published) however tenderers will generally be given a minimum of 21 days from the date on which tenders were invited in which to submit. The submission period is determined by the nature of the tender and the advertisement as well as tender documentation will clearly state the relevant timeframe.
- where the tender must be lodged (e.g. in physical tender box, email or online via an electronic platform, etc)
- details of a person from whom more detailed information relating to the tender may be obtained

The General Manager will ensure that prospective tenderers are provided with details regarding:

- the specifications of the goods and/or services required
- the duration of the contract, including any extensions that are specified in the contract
- any mandatory tender specifications and contract conditions
- objective criteria for evaluating the contract and identify the order of importance accorded to the criteria
- the method of evaluating tenders against the evaluation criteria
- a reference to Council’s Code for Tenders and Contracts

Council will:

- Identify in the specifications any Council assets to be made available to tenderers, whether in-house or external, and may set costs, terms and conditions for the use of the assets.
- If Council gives advice, written or verbal, to a respondent clarifying the meaning of the tender documentation, it will give the same information to all respondents in writing. Council will keep a written record of any such verbal advice. Council will respect the confidentiality of a respondent who discloses information which has commercial or intellectual property value. Council will consider conducting a pre-tender briefing and may determine not to give additional information apart from the briefing.
- Acknowledge receipt of all tenders in writing.
- Ensure no potential tenderer, in-house or external will have access to the final specifications prior to their formal approval and public release by the Council.

Supplier – responsibilities

- A person submitting a response in relation to a Council public tender must do so in writing and in Council's required format, if stated, including through approved electronic means.
- The Supplier must specify the goods and/or services tendered for, provide details of the goods and/or services being offered, and must lodge the tender within the period specified in the public notice.
- The tender documents will require tender proposals to indicate how the performance standards will be met, and how the tenderer would measure the satisfaction levels of service users.
- The tender documents will require the tenderers compliance with Council's Occupational Health and Safety Policy.

Tender – Multiple Staged Tender

There are occasions – although usually limited because the process can be resource intensive - where Council may use a multiple-stage tender process. Reference is made to this process at Regulation 27 of the Regulations 2025. This usually involves Council issuing a request for expressions of interest as stage 1 and a request for tenders as stage 2.

This tender method will be used by Council to gain knowledge about the market, obtain industry input (where it is unclear what goods and services are available), or to shortlist appropriate suppliers before seeking offers.

At each stage in this process, suppliers who are most suited to the specific contract requirements may be shortlisted. Suppliers will be evaluated against criteria determined by Council.

Once a short list of potential suppliers is developed, these suppliers may be invited to participate in a closed tender process.

Council Responsibilities

As a first stage in this process, the General Manager will request expressions of interest from prospective tenderers.

The General Manager will advertise the expression of interest locally via the daily newspaper circulating in the municipal area (Examiner) and via Council's website.

The public notice will identify:

- clearly the nature of the goods and/or services the Council requires
- any identification details allocated to the contract
-

the period within which the Expression of Interest must be lodged (must be at least 14 days after the date on which the notice is published) however suppliers will generally be given a minimum of 21 days from the date on which the Expression of Interest was invited in which to submit. The submission period is determined by the nature of the Expression of Interest and the notification as well as documentation will clearly state the relevant timeframe.

- where the Expressions of Interest must be lodged (e.g. in physical tender box, email or online via an electronic platform, etc)
- details of a person from whom more detailed information relating to the Expression of Interest may be obtained

The General Manager will ensure that prospective tenderers are provided with details regarding:

- the specifications of the goods and/or services required
- any mandatory tender specifications and contract conditions
- the duration of the contract, including any extensions that are specified in the contract
- objective criteria for evaluating the contract and identify the order of importance accorded to the criteria
- the method of evaluating expressions of interest against the criteria
- details of any further stages in the tender process
- a reference to the council's Code for Tenders and Contracts

Council will:

- Identify in the specifications any Council assets to be made available to tenderers, whether in-house or external, and may set costs, terms and conditions for the use of the assets.
- If Council gives advice, written or verbal, to a respondent clarifying the meaning of the tender documentation, it will give the same information to all respondents in writing. Council will keep a written record of any such verbal advice. Council will respect the confidentiality of a respondent who discloses information which has commercial or intellectual property value. Council will consider conducting a pre-tender briefing and may determine not to give additional information apart from the briefing.
- Acknowledge receipt of all tenders in writing.
- Ensure no potential tenderer, in-house or external will have access to the final specifications prior to their formal approval and public release by the Council.

At the final stage of a multiple-stage tender process, the General Manager will invite all suppliers who have met the criteria determined by the Council to tender for the supply of goods and/or services.

If only one (1) supplier meets the criteria determined by Council, Council may contract with that supplier after:

- a tender from that Supplier or
- a decision by the absolute majority of the Council to do so.

The General Manager is to ensure the consistency of the criteria used at each stage of the multiple-stage tender process.

Supplier – responsibilities

- A person submitting a response in relation to a Council Expression of Interest must do so in writing and in Council's required format, if stated, including through approved electronic means.
- The Supplier must specify the goods and/or services the Expression of Interest relates to, provide details of the goods and/or services being offered, and must lodge the Expression of Interest within the period specified in the public notice.
- The Expression of Interest documents will require proposals to indicate how the performance standards will be met, and how the supplier would measure the satisfaction levels of service users.



- The Expression of Interest documents will require the compliance with Council's Work Health and Safety Policy.

In-house Tenders

As an employer, Council will assist its staff to become more competitive. At the same time, Council is aware that competition must be fair, and be seen to be fair, to all parties.

Accordingly, Council will treat an in-house tenderer on the same terms as an external tenderer. Council will ensure there is a clear separation between the in-house tenderers and those who have responsibility for evaluating the tenders.

In-house tenders will be prepared on the basis that all direct costs and indirect or overhead costs attributable to the tender are included.

In allocating overhead costs to in-house tenders, a Council will only exclude those costs which it would continue to incur even if all its services were contracted out. The excluded overhead costs are limited to:

- **Governance Costs:** conduct of elections; administrative support for Councillors; Council meetings; making and enforcing local laws; property valuations; making and levying rates and charges; other statutory duties not related to the tender;
- **Strategic Management of Services Costs:** long term planning and supervision of all services, including tendering and contract administration costs;
- **Core Corporate Costs:** administrative support for the governance and strategic management of services functions.

All late tenders will be treated as a non-conforming tender.

Any proposal that does not conform to the tender conditions may be rejected as non-conforming. The General Manager will ensure the notification of any tenderer of the rejection and the reasons for the rejection.

14. CLOSED / SELECTIVE PROCUREMENT

For the procurement of goods and services that are required on a regular basis, testing of the market may only be required no less than every two (2) years. This may be by quotation as per this policy (eg cleaning products or contracted roadside slashing) or a tender process eg casual plant hire for a register of pre-approved contractors. Any such process should be able to take into account changes to the market (eg cleaning products reviewed if new products become available) or a new contractor to the municipality being allowed to tender inclusion on the register.

Price may not necessarily be the only factor in any procurement decision but any decision should be justifiable and, if necessary, documented.

Each Council employee has an authorised limit as to procurement expenditure. These limits are reviewed from time to time.

Ongoing Supply Arrangement - Standing Contract

Council may make use of goods and/or services panels that have been established in accordance with Regulation 28 of the Regulations 2025 (eg, through tender processes conducted by the Local Government Association of Tasmania (LGAT), another Local Government Association in Tasmania or another State or Territory, or an entity established by a Local Government Association or via similar arrangements through State Government).



If an appropriate standing contract is not already available, Council may implement its own standing contract arrangements.

Council, through an open public tender process, may establish a standing contract under which a single tenderer or multiple tenderers may be contracted for a specified period to provide identified goods or services during that timeframe without the need for a further tender process. Reference is made to this process in the Regulations at Regulation 24.

Suppliers to be included on a standing contract panel will be selected following an evaluation process.

Contract terms and conditions are agreed in the establishment of the panel, so there is no need for a further tender process to engage panel members to provide specific goods or services as set out in the standing contract. Purchases can be made even if above the current prescribed limit (\$250,000). Council may legitimately purchase directly from a supplier included on a standing contract panel which has been established through a public tender process.

Ongoing Supply Arrangement – Multiple Use Register (MUR)

A multiple use register, commonly referred to as an MUR, is a list intended for use in more than one procurement process of pre-qualified providers who have satisfied the conditions for participation or inclusion on the register. Reference is made to the multiple use register process in the Regulations at Regulation 26.

Council may establish a multiple use register of suppliers who meet criteria established by Council in respect to the supply of particular categories of goods or services.

Inclusion on a multiple use register provides certainty for potential suppliers that they have been recognised as meeting conditions for participation.

Council will invite tenders for a contract for the supply of goods and/or services from all Suppliers included on a multiple use register for a particular category of goods and/or services.

General Manager - responsibilities

As per the Regulations - Regulation 29, Council will establish and maintain procedures for the use of multiple use registers for contracts valued at under the current prescribed amount (\$250,000), excluding GST.

Essential procedural requirements include that Council will invite applications from suppliers for inclusion on a multiple use register by advertising locally via the daily newspaper (Examiner) circulating in the municipal area and via Council's website. Where possible, the tender should also be circulated via an approved electronic platform (e.g. Tenderlink) to maximise reach and streamline the process for both the Council and interested parties.

The public notice will identify:

- clearly the nature of the goods and/or services the council requires
- any identification details associated with the register
- the period within which the tender must be lodged (must be at least 14 days after the date on which the notice is published) however tenderers will generally be given a minimum of 21 days from the date on which tenders were invited in which to submit. The submission period is determined by the nature of the tender and the advertisement as well as tender documentation will clearly state the relevant timeframe.
- where the tender must be lodged (e.g. in physical tender box, email or online via an electronic platform, etc)



- details of a person from whom more detailed information relating to the multiple use register may be obtained

The General Manager will ensure that applicants are provided with information regarding:

- the specifications of the goods and/or services required
- the duration of the contract, including any extensions that are specified in the contract
- any mandatory tender specifications and contract conditions
- objective criteria for evaluating the contract and identify the order of importance accorded to the criteria
- a reference to the council's Code for Tenders and Contracts

Council may accept an application for inclusion on the multiple use register or reject an application.

If Council rejects the application, the General Manager will advise the applicant of the reasons for rejection.

If Council accepts the application the General Manager will advise the applicant of the category their application will be included in on the multiple use register.

The multiple use register will be reviewed by Council at least every two (2) years.

Council will allow a supplier to apply for inclusion on the multiple use register at any time unless the supplier has made an application in the previous 12 months and the application has not been accepted.

15. VARIATIONS TO A TENDER

Where Council seeks to amend or extend the closing date for a tender it will advertise the variation/s in the Examiner newspaper and on its website. If tender documents have been issued or a written tender has already been received then the General Manager will ensure the notification of recipients of the tender documentation and any tenderer in writing of the variation/s to the tender.

16. TENDER EVALUATION

Council will establish a Tender Committee and Tender Evaluation Panel. The Tender Committee will consist of at least two (2) elected members, appointed by Council, The Tender Evaluation Panel will consist of management/staff appropriate to the consideration of each specific tender. As a matter of good practice, where there is an in-house tender, at least one (1) member of the Panel will be a person who is independent of Council and who has expertise relevant to the tender. The tender evaluation report will disclose the names of the panel members. No member of a panel will be involved in preparing the in-house tender, be responsible for direct supervision of the in-house tenderer if it is successful, or have any interest in an external tender.

The Tender Committee will officially oversee the opening of Tenders. The Evaluation Panel will evaluate tenders according to the tender evaluation criteria which may or may not be outlined in the tender documentation.

The Panel will provide a written tender evaluation report on its reasoning behind awarding/recommending a particular tender, to the Committee and consider any recommendations of the Committee.

17. AWARD OF CONTRACT

Council may negotiate with tenderers to determine the awarding of the contract but must have regard to the scope of the invitation to tender at all times. Council will not trade the process of one tenderer against that of another tenderer. Council will exhaust negotiations with one tenderer before beginning negotiations with another tenderer.

The decision to award a contract will be made by Council or its delegated officer. If there is an in-house tender, the written report on the awarding of the contract prepared by the tender evaluation panel will be presented to a meeting of Council. Council will award the contract on the basis of the best quality and value for money for the community, keeping in mind the recommendations of the Panel and Committee, based on the criteria for evaluation.

Council will promptly notify the successful tenderer by telephone and in writing, and unsuccessful tenderers will be notified in writing. It will advise them of:

- The successful contractor.
- The tender outcome, although tender price will not generally be disclosed due to Commercial in Confidence considerations.

Reasons for the awarding of a contract

Unsuccessful tenderers may request feedback on their tender, if desired, including, but not limited to, general advice on price competitiveness.

18. MOTOR VEHICLES AND PLANT

Motor Vehicles and Plant may only be purchased where a specific budget has been allocated for their procurement or by a specific decision of Council.

As well as procurement through the quote/tender options identified in the guidelines, Motor Vehicles and Plant may have access to State or Local Government purchasing arrangements with pre-approved tendering processes.

Where a trade-in is potentially part of the procurement process (that is, a vehicle being purchased is replacing an existing vehicle or vehicles are being disposed of to fund a new vehicle):

- At least two (2) quotes must be obtained for purchase/trade-in
- The trade-in value is to be used as the undisclosed reserve in sale by tender process
- Disposal will be to the greater of tendered or traded-in price

19. COMPLAINTS PROCESS

Council will deal promptly with any complaints about its tendering process. Each complaint will be recorded in writing and the complainant given an opportunity to discuss his or her complaint with the General Manager or a delegated senior officer.

20. REPORTING PROCEDURES

Council is obliged to report at a minimum on a series of procurement matters. Linked to 72 (1) of the Local Government Act 1993.

Procurement at or above the prescribed amount, \$250,000 (excluding GST)

As per the Regulations - Regulation Division 3, 30 (1), Council will report in its Annual Report details of any contract for the supply or provision of goods and/or services valued at or above the legislated prescribed



amount of \$250,000 (excluding GST), that is entered into, or extended under Regulation 24(5) in the financial year to which the annual report relates.

Detail that will be reported at a minimum as required under the Regulations is:

- a description of the contract
- the period of the contract
- the periods of any options for extending the contract
- the value of any tender awarded, or if a tender was not required, the value of the contract (excluding GST)
- the business name of the successful contractor
- the business address of the successful contractor

Council may also, at its absolute discretion, report detail of instances of procurement below the prescribed amount identified in the Regulations.

Goods and Services exceeding \$100,000 (excluding GST) but less than \$250,000

Council is to report the following in its Annual Report in relation to any contract, for the supply or provision of goods or services valued at or exceeding \$100 000 (excluding GST) but less than \$250 000, that is entered into, or extended, in the financial year to which the annual report relates.

Detail that will be reported includes:

- a description of the contract
- the period of the contract
- the periods of any options for extending the contract
- the value of the contract (excluding GST)
- the business name of the successful contractor
- the business address of the successful contractor

Non-Application of the Public Tender Process

The General Manager is required, under the Local Government (General) Regulations 2025 (Regulation 28, sub regulation j), to report to Council any purchases in circumstances where a normally required public tender or quotation process is not used. Instances of non-application of the normally required quotation or public tender process will be reported at ordinary Council meetings as soon as possible after a contract is executed or a purchase order is issued. The information reported for each contract or purchase order will include:

- the contract or purchase order value (excluding GST)
- the circumstances for engaging the contractor or supplier without seeking the required number of quotes
- the date approval was given to engage the contractor or supplier
- the date of the contract or purchase order
- if the contract or purchase order was as a result of a prescribed situation or prescribed contract under Regulation 27 of the Local Government (General) Regulations, the sub regulation relied on for not calling for public tenders

As per Regulation 30(2) Council will report in its Annual Report, the details of all instances where non application of the public tender process has been applied because of application of Regulation 28.

Detail that will be reported at a minimum as required under the Regulations is:

- a brief description of the reason for not inviting public tenders
- a description of the goods or services acquired
- the value of the goods or services acquired
- the name of the supplier

22. CONFIDENTIALITY

Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.

23. RESPONSIBILITIES

The responsibility for ensuring that this policy is adhered to rests with all staff involved in the procurement of goods and services, particularly Management.

24. RELATED DOCUMENTS

- Contractor Handbook
- Australian Standards on Contracts
- Grievance Policy
- Customer Service Charter
- Vehicle Policy
- Disposal of Assets Policy
- Official Purchase Orders Procedure

25. BREACH OF THE CODE

Council will comply with this Code.

If any employee of Council, or a body controlled by the Council breaches this Code, Council may take disciplinary action, if in its absolute discretion it considers it desirable to do so.

If a Supplier commits a breach of this Code, Council may, in its absolute discretion, take action against that Supplier.

26. MONITORING AND REVIEW

Consistent with the requirements identified in Section 333B of the Local Government Act 1993, Council will formally review this Code at least every four (4) years.

The Code may be modified on a needs basis from time to time by council to reflect changed operational requirements.

Break O'Day Council Policy Review Template

1. Policy Information

- **Policy Title:** Code for Tenders and Contracts
- **Policy Owner:** Manager Business Services
- **Date of Last Review:** 15 February 2021
- **Next Review Date:** 13 August 2025
- **Policy Number:** LG07
- **Version:** Draft August 2025

2. Review Team

- **Reviewer 1:** Angela Matthews Corporate Services Coordinator (CSC)
- **Reviewer 2:** John Brown General Manager (GM)
- **Reviewer 3:** Raoul Harper Manager Business Services (MBS)

And circulated to Management Team for review and comment

3. Review Criteria and Comments

Policy Compliance

- Does the policy align with current legal, regulatory, and compliance requirements?
- Does the policy align with internal Council policies and procedures?

Comments:

CSC: The policy has been updated to align with Local Government Act 1993 (Tas) and Local Government (General) Regulations 2025, including procurement principles (Reg. 28), tendering thresholds, and exemption provisions (Reg. 27) and it aligns with internal procurement procedures, incorporating strategic alliances and local supplier preference. The new Draft Policy brings the threshold in line with prescribed amount (\$250,000), consistent with current legislation and the Model Code wording.

Policy Relevance

- Is the policy still relevant to current operations and objectives?
- Have there been significant changes in the operating environment or regulations that require updating?

Comments:

CSC: The policy is still relevant to Councils current operations and objectives, procurement remains a key operational and compliance requirement.

The policy updates reflect legislative changes (Regulations 2025), current market practices, e-procurement platforms, and environmental/social procurement considerations.

The proposed changes ensure relevance to modern procurement practices and Council's operational needs, while maintaining transparency and value-for-money focus.

Clarity and Accessibility

- Is the policy written in clear, understandable language?
- Are roles and responsibilities clearly outlined?

Comments:

CSC: The policy is written in clear Plain English and the structure follows the Model Code with logical headings and definitions section.

The roles of Council, General Manager and suppliers are clearly defined and the responsibilities are distinct.

The clarity is improved by aligning the terminology with the Model Code eg "prescribed amount" and "procurement principles" and adding the definition list and the structured procurement thresholds table is also clear.

Policy Effectiveness

- Has the policy been effective in achieving its intended outcomes?
- Are measures in place to track the policy's performance and success?

Comments:

CSC: The new draft policy is expected to improve effectiveness through clearer processes for tendering, quotation thresholds, exemptions, and third-party procurement management and the new addition of things such as environmental/social considerations strengthen the transparency and governance.

The new Draft policy also strengthens the monitoring through the requirement for records of quotations and evaluation criteria.

Implementation and Enforcement

- Are the policy's procedures practical and implementable?
- Are there clear processes for compliance and enforcement?

Comments:

CSC: The new Draft policy is practical and implementable the processes mirror Council's current practice however it is now formalised to align with Model Code. There are clear compliance processes – use of Tender Committee/Evaluation Panel, and defined review points for tenders above certain thresholds.

Updates Required

- Does the policy require updates to remain relevant and compliant?
- Are new technologies, systems, or processes considered in this review?

Comments:

CSC: The new Draft policy required a few updates in regards to updating the thresholds, legislation

references were revised, strategic alliances section expanded, local supplier preference defined and maintaining the 7.5% was important. The policy also incorporates updated GST treatment and contract extension rules.

The new Draft policy also incorporates the addition of new procurement opportunities such as LGAT Procurement and National Procurement Network and flexibility in the market approach.

4. Summary of Proposed Changes

Section/Clause	Proposed Change	Reason for Change
Procurement thresholds	Increase public tender threshold from \$100,000 to \$250,000	Align with prescribed legislative amount under Reg. 23
Strategic Alliances	Expanded detail on LGAT Procurement and National Procurement Network	Reflect Model Code inclusions; encourage efficiency and local economic benefit
Definitions	Added comprehensive glossary from Model Code	Improves clarity and consistency
Procurement Principles	Incorporated environmental and social value considerations	Align with sustainable procurement and community benefit goals
Tendering Process	Standardised with Model Code including minimum timeframes, advertising requirements, and electronic lodgement options	Improve transparency and market access
Exemptions	Aligned wording with Reg. 27, added examples	Legal compliance and clarity
Record keeping	Explicit requirement for written records of all quotations	Audit compliance and accountability
Third-party procurement	Inclusion of requirement for compliance with Council framework	Risk mitigation and accountability
E-procurement platforms	Explicit reference to Tenderlink/Vendor Panel	Reflect current procurement practices

5. Alignment with Council Goals and Objectives

- Does the policy align with the strategic goals and objectives of Break O'Day Council?
 - No strategic plan reference.

Comments:

CSC: The new Draft policy aligns with Council's strategic goal *Maintain financial viability and accountability in budgeting and administration; ensure legislative and governance compliance; support local economic and social objectives* and supports Council's policies on transparency and value-for-money procurement.

7. Risk Assessment

Risk Assessment: Code for Tenders and Contracts (LG07)

Department: Corporate Services

Responsible Officer: Business Services Manager

Risk No.	Risk Description	Impact	Likelihood	Risk Rating	Controls/Mitigations	Residual Risk Rating
1	Non-compliance with updated procurement regulations	Legal/financial penalties, audit findings	Unlikely	Medium	Policy update to match Regs 2025; staff training	Low
2	Failure to follow updated thresholds	Breach of policy, reputational damage	Possible	Medium	Clear threshold table, procurement checklist	Low
3	Misunderstanding of new exemptions	Procurement delays/errors	Possible	Medium	Clear examples in policy, GM oversight	Low
4	Limited uptake of e-procurement	Reduced efficiency, less transparency	Possible	Low	Training and integration of Tenderlink/Vendor Panel	Low

Summary of Risk Ratings

Risk Level	Number of Risks
High	0
Medium	0
Low	4

Mitigation Plan

Low-Risk Issues: Continue monitoring under existing procedures.

8. Approval and Sign-off

Name	Position	Date	Signature
[Reviewer 1]	[Title]	[DD/MM/YYYY]	

Angela Matthews Corporate Services Coordinator 14.08.2025



Audit Panel [DD/MM/YYYY]

Name	Position	Date	Signature
Council			

9. Next Review Date

- **Next Review Date:** August 2029

10. Additional Notes and Comments

[Any additional information, clarifications, or follow-up items should be recorded here.]

POLICY NO LG07 PROCUREMENT POLICY (Code for Tenders and Contracts)

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	General Manager
LINK TO STRATEGIC PLAN:	<p>Maintain financial viability and accountability in budgeting and administration</p> <p>Ensure Council fulfils its legislative and governance responsibilities and its decision making, supported by sustainable policies and procedures</p>
STATUTORY AUTHORITY:	<p>Local Government Act 1993</p> <p>Local Government (General) Regulations 2005</p>
OBJECTIVE:	<p>This Council is committed to a procurement system that will produce the best value for money, quality goods and services to our residents and ratepayers, open and effective competition, enhancement of the capabilities of local business and industry and that treats all tenderers in a timely and fair manner. To help achieve this, the Policy sets out the steps that the Council will follow when procuring and includes legislative compliance with respect to the Code for Tenders and Contracts</p>
POLICY INFORMATION:	<p>Adopted 19 March 2012 – Minute No. 03/12.15.4.069</p> <p>Amended 18 February 2013 – Minute No. 02/13.15.8.63</p> <p>Amended 16 September 2013 – Minute No. 09/13.15.6.263</p> <p>Amended 20 April 2015 – Minute No. 04/15.11.7.90</p> <p>Amended 14 December 2015 – Minute No. 12/15.11.4.318</p> <p>Amended 21 November 2016 – Minute No. 11/16.12.4.254</p> <p>Amended 16 December 2019 – Minute No. 12/19.12.5.294</p> <p>Amended 15 February 2021 – Minute No. 02/21.12.5.35</p>

POLICY

1. APPLICATION

This Code applies to all tendering which the Council is obliged to conduct under the *Local Government Act 1993* (the Act). The Code gives guidance particularly for tendering in which the Council receives a tender from its own staff.

Other standards, codes and guidelines may be relevant to the Council's tendering and procurement. For example, the Australian Standard Code of Tendering AS4120-1994 applies generally and has now been adopted on a nearly universal basis by governments, sub-contractors and suppliers. This code restates the ethical principles applying to all parties in the tendering process and then describes all steps in the tendering process under the headings of obligations of the principal and of tenders.

Adherence to this code provides for minimum acceptable levels of behaviour from those involved in the tender process but does not minimise all areas of potential risk and associated liability.



2. DEFINITIONS

Contractor – a contractor is defined as a person or organization, external to Council, engaged under a contract for service (other than as an employee) to provide specified services to Council. A contractor generally works under the supervision of a Council Manager to provide services which are not readily available in the Council.

Expression of Interest – is a means of identifying potential suppliers or contractors interested in a particular project which may ultimately submit a formal tender or quotation. This allows the Council to shortlist potential suppliers before seeking detailed offers, depending on technical, financial and managerial capacity, thus restricting the issue of formal tenders to those suppliers with demonstrated capacity.

Open/Public Tender – the formal process of publicly inviting offers through an advertisement in a local newspaper to supply goods and services, or purchase surplus items, normally involving specifications and detailed documentation.

Procurement – the entire process by which all resources are obtained by an entity, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.

Tender – is a formal offer to supply goods or services at a stated cost. A tender may be public (advertised) or selective (bids from selected contractors sought).

Tender Committee – includes Elected members designated by Council to oversee the opening of Tenders and review recommendations of the Tender Evaluation Panel.

Tender Evaluation Panel – is formed of Council Officers for the purpose of reviewing Tenders according to the evaluation criteria and making recommendation to the Tender Committee/Council.

3. GUIDELINES

There are a number of tendering and procurement thresholds that require different levels of involvement in planning and executing the purchase. The following table refers to the thresholds and summarises what purchasing method Council utilises based on the total dollar value of the purchase.

In all procurement, Council will allow "local businesses" a preferential procurement advantage of 7.5%. This means that, in considering verbal quotes and written quotes, those of a local business can be accepted if it is no more than 7.5% more than that of a competing quote. For consideration in tenders, this should be factored into that portion of the evaluation of the tender, where price is considered. For the purposes of this Policy, a local business is defined as one which is operating from within the boundaries of the Break O'Day municipality.

Procurement Value	Minimum Requirement
\$5,000 and below	No quote required
Between \$5,000 and \$10,000	Verbal Quotations Where possible, at least three (3) verbal quotations will be obtained, of which we will seek at least one (1) from a local business* (if available).
Between \$10,000 and \$100,000	Written Quotations Where possible, at least three (3) written quotations will be obtained, of which we will seek at least one (1) from a local business* (if available).
\$100,000 and greater	Public Tender

	<ul style="list-style-type: none"> • Tenders will be advertised in the Saturday edition of The Examiner newspaper. • Each of our tenders will be advertised on our own website. • We will seek at least one (1) tender from a local business (if available)
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However, where procurement is undertaken with a value greater than \$50,000 or through an advertised process, and the officer or evaluation panel have determined to progress other than with the cheapest quote/tender, the matter will be referred for review by the Tender Committee. It is noted that the requirement for tender is set at \$250,000 and Council has adopted a lower amount of \$100,000.

4. STANDING ARRANGEMENTS

For the procurement of goods and services that are required on a regular basis, testing of the market may only be required no less than every two (2) years. This may be by quotation as per this policy (eg cleaning products or contracted roadside slashing) or a tender process eg casual plant hire for a register of pre-approved contractors. Any such process should be able to take into account changes to the market (eg cleaning products reviewed if new products become available) or a new contractor to the municipality being allowed to tender inclusion on the register.

Price may not necessarily be the only factor in any procurement decision but any decision should be justifiable and, if necessary, documented.

Each Council employee has an authorised limit as to procurement expenditure. These limits are reviewed from time to time.

5. PRINCIPLES

5.1 To achieve its objective, Council will ensure that the tender process is fair to all parties, and use its best endeavours to demonstrate that fairness to tenderers and potential tenderers. More specifically, it will:

- Clearly separate its role as a "purchaser" from that as a "provider" of services;
- Apply the same conditions of tendering to an in-house tenderer as it does to an external tenderer in each tendering process;
- Produce tender documents that clearly specify the Council's required outcomes to allow tenderers to bid for and price work accurately;
- Package work put to tender in a manner which encourages competition and the best outcome for residents and ratepayers;
- Not participate in, and actively discourage other parties from, improper tendering practices such as collusion, misrepresentation and disclosure of confidential information;
- Require any conflict of interest to be disclosed immediately;
- Have regard to the cost of tendering to tenderers, residents and ratepayers and seek to contain that cost.

5.2 Council promotes a policy of supporting local business, ie within the municipal area, in the first instance where the local business is able to supply goods and services which are equivalent value and standard to external sources.

6. MOTOR VEHICLES AND PLANT

Motor Vehicles and Plant may only be purchased where a specific budget has been allocated for their procurement or by a specific decision of Council.

As well as procurement through the quote/tender options identified in the guidelines, Motor Vehicles and Plant may have access to State or Local Government purchasing arrangements with pre-approved tendering processes.

Where a trade-in is potentially part of the procurement process (that is, a vehicle being purchased is replacing an existing vehicle or vehicles are being disposed of to fund a new vehicle):

- At least two (2) quotes must be obtained for purchase/trade-in
- The trade-in value is to be used as the undisclosed reserve in sale by tender process
- Disposal will be to the greater of tendered or traded-in price

All Motor Vehicles and Plant procurements will be reported in the monthly Departmental Reports to Council, as soon as practicable after their procurement. These reports will include:

- Process used
- Comparisons with budget of purchase cost and trade-in (if applicable)

7. TENDERING PROCESS

- 7.1 Specifications – Council has responsibility to its residents and ratepayers to ensure services are properly delivered. It will therefore develop specifications that clearly set out the Council's expectations. Most specifications will focus on outcomes and quality requirements, rather than particular ways of delivering a service. Some specifications may include both input and output requirements for a service.

The tender documents will require tender proposals to indicate how the performance standards will be met, and how the tenderer would measure the satisfaction levels of service users.

The tender documents will require the tenderers compliance with Council's Occupational Health and Safety Policy.

In developing specifications, the Council will consider the requirements of service users and may seek the views of the providers of the existing service and others providing similar services, whether in the public or private sector.

Council will identify in the specifications any Council assets to be made available to tenderers, whether in-house or external, and may set costs, terms and conditions for the use of the assets.

No potential tenderer, in-house or external will have access to the final specifications prior to their formal approval and public release by the Council.

- 7.2 Public notice is required under the Act to start a tender process. The Council will advertise in the Public Notice Section of the Saturday edition of The Examiner Newspaper and may advertise in other newspapers or publications where appropriate. The Council will also place information on the tender on its website.

When advertising the Council will specify:

- a) The nature of the goods or services required;
- b) Any identification details allocated to the contract;
- c) Where the tender is to be lodged;
- d) That tenders will be accepted via facsimile and/or email;

- e) Particulars identifying a person from whom further or detailed information relating to the tender can be obtained; and
 - f) The period within which the tender is to be lodged.
- 7.3 Variations to a tender – where Council seeks to amend or extend the closing date for a tender it will advertise the variation/s in the Examiner newspaper and on its website. If tender documents have been issued or a written tender has already been received then the General Manager will ensure the notification of recipients of the tender documentation and any tenderer in writing of the variation/s to the tender.
- 7.4 Expression of Interest – Council may use an “expression of interest” process before it invites tenders. If so, it will advertise publicly the purpose and nature of the contract or project and the date by which it will invite tenders. The aim at the expression of interest stage is not to elicit tenders, but rather to assess the capacity of the respondents to undertake the work or project, and to refine the specifications. The Council will make the evaluation criteria for registration available to all respondents.

Council may invite tenders from some, all or none of the registrants, by the advertised date. If the Council does not invite tenders by that date, it will write to all registrants advising when tenders are to be invited. Respondents who are not invited to tender will be advising in writing. Council will use this list of registrants to invite tenders for the advertised contract or project only.

- 7.5 Invitation to Tender – Council will offer the same tender documents to all those who respond to an invitation to tender. A copy of this Code will be attached to all tender documents.

Council may impose a fee for tender documentation related to the cost of printing the tender documentation. Council will not impose any additional fee for tender documentation unless it refunds the fee to each tenderer who submits a conforming tender. Council will not request a tender deposit. In all cases Council will seek to minimise the cost to suppliers of participating in the tender process.

The tender documents will include the tender evaluation criteria and identify the order of importance accorded to the criteria.

In addition, the Council will ensure that prospective tenderers are provided with all relevant information, including:

- a) Details of the goods or services required;
- b) Details of the duration of the contract, including extensions;
- c) Any mandatory tender specifications and contract conditions; and
- d) A reference to the Council's code of tendering.

If Council gives advice, written or verbal, to a respondent clarifying the meaning of the tender documentation, it will give the same information to all respondents in writing. Council will keep a written record of any such verbal advice. Council will respect the confidentiality of a respondent who discloses information which has commercial or intellectual property value. Council will consider conducting a pre-tender briefing and may determine not to give additional information apart from the briefing.

Tenderers will generally be given a minimum of 21 days from the date on which tenders were invited in which to submit tenders. All tenders must be in writing and in Council's required format, if stated. The submission period is determined by the nature of the tender and Council will advise respondents in writing when it invites tenders if a longer or shorter submission period is to apply.

Late tenders will be treated as a non-conforming tender.

Any proposal that does not conform to the tender conditions may be rejected as non-conforming. The General Manager will ensure the notification of any tenderer of the rejection and the reasons for the rejection.

Council will acknowledge receipt of all tenders in writing.

- 7.6 In-house Tenders – As an employer, Council will assist its staff to become more competitive. As the same time, Council is aware that competition must be fair, and be seen to be fair, to all parties.

Accordingly, Council will treat an in-house tenderer on the same terms as an external tenderer. Council will ensure there is a clear separation between the in-house tenderers and those who have responsibility for evaluating the tenders.

In-house tenders will be prepared on the basis that all direct costs and indirect or overhead costs attributable to the tender are included.

In allocating overhead costs to in-house tenders, a Council will only exclude those costs which it would continue to incur even if all its services were contracted out. The excluded overhead costs are limited to:

- **Governance Costs:** conduct of elections; administrative support for Councillors; Council meetings; making and enforcing local laws; property valuations; making and levying rates and charges; other statutory duties not related to the tender;
- **Strategic Management of Services Costs:** long term planning and supervision of all services, including tendering and contract administration costs;
- **Core Corporate Costs:** administrative support for the governance and strategic management of services functions.

- 7.7 Tender evaluation – Council will establish a Tender Committee and Tender Evaluation Panel. The Tender Committee will consist of at least two (2) elected members, appointed by Council. The Tender Evaluation Panel will consist of management/staff appropriate to the consideration of each specific tender. As a matter of good practice, where there is an in-house tender, at least one member of the Panel will be a person who is independent of Council and who has expertise relevant to the tender. The tender evaluation report will disclose the names of the panel members. No member of a panel will be involved in preparing the in-house tender, be responsible for direct supervision of the in-house tenderer if it is successful, or have any interest in an external tender.

The Committee will officially open the Tenders. The Panel will evaluate tenders according to the tender evaluation criteria which may or may not be outlined in the tender documentation.

The Panel will provide a written tender evaluation report on its reasoning behind awarding/recommending a particular tender, to the Committee and consider any recommendations of the Committee.

- 7.8 Award of contract – Council may negotiate with tenderers to determine the award of the contract but must have regard to the scope of the invitation to tender at all times. Council will not trade the process of one tenderer against that of another tenderer. Council will

exhaust negotiations with one tenderer before beginning negotiations with another tenderer.

The decision to award a contract will be made by Council or its delegated officer. If there is an in-house tender, the written report on the award of the contract prepared by the tender evaluation panel will be presented to meeting of Council. Council will award the contract on the basis of the best quality and value for money for the community, keeping in mind the recommendations of the Panel and Committee, based on the criteria for evaluation.

Council will promptly notify the successful tenderer by telephone and in writing, and unsuccessful tenderers will be notified in writing. It will advise them of:

- The successful contractor
- The tender outcome, although tender price will not generally be disclosed due to Commercial in Confidence considerations.
The reasons for the award of the contract

Unsuccessful tenderers may request feedback on their tender, if desired, including, but not limited to, general advice on price competitiveness

- 7.9 Multiple-stage tenders and Multiple-use registers – Council does not generally utilise multiple-staged tenders or multiple-use registers. If Council chooses to use a multiple-stage tender or a multiple-use register, Council will comply with the requirements of Local Government (General) Regulations 2015 on each and every occasion of that use.

8. COMPLAINTS PROCESS

Council will deal promptly with any complaints about its tendering process. Each complaint will be recorded in writing and the complainant given an opportunity to discuss his or her complaint with the General Manager or a delegated senior officer.

9. EXEMPTIONS

The Regulations provide that Councils must publicly invite tenders for the purchase of goods and services with a value in excess of \$250,000.

Council is committed to encouraging open and effective competition between suppliers with the objective of obtaining value for money and enhancing opportunities for local businesses.

However, Council may choose not to issue a tender or use a quotation process where the goods and services sought relate to:

- a) An emergency if, in the opinion of the General Manager, there is insufficient time to invite tenders for the goods or services required in that emergency;
- b) A contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;
- c) A contract for goods or services supplied or provided by another Council, a single authority, a joint authority or the Local Government Association of Tasmania;
- d) A contract for goods or services in respect of which the Council is exempted under another Act from the requirement to invite a tender;
- e) A contract for goods or services that is entered into at public auction;
- f) A contract for insurance entered into through a broker;
- g) A contract arising when the Council is directed to acquire goods or services due to a claim made under a contract of insurance;

- h) A contract for goods or services if the Council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of –
 - i) Extenuating circumstances; or
 - j) Remoteness of the locality; or
 - k) The unavailability of competitive or reliable tenderers;
- l) A contract of employment with a person as an employee of the Council.

11. REPORTING

- 11.1 Council will publish in its Annual Report in relation to all contracts for the supply or provision of goods and services valued at or above \$100,000 (excluding GST), awarded or entered in the financial year, including extensions granted:
 - a) A description of the contract;
 - b) The period of the contract;
 - c) The periods of any options for extending the contract;
 - d) The value of any tender awarded or, if a tender was not required, the value of the contract ex. GST;
 - e) The business name of the successful contractor; and
 - f) The business address of the successful contractor.
- 11.2 Where an exemption has been granted from a tender process the following details will be reported in Council's Annual Report:
 - a) A brief description of the reason for not inviting public tenders;
 - b) A description of the goods or services acquired;
 - c) The value of the goods or services acquired; and
 - d) The name of the supplier.

12. CONFIDENTIALITY

Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.

13. RESPONSIBILITIES

The responsibility for ensuring that this policy is adhered to rests with all staff involved in the procurement of goods and services, particularly Management.

14. RELATED DOCUMENTS

- Contractor Handbook
- Australian Standards on Contracts
- Grievance Policy
- Customer Service Charter
- Vehicle Policy
- Disposal of Assets Policy
- Official Purchase Orders procedure



15. MONITORING AND REVIEW

The 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.

{INSERT COUNCIL}
Code for Tenders and Contracts

CODE FOR TENDERS AND CONTRACTS

COUNCIL TO INSERT COVER PAGE WHICH MAY INCLUDE LOGO, DOCUMENT VERSION, APPROVAL DATE, REVIEW DATE, RELATED POLICIES AND DEPARTMENT/OFFICER RESPONSIBLE FOR DOCUMENT.

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INTRODUCTION

This Code for Tenders and Contracts (Code) provides a policy framework on procurement and tendering requirements for council.

The framework is complemented by specific detail relating to procurement and purchasing procedures at an individual council level.

LEGISLATION

In accordance with Part 16, Division 2A, Section 333A and 333B of the Local Government Act 1993 (Tas) (Act), council must comply with this Code when acquiring goods and services.

Detail contained in the Code is consistent with the requirements of the Local Government (General) Regulations 2015 (Tas) (Regulations), Regulations 23 – 29 inclusive.

PURPOSE

The Code aims to:

- ensure compliance with relevant legislation
- enhance value for money through fair, competitive, non-discriminatory procurement
- promote the use of resources in an efficient, effective and ethical manner
- encourage probity, accountability and transparency in decision making
- provide reasonable opportunity for competitive local businesses to supply to council
- minimise the cost to suppliers of participating in the tendering process
- allow council to appropriately manage risk
- promote council's economic, social and environmental plans and policies

POLICY VS. PROCEDURES

The Code provides a high-level overview of Tender and Contract requirements as they apply to council.

Procedural detail associated with individual council tender and contract management systems and processes and purchasing policy and procedures, is included in this document, as an appendix. Provision of this detail by individual council's is consistent with the requirements specified in regulation 28.

Council will:

- ensure all potential suppliers are provided with the same information relating to the requirements of an open tender process or contract and are given equal opportunity to meet the requirements and
- ensure that fair and equitable consideration is given to all tenders or quotations received and
- deal honestly with and be equitable in the treatment of all potential or existing goods and services providers and
- ensure a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers and
- to minimise the cost to suppliers of participating in the tendering process and
- protect commercial in confidence information and
- for contracts valued at under \$250,000 (excluding GST), specify when three written quotes are required and
- clarify use of multiple use registers for contracts valued at under \$250,000 (excluding GST) and
- provide for the review of each tender process to ensure that each tender is in accordance with the regulations and the code and

Council will also establish and maintain procedures for:

- amending or extending a tender once it has been released
- opening tenders
- the consideration of tenders that do not fully conform with the tender requirements
- handling complaints regarding processes related to the supply of goods or services

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

DEFINITIONS

TERM	DEFINITION
Building Construction	The Construction and refurbishment of buildings and residential properties, and associated maintenance (services and residential) and professional services (e.g. Architects).
Code	Refers to this Code for Tenders and Contracts, which has been developed in accordance with the requirements of the <i>Local Government Act 1993</i> and the <i>Local Government (General) Regulations 2015</i> and subsequent amendments.
Consultant	A person or organisation, external to a council, engaged under a contract on a temporary basis to provide recommendations or high-level specialist or professional advice to assist decision-making by council. The consultant will be expected to exercise his or her own skills and judgement independently of the council. It is the advisory nature of the work that distinguishes a consultant from a contractor.
Contractor	A person or organisation, external to the council, engaged under a contract for service (other than as an employee) to provide specified services to a council.
Contract	A contract is an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do, or abstain from doing, some act.
Conditions of Contract	The terms and conditions that a Service Provider will be required to substantially agree to if their Tender or Quotation is accepted.
e-Procurement portal	An e-procurement portal is an online platform that streamlines and automates the purchasing process for businesses and organisations.
Evaluation Panel	A panel established to evaluate submitted quotations and tenders.
Expression of Interest (EOI)	An Expression of Interest may be used as a means of exploring the market or to pre-qualify businesses to reduce the cost of tendering by restricting the issue of formal tenders.
Industry Capability Network Tasmania (ICNTAS)	Promotes Tasmanian industry through import replacement and opportunities for participation in major projects, government procurement and commercial developments. For more information go to www.icntas.org.au .

Local Business and Industry	All businesses operating in the State and more specifically, the municipal area, which have a permanent office or presence in Tasmania and employ Tasmanian workers.
Local Government Association of Tasmania (LGAT)	The peak body for Tasmania's 29 councils for over 110 years, existing to support, promote, advocate for, and represent the local government sector, working collaboratively with members to support councils and the communities they serve and represent.
LGAT Procurement	The Local Government Association of Tasmania's (LGAT) Procurement arm, which helps Tasmanian councils undertake best practice procurement and deliver value for money for their communities by leveraging the combined purchasing power of councils around the country whilst buying locally.
Multiple-Use Register (MUR)	A register of suppliers who meet criteria established by Council in respect of the supply of particular categories of goods and services.
Multiple-stage purchasing	A process which allows for a preliminary assessment of the market to be made in terms of the capabilities of potential suppliers and the goods and services that are available to satisfy the requirement, before a final purchasing stage is undertaken.
National Procurement Network (NPN)	The National Procurement Network (NPN), which LGAT is a member of, connects procurement services offered by Local Government Associations in other states and territories to provide national programs where it is beneficial to combine the purchasing power of councils Australia-wide.
Panel	A panel of providers established as a result of an open tender, each of whom signs a Contract (on terms substantially similar to the Standing Contract) with the council.
Procurement	The entire process by which all resources are obtained by an entity, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.
Procurement Principles	The procurement principles prescribed under Regulation 28(a) of the Regulations.
Probity	Probity is a risk management approach to ensuring procedural integrity.
Probity Advisor	A Probity Advisor provides advice on probity issues before and during the process of tendering and contracting to ensure the process is fair and in accordance with the Council's guidelines.

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Public Tender	A tender where any business that can meet the requirements of the Request for Tender has the opportunity to bid.
Purchasing	The acquisition of goods or services.
Quotation	An offer from a prospective Service Provider in response to an Invitation issued by the council to a selected number of prospective suppliers.
Request for Quotation (RFQ)	Either a verbal or written request for offers from businesses capable of providing a specified work, good or service.
Request for Tender (RFT)	A document soliciting offers from businesses capable of providing a specified work, good or service. Requests for Tender are usually advertised.
Specifications	The documents prepared for the purpose of describing the extent and the manner of the performance of the councils requirements, including preliminary and general requirements, directions, schedules, programs and drawings, and other documents included with or referenced in an RFT/RFQ.
Standing Contract	A tender from which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.
Tender	A proposal, bid or offer that is submitted in response to a Request for Tender from the Council.
Tenderer	Contractor, Supplier or other bidder who is submitting a tender.
Tenderlink	Online e-procurement portal, commonly used by council to facilitate the tender process.
The Act	Local Government Act 1993

The Regulations	Local Government (General) Regulations 2015
Value for Money	Achieving the desired outcomes at the best possible price, noting that value for money considers a range of factors and doesn't necessarily mean lowest price.
Vendor Panel	An online e-procurement system that allows Councils to prepare, issue, receive and evaluate RFQs from LGAT Procurement's suite of preferred provider panels.
Verbal Quotation	A verbal Request for Quotation. A verbal response may be adequate for low value purchases.
Written Quotation	A written Request for Quotation to undertake specific works or supply goods and services.

COUNCIL TO ENSURE LOCAL LEVEL TERMINOLOGY ARE ADDED/UPDATED ACCORDINGLY

PROCUREMENT PRINCIPLES

Council will have regard to the following principles when acquiring goods and services:

Open and Effective Communication

The council will ensure that the purchasing process is impartial, open and encourages competitive offers.

In practice this means that council will:

- use transparent and open purchasing processes so that suppliers and the public are able to have confidence in the outcomes
- ensure suppliers have access to relevant council procurement documents
- adequately test the market through seeking quotations or via tender as appropriate
- provide clear specifications
- treat all suppliers consistently and equitably
- ensure a prompt and courteous response to all reasonable requests for advice and information from suppliers

Value for Money

The council will ensure that it is buying at the most competitive price available, but value for money does not mean buying at the lowest price.

In practice, this means that council will consider:

- the contribution the good or service makes to achieving council's strategic plans or policies
- the value of the acquisition and potential benefits against the costs of that purchase
- an assessment of risks associated with the purchase including the preferred procurement method
- how well goods or services meet needs
- maintenance and running costs over the lifetime of a product
- disposal value
- time constraints
- the impact of the procurement decision on the local economy, such as through industry development and employment creation
- the impact of the procurement decision on the environment, such as through minimising waste and reducing demand for goods and services which have a direct impact on the environment (such as printing, utilities and travel)
- the impact of the procurement decision on the society, (social value generated) such as through the elimination of discrimination and the promotion of equal opportunity, training, and other identified social objectives

Enhancing local business and industry

The council will ensure that where local capacity exists, it will seek to engage the local market and encourage participation in tender and quotation processes.

In practice, this means that council will:

- actively seek quotes from local businesses that are able to provide quality goods and or services
- where local capability exists, ensure that discretionary elements of specifications do not prevent local business from competing
- not give preferential treatment to local suppliers where it cannot be reasonably justified

Ethical behaviour and fair dealing

Council will promote procurement practice that is legal, ethical, fair and unbiased.

In practice, this means that council will:

- comply with legal requirements
- conduct all business in the best interests of the council
- treat all suppliers equally
- avoid biased specifications
- be as effective and efficient as possible when sourcing, ordering and paying for goods and services
- expect individuals involved in procurement processes to declare and act upon any conflicts of interest that may be seen to influence impartiality
- ensure that any supplier is not provided with information or clarification that is not provided equally to all suppliers
- maintain confidentiality at all times in dealing with suppliers
- ensure that conditions of contract are not excessively onerous
- decline gifts or benefits offered by those involved in the procurement process, particularly from suppliers

In practice, this means that council expects suppliers to:

- ensure that they are well acquainted with council requirements identified in this Code and additional related policies
- are familiar with particulars relating to a specific tender and quotation process, including the relevant specifications
- not submit a tender or quotation unless they have the financial, technical, physical, management resource or other capabilities to fulfil council's requirements
- not seek to influence a procurement process by improper means or collude with other suppliers
- declare and act upon any conflicts of interest that may be seen to influence impartiality
- comply with all applicable legislative, regulatory and statutory requirements, including Acts of the Commonwealth and State, regulations, by-laws and

proclamations made or issued under such Acts and lawful requirements or directions of public and other authorities

- not offer gifts or benefits to a council officer for the discharge of official business

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

THE PRESCRIBED AMOUNT

The Act and Regulations require that council invite Tenders for any Contract it intends to enter into for the supply or provision of goods or services valued at or above a prescribed amount. The prescribed amount is currently \$250,000 (GST exclusive).

There are, however, a number of conditions where council is exempt from inviting tenders – see Regulations, Part 3, Division 1 (27) – Non - Application of the Public Tender process.

Council may also determine that tenders should be called in certain circumstances as appropriate, where the estimated value of the purchase is less than the prescribed amount (for example, if the procurement is high risk, complex, likely to involve public scrutiny or if the procurement is in a market that council is not familiar with).

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

EXEMPTION FROM REQUIREMENT TO TENDER

The Regulations (Regulation 27 – Non application of the public tender process) identify circumstances where council is not required to issue a public tender process.

The exemption circumstances identified are:

- an emergency if, in the opinion of the general manager, there is insufficient time to invite tenders for the goods or services required in that emergency.
- a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth.
- a contract for goods or services supplied or provided by another council, a single authority, a joint authority or the Local Government Association of Tasmania
- a contract for goods or services obtained as a result of a tender process conducted by:
 - another council,
 - a single authority,
 - a joint authority,
 - the Local Government Association of Tasmania or
 - any other local government association in this State or in another State or a Territory or

- any organisation, or entity, established by any other local government association in this State or in another State or a Territory.
- a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a tender.
- a contract for goods or services that is entered into at public auction.
- a contract for insurance entered into through a broker.
- a contract arising when a council is directed to acquire goods or services due to a claim made under a contract of insurance.
- a contract for goods or services if the council resolves by absolute majority and states the reasons for the decision, being that a satisfactory result would not be achieved by inviting tenders because of:
 - extenuating circumstances or
 - the remoteness of the locality or
 - the unavailability of competitive or reliable tenderers
 - a contract of employment with a person as an employee of the council

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

STRATEGIC ALLIANCES

Pursuant to Regulation 27, Tasmanian councils may access contracts for goods or services obtained as a result of a tender process conducted by the Local Government Association of Tasmania (LGAT Procurement) or an entity established by another State's local government association. Councils may also access contracts for goods or services supplied or provided by the State and/or Commonwealth Government.

LGAT Procurement

LGAT Procurement helps Tasmanian councils undertake best practice procurement and deliver value for money for their communities by leveraging the combined purchasing power of councils around the country whilst buying locally. LGAT Procurement makes available a large range of contemporary goods and services panels for councils use.

Councils are not obligated to buy through LGAT's established panels, but there are significant benefits for them and suppliers if they do, such as saving time and money, reducing risk, reducing duplication, buying local and streamlining procurement processes.

National Procurement Network (NPN)

An extension of the localised contracts for goods and services that LGAT Procurement offers is the National Procurement Network (NPN), of which LGAT is a member. The NPN connects procurement services offered by Local Government Associations in

States and Territories to provide national programs where it is beneficial to combine the purchasing power of councils Australia wide.

The NPN comprises the following member organisations and their business units:

- Local Government Association of Tasmania
- Local Buy Pty Ltd - a wholly owned company of the Local Government Association of Queensland
- MAV Procurement - the business arm of the Municipal Association of Victoria
- Local Government Procurement Pty Ltd - a wholly owned company of the Local Government Association of New South Wales
- Western Australian Local Government Association
- Local Government Association of Northern Territory
- Local Government Procurement South Australia

Where this applies, council may purchase through these contracts/panel arrangements for purchases at any amount, including above the prescribed limit, avoiding the requirement to tender.

Similar contractual arrangements established and administered by State Government may also be used by councils.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

CALCULATING THE VALUE OF A PURCHASE

Price

The dollar value of the purchase may be calculated as follows:

- single one-off purchase – the total amount, or estimated amount, of the purchase (excluding GST)
- multiple purchases – the gross value, or the estimated gross value, of the purchases (excluding GST); or
- ongoing purchases over a period of time – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST).

Importantly, council will calculate the value of a purchase to include any potential variations and options.

As per Regulation 23, council will not split a single procurement activity into two (2) or more separate contracts for the primary purpose of avoiding the requirement to publicly invite tenders.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

Non-price considerations

Council will ensure that it is buying at the most competitive price available but quantifying the value of a purchase does not simply mean buying at the lowest price. Specific issues that will be taken into account by council that relate to non-price related matters are identified in the Procurement Principles section but may include consideration of quality and delivery timeframes.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

GOODS AND SERVICES TAX (GST)

All procurement thresholds are GST exclusive.

Tenders and quotations must be sought on a GST exclusive basis.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

EXTENSION OF CONTRACTS ENTERED INTO BY TENDER

Consistent with Regulation 23, council may extend a contract entered into as specified in the contract or if the contract does not specify extensions, by an absolute majority.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

PROCUREMENT/PURCHASING METHODS

While open and fair competition may often be best achieved by undertaking a public tender process, where all interested parties have an opportunity to bid, there are times when this practice is unnecessarily burdensome and will not deliver the most advantageous outcome for the council. In such instances, other market approaches may be more appropriate.

The council will, having regard to the procurement principles, regulatory framework and any other factors considered relevant by the council, in its absolute discretion, determine the appropriate method that will be employed to procure goods and services at any particular time.

PUBLIC PROCUREMENT

These methods encourage competition in the marketplace and are useful in the absence of market knowledge.

Tender – Open tender

An open tender process is an invitation to tender by public advertisement. There are generally no restrictions regarding who can submit a tender; however, suppliers are

required to submit all required information and will be evaluated against stated selection criteria.

General Manager - responsibilities

Consistent with Regulation 24, council will ensure that when open tenders are used as a method of procurement; the General Manager will invite tenders.

The General Manager will advertise the tender locally via the daily newspaper circulating in the municipal area and on council's website – making the tender available to all qualified and interested bidders. Where possible, the tender should also be circulated via an approved electronic platform (e.g. Tenderlink) to maximise reach and streamline the process for both the council and interested parties.

The public notice will identify:

- clearly the nature of the goods and/or services the council requires
- any identification details allocated to the contract
- the period within which the tender must be lodged (must be at least 14 days after the date on which the notice is published)
- where the tender must be lodged (e.g. in physical tender box or online via an electronic platform)
- details of a person from whom more detailed information relating to the tender may be obtained

The General Manager will ensure that prospective tenderers are provided with details regarding:

- the specifications of the goods and/or services required
- the duration of the contract, including any extensions that are specified in the contract
- any mandatory tender specifications and contract conditions
- objective criteria for evaluating the contract
- the method of evaluating tenders against the evaluation criteria and
- a reference to the council's Code for Tenders and Contracts

Supplier – responsibilities

A person submitting a response in relation to a council public tender must do so in writing, including through approved electronic means.

The Supplier must specify the goods and/or services tendered for, provide details of the goods and/or services being offered, and must lodge the tender within the period specified in the public notice.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

TENDER – MULTIPLE-STAGED TENDER

There are occasions – although usually limited because the process can be resource intensive - where council may use a multiple-stage tender process. Reference is made to this process in the Regulations at Regulation 26. This usually involves council issuing a request for expressions of interest as stage 1 and a request for tenders as stage 2.

This tender method will be used by council to gain knowledge about the market, obtain industry input (where it is unclear what goods and services are available), or to shortlist appropriate suppliers before seeking offers.

At each stage in this process, suppliers who are most suited to the specific contract requirements may be shortlisted. Suppliers will be evaluated against criteria determined by council.

Once a short list of potential suppliers is developed, these suppliers may be invited to participate in a closed tender process.

General Manager - responsibilities

As a first stage in this process, the General Manager will request expressions of interest from prospective tenderers.

The General Manager will advertise the expression of interest locally via the daily newspaper circulating in the municipal area and via council's website.

The public notice will identify:

- clearly the nature of the goods and/or services the council requires
- contract identification details
- the period within which the expression of interest must be lodged
- where the expression of interest must be lodged – physically or electronically
- details of a person from whom more detailed information relating to the expression of interest may be obtained

The General Manager will ensure that prospective tenderers are provided with details regarding:

- the specifications of the goods and/or services required

- objective criteria for evaluating the expression of interest
- the method of evaluating expressions of interest against the criteria
- details of any further stages in the tender process
- a reference to the council's Code for Tenders and Contracts

At the final stage of a multiple-stage tender process, the General Manager will invite all suppliers who have met the criteria determined by the council to tender for the supply of goods and/or services.

If only one supplier meets the criteria determined by council, the council may contract with that supplier after:

- a tender from that Supplier or
- a decision by the absolute majority of the council to do so.

The General Manager is to ensure the consistency of the criteria used at each stage of the multiple-stage tender process.

Supplier – responsibilities

A person submitting a response in relation to a council expression of interest must do so in writing, including through approved electronic means.

The supplier must specify the goods and or services the expression of interest relates to, provide details of the goods and or services being offered and must lodge the expression of interest within the period specified in the public notice.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

CLOSED/SELECTIVE PROCUREMENT

Ongoing supply arrangement - standing contract

Council may make use of goods and/or services panels that have been established in accordance with Regulation 27 (for example, through tender processes conducted by the Local Government Association of Tasmania, another local government association in Tasmania or another State or Territory, or an entity established by a local government association or via similar arrangements through State Government).

If an appropriate standing contract is not already available, council may implement its own standing contract arrangements.

A council, through an open public tender process, may establish a standing contract under which a single tenderer or multiple tenderers may be contracted (i.e. unlike a typical MUR, a contract between the supplier and council in the form of a Head Agreement is signed) for a specified period to provide identified goods or services

during that timeframe without the need for a further tender process. Reference is made to this process in the Regulations at Regulation 23.

Suppliers to be included on a standing contract panel will be selected following an evaluation process.

Contract terms and conditions are agreed in the establishment of the panel, so there is no need for a further tender process to engage panel members to provide specific goods or services as set out in the standing contract. Purchases can be made even if above the current prescribed limit (\$250,000). Council may legitimately purchase directly from a supplier included on a standing contract panel which has been established through a public tender process.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

Ongoing supply arrangement – multiple use register (MUR)

A multiple use register, commonly referred to as an MUR, is a list intended for use in more than one procurement process of pre-qualified providers who have satisfied the conditions for participation or inclusion on the register. Reference is made to the multiple use register process in the Regulations at Regulation 25.

Council may establish a multiple use register of suppliers who meet criteria established by the council in respect to the supply of particular categories of goods or services.

Inclusion on a multiple use register provides certainty for potential suppliers that they have been recognised as meeting conditions for participation.

Council will invite tenders for a contract for the supply of goods and/or services from all Suppliers included on a multiple use register for a particular category of goods and/or services.

General Manager - responsibilities

As per Regulation 28, council will establish and maintain procedures for the use of multiple use registers for contracts valued at under the current prescribed amount (\$250,000), excluding GST.

Essential procedural requirements include that the council will invite applications from suppliers for inclusion on a multiple use register by advertising locally via the daily newspaper circulating in the municipal area and via council's website. Where possible, the tender should also be circulated via an approved electronic platform (e.g. Tenderlink) to maximise reach and streamline the process for both the council and interested parties.

The public notice will identify:

- clearly the nature of the goods and/or services the council requires

- any identification details associated with the register
- the period within which the application must be lodged
- where the application must be lodged
- details of a person from whom more detailed information relating to the multiple use register may be obtained

The General Manager will ensure that applicants are provided with information regarding:

- the specifications of the goods and/or services required
- the criteria for evaluating the applications
- the method of evaluating applications against the criteria
- a reference to the council's Code for Tenders and Contracts

Council may accept an application for inclusion on the multiple use register or reject an application.

If council rejects the application, the General Manager will advise the applicant of the reasons for rejection.

If council accepts the application the General Manager will advise the applicant of the category their application will be included in on the multiple use register.

The multiple use register will be reviewed by council at least every two (2) years.

Council will allow a supplier to apply for inclusion on the multiple use register at any time unless the supplier has made an application in the previous 12 months and the application has not been accepted.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

NON-TENDER PROCUREMENT METHODS

Direct Purchasing

This is where council purchases from a single source, without first obtaining competitive bids.

This method will be used only for very low value, low risk goods and services.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

Purchase Orders

Purchase Orders usually have limited terms and conditions and detail specific items that are to be purchased. Purchase Order terms and conditions should routinely be included or referenced within each Purchase Order.

This method may be used for low value, low risk goods and services and will not be used for non-routine, high value and high-risk goods and services.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

Quotations (Informal)

This is where council will only enter into a contract where two (2) quotations from suitable suppliers able to provide the goods or services have been sought.

Records must be kept of quotations received and quotations approved. If written quotations cannot be obtained, council must keep detailed written records of the oral quotation obtained including details of the commercial terms of the quotation.

This method may be used for low value, low risk goods and services.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

Request for Quotations (RFQ)

This is a more formal quotation process. Council will enter into a contract where three (3) written (including email) quotations from suitable suppliers able to provide the goods and or services have been sought. Where less than three suitable suppliers are reasonably available, records outlining this circumstance will be kept.

Council must keep detailed written records of the quotations obtained, including details of the commercial terms of the quotation.

Goods and/or services (at any amount – including above the prescribed amount) may be purchased through standing contracts established in accordance with Regulation 27 – such as those put in place for councils by LGAT, using a simple RFQ.

Use of LGAT panel arrangements as a purchasing option for Councils is justified under the Regulations – refer to the Exemptions section

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

PROCUREMENT VALUE THRESHOLDS

Thresholds for procurement values are identified clearly in council's policy and procedures.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

ENGAGING A THIRD PARTY TO MANAGE A PROCUREMENT PROCESS

Council may engage third parties to manage the procurement process for individual projects. The use of a third party as an agent or consultant to advise on, arrange or manage a procurement process does not exempt council from complying with council procurement framework, policy and procedures.

Should council engage a third party to manage a procurement process, it must be ensured that material is included in the contractual arrangements with the third party that requires the third party to comply with council procurement framework, policy and procedures.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

WORK HEALTH AND SAFETY

Council to ensure local level procedures are developed and enacted

DELEGATION

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

REVIEW OF THE CODE

Consistent with the requirements identified in Section 333B of the Act, council will formally review this Code at least every four (4) years.

The Code may be modified on a needs basis from time to time by council to reflect changed operational requirements.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

BREACH OF THE CODE

Council will comply with this Code.

If any employee of the council, or a body controlled by the council breaches this Code, council may take disciplinary action, if in its absolute discretion it considers it desirable to do so.

If a Supplier commits a breach of this Code, council may, in its absolute discretion, take action against that Supplier.

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

ACCOUNTABILITY

Consistent with Section 333B of the Act, as a measure of accountability and transparency, the General Manager will:

- make a copy of this Code and any amendments, available for public inspection at the Council's offices during ordinary office hours and
- make copies of this Code available for purchase at reasonable charge and
- publish a copy of the Code on the council's website free of charge

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

REPORTING PROCEDURES

Council is obliged to report at a minimum on a series of procurement matters. Linked to 72 (1) of the Act.

Procurement at or above the prescribed amount, \$250,000 (excluding GST)

As per Regulation Division 3, 29 (1), council will report in its Annual Report details of any contract for the supply or provision of goods and/or services valued at or above the currently legislated prescribed amount of \$250,000 (excluding GST), that is entered into, or extended under regulation 23 (5) (b) in the financial year to which the annual report relates.

Detail that will be reported at a minimum as required under the Regulations is:

- a description of the contract
- the period of the contract
- the periods of any options for extending the contract
- the value of any tender awarded, or if a tender was not required, the value of the contract (excluding GST)
- the business name of the successful contractor
- the business address of the successful contractor

Council may also, at its absolute discretion, report detail of instances of procurement below the prescribed amount identified in the Regulations.

Goods and Services exceeding \$100,000 (excluding GST) but less than \$250,000

A council is to report the following in its Annual Report in relation to any contract, for the supply or provision of goods or services valued at or exceeding \$100 000 (excluding GST) but less than \$250 000, that is entered into, or extended, in the financial year to which the annual report relates:

Detail that will be reported includes:

- a description of the contract
- the period of the contract
- the periods of any options for extending the contract
- the value of the contract (excluding GST)
- the business name of the successful contractor
- the business address of the successful contractor

Non-Application of the Public Tender Process

The General Manager is required, under the Local Government (General) Regulations 2015 (Regulation 28, sub regulation j), to report to the council any purchases in circumstances where a normally required public tender or quotation process is not used. Instances of non-application of the normally required quotation or public tender process will be reported at ordinary council meetings as soon as possible after a contract is executed or a purchase order is issued. The information reported for each contract or purchase order will include:

- the contract or purchase order value (excluding GST)
- the circumstances for engaging the contractor or supplier without seeking the required number of quotes
- the date approval was given to engage the contractor or supplier
- the date of the contract or purchase order and
- if the contract or purchase order was as a result of a prescribed situation or prescribed contract under regulation 27 of the Local Government (General) Regulations, the sub regulation relied on for not calling for public tenders

As per Regulation 29 (2) council will report in its Annual Report, the details of all instances where non application of the public tender process has been applied because of application of regulation 27 (a) and (i).

Detail that will be reported at a minimum as required under the Regulations is:

- a brief description of the reason for not inviting public tenders
- a description of the goods or services acquired
- the value of the goods or services acquired
- the name of the supplier

COUNCIL TO ENSURE LOCAL LEVEL PROCEDURES ARE DEVELOPED AND ENACTED

APPENDIX

Council local level procurement and purchasing procedures

PROCUREMENT PRINCIPLES

[DRAFTING NOTE – COUNCIL TO IDENTIFY LOCAL LEVEL PROCEDURES TO ENSURE COUNCIL IS OPERATING IN ACCORDANCE WITH THE CODE REQUIREMENTS].

THE PRESCRIBED AMOUNT

[DRAFTING NOTE – INSERT DETAILS OF SPECIFIC COUNCIL AGREED FINANCIAL LIMIT WHERE TENDERS ARE REQUIRED - NOTING THAT IF PURCHASING VIA LGAT PROCUREMENT PANELS A TENDER IS NOT REQUIRED IRRESPECTIVE OF FINANCIAL LIMITS.]

EXEMPTION FROM REQUIREMENT TO TENDER

[DRAFTING NOTE – INSERT DETAILS OF SPECIFIC COUNCIL AGREED CIRCUMSTANCES AND PROCEDURES - NOTING THAT IF PURCHASING VIA LGAT PROCUREMENT PANELS A TENDER IS NOT REQUIRED IRRESPECTIVE OF FINANCIAL LIMITS.]

STRATEGIC ALLIANCES

[DRAFTING NOTE – INSERT DETAILS WHICH ENCOURAGE CONSIDERATION OF AND PROMOTE THE USE OF EXISTING STANDING CONTRACTS OFFERED BY LGAT PROCUREMENT THAT ARE SPECIFIC FOR COUNCILS – TO SAVE TIME AND MONEY IN THE PROCUREMENT PROCESS.]

CALCULATING THE VALUE OF A PURCHASE

[DRAFTING NOTE – COUNCIL TO IDENTIFY LOCAL LEVEL PROCEDURES].

GOODS AND SERVICES TAX (GST)

[DRAFTING NOTE – COUNCIL TO IDENTIFY LOCAL LEVEL PROCEDURES.]

EXTENSION OF CONTRACTS ENTERED INTO BY TENDER

[DRAFTING NOTE – COUNCIL TO IDENTIFY LOCAL LEVEL PROCEDURES.]

PROCUREMENT/PURCHASING METHODS

[DRAFTING NOTE – COUNCIL TO IDENTIFY LOCAL LEVEL PROCEDURES]

PROCUREMENT/PURCHASING VALUE THRESHOLDS

[DRAFTING NOTE – COUNCIL TO IDENTIFY E.G., PROCUREMENT PRACTICE REQUIRED FOR PURCHASE OF ITEMS SAY BELOW \$10,000, BETWEEN \$10,000 AND \$50,000, BETWEEN \$50,000 AND \$100,000 BETWEEN \$100,000 AND \$250,000 AND ABOVE \$250,000] – INCLUDING VIA LGAT PROCUREMENT PANEL ARRANGEMENTS]

ENGAGING A THIRD PARTY TO MANAGE A PROCUREMENT PROCESS

[DRAFTING NOTE – COUNCIL TO IDENTIFY LOCAL LEVEL PROCEDURES.]

WORK HEALTH AND SAFETY

[DRAFTING NOTE – INSERT/LINK THE COUNCIL’S WORK HEALTH AND SAFETY REQUIREMENTS.]

[DRAFTING NOTE – INSERT/LINK ANY OTHER PRINCIPLES RELEVANT TO THE COUNCIL – E.G., DOES COUNCIL HAVE ANY SPECIFIC REQUIREMENTS REGARDING INSURANCE AND INDEMNITIES?]

DELEGATION

[DRAFTING NOTE – INSERT/ATTACH/ADD/LINK DELEGATIONS SCHEDULE RELEVANT TO THE COUNCIL]

REVIEW OF THE CODE

[DRAFTING NOTE – COUNCIL TO IDENTIFY LOCAL LEVEL PROCEDURES].

BREACH OF THE CODE

[DRAFTING NOTE – COUNCIL TO IDENTIFY LOCAL LEVEL PROCEDURES.]

ACCOUNTABILITY

[DRAFTING NOTE – COUNCIL TO IDENTIFY LOCAL LEVEL PROCEDURES.]

REPORTING PROCEDURES

[DRAFTING NOTE – COUNCIL TO IDENTIFY LOCAL LEVEL PROCEDURES.]

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Angela Matthews, Corporate Services Coordinator
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – LG11 Rating and Exemptions Policy Policy Review Template Council’s Current LG11 Rating and Exemptions Policy

OFFICER’S RECOMMENDATION:

That LG11 Rating and Exemptions Policy amendments be adopted.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy is now overdue for review being five (5) years since the previous review.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 1 September 2025

Adopted 19 March 2012 – Minute No 03/12.15.4.069
 Amended 25 June 2012 – Minute No 06/12.11.11.151
 Amended 6 May 2013 – Minute No 05/13.11.8
 Amended 17 June 2013 – Minute No 06/13.11.13
 Amended 16 September 2013 – Minute No 06/13.11.1
 Amended 17 March 2014 – Minute No 03/14.11.8.053
 Amended 16 June 2014 – Minute No 06/14.11.9
 Amended 21 July 2014 – Minute No 07/14.11.9.193
 Amended 20 February 2017 – Minute No 02/17.12.4.28
 Amended 25 June 2018 – Minute No 06/18.12.4.129
 Amended 20 August 2018 – Minute No 08/18.12.7.190
 Amended 16 November 2020 – Minute No 11/20/12.4.207

These amendments have been considered at a recent Council Workshop and will be reviewed by Council’s Audit Panel at its October 2025 Audit Panel Meeting.

OFFICER’S REPORT:

Council has a schedule for regular review of Policies. This Policy is overdue however a major review has been undertaken in line with the legislation which has taken quite some time.

The main focus was to be clear with the difference between a “Statutory Exemption” which is covered under Section 87 of the *Local Government Act 1993* and a “Discretionary Remission” which is a decision of Council. The creation of the application form clearly creates a step by step process

for the applicant to follow including evidence that may be required to be submitted to enable Council Officer's to make an informed decision or recommendation to Council.

Due to the amount of changes made to this policy in formatting etc and the inclusion of associated legislation and the creation of an application form it was not conducive to use track changes to highlight changes however a summary below has been prepared to assist with noting the key changes arising from the updated Rating Exemptions and Remissions Policy:

- Responsible Officer updated to Business Services Manager (from Manager Corporate Services).
- Statutory Exemptions (s87 of the *Local Government Act 1993*) – Charity Test - Evidence standard changes from Australian Business Register (ABR) charity-type check (Charitable Institution/Public Benevolent Institution (PBI)/ Health Promotion Charity (HPC)) to The Australian Charities and Not-for-profits Commission (ACNC)/ATO Deductible Gift Recipients (DGR) certification.
 - Explicit list of 'what is not a charity' added to guide assessments.
 - Exclusive charitable use clarified; partial exemptions allowed only when separable by tenancy (e.g., church vs minister's/pastor's residence).
- Discretionary Remissions
 - Retains remissions for non-owner charities (who are the ratepayer), ministers' residences, cemeteries, and not-for-profit churches without The Australian Charities and Not-for-profits Commission (ACNC) registration.
 - Requires clear, measurable benefit to the Break O'Day community, clarified the treatment of incidental commercial activity if overall not-for-profit.
 - Environmental Conservation – the introduction of a public benefit framework (access, education, stewardship) and uses Winifred Curtis Reserve as a benchmark.
- The addition of a comprehensive application form with checklists (ownership/ occupation proof, Deductible Gift Recipients (DGR) / The Australian Charities and Not-for-profits Commission (ACNC), leases, financials, public benefit evidence).
- Retained the General Manager's delegation to remit up to \$150 per property per year for penalties/interest and clarification of scope for other rates/charges where specified.

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. Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.

LEGISLATION & POLICIES:

Local Government Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are no financial implications with adopting the revised policy.

VOTING REQUIREMENTS:

Simple Majority

POLICY NO LG11 RATING EXEMPTIONS AND DISCRETIONARY REMISSIONS POLICY

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Business Services Manager
LINK TO STRATEGIC PLAN:	Maintain financial viability and accountability in budgeting and administration.
STATUTORY AUTHORITY:	Local Government Act 1993
OBJECTIVE:	The purpose of this policy is to identify the criteria which must be met in order to be granted an automatic exemption in accordance with the relevant legislation and also to provide Council with a schedule of properties which are not automatically exempt, in order to provide a remission for their general rate and/or service rates.
POLICY INFORMATION:	<p>Adopted 19 March 2012 – Minute No 03/12.15.4.069</p> <p>Amended 25 June 2012 – Minute No 06/12.11.11.151</p> <p>Amended 6 May 2013 – Minute No 05/13.11.8</p> <p>Amended 17 June 2013 – Minute No 06/13.11.13</p> <p>Amended 16 September 2013 – Minute No 06/13.11.1</p> <p>Amended 17 March 2014 – Minute No 03/14.11.8.053</p> <p>Amended 16 June 2014 – Minute No 06/14.11.9</p> <p>Amended 21 July 2014 – Minute No 07/14.11.9.193</p> <p>Amended 20 February 2017 – Minute No 02/17.12.4.28</p> <p>Amended 25 June 2018 – Minute No 06/18.12.4.129</p> <p>Amended 20 August 2018 – Minute No 08/18.12.7.190</p> <p>Amended 16 November 2020 – Minute No 11/20.12.4.207</p> <p>Amended - Minute No</p>

POLICY

1. INTRODUCTION

Under Section 87 of the Local Government Act 1993, Council must exempt certain properties from general and separate rates, including land held for charitable purpose as set out in the Charities Act 2013.

Registered charity means an entity that is registered with the Australian Charities and Not-for-profits Commission (ACNC) as a charity.

The definition of 'charitable' covers 12 charitable purposes.

Please read through the list of purposes below and how they correspond to the common types of not-for-profit organisations to see if your organisation has a recognised charitable purpose.

The 12 charitable purposes set out in the Charities Act are:

- advancing health
- advancing education
- advancing social or public welfare
- advancing religion
- advancing culture
- promoting reconciliation, mutual respect and tolerance between groups of individuals that are in Australia
- promoting or protecting human rights
- advancing the security or safety of Australia or the Australian public
- preventing or relieving the suffering of animals
- advancing the natural environment
- other similar purposes 'beneficial to the general public', and
- promoting or opposing a change to any matter established by law, policy or practice in the Commonwealth, a state, a territory or another country (where that change furthers or opposes one or more of the purposes above).

If you are unsure if your organisation's purposes align with one or more of these charitable purposes, you should examine its:

- governing document (constitution or rules)
- activities
- history, and
- how it uses its funds.

This policy outlines Statutory Exemptions and Discretionary Remissions and provides detailed criteria for assessing applications for exemptions/remissions.

2. STATUTORY EXEMPTIONS

Below is the extract from Section 87 of the Local Government Act 1993 which sets out the criteria for a Statutory Exemption.

87. Exemption from rates

- (1) *All land is rateable except that the following are exempt from general and separate rates and any rate collected under [section 88](#) or [97](#):*
- (a) *land owned and occupied exclusively by the Commonwealth;*
 - (b) *land held or owned by the Crown that is not land to which a relevant right to occupation relates and that is land that—*
 - (i) *is a national park, within the meaning of the [Nature Conservation Act 2002](#); or*
 - (ii) *is a conservation area, within the meaning of the [Nature Conservation Act 2002](#); or*
 - (iii) *is a nature recreation area, within the meaning of the [Nature Conservation Act 2002](#);*
or
 - (iv) *is a nature reserve, within the meaning of the [Nature Conservation Act 2002](#); or*
 - (v) *is a regional reserve, within the meaning of the [Nature Conservation Act 2002](#); or*
 - (vi) *is a State reserve, within the meaning of the [Nature Conservation Act 2002](#); or*
 - (vii) *is a game reserve, within the meaning of the [Nature Conservation Act 2002](#); or*
 - (viii) (ix) *is a public reserve, within the meaning of the [Crown Lands Act 1976](#); or*
 - (x) *is a public park used for recreational purposes and for which free public access is normally provided; or*
 - (xi) *is a road, within the meaning of the [Roads and Jetties Act 1935](#); or*
 - (xii) *is a way, within the meaning of the [Local Government \(Highways\) Act 1982](#); or*
 - (xiii) *is a marine facility, within the meaning of the [Marine and Safety Authority Act 1997](#);*
or

- (xiv) supports a running line and siding within the meaning of the Rail Safety National Law (Tasmania) act 2012;
- (ba) land, held or owned by the Crown, that is seabed –
 - (i) on land to which relates a lease granted and in force under Part 4 of the Marine Farming Planning Act 1995; or
 - (ii) on land, if no lease (other than a lease referred to in subparagraph (i)) or licence, has been granted by the Crown in relation to the land and is in force or
- (c) land owned by the Hydro-Electric Corporation or land owned by a subsidiary, within the meaning of the Government Business Enterprises Act 1995, of the Hydro-Electric Corporation on which assets or operations relating to electricity infrastructure, within the meaning of the Hydro-Electric Corporation Act 1995, other than wind-power developments, are located;
- (d) land or part of land owned and occupied exclusively for charitable purposes;
 - (da) Aboriginal land, within the meaning of the Aboriginal Lands Act 1995, which is used principally for Aboriginal cultural purposes;
- (e) land or part of land owned and occupied exclusively by a council.

2.1.1 CRITERIA FOR EXEMPTIONS UNDER SECTION 87(D)

Section 87(1) of the *Local Government Act 1993* provides for exemption of the “general and separate rates and any rate collected under section 88 or 97” for land or part of land owned and occupied exclusively for charitable purposes.

In determining if a ratepayer is eligible for an exemption the answer to each of the following questions must be “Yes”:

2.1.1.1 Is the ratepayer a charitable organisation?

How to Assess

- They must hold Australian Taxation Office certification that they are a charity with Deductible Gift Recipient (DGR) status.
- Examples of Charities that may be eligible include:
 - Religious institutions;
 - Aged persons homes;
 - Homeless hostels;
 - Organisations relieving the special needs of people with disabilities;
 - Non-profit child care services; and
 - Societies that promote the fine arts.
- Refer to the ATO Endorsed DGR’s – Gift Pack for deductible gift recipients and donors. More information available on the ATO website www.ato.gov.au under non-profit organisations.
- What is not a charity?
 - An entity that is primarily for sporting, recreation or social purposes.
 - An entity that is primarily for political, lobbying or promotional purposes.
 - An entity that’s purpose is illegal or against public policy.
 - An entity is carrying on a commercial enterprise to generate surpluses.
 - Government departments and instrumentalities carrying out the ordinary functions of government are unlikely to be charities.

AND

2.1.1.2 Is the ratepayer using the property exclusively for charitable purposes?

How to Assess

- The property cannot be used for non-charitable, commercial or for-profit activities in addition to charitable services, unless part of the land can be separated by tenancy and isolated exclusively for charitable use (ie a church and a minister's house).
- Examples of charitable activities include:
 - Relief of poverty;
 - Relief of needs of the aged;
 - Relief of sickness or distress;
 - The advancement of religion;
 - The advancement of education;
 - Provision of child care services on a non-profit basis; and
 - Other purposes beneficial to the community.
- Examples of non-charitable activities include:
 - Private halls or halls that are leased or hired out;
 - Residential properties and manse owned by Religious institutions even when occupied by a minister;
 - Commercial activities that support other charitable work.

AND

2.1.1.3 Is the charitable organisation the owner of the property?

- A lessee or tenant is not eligible for an exemption.

Properties which are eligible for an exemption from the General Rate and Fire Levy shall be liable for applicable service rates and charges.

How to Apply

Applications are to be made by completing the "Application for Charitable Rate Exemption and/or Discretionary Remission" Form and providing any relevant evidence as requested.

3. DISCRETIONARY REMISSIONS

Organisations which are not eligible for an exemption under Section 87 (d) of the *Local Government Act 1993*, may apply to Council for a rates remission.

Properties which are listed in this policy to receive a discretionary remission will be taken to Council for endorsement on an annual basis. Additions to this schedule can be made throughout the year upon receipt of an application on the approved form "Application for Charitable Rate Exemption and/or Discretionary Remission" from the ratepayer/owner and subsequent approval by Council.

Properties which receive a discretionary remission from the General Rate shall be liable for the Fire Levy and applicable service rates and charges.

If an organisation's charitable status changes or the purposes for which the property is used changes it must notify Council.

The Council may provide a remission (in full or in part) of the General Rate to those ratepayers that are:

- Charitable organisations that would otherwise be eligible for an exemption, except that they do not own the property that they occupy, and where they are liable for the rates and charges.
- Religious institutions that own residential properties that are occupied solely by the Church Minister and their family.
- A cemetery that is owned by a religious institution.
- A Church where the owners are not eligible for a remission as they are not registered as a charitable organisation, only if the organisation or owner is not-for-profit.
- Any other property which Council believes offers a benefit to the community where the benefit to the community would include activities such as:
 - Health promotion;
 - Relief of poverty;
 - Relief of needs of the aged;
 - Relief of sickness or distress;
 - The advancement of religion;
 - The advancement of education.
- Where a charitable organisation would otherwise be eligible for an exemption, except that they conduct minor or incidental commercial activities or a mix of activities on the property, provided that the organisation is operating overall as not-for-profit and all funds raised will contribute to their charitable purpose (that has been endorsed by the ATO).

Example

- *Where an organisation has charitable DGR endorsement from the ATO;*
- *Is the ratepayer/owner/property linked entity (Encompasses owners, ratepayers, and associated legal entities such as trusts);*
- *Occupies the property partially or fully; and*
- *Undertake activities endorsed by the ATO and those activities provide benefit to the BOD community, such as the land being available for public access/use.*

A remission would be granted.

How to Apply

Applications are to be made by completing the “Application for Charitable Rate Exemption and/or Discretionary Remission” Form and providing any relevant evidence as requested.

Any property owners applying for any Discretionary Remission must clearly demonstrate that there is a public benefit to the Break O’Day community. This includes providing clear, measurable evidence of public access and/or direct public benefit, as well as any report, any other documentation that can be provided as evidence for the desired outcomes.

In determining the remission, the factors considered would include whether the benefit from the organisations activities are within the municipality. Where the charitable purpose is provided solely outside the municipality the organisation would not be eligible for a remission.

3.1.1 DISCRETIONARY REMISSIONS

Table 1 below provides a list of properties which are currently eligible to receive a discretionary remission.

TABLE 1

PID	Address	Owner	Improvements
2993368	76 Main Street, St Marys	Roman Catholic Church Trust Corporation	Church & Rectory
6412006	Seymour Street, Fingal	Uniting Church of Australia	Church & Hall
6793742	58 Cecilia Street, St Helens	The Trustees of the Dioceses of Tasmania	Church, House & Hall
7154686	54 Cecilia Street, St Helens	St Helens Christian Fellowship	Church & House
2543148	Tasman Highway, Goshen	Scout Association of Australia	Hall
6789559	St Helens Point Road, St Helens	St Helens Sea Scout Group	Shed
9459286	25 Circassian Street, St Helens	Homes Tasmania (not charitable) Neighbourhood House	Community Centre
9498224	19 Circassian Street, St Helens	Medea Park Association Incorporated	Nursing Home & 12 Units
7378524	23268 Tasman Highway, Scamander	T McManus, D Walter, W Buza, A M Buchanan, Others	Winifred Curtis Reserve
6409122	LOT 33 Tasman Highway, Scamander	T McManus, D Walter, W Buza, A M Buchanan, Others	Winifred Curtis Reserve
6399593	Alexander Street, Cornwall	Cornwall Community Development Group Inc.	Hall
6805467	165 Lottah Road, Goulds Country	I Chapple, A Johnson, B Smith	Church
6412049	3 Short Street, Fingal	Fingal District Progress Committee Inc	Community Building
6807809	414 Gardens Road, The Gardens	Surf Angling Club	Shed
9867769	German Town Road, St Marys	BOD FM	Communications Tower

3.1.2 ENVIRONMENTAL CONSERVATION – SERVICE CHARGES

If you answered the following three (3) questions from section 2.1.1 of this policy above as follows you are not automatically eligible to receive the Statutory Exemption and can therefore apply under this section of the policy for a Discretionary Remission.

- *Is the ratepayer a charitable organisation?* **YES**
- *Is the ratepayer/owner/property linked entity (Encompasses owners, ratepayers, and associated legal entities such as trusts) using the property exclusively for charitable purposes?* **NO**
- *Is the charitable organisation the owner of the property?* **YES**

Rateable land set aside for environmental conservation must satisfy both the ownership and occupation requirements as listed above, as well as demonstrate a broader public benefit that extends beyond the interests of individuals or a closed group of like-minded individuals, to qualify for a charitable remission for environmental conservation.

The Winifred Curtis Reserve is land at Scamander which is held in trust for use by the general public as a public reserve. The trustees make no profit from this land.

The Winifred Curtis Reserve stands as an exemplar of the standard that Council expects other properties seeking rate remissions under this section. This standard includes:

- Public Benefit –
 - The land offers open access and serves the broader community; and
 - Ensure that its use is not limited to a specific group or private individuals; and
 - All or part of the land must be provided for unrestricted public access; and
 - May facilitate educational opportunities;
 - Demonstrate a commitment to environmental stewardship in line with the broader community engagement and conservation objectives.
- Exclusive Charitable Use –
 - The land is held and managed exclusively for charitable purposes with no commercial or for-profit activities taking place. This point aligns with the legislative requirement for land to be owned and occupied exclusively for charitable purposes to qualify for an exemption.
- Environmental Protection –
 - The land serves an essential role in protecting and conserving local ecosystems, with measurable contributions to biodiversity preservation and environmental health. This aligns with Council's goals of supporting landowners who are actively engaging in long-term environmental protection.

As such, the Winifred Curtis Reserve represents the benchmark for the public benefit and environmental protection that Council requires from other properties seeking rate exemptions and remissions. This demonstrates how charitable land ownership and environmental protection efforts can be aligned with both the community's interest, Council's legislative obligations and the application of this section of the policy.

Any property owners applying for this Environmental Conservation Remission must clearly demonstrate that they can meet or exceed the standard set by Winifred Curtis Reserve. This includes providing clear, measurable evidence of public access and/or direct public benefit, as well as environmental conservation outcomes.

Example 1

- *Where an organisation has charitable DGR endorsement from the ATO;*
- *Is the Is the ratepayer/owner/property linked entity (Encompasses owners, ratepayers, and associated legal entities such as trusts);*
- *Occupies the property partially or fully; and*
- *Undertakes activities endorsed by the ATO and those activities provide no benefit to the BOD community, such as locking up land for no officially recognised conservation reason with no public access for the community.*

A remission would not be granted.

Example 2

- *Where an organisation has charitable DGR endorsement from the ATO;*
- *Is the Is the ratepayer/owner/property linked entity (Encompasses owners, ratepayers, and associated legal entities such as trusts);*
- *Occupies the property partially or fully; and*
- *Undertakes activities endorsed by the ATO and those activities provide benefit to the BOD community, such as partially or fully locking up land for officially recognised conservation reasons eg protection of the land and/or its protected species with no public access to the community.*

A remission may be considered by Council for a Discretionary Remission.

How to Apply

Applications are to be made by completing the "Application for Charitable Rate Exemption and/or Discretionary Remission" Form and providing any relevant evidence as requested.

An organisation would need to demonstrate that there is a benefit to the Break O'Day community.

In determining the remission, the factors considered would include whether the benefit from the organisations activities are within the municipality. Where the charitable purpose is provided solely outside the municipality the organisation would not be eligible for a remission.

Table 2 below provides a list of properties which are currently eligible to receive a remission of the service charges and fire levy. It is already shown in Table 1 for a remission of the general rate.

TABLE 2

PID	Address	Owner
7378524	23268 Tasman Highway, Scamander	T McManus, D Walter, W Buza, A M Buchanan, Others
6409122	LOT 33 Tasman Highway, Scamander	T McManus, D Walter, W Buza, A M Buchanan, Others

3.1.3 CHURCH REMISSIONS – SERVICE CHARGES

In addition to exemptions and/or remission provided in relation to the General Rate, Council will also offer Churches a remission of 50% of the applicable service rates.

It is intended that this policy apply to churches owned by religious, not-for-profit or charitable organisations; that are:

- Used exclusively as a place of worship; or
- Consecrated burial place; and
- Are eligible for an exemption and/or remission under this policy for the General Rate.

Table 3 below provides a list of properties which are currently eligible to receive a remission with this section.

TABLE 3

PID	Address	Owner/Ratepayer
6404751	13 Main Street, St Marys	The Trustees of The Dioceses of Tasmania
6793742	58 Cecilia Street, St Helens	The Trustees of The Property of the Church of England in Tasmania
6806961	28057 Tasman Highway, Pyengana	The Trustees of The Dioceses of Tasmania
2993368	Main Street, St Marys	Roman Catholic Church Trust Corporation
6412890	Victoria Street, Fingal	Roman Catholic Church Trust Corporation
6413463	26 Elizabeth Street, Mangana	Roman Catholic Church Trust Corporation
6793558	79 Cecilia Street, St Helens	Roman Catholic Church Trust Corporation
6412006	Seymour Street, Fingal	Uniting Church of Australia
6795369	60 Quail Street, St Helens	Uniting Church of Australia
6805467	165 Lottah Road, Goshen to Lottah	Chapple I, Johnson A, Smith B
6805635	320 Lottah Road, Goulds Country	Union Church Goulds Country Inc
7154686	54 Cecilia Street, St Helens	St Helens Christian Fellowship
7320752	23 Steel Street, Scamander	Jehovahs Witnesses

3.1.4 WASTE MANAGEMENT CHARGES - CEMETERIES

Table 4 below provides a list of properties which are currently eligible to receive a remission of the standard waste management fees for cemeteries. These are not included in Table 3 as that section deals only with churches.

TABLE 4

PID	Address	Owner/Ratepayer
6411935	Seymour Street, Fingal	Roman Catholic Church Trust Corporation
6408381	6904 Esk Main Road, St Marys	Roman Catholic Church Trust Corporation
6411521	Legge Street, Fingal	The Trustees of the Dioceses of Tasmania

3.1.5 PARTIAL REMISSION FOR BOATSHEDS, JETTIES, BOAT RAMPS & SLIPWAYS & CSIRO WEATHER STATIONS

Table 5 below provides a list of properties which are currently eligible to receive a remission for properties which are identified as boatsheds, jetties, boat ramps or slipways. The remission for these shall be an amount equal to 75% of the total general rate levied for the property.

TABLE 5

PID	Address	PID	Address
3332924	Melaleuca Street Street, Ansons Bay	1531524	Ansons Bay Foreshore, Ansons Bay
2869711	Acacia Drive, Ansons Bay	2590745	Ansons Bay Foreshore, Ansons Bay
2869826	Acacia Drive, Ansons Bay	1745194	Lyne Court, Four Mile Creek
6407071	Tasman Highway, Four Mile Creek	6808182	Honeymoon Point Road, The Gardens
2856048	Acacia Drive, Ansons Bay	2861832	Melaleuca Street, Ansons Bay
2856056	Melaleuca Street, Ansons Bay	2861867	Acacia Drive, Ansons Bay
2856064	Acacia Drive, Ansons Bay	2861875	Casuarina Lane, Ansons Bay
2856072	Acacia Drive, Ansons Bay	2861891	Acacia Drive, Ansons Bay
6797890	Main Road, Binalong Bay	2864363	Acacia Drive, Ansons Bay
7255647	Barrack Street, Akaroa	2864371	Boobyalla Drive, Ansons Bay
6801677	Ansons Bay Foreshore, Ansons Bay	2895653	Boobyalla Drive, Ansons Bay
2820408	Melaleuca Street, Ansons Bay	2902809	Melaleuca Street, Ansons Bay
1575877	Gardens Road, The Gardens	2903115	Melaleuca Street, Ansons Bay
3520765	Blue Gum Drive, Ansons Bay	3495352	Blue Gum Drive, Ansons Bay
7154950	Simeon Place, Akaroa	6407602	Lyne Court, Four Mile Creek
3046397	Boobyalla Drive, Ansons Bay	6407661	Tasman Highway, Four Mile Creek
3046418	Boobyalla Drive, Ansons Bay	6790699	St Helens Point Road, St Helens
6780175	Tasman Highway, St Helens	3489526	North Ansons Road, Ansons Bay

3.1.6 OTHER EXEMPT PROPERTIES

Table 6 below provides a list of properties which are currently eligible to receive a remission for properties that are covered by a Council decision or under a specific Act other than the *Local Government Act 1993*.

TABLE 6

PID	Address	Exemption	Name	Reason for Exemption
2952769	Mathinna Plains Road, Mathinna	All rates	CSIRO	Science & Industry Research Act 1949 (s53)
2952371	Esk Main Road, Fingal	All rates	CSIRO	Science & Industry Research Act 1949 (s53)
2952486	Tower Hill Road, Mangana	All rates	CSIRO	Science & Industry Research Act 1949 (s53)
2952363	Mathinna Plains Road, Mathinna	All rates	CSIRO	Science & Industry Research Act 1949 (s53)
6413332	14 Mangana Road, Fingal	General Rate	Malahide Golf Club Inc	Not for Profit Organisation which provides a public community benefit
6414634	4 Dunn Street, Mathinna	General Rate & 50% Service Charges	Mathinna Community & Landcare Group	Not for Profit Organisation which provides a public community benefit
3385380.02	Evercreech Road, Mathinna	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385399.02	Evercreech Road, Mathinna	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384652.04	Mathinna Plains Road, Mathinna	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385348.03	Mathinna Plains Road, Mathinna	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384230.02	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384302.02	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384310.02	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384329.02	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385241.04	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385030.02	Tasman Highway, Weldborough	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384265.02	Terrys Hill Road, Goshen	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3383799.02	Tower Hill Road, Mangana	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3386332.02	Tower Hill Road, Mangana	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385890.04	Mathinna Plains Road, Mathinna	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385540.02	Eastern Creek Road, Upper Scamander	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146

PID	Address	Exemption	Name	Reason for Exemption
3384054.02	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385110.02	Mount Paris Dam Road, Weldborough	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3386367.02	Tower Hill Road, Mangana	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3078698	1/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078700	2/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078719	3/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078727	4/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078735	5/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078743	6/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078751	7/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078778	8/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078786	9/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078794	10/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078807	11/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078815	12/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078823	13/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078831	14/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078858	15/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078866	16/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078874	17/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078882	18/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276

4. REMISSION OF RATES – INTEREST & PENALTY CHARGES

That upon written application from a ratepayer for a remission of rates - interest and/or penalty charges the remission is only to be granted where it is in the best interest of Council for the remission to be granted.

The circumstances under which Council will remit penalties and/or interest applied to the property due to late payment of rates, unless Council has a legal obligation to do so, will be due to an error on the part of Council or that the property owner has advised Council of a change of circumstances prior to rating and that Council has not acted on the basis of that advice, or other circumstances at the discretion of the General Manager.

In accordance with the delegated authority granted by Council to the General Manager, the maximum remission approved by the General Manager shall not exceed \$150.00 per property, per financial year without reference to Council and this delegation may be used for rates and/or charges other than penalties and interest charges.

If a request does not accord with Council's policy the ratepayer shall be informed in writing that their request has not been approved and the reasons why it has been refused. Any request over \$150.00 will be referred to Council for decision. Additions to the above schedules can be made upon receipt of a written request from the owner/ratepayer which will be taken to Council for a decision.

5. MONITORING AND REVIEW

Organisations must submit updated documentation to demonstrate ongoing adherence to the public benefit test and exclusive charitable use upon request (where required).

Changes in ownership or occupation must be reported to Council immediately in writing.

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.



APPLICATION FOR CHARITABLE RATE EXEMPTION AND/OR DISCRETIONARY REMISSION

In accordance with Section 87 of the Local Government Act 1993

Please refer to LG11 Rating Exemptions and Remissions Policy when completing this form for further information and clarification to assist you in completing the relevant section that relates to your circumstances

APPLICANT INFORMATION	
Organisation Name:	
Australian Business Number (ABN):	
Contact Person:	
Position:	
Phone No:	
Email Address:	
Mailing Address:	
Address of Property Seeking Exemption:	
Title Reference or Property Identification No (PID)	
SECTION 1 - APPLICATION FOR STATUTORY EXEMPTION – S.87 OF THE LOCAL GOVERNMENT ACT 1993 [See Policy LG11 – Rating Exemptions and Remissions Policy - Section 2 for detailed explanation of criteria]	
In determining if a ratepayer(s) is eligible for a Statutory Exemption the answer to each of the following questions must be "Yes" (please tick box):	<input type="checkbox"/> Is the ratepayer a charitable organisation? <u>AND</u> <input type="checkbox"/> Is the ratepayer(s) using the property exclusively for charitable purposes? <u>AND</u> <input type="checkbox"/> Is the charitable organisation the owner of the property?
CHECKLIST OF SUPPORTING DOCUMENTATION REQUIRED FOR STATUTORY EXEMPTION:	
<input type="checkbox"/> Proof of ownership and/or trust arrangements eg Trust Deed <input type="checkbox"/> Copy of Australian Tax Office (ATO) certification showing you are a charity with Deductible Gift Recipient (DGR) status <input type="checkbox"/> Financial statements or relevant financial reports that show that you are not operating commercial activities or profitable activities on this property <input type="checkbox"/> Copy of Evidence that the land is Aboriginal Land within the meaning of the <i>Aboriginal Lands Act 1995</i> , which is used principally for Aboriginal cultural purposes	
If you meet the requirements of Section 1 as outlined above and in the policy you can go directly to Section 8 – Declaration to complete your application	

SECTION 2 - APPLICATION FOR DISCRETIONARY REMISSION

PLEASE NOTE – AS WELL AS COMPLETING THIS SECTION OF THE FORM YOU WILL ALSO BE REQUIRED TO COMPLETE FURTHER SECTIONS BELOW RELEVANT TO THE REMISSION YOU ARE SEEKING

[See Policy LG11 – Rating Exemptions and Remissions Policy - Section 3 for detailed explanation of criteria]

In determining if an applicant is eligible for a Discretionary Remission the answer to each of the following questions must be "Yes"
(please tick relevant box(s)):

☐ Is the applicant a charitable organisation?

OR

Is the applicant one of the following:

☐ Religious Institution that own residential properties that are occupied solely by the Church Minister and their family

☐ Cemetery that is owned by a Religious Institution Church where they are not eligible to register as a charitable organisation and only if the organisation is not-for-profit

Any other property where the benefit to the community would include activities such as:

- ☐ Health promotion
- ☐ Relief of poverty
- ☐ Relief of needs of the aged
- ☐ Relief of sickness or distress
- ☐ The advancement of religion
- ☐ The advancement of education
- ☐ Environmental protection

☐ Where a charitable organisation would otherwise be eligible for an exemption, except that they conduct minor or incidental commercial activities or a mix of activities on the property, provided that the organisation is operating overall as not-for-profit and all funds raised will contribute to their charitable purpose (that has been endorsed by the ATO).

AND

☐ Is the applicant paying the rates for the said property?

AND

☐ The applicant occupies the property partially or fully for the above purposes?

OWNERSHIP DETAILS	
Is the applicant the registered owner/property linked entity (encompasses owners, ratepayer(s), and associated legal entities such as trusts) of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, provide details of the registered owner/property linked entity (encompasses owners, ratepayer(s), and associated legal entities such as trusts) arrangements <hr/> <hr/>
OCCUPATION AND USE OF PROPERTY:	
Describe how the property is used exclusively for charitable purposes and identify whether the property is used partially or fully: <i>(If more space is required feel free to attach further information)</i>	<hr/> <hr/> <hr/>
Describe the nature of the occupancy arrangement eg lease, length of lease, etc <i>(If more space is required feel free to attach further information)</i>	<hr/> <hr/> <hr/>
PUBLIC BENEFIT EVIDENCE:	
Access and Use:	
Is the property open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES: Provide details of public access arrangements (eg opening hours, nature trails, public events, etc) <i>(If more space is required feel free to attach further information)</i>	<hr/> <hr/> <hr/>
IF NO: Explain why access is restricted and provide evidence of alternative public benefits (eg educational programs, community partnerships, etc) <i>(If more space is required feel free to attach further information)</i>	<hr/> <hr/> <hr/>

Community Impact:	
Describe any programs or activities carried out on the property that benefit the community (eg conservation efforts, educational initiatives, etc) <i>(If more space is required feel free to attach further information)</i>	
Provide records of community engagement (eg number of visitors, participants in programs or groups involve, etc) <i>(If more space is required feel free to attach further information)</i>	
FINANCIAL INFORMATION:	
Is any profit derived from activities on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES: Explain how any income that is derived is used to support the property and its charitable activities <i>(If more space is required feel free to attach further information)</i>	
Explain any funding arrangements, grants or donations that support the property's use for charitable purposes. <i>(If more space is required feel free to attach further information)</i>	
CHECKLIST OF SUPPORTING DOCUMENTATION REQUIRED FOR DISCRETIONARY REMISSION:	
<input type="checkbox"/> Copy of Australian Tax Office (ATO) certification showing you are a charity with Deductible Gift Recipient (DGR) status OR <input type="checkbox"/> If not a Charitable organisation and registered with the ATO proof of status as per box ticked above eg Religious Institution, etc AND <input type="checkbox"/> Copy of Rates Notice with Ratepayer details as outlined above <input type="checkbox"/> Copy of Lease Agreement or similar documentation that outlines the arrangement with the property owner <input type="checkbox"/> Financial statements or relevant financial reports that show that you are not operating commercial activities or profitable activities on this property <input type="checkbox"/> Public access or alternative benefit documentation <input type="checkbox"/> Community engagement records	
PLEASE COMPLETE FURTHER SECTIONS BELOW RELEVANT TO THE SPECIFIC REMISSION YOU ARE SEEKING OTHERWISE GO STRAIGHT TO SECTION 8 - DECLARATION	

SECTION 3 - APPLICATION FOR DISCRETIONARY REMISSION – ENVIRONMENTAL CONSERVATION – GENERAL RATE	
[See Policy LG11 – Rating Exemptions and Remissions Policy - Section 3.1.2 for detailed explanation of criteria]	
ENVIRONMENTAL AND CONSERVATION OUTCOMES	
Provide measurable outcome (eg number of native species protected, area of habitat restored, etc) <i>(If more space is required feel free to attach further information)</i>	
ALIGNMENT WITH THE WINIFRED CURTIS RESERVE STANDARD	
Explain how the public benefit provided by the property meets or exceeds the standard set by the Winifred Curtis Reserve (Consider public access, environmental protection, community engagement, etc) <i>(If more space is required feel free to attach further information)</i>	
CHECKLIST OF SUPPORTING DOCUMENTATION REQUIRED FOR DISCRETIONARY REMISSION:	
<input type="checkbox"/> Attach any management plans, conservation reports or scientific research associated with the property and/or use of the property that demonstrate environmental benefits	
ONCE COMPLETED SECTION 2 AND 3 OF THIS FORM GO TO SECTION 8 - DECLARATION	
SECTION 4 - APPLICATION FOR DISCRETIONARY REMISSION – CHURCHES – SERVICE CHARGES	
[See Policy LG11 – Rating Exemptions and Remissions Policy - Section 3.1.3 for detailed explanation of criteria]	
Is the Church owned by religious, not-for-profit or charitable organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Church?	<input type="checkbox"/> Used exclusively as a place of worship OR <input type="checkbox"/> Consecrated burial place
Is the Church eligible for an exemption and/or remission under this policy for the General Rate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ONCE COMPLETED SECTION 2 AND 4 OF THIS FORM GO TO SECTION 8 - DECLARATION	
SECTION 5 - APPLICATION FOR DISCRETIONARY REMISSION – CEMETERIES – WASTE MANAGEMENT CHARGES	
[See Policy LG11 – Rating Exemptions and Remissions Policy - Section 3.1.4 for detailed explanation of criteria]	
Is the Cemetery owned by religious, not-for-profit or charitable organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Cemetery a consecrated burial place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Cemetery eligible for an exemption and/or remission under this policy for the General Rate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ONCE COMPLETED SECTION 2 AND 5 OF THIS FORM GO TO SECTION 8 - DECLARATION	

SECTION 6 - APPLICATION FOR DISCRETIONARY REMISSION – BOATSHEDS, JETTIES, BOAT RAMPS & SLIPS WAYS & CSIRO WEATHER STATIONS	
[See Policy LG11 – Rating Exemptions and Remissions Policy - Section 3.1.5 for detailed explanation of criteria]	
Does the application relate to a ...	<input type="checkbox"/> Boatshed <input type="checkbox"/> Jetty/Jetties <input type="checkbox"/> Boat Ramp <input type="checkbox"/> Slip Way
CHECKLIST OF SUPPORTING DOCUMENTATION REQUIRED FOR DISCRETIONARY REMISSION:	
<input type="checkbox"/> Copy of a plan showing said structure and location	
ONCE COMPLETED SECTION 2 AND 6 OF THIS FORM GO TO SECTION 8 - DECLARATION	
SECTION 7 - APPLICATION FOR DISCRETIONARY REMISSION – OTHER EXEMPTIONS	
[See Policy LG11 – Rating Exemptions and Remissions Policy - Section 3.1.6 for detailed explanation of criteria]	
If you are applying for a Discretionary Remission outside any of the parameters covered in the policy or this form please complete as many sections as possible and provide as much supporting documentation to allow Council to consider the application on its merits	
ONCE COMPLETED SECTION 2 ONWARDS OF THIS FORM GO TO SECTION 8 - DECLARATION	
SECTION 8 - DECLARATION	
<p>I _____, Declare that I am authorised to make this application as the ratepayer/owner/property linked entity (encompasses owners, ratepayers, and associated legal entities such as trusts) on behalf of this property.</p> <p>I declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that additional evidence may be requested, and that a Council Officer may inspect the property as part of the assessment process.</p> <p>I acknowledge that any costs associated with any external legal or environmental assessments required to accurately assess this application may be my responsibility.</p>	
Signature:	Date:

Submit your completed application form and all supporting documents to:

Break O'Day Council Council
 Corporate Services Department
 32-34 Georges Bay Esplanade
 St Helens, Tas, 7216
 Or via email to: admin@bodc.tas.gov.au

OFFICE USE ONLY:			
Received By:		Date:	Trim No:
Reviewed By:		Position:	
Recommendation presented to Council:		Date:	
Approved/Refused by Council:	<input type="checkbox"/> Approved		<input type="checkbox"/> Refused

PRIVACY STATEMENT

Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to Break O'Day Council. Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Break O'Day Council, in accordance with Council's Privacy Policy. Failure to provide this information may result in your application not being able to be accepted or processed.

ACTION	DECISION
PROPONENT	Malahide Golf Club
OFFICER	Angela Matthews, Corporate Services Coordinator Tenille Coker-Williams, Rates Officer
FILE REFERENCE	6413332 25/17874
ASSOCIATED REPORTS AND DOCUMENTS	Request from Ratepayer

OFFICER'S RECOMMENDATION:

In accordance with the provisions of s.129 of the *Local Government Act 1993*, Council **approve a General Rate remission of \$827.94**, as requested for the property known as 14 Mangana Road, Fingal identified as PID 6413332.

INTRODUCTION:

Council has received correspondence from Malahide Golf Club requesting a remission for the general rate for the 2025/2026 financial year. Due to the nature of the charge, a request is required annually to remit this charge.

PREVIOUS COUNCIL CONSIDERATION:

Previous remission of general rate granted from 2015/2016 to 2024/2025.

OFFICER'S REPORT:

The Secretary of the Malahide Golf Club has written requesting a remission of the general rate due to the Club struggling to meet their financial needs. There is course upkeep, maintenance, renovations, clubhouse and equipment maintenance, which is undertaken as much as possible by volunteers. Last year the club was also subject to a burglary and vandalism.

A remission has previously been approved for the general rate from 2015/2016 to 2024/2025 due to financial hardship. The Club endeavours to keep the facility up and running as a benefit to Fingal and neighbouring communities by providing recreational and social options. However, due to limited membership the Club continues to experience financial difficulties.

Council's Rate Remissions and Exemptions Policy allows for the option of remitting the general rate, if Council believes that the property provides a community benefit. LG11, Discretionary Remission (2). Council officers have included this property in Table 6 of the recently reviewed Policy - LG11 Rating and Exemptions Policy. This means it will be dealt with automatically in future years if Council adopts the Policy.

STRATEGIC PLAN & ANNUAL PLAN:

N/A

LEGISLATION & POLICIES:

Section 129 of the *Local Government Act 1993*
Rate Remissions and Exemptions Policy LG11 (2)

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

An amount of \$827.94 to rates remissions.

VOTING REQUIREMENTS:

Absolute Majority

Malahide Golf Club Inc.

ABN 80 746 243 303

14 Mangana Rd, Fingal Tasmania 7214

P. O. Box 31, Fingal 7214



Malahide Golf Club Inc.

ABN: 80 746 243 303

14 Mangana Rd, Fingal Tasmania 7214

PO Box 31, Fingal - TAS 7214

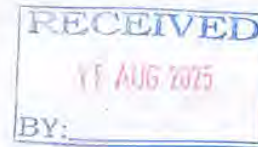
18/8/25

The General Manager

Break O'Day Council

32-34 Georges Bay Esplanade

ST HELENS TAS 7216



Request for Remission - Council Rates - 2025/2026

Dear Mr Brown

I write on behalf of the Malahide Golf Club to seek a remission from the Annual Rates as specified in the Notice sent to the Club dated 07/07/25 – Property Number 6413332.

While the Malahide Golf Club has had a successful year on the course, we continue to face significant financial pressures – taking a number of “hits” this year. We have been required to undertake significant restoration and maintenance work on our greens and our course watering system. This is unavoidable expenditure. Without excellent green surface, drainage and constant care a course can suffer reputational and playability damage. We also needed to undertake a thorough assessment of our mowers and undertake repair work which was a not insignificant cost. In addition, we were hit with a clubhouse burglary and vandalism, the costs of which were not all covered by insurance

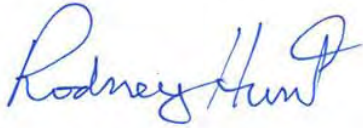
As you know, the Malahide Golf Club is a purely voluntary body which exists solely for the purpose of recreation. We operate on the membership fees paid by our small group of members and the takings from our bar from fund raising and special events. We do not employ any staff and the course is maintained purely by our small, dedicated but ageing group of volunteers. We do not receive any Council support for capital or other works to maintain the course.

Our own funds are not great and the costs of maintaining the course continue to grow. We are not capable of significant investment in course or capital upgrades from our own resources and can struggle to meet the cost of unanticipated events – such as the failure of our pumping and water system. Earlier this year sought a capital grant from the Federal Government to carry out some needed improvements to our equipment storage but were unsuccessful. We maintain very a cautious approach to managing our finances to ensure our club can continue to exist.

We are doing our best to promote the Club and the sport of golf and seek new members. We recently hosted our third Champion of the Fabulous Fingal Valley tournament in conjunction with the St Marys Golf Club that attracted players from across the region. We also provide a social and community centre for the Fingal and surrounding area through our regular Friday night and special functions – including our Winter Solstice and Quiz Night events.

We have received a remission in the past five years and ask that Council looks favourably on our request this year.

Please feel free to contact me if you require further information.



Rod Hunt
Hon Secretary, Malahide Golf Club
0428 998 144

rodhunt@netspace.net.au

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

This report summarises the activities related to Works Operations and Capital Projects for August 2025 and includes additional details about scheduled work planned for the upcoming month.

PREVIOUS COUNCIL CONSIDERATION:

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

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

	August 2025	September 2025
Aerodrome	<ul style="list-style-type: none"> Routine inspections Aerodrome Manual - annual review in progress. 	<ul style="list-style-type: none"> Routine inspections. Reviewing Aerodrome Asset Management Plan.
Town Maintenance	<ul style="list-style-type: none"> Installation of street furniture in Falmouth. General town maintenance. Ongoing surface aeration at the St Helens sports ground 	<ul style="list-style-type: none"> Playground inspections underway. Boat ramp inspections and cleaning. Softfall being replenished in playgrounds as required. Rubber Softfall installed in front of slides in the Lions Park and Foreshore playgrounds.

BODC Road Network	<ul style="list-style-type: none"> • Culvert repair Upper Esk Road, Mathinna. • Preparing for re-sheeting on Ansons Bay Road • Road network signs replaced. • Re-sheeting of the St Marys Recreation Ground and Fingal Recreation Ground. • Shoulder work Georges Bay Esplanade. • Verge maintenance - St Helens area. 	<ul style="list-style-type: none"> • Verge maintenance - St Helens area and Mathinna. • Traffic counters on Treloggens Track in response to a resident request for the speed limit to be lowered – currently 50km/hr. • Transport Commissioner has approved a reduction in speed limits on North Ansons Bay Road and the creation of a 40 Area speed zone at Ansons Bay. Reduced speed limit signs to be installed in Ansons Bay in the coming weeks post signs delivery. • Drainage work in Charlotte Court, Seymour.
MTB	<ul style="list-style-type: none"> • Routine track maintenance. • Trail inspections. 	<ul style="list-style-type: none"> • Routine track maintenance. • Trail inspections.
Weed Management	<ul style="list-style-type: none"> • Report unavailable. Officer on leave. 	

Waste Management – General Information

General/Commercial & Industrial Waste (MSW) to Copping Landfill													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	FY
2025/26 (T)	233	TBA											233
2024/25 (T)	222	224	167	240	224	282	352	221	215	247	198	182	2,774
Difference	11												-2,541

*TBA information from Copping Landfill weighbridge not available at time of writing this report.

BODC - Kerbside Comingled Recyclables Collection													
Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
2025/26 (T)	39	36											75
2024/25 (T)	43	41	40	56	48	56	73	51	48	51	45	38	590
Difference	-4	-5											-515

New recyclables waste truck delivered to St Helens in August.

St Helens Waste Transfer Station: Green waste mulch (coarse and fine grade material in stock) is available for purchase Monday – Friday, opening hours.

CAPITAL WORKS

Item	Comment
Bridge 185 – Gillies Road	In-progress: Drafting replacement specification.
Bridge 2684 – Pedder Street	In-progress: Drafting replacement specification.
Georges Bay – Shared pathway solar lighting	In-progress: July – September.
Georges Bay Walking Track Extension	In-progress: Design completed.
Scamander WTS – Waste Compactor	In-progress. Cost estimate detail being updated to enable final “no-compactor” option to be considered by the Council at the October Council meeting.
Scamander Inert Landfill Development	In-progress. Master Plan completed. Detail design in progress with engagement with the Tasmanian EPA to occur post October 2025.
Scamander Coastal Hazards Project	In-progress: Community meeting part of project well attended in June.
St Helens Cemetery Master Plan improvements	In-progress -Columbarium Wall build.
St Marys Dog Park	Completed
Storm Water – Aulichs Lane, St Marys	In-progress: Design completed, and materials purchased. Installation pending completion of sewer main works by Tas Water. Installation post Spring.
Storm Water – Penelope Street	Completed
Road Resealing	2025/2026 Resealing Tender Closed. Submissions under assessment/
Road Re-sheeting	Scheduled commence September.
Tully Street – Northern end: Stormwater System Design	In-progress: Quotations for design being sought.

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

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

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

Category/Area	Binalong Bay, The Gardens, Ansons	Fingal, Mathinna	Falmouth, 4 Mile	Seymour, Denison	Beaumaris, Diana B	Scamander	St Helens, Stieglitz Pyengana	St Marys, Cornwall	REPORTING PERIOD TOTAL	2025- 2026 YTD
Dog - Attack on a person (Serious)									0	0
Dog - Attack on another animal (Serious)									0	0
Dog – Attack on another animal (Minor)									0	1
Dog – Attack on a person (Minor)									0	0
Dog - Declared Dangerous									0	0
Dog - Dangerous Dogs Euthanized									0	0
Dog - Barking							2		2	2
Dog - Chasing a person							1		1	1
Dog - Impounded	1						1		2	4
Dog - in Prohibited Area									0	0
Dog - Lost Dogs Reported		1							1	2
Dog - Rehomed/kennel for rehoming									0	0
Dog - Wandering/at large	1						2		3	7
Verbal Warnings							1		1	3
Notice Issued - Unregistered Dog							2		2	3

Notice Issued - Caution Notice							1		1	1
Notice Issued - Infringement Notice							1		1	1
Infringement Notice - Disputes									0	1
Infringement Notice - Revoked									0	0
Written Letter - Various matters to Dog owners.		1				5	3		9	15
Patrols - Township/Urban Areas	1					1	3		5	9
Patrols - Beaches/Foreshore	1				1	2	2		6	12
Kennel Licence - Issued									0	1
Other - Cat complaints									0	2
Other - Livestock									0	1
Other - Poultry									0	0
Other - RSPCA intervention									0	2
TOTAL	4	2	0	0	1	8	19	0	34	68

Dog registrations: 2025/2026 - Registered to date: 1,206 (88.3%). Pending: 157 (11.5%)

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

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

LEGISLATION & POLICIES:

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

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

09/25.15.0 COMMUNITY DEVELOPMENT

09/25.15.1 Community Services Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

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

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

2025 – 2026 Community, Council Events, Programs and Initiatives

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

Grants Programs	2025-2026 Budget	Funds expended on project or forwarded to community group
Community Grants	60,000	
Art & Culture Community Grants	30,000	
School Prizes	1,000	
Contributions to Events		
Swimcart	1,000	
St Helens Athletic Carnival	2,500	
Carols by Candlelight	1,600	
Fingal Valley Coal Festival	2,000	
Pyengana Endurance Ride -	500	
St Helens Game Fishing Comp	2,000	
Marketing Valley Tourism	2,500	
Bay of Fires Art Prize	10,000	
Bay of Fires Winter Arts Market –	4,000	
St Marys Community Car & Bike Show	2,000	
East Coast Masters Golf Tournament	2,500	
BODRA Winter Lights	2,000	
Suicide Prevention	1,000	
Pyengana Easter Carnival	1,000	
Australia Day Event – Woodchopping	\$5,000	
Misc Donations & Events	7,500	
Wellbeing Festival	3,500	
Mannalargenna Day	2,500	
Council Sponsorship		
Funding for BEC Directory	2,000	
St Helens Marine Rescue	3,000	
Business Enterprise Centre (BEC)	28,000	
Council Sponsorship		
Seniors Day	3,000	
Australia Day event	5,000	
Volunteer Week	2,500	
Mental Health Week	500	
International Disability Day event	1,000	
Christmas Decorations	6,000	
Specific Programs & Initiatives		
Youth Services	8,000	
Welcome to Town Christmas Signs	1,500	

Updates on current projects being managed by Community Services:

Reconciliation Action Plan

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

Bay of Fires Master Plan

The draft Master Plan is now being developed by the consultants, informed by recent engagement with some Aboriginal communities. Face to face sessions will again be held, notification of same will be by email, social media and Council's website.

Scope of works – Rail Trail – Cornwall to St Marys

Council staff have completed a draft scope of works, including a concept plan outlining the project's vision and proposed construction. These drafts are currently under internal review.

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

Community Events/Activities

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

September 2025

13 – Aust Cycling Event – Fingal Recreation Grounds

19 – Friendship day – Break O'Day Stitchers – Portland Hall

October 2025

4 – A Festival Called George – Private Land

5- Bay of Fires Winter Arts Market – Bendigo Bank Community Stadium

17-21 – Aust Motorhome Rally – Fingal recreation Grounds

Learner Driver Mentor Program

The new learner driver car is performing well, the new learner car has been wrapped and can now clearly be identified as the Learner Driver Mentor Car. The program coordinator is still looking for more mentors.

Total on-road hours – 36

Total Mentors - 3

Learner in car - 11

Waiting list – 8

Graduated – 0

Community Wellbeing Project

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

Youth

No report at this time

Health and Wellbeing

The next Health and Social Services Network meeting will be held at St Helens on Monday 8 September at the Council Chambers. The network continues to be a forum for sharing good news, stories updates and opportunities and identifying ways we might all collaborate.

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

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

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Jenna Barr, Community Services Department
FILE REFERENCE	004\011\005\
ASSOCIATED REPORTS AND DOCUMENTS	Binalong Bay Ratepayers and Tennis Club Association letter dated 18/07/2025

OFFICER'S RECOMMENDATION:

1. That Council supports the Binalong Bay Ratepayers and Tennis Club Association by covering the cost of a replacement battery for the publicly accessible defibrillator installed at the Binalong Bay Main Beach toilet block.
2. That Council accepts full responsibility for the ongoing management and maintenance of all Automated External Defibrillators (AEDs) located on council owned or leasehold land including future costs associated with battery and electrode (pad) replacements.

INTRODUCTION:

Council has received a request from the Binalong Bay Ratepayers and Tennis Club Association seeking financial support to cover the cost of a replacement battery for the defibrillator installed on the public toilet block at Main Beach, Binalong Bay. This Defibrillator was originally purchased by the Binalong Bay and Tennis Club Association through raising funds.

PREVIOUS COUNCIL CONSIDERATION:**Council Workshop 1 September 2025****OFFICER'S REPORT:**

The recent request from the Binalong Bay Ratepayers and Tennis Club Association has brought to light the fact that there are a number of defibrillators (AEDs) currently installed on Council owned or leasehold land and facilities. While not all of these devices were purchased by Council, they have been installed in publicly accessible locations on Council property, often by community groups or external organisations.

Following an internal review, it has been identified that approximately 10 defibrillators are currently located on Council owned or leasehold land sites.

Fingal: Final Valley Neighbourhood House – Leased

Falmouth: Falmouth Community Centre - Leased

Scamander: Scamander Sports Complex - Leased

St Helens: Mountain Bike Trailhead

St Helens: St Helens Sports Complex / Community Garden (shipping container) – Leased

St Helens: St Helens Football Club Rooms – Leased

St Helens: Bendigo Bank Community Stadium

Binalong Bay: Titleys Shack

Binalong Bay: Main Beach (toilet block)

Pyengana: Pyengana Recreation Grounds

Council Staff Purposes: 2 additional units carried in Council vehicles (*Vehicle AEDs are already managed internally and not part of this decision*)

Each unit requires ongoing maintenance, including:

- **Battery replacement** approximately every five years – estimated cost: **\$500 each**
- **Electrode (pad) replacement** annually – estimated cost: **\$150 each**
- **Electrode (pads) replacement after use in an emergency** - estimated cost: **\$150 each**

Council officers have sourced advice from our insurance company who advised the following:

“There is currently no legislation in relation to defibrillators in Tasmania, similar to that in South Australia. Therefore, there is currently no legislative requirement for certain types of buildings to have defib machines etc or requiring maintenance etc. However, this may change in the future. In the absence of specific legislation, the general principles under the Civil Liability Act will apply in addition to common law principles of negligence. This means that as the owner of the properties, council will have a duty of care as the occupier of the premises.”

After a desk top search there are no formal agreements in place between Council and the community groups that have already installed the AED devices on Council owned or leasehold land.

It is recommended that Council accepts responsibility for ongoing maintenance of all AEDs on Council owned or leasehold land.

- **Consistency:** Ensures a standardised approach to the management and upkeep of all AEDs on Council-managed land.
- **Risk Management:** Reduces potential liability risks for Council by ensuring devices are maintained to required standards.
- **Public Safety:** Increases community confidence that AEDs are reliable and accessible in the event of an emergency.
- **Relief for Community Groups:** Removes the financial and administrative burden from local organisations who may lack the resources to manage ongoing maintenance.
- **Asset Protection:** Protects the significant community investment already made in purchasing and installing these devices.
- **Reputation and Goodwill:** Demonstrates Council’s commitment to community safety and wellbeing, strengthening trust and relationships with local groups.

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. Develop and maintain infrastructure assets in line with affordable long-term strategies

Key Focus Area:

Community Facilities – Provide community facilities that encourage participation and supports the lifestyle of residents and visitors

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

This request has not been allocated funding in the 2025–2026 budget, and the refund of \$504.00 for the purchasing of a replacement defibrillator battery for the Binalong Bay Ratepayers and Tennis Association has not been identified as a budgeted expenditure.

VOTING REQUIREMENTS:

Simple Majority

Binalong Bay Ratepayers and Tennis Assoc
Binalong Bay Tasmania
18.07.25

The Mayor
Break o day Council
St Helens Tasmania

Dear Sir

We at the Binalong Bay Ratepayers Assoc some four years ago purchased a defibrillator which we installed on the wall of the change rooms in the car park at the main beach at the bay.

On checking the unit two weeks ago I found that the battery of the unit is dead.

Enquiries have revealed that a new genuine battery including freight is \$500.00 for a four year battery and there is no option to buy a rechargeable battery for the unit.

We find that this is huge cost against our funds and would respectfully request assistance for either all or part of this cost as the unit is situated for use by the general public if the need arises.

Would you please favorably consider this request and we will buy the battery and submit the receipt for reimbursement.

Yours faithfully
Peter Daniel
President

ACTION	DECISION
PROPONENT	The Panorama Hotel
OFFICER	Dilara Bedwell, Economic Development & Projects Officer
FILE REFERENCE	018\019\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council supports this event by providing \$4,000 sponsorship funding towards the delivery of the year long exhibition at The Panorama Hotel, with a possibility of the event being extended into a second year.

INTRODUCTION:

Council has received a request for sponsorship support from Panorama Hotel to host Tasmanian photographers Darran and Frazer Leal to present a year-long photographic exhibition to open in October 2025. The event promises to showcase the unique beauty of our region and beyond while strengthening the cultural and social fabric of St Helens.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 1 September 2025

OFFICER'S REPORT:

The **SEA & SALT – ROCK & LIGHT – FOREST & QUIET – SKY & WEATHER** exhibition will feature over 60 panoramic works from Tasmania and international locations. It will be hosted at The Panorama Hotel, St Helens, with free entry for the community.

The artists, a Tasmanian father-and-son team, bring significant national recognition:

- **Darran and Frazer Leal** are presenters of *Snap Happy – The Photography Show* (national TV, 8 seasons).
- Darran Leal is a veteran photographer with previous exhibitions in Brisbane, Auckland, and Sydney, as well as features in *Australian Photography* magazine and has his own book titled *Straight Shooter*.

Community Benefits:

- **Cultural Value:** Provides a professionally curated cultural offering and raises the artistic profile of St Helens.
- **Community Education & Engagement:** Opportunities for workshops, guided tours, and school involvement, fostering lifelong learning.
- **Promotion & Exposure:** National coverage through *Australian Photography* magazine advertisements, interviews, and social media.

Economic Benefits:

- **Regional Promotion:** Full page ads in *Australian Photography* and coverage in national media provide **free destination marketing for St Helens**, positioning the town as a cultural destination. Council's brand will be visible in national and state-level promotional material, delivering **in-kind advertising value that exceed the \$4,000 investment**.
- **Increased Visitor Spend:** The exhibition is expected to draw tourists from around Tasmania and interstate, especially given the national profile of the artists and their media exposure. Visitors are likely to spend on accommodation, dining, fuel and retail generating direct economic activity in St Helens and boosting local businesses.
- **Seasonal diversification:** Because the exhibition runs year-round, it can help smooth visitor numbers during off-peak seasons, supporting businesses outside of traditional summer surges.

The event is already supported by significant sponsors, including **Epson, Sony**, and The Panorama Hotel. The artists themselves have committed substantial in-kind contributions. Council's sponsorship of \$4,000 would directly support marketing, program delivery, and logistics, ensuring the event remains free and accessible to all.

This request aligns strongly with Council's objectives:

- Supporting arts and cultural activity.
- Building community pride and identity.
- Attracting visitors and strengthening the local economy.
- Creating a positive brand
- Actively promoting as an event destination

STRATEGIC PLAN & ANNUAL PLAN:

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

Goals

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

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

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. Support and encourage innovation and growth in the economy through local leadership, infrastructure provision, support services and customer-focused service delivery.
2. Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses to live and work in Break O'Day.

Key Focus Area:

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

Goal

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

Key Focus Area:

Community Facilities – Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers.

LEGISLATION & POLICIES:

Nil

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

In our 2025-2026 Financial Year Budget, we have allocated \$30,000 for Arts & Culture. This sponsorship will utilise \$4,000 of the allocated budget for a year long event with the possibility of it extending beyond the first year. Please note that if the event is continued for another year, it will not require further sponsorship funding from Council.

VOTING REQUIREMENTS:

Absolute Majority

09/25.16.0 DEVELOPMENT SERVICES

09/25.16.1 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

Nil

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 2024 / 2025
NPR	2	6											8	
Permitted		4											4	
Discretionary	15	15											30	
Amendment	1												1	
Strata														
Final Plan	1	2											3	
Adhesion														
Petition to Amend Sealed Plan														
Boundary Rectification														
Exemption														
Total applications	19	27											46	205

Ave Days to Approve Nett *	39.6 8	30.85											35.26	
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* Calculated as Monthly Combined Nett Days to Approve/Total Applications

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

Aug 2025

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
064-2025	St Marys	Shed/Garage & Machinery Shed	S58	88	51
103-2025	St Helens	2 Lot Subdivision	S57	41	32
112-2025	Stieglitz	Additional Use for Visitor Accommodation	S58	1	0
102-2025	Stieglitz	Change of Use (Shed to Dwelling)	NPR	15	14
062-2025	St Helens	Construction of a Dwelling & Shed	S57	46	34
160-2024	Four Mile Creek	Additional Use for Visitor Accommodation	S57	40	39
029-2025	Scamander	Construction of a Dwelling	S57	43	42
122-2025	Stieglitz	Partial Demolition & Additions & Alterations to Dwelling	NPR	8	8
075-2025	Stieglitz	Retrospective Approval of Annex	S57	44	43
106-2025	Stieglitz	Proposed Secondary Residence	NPR	52	38
057-2025	Stieglitz	Dwelling, Secondary Residence & Shed	S57	100	35
088-2025	Beaumaris	Construction of a Dwelling and Boat Shed	S57	37	36
107-2025	St Helens	Secondary Residence	S57	36	35
058-2025	St Helens	Change of Use to Veterinary Centre	S57	66	36
237-2024	Scamander	2 Lot Subdivision	S57	191	39
220-2023 FINAL	St Marys	Boundary Adjustment	FINAL	32	32
063-2025	St Helens	Storage Container for Dangerous Goods	S57	41	40
323-2022 FINAL	Falmouth	2 Lot Subdivision	FINAL	22	22
036-2025	Stieglitz	Construction of a Second Dwelling (Multiple Dwelling)	S57	158	78
110-2025	St Helens	Change of Use Dwelling to Winery Facility & Construction of Proposed Addition including Alterations	S58	50	1
131-2025	Stieglitz	Additional Use for Visitor Accommodation	S58	10	10
085-2025	St Helens	Additional Use for Visitor Accommodation	S57	65	64

135-2025	St Helens	Partial Change of Use Workshop to House Extension	NPR	9	9
136-2025	St Helens	Extension to Existing Dwelling	NPR	9	9
026-2025	St Helens	Dwelling & Shed	S57	21	20
054-2025	St Helens	Dwelling	S57	68	32
128-2025	Scamander	Swim Spa	NPR	29	13

27

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

Strategic Planning Projects in the 2025/2026 financial year

Description	Percentage Complete	Current Update
Scamander-Beaumaris Structure Plan - Progress the project with the aim of addressing land use needs and development planning strategies for the Scamander-Beaumaris area; adoption by Council and commence progression of recommendations.	30%	<p>The first round of consultation with staff and elected representatives has occurred. The consultations and engagement process has commenced with good response.</p> <p>The consultants have commenced work on the state of play report and prepared an initial draft for the first round of engagement with second round of engagement to be scheduled.</p>
Regional Land Use Strategy - Participate in the development of the new Northern Tasmania Regional Land Use Strategy, resulting in adoption by Council	30%	<p>Break O'Day is actively participating in the review of the Northern Tasmania Regional Land Use Strategy (NTRLUS) through the Regional Planning Group (RPG).</p> <p>The consultants are currently working on the Strategic Directions document following workshops with council staff, elected representatives and state government agencies.</p> <p>A data collection exercise is also underway.</p>
Industrial Land Use Strategy - Finalise the Industrial Land Use Study resulting in adoption by Council, progress any Immediate Recommendations of the report/findings	50%	The stakeholder engagement strategy has been completed, and a survey has been released. Drafting of the final report is underway.
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	0%	The drafting of the project brief will commence soon.

BUILDING PROJECTS REPORT

Projects Completed in the 2025/2026 financial year

Description	Location	Updates
Demolition & Construction of New Public BBQ Facility and Associated work	Village Green, Binalong Bay	Completed August 2025.
Building upgrades (External repainting)	St Marys Railway Station	Completed August 2025

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

Description	Location	Updates
Insurance Claim Works – Water Damage	Portland Hall (Senior Citizens Wing)	<ul style="list-style-type: none"> Floor and ceiling damage in July storm; Insurance claim accepted and works currently underway.
Air-conditioning upgrades & Commencement of Internal Painting	Council Office	<ul style="list-style-type: none"> Internal lighting upgrades to LED fittings currently being installed; Air Conditioning Upgrades Completed in August 2025 with some minor work outstanding.
Additions & Internal Alterations	Falmouth Community Centre	<ul style="list-style-type: none"> Pending structural design package and regulatory approvals. Works are planned to progress in September 2025 pending above.
Demolition of Existing Toilet & Construction of New Facility	Beach Reserve, Falmouth	<ul style="list-style-type: none"> Pending structural design package and regulatory approvals. Works are planned to progress in September 2025 pending above.
Internal Renovations	Hub 4 Health, Portland Court, St Helens	<ul style="list-style-type: none"> Minor works have commenced with final works scope still being undertaken
Installation of Roof Mounted Solar Panels & New Electric Heaters	St Marys Hall	<ul style="list-style-type: none"> Works commenced 1 September 2025 and will be completed prior to 12 September 2025 in relation to heating; Quotations currently being sourced in relation to roof mounted solar panels.
Refurbish Toilet & Shower Facility	St Marys Sports Complex	<ul style="list-style-type: none"> Works commenced 1 September 2025. Major works will be completed prior to 12 September with

		further repainting to be scheduled in warmer months.
Replacement of Roof Cladding & Fence & Installation of Garden Shed.	St Marys Tennis Club	<ul style="list-style-type: none"> • Works scope now finalised, • Re-Roofing Works now completed; • New Garden Shed, Fence and Associated works currently being scheduled.

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

Description	Location	Updates
Repair Render & Repaint Front Facade	Portland Hall, St Helens	<ul style="list-style-type: none"> • Works scoping to be conducted in conjunction with design work for Memorial Park toilet replacement. • New Budget approved in capital works program.
Community Consultation, Design & Development Approval Phase – Public Toilet Replacement	Memorial Park, St Helens	<ul style="list-style-type: none"> • Community engagement phase to commence as priority in conjunction with consultant designer who has now been appointed; • Initial Concept planning underway
Installation of Roof Mounted Solar Panels	Fingal Depot	<ul style="list-style-type: none"> • Budget approved in capital works program.
Replacement of Roof Cladding	Pyengana Hall	<ul style="list-style-type: none"> • Budget approved in capital works program • Quotations currently being sourced.
New Solar Powered Power Supply & Electrical Fit-out	St Marys Waste Transfer Station	<ul style="list-style-type: none"> • Budget approved in capital works program.
New Ceiling Insulation & Roof Replacement	St Helens Works Depot Office building	<ul style="list-style-type: none"> • Budget approved in capital works program.
Structural Stabilisation Works	St Marys Exhibition building	<ul style="list-style-type: none"> • Budget approved in capital works program. • Pending decision of Council subsequent to Notice of Motion by councillor Johnson.
New Public BBQ Facility – Design Phase	Pyengana Recreation Ground	<ul style="list-style-type: none"> • Budget approved in capital works program.
Toilet/Amenities Replacements – Design Phase	St Helens Foreshore	<ul style="list-style-type: none"> • Budget approved in capital works program. • Initial Concept planning underway.

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

August 2025



No.	BA No.	Town	Development	Value
1.	2022/00191-STAGE 1	Lottah	New Dwelling	\$57,000.00
2.	2025/00125	Fingal	New Solar Installation	\$5,000.00
3.	2025/00038	Mathinna	New Shed	\$42,000.00
4.	2024/00033	St Helens	New 31 x Industrial Shipping Containers	\$200,000.00
5.	2025/00113	St Helens	Internal Alterations/Fit-Out of Shop (Pilates Studio)	\$50,000.00
6.	2025/00037	St Helens	Addition to Industrial Building	\$100,000.00
7.	2025/00016	Binalong Bay	New Dwelling and Retaining wall	\$700,000.00
8.	2023/00153-AMEND	St Marys	Amended approval for change of frame material steel to timber & retaining wall changes (Dwelling, Veranda & retaining wall)	N/A
9.	2025/00023	Scamander	New Dwelling & Domestic Storage Shed	\$1,120,000.00
10.	2024/00150	Falmouth	New Visitor Accommodation & Deck	\$450,000.00
11.	2024/00057	St Helens	Demolition & New Dwelling, Ancillary Dwelling, Shed, Carports & Under Cover Courtyard	\$1,000,000.00
12.	2025/00144	St Marys	Plumbing only – Stormwater/Spel Puraceptor	N/A
13.	2024/00044-STAGE 1	Fingal	Plumbing only – Amenities to existing garage	N/A


ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2024/2025	2025/2026
	\$3,774,000.00	\$6,048,000.00

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2024	2025
	August	\$2,449,000.00	\$3,724,000.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2023/2024	2024/2025
	August	15	25

ENVIRONMENTAL REPORT

Description	Updates
<p>Scamander Coastal Hazards and Flood Risk Management project</p>	<p>Twelve people attended a Community Workshop to hear about assessment of the at the River Mouth and the assets and values there that are exposed to them. An interim project report on the coastal and flood hazards and risks is being finalised. Public and private assets and values identified as potentially at risk, including environmental and recreational values, have been provisionally valued at \$72 million dollars.</p> <div data-bbox="411 533 1439 824">  </div> <p>Council reopened the River's barway successfully with machinery after it closed in early in July and water levels rose recently to reach road surfaces.</p>
<p>Dog Management and shorebirds</p>	<p>The North East Shorebird Working Group met, with news from the Parks and Wildlife Service (PWS) locally they will endorse Council's dog zones and work on new signage for Council's Declared areas can begin. An operational planning meeting for the summer and the start to beach-nesting season will be held.</p> <p>Council hosted a workshop by BirdLife Australia attended by community members, and representatives from NRM North and PWS. They were visiting Tasmanian to share their experience and knowledge and explore opportunities to work more closely with community volunteers and land management organisations.</p>
<p>Natural Hazards and Climate Change</p>	<p>Flood modelling work updating Council's municipal flood model is being completed and a report and the new flood mapping data are currently being compiled by the consultants. The project is responding to advice from the Australian Institute of Engineers on climate change and applying projections of rainfall and how catchments respond to flood risk assessment. The update also incorporates new land surface data and advances in flood modelling systems.</p> <div data-bbox="411 1585 1449 1955">  </div> <p>The Tasmanian Government's review of its Climate Change Act was discussed in a workshop hosted by the Local Government Association (LGAT) attended by the</p>

	<p>NRM Facilitator. A formal submission by Council for the review has not been developed.</p> <p>Council made submission to the Tasmanian Planning Commission regarding a <i>Draft amendment 01-25 State Coastal Policy 1996</i>. The amendment changes provisions for development on 'actively mobile landforms' in the Policy. In the submission Council was concerned, as the Planning Authority, about applying changes and legal liabilities it may face, for example in determining 'tolerable risk' for coastal development and use.</p> <p>Staff are participating in training program organised by LGAT on communicating about climate change issues. The training is part of a statewide local government capacity building project and is achieving a climate action priority of Council to help families, communities and the local economy meet climate change challenges.</p>
Community Awareness & Engagement	<p>The four days of Irapuna / Bay of Fires Community Weekend beach walks successfully covered 50km of this coastline. Over 130 volunteers enjoyed the spectacular coast and seascape together, while removing 55kg of marine debris and pulling out over 32,000 sea spurge, an invasive beach weed.</p>  <p>Council contributes logistical support to this annual event organised by the Wildcare Friends of Irapuna Coast, with the PWS, Tasmanian Walking Company, Tasmanian Aboriginal Land Council, and funding from a hooded plover project by NRM North with Australian Government's Saving Native Species program. Tebrakunna Rangers participated, and BirdLife Australia made a special visit for the afternoon talks and BBQ; highlighting the connections between caring for Country and the importance of beach habitats for many bird species.</p>
Cat Management	<p>32 cats from a large colony of semi-owned cats at Weldborough were removed by Council and the RSPCA, working together with support from the local Vet. All these cats appeared to suffer from zoonotic disease that can impact people. The RSPCA had previously removed another 40 or so cats from the colony.</p> <p>The cooperation of residents has been an important factor and wider community cooperation will be needed to manage remaining feral and stray cats. A key factor for the build-up of the colony in the first place has been people allowing</p>

access to food sources or deliberately feeding stray and roaming cats out of sympathy.

PUBLIC HEALTH REPORT

Immunisations

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

MONTH	2025/2026		2024/2025	
	Persons	Vaccinations	Persons	Vaccinations
July - December	0	0	0	0
January - June	0	0	0	0
TOTAL	0	0	0	0

Sharps Container Exchange Program as at 3 September 2025

Current Year	Previous Year
2025/26	2024/25
11	12

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

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Development Services Coordinator
FILE REFERENCE	004\005\007\
ASSOCIATED REPORTS AND DOCUMENTS	Expression of Interest Form

OFFICER'S RECOMMENDATION:

That Council:

1. Endorses the establishment of the St Marys Exhibition Building Liaison Committee to support the planning and redevelopment of the building in line with Council's staged approach;
2. Approves the attached Terms of Reference contained within the report;
3. Authorises the General Manager to call for Expressions of Interest (EOI) for up to four (One Assistant Project Manager and Up to 3 Community Members) community members to join the Committee in accordance with the approved Terms of Reference;
4. Notes that the Committee will operate from October 2025 through to the finalisation of Stage 3 deliverables (unless otherwise extended) then be disbanded.

INTRODUCTION:

Council has allocated \$100,000 in the 2025/26 financial year to undertake immediate remediation works and develop a project brief for the future of the St Marys Exhibition Building.

The most recent Council decision is provided below, and this report has been provided subsequent to Cllr Johnstone notice of motion for a report to establish a liaison committee to progress the project.

Recent community submissions, including a low-cost structural solution proposal, have highlighted the need for collaborative community and technical engagement in progressing this project.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 1 September 2025

Council Meeting 21 July 2025

07/25.9.1.635 Moved: Cllr L Johnstone/ Seconded: Cllr 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: Establish, as soon as practicable in the second half of 2025, a liaison committee to oversee the repair and maintenance of the St Marys Exhibition Building for community use, including oversight of the expenditure of the \$100,000 allocated in the 2025/26 Budget. The committee shall comprise:

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

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

CARRIED UNANIMOUSLY

Council Meeting 14 April 2025

04/25.9.2.578 Moved: Mayor M Tucker/ Seconded: Clr L Johnstone

That Council:

1. Thanks the community for having their say on the future of the St Marys Exhibition Hall, and notes the clear message that locals want to see the Hall kept for community use.
2. Agrees to keep the Hall and get on with the job of making it safe and usable again by doing the structural repairs and basic maintenance that are needed.
3. Sets aside \$100,000 in the 2025/2026 budget to get those safety and maintenance jobs done, and gives the go-ahead for Council staff to follow the process required to bring in the right engineers and builders to get the work underway as soon as possible in the new financial year.
4. Acknowledges the Expression of Interest process and thanks everyone who put forward a proposal. A decision about the future use or management of the Hall will be put on hold until the building works are finished.
5. Reconfirms Council's commitment to balancing responsible spending with delivering real value to the community. By backing this motion, we're taking a practical approach—keeping costs down while getting a good outcome that lines up with what the community's asked for.

CARRIED UNANIMOUSLY

Council Workshop 7 April 2025

Council Meeting 20 January 2025

01/25.9.1.525 Moved: Clr J Drummond /Clr K Chapple

A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice

given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:

That council accept all St Mary's Exhibition Building FAQ submissions received as valid whether or not a submission covers all 14 points asked by Council in the FAQ.

That the closing date for submissions to be received be extended to February 10, 2025.

CARRIED UNANIMOUSLY

Council Meeting 16 September 2024

09/24.16.2.456 Moved: Clr L Johnstone / Seconded: Clr J Drummond

1. That Council develop a community engagement strategy which informs the community in relation to the asset conditions and limitations of the building in its current form;
2. That the community engagement is targeted to inform Council regarding the communities proposed uses;
3. Develop initial estimates based on the outcomes of the consultation to enable Council to make a fully informed decision in relation to the future of the building,

CARRIED UNANIMOUSLY

Council Meeting 18 March 2024

03/24.9.3.325 Moved: Clr J Drummond/ Seconded: Clr K Wright

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 rescind any former decision to demolish the Exhibition Hall at St Marys Recreation Ground and provide an assurance that the Exhibition Hall will not be demolished.

CARRIED UNANIMOUSLY

Council Workshop 2 October 2023

OFFICER'S REPORT:

The Committee will operate in accordance with the attached Terms of Reference and play an active role in project oversight, community consultation, review of technical documentation (including engineering and any regulatory compliance advice and development of an agreed scope of work.

A formal EOI process will be conducted to identify and appoint community members, with the aim of ensuring local knowledge, technical insight, and a diverse range of user perspectives are incorporated.

Final decisions on project implementation and budget allocations remain the responsibility of Council.

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.

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. Foster a range of community facilities and programs, which strengthen the capacity, wellbeing and cultural identity of our community.

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

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:

Local Government Act 1993 – Section 65

Land Use Planning and Approvals Act 1993 (LUPAA)

Building Act 2016

BUDGET AND FINANCIAL IMPLICATIONS:

Funding of \$100,000 has been allocated in the 2025/26 financial year to support remediation works. Further financial implications will be assessed and reported based on Committee recommendations.

VOTING REQUIREMENTS

Simple Majority



St Marys Exhibition Building Liaison Committee Community Member Nomination Form

INTRODUCTION:

Join the St Marys Exhibition Building Liaison Committee

Council is seeking up to three community members to participate in a Liaison Committee to assist in the redevelopment of the St Marys Exhibition Building.

The Committee will support Council by providing input into the building's future use, reviewing structural proposals, participating in community consultation, and contributing to the development of a design brief and funding recommendations.

ELIGIBILITY

Applicants must:

- Be a resident or ratepayer in the Break O'Day municipality
- Demonstrate interest, experience, or knowledge relevant to community infrastructure, buildings, or civic engagement
- Commit to attending meetings regularly between October 2025 and mid-2026

HOW TO APPLY

Please complete the details on the next page and submit your application to:
admin@bodc.tas.gov.au or deliver in person to

Break O'Day Council Office
32-34 Georges Bay Esplanade, St Helens, Tasmania



EXPRESSION OF INTEREST FORM

Full Name: _____

Residential Address: _____

Phone: _____

Email: _____

Brief Statement (Max. 250 words):

Please outline your interest in the project, and any relevant experience or skills you would contribute as a Committee member.

Availability:

☐ I am available for monthly meetings (or more frequently if required) from October 2025 onward.

Declaration:

☐ I confirm I reside in or own property within the Break O'Day Council area and understand this is a volunteer position.

☐ I acknowledge that all matters discussed in committee meetings are confidential and must not be disclosed outside the committee.

Signature: _____ Date: _____

ACTION	DECISION
PROPONENT	Officer
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	017\023\001\
ASSOCIATED REPORTS AND DOCUMENTS	Outlook report - Scamander Coastal Hazards & Flood Risks - final

OFFICER'S RECOMMENDATION:

Council receives the interim report from the Scamander Coastal Hazards Risk Mitigation and Pathways Project: *Outlook report - Scamander Coastal Hazards & Flood Risks – final*.

INTRODUCTION:

The Scamander Coastal Hazards Risk Mitigation and Pathways Planning Project has progressed with community and stakeholder engagement to an interim reporting stage.

PREVIOUS COUNCIL CONSIDERATION:**Council Workshop 1 September 2025****OFFICER'S REPORT:**

Council, at its Workshop, and the community, were recently briefed on progress with the Scamander Coastal Hazards Risk Mitigation and Pathways Planning Project by its consultant team from SGS Economics and Moffatt&Nichol.

This has included:

- assessment of the coastal and river hazards at the Scamander River Mouth and the risks they pose
- data and analysis of the public and private assets and values at the River Mouth
- discussion of options 'no-regrets' mitigation works for immediate risks, and
- 'pathways' options of future management.

The purpose of this report is to provide Council with the interim project report – *Outlook report - Scamander Coastal Hazards & Flood Risks* – addressing the coastal and river hazards at the River mouth and reviewing existing risk assessments.

The report also considers the limitations of those existing risk assessments in light of the complex interaction coastal processes and the River at its mouth and the history of their management. It makes recommendations for better consideration of the risks to property, infrastructure and community values currently, management and further research needs.

The findings on the limitations of existing risk assessments of coastal erosion and inundation and flood risks, which are applied through the current Planning Scheme by Council, and recommendations on them, have implications for land use and development planning controls in the long and short term.

Analysis by the project of data on public and private assets and values potentially exposed to these hazards at the River mouth, including environmental and recreational values, has provisionally valued them at \$72 million dollars. In the next stages of the project this information, with the findings on coastal and flood risks, will be used to evaluate several 'adaptation pathways', to ensure prudent decisions and investment are made to manage the risks, as climate change unfolds.

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. 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.)

Key Focus Area:

Climate Change - Understand, address and evaluate the challenges of climate change in Break O'Day and develop and implement mitigation strategies.

Break O'Day Annual Plan 2025-2026

Action

3.4.1.1 Scamander Coastal Hazard and Flood Management - implement coastal adaptation and flood risk mitigation and pathways planning project with community at Scamander River mouth.

LEGISLATION & POLICIES:

State Coastal Policy

Tasmanian Planning Provisions and Policies

Break O'Day Local Provisions Schedule

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The capital \$30,000 cash contribution and a \$40,000 Council share of in-kind contributions matching the \$165,000 grant for the project have been carried forward in the Capital Budget.

VOTING REQUIREMENTS:

Simple Majority



moffatt & nichol

SCAMANDER RIVER COASTAL HAZARDS RISK MITIGATION & PATHWAYS PLANNING

Outlook Report – Coastal and River System Processes,
Hazards and Climate Change Memorandum



moffatt & nichol

MEMORANDUM

Produced For Break O'Day Council

Date 5th September 2025

Document Verification

Client	Break O'Day Council
Project name	Scamander River Coastal Hazards Risk Mitigation & Pathways Planning
Document title	Coastal System and Hazards Report
Document sub-title	–
Status	Final
Date	5 th September 2025
Project number	251099
File reference	251099-MN-MO-CO-0001[A] Report

Revision	Description	Drafted by	Date	Checked by
00 [A]	Draft issued to Break O'Day Council	NL	12/08/2025	PP
01 [B]	Final issued to Break O'Day Council	NL	5/09/2025	PP

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This study is qualified in its entirety by, and should be considered in light of, these limitations, conditions and considerations.



1. Introduction

1.1. Background

SGS Planning and Economics, supported by Moffatt & Nichol (M&N), were engaged by Break O'Day Council (hereafter referred to as 'Council') to prepare the Scamander River Coastal Hazards Risk Mitigation & Pathways Plan. To inform preparation of the Plan, Moffatt & Nichol undertook a study to understand the underlying coastal and river processes and hazards associated with the township of Scamander. The study is documented herein.

The Scamander township, the second largest township in Break O'Day municipality, is located on the northeast Coast of Tasmania (see **Figure 1**), developed on either side (north and south) of the mouth of the Scamander River, as well extending north and south along the fringing coastline. The mouth of the river and township is in the middle of a 7.5 km sweep of sandy and mobile Tasman Sea coastline. The township is connected by a bridge crossing the Scamander River.



FIGURE 1: LOCATION PLAN

Like many rivers on the east coast of Australia with moderate to low annual river discharges and entering a microtidal ocean environment, there has formed a dynamic body of mobile sand at the mouth of the estuary. This deposited body of sand can accumulate at the entrance to form a barway (sand berm), similar in form to the adjacent beach, leading to an effective closing of the river mouth. This body of deposited sand at the river / ocean interface, as well as its ability to close from time to time, forms what is termed an intermittently closed and open lake and lagoon (ICOLL) (described by Maher et al., 2011, NSW DPIE, 2021).

The Scamander community, natural environment, cultural assets and infrastructure is susceptible to the potential impacts from several geo-hazards, some of which have impacted the area historically. These hazards, which are the result of natural processes, are expected to be magnified by climate change, including sea level rise, presenting significant risk to communities and the economy if they are not appropriately managed. Geo-hazards impacting Scamander and therefore forming the focus of this study are:

- river flooding;
- coastal inundation;



- open coast erosion; and
- inner-estuary and river foreshore erosion.

These hazards can act episodically, for example during event-based high river flows or coastal storms, as well as more gradually, such as salt-water intrusion, inundation by high tides and continual loss of land through sea level rise or erosion. Some of the hazards can combine within their processes and exacerbate the potential impacts. For example, high river flows can interact with a closed barway, high tide or high ocean levels during a storm to causing higher water levels than would be otherwise, for example in the scenario of an open river channel and/or no coastal storm. This combination, or compounding of hazards is particularly relevant to Scamander.

1.2. Study Objectives

The objectives of the study were to:

- establish an understanding of the coastal and river processes,
- develop an understanding of relevant historical modification and hazard management,
- assess the hazards, including how these could alter with climate change,
- identify limitations and data/knowledge gaps in existing hazard information, and where possible, provide direction for use within the plan in the absence of further assessment.

The study was predominantly based on a review of currently available information, including previous related studies. No primary analysis was undertaken with the exception of:

- targeted analysis of available data where appropriate; and
- a site walkover and visual inspection undertaken between 23rd to 25th inclusive.

1.3. Study Area and Locational Terminology

The study area of the Coastal Hazards Risk Mitigation & Pathways Plan and therefore the study reported herein comprises the township and immediately surrounding environment. For the convenience of this study, the key areas covered by the study area and referenced throughout this report have been denoted on **Figure 2**. Specific geomorphological features and physical processes are further described in later sections.





FIGURE 2: SCAMANDER RIVERMOUTH WITH KEY LOCATIONAL TERMINOLOGY DENOTED

The township of Scamander has developed around the river mouth and coast, including estuary foreshores. In places infrastructure and property have been located in low lying areas, and/or adjacent to the coastal, estuarine and river foreshores. An example is at Bridge Esplanade, where a number of properties are located on the low lying river bank, as well as at Dune Street, which north of Hodgman Street, has been develop within previous dunes and sand flats/beaches (Figure 3).



FIGURE 3: AERIAL IMAGES FROM 1950 (LEFT) AND 2024 (RIGHT) SHOWING DEVELOPMENT OF THE TOWNSHIP IN THE SOUTHERN SIDE OF THE RIVER MOUTH. FOR ORIENTATION AND REFERENCE, THE CURRENT POSITION OF DUNE STREET (ROAD) IS MARKED ON THE 1950 AERIAL IMAGE WITH A BLACK LINE. BRIDGE ESPLANADE IS MARKED BY ARROW.



The catchment and river channel has been modified over time. Fearman (2021) provides an excellent account of catchment modification and infrastructure development, particularly the history of bridge infrastructure. A summary is provided here for convenience.

Since 1865, bridging of the Scamander River has been attempted several times. Between 1865 and 1935, a series of seven bridges were constructed over the Scamander to provide safe passage along the coast to northeast Tasmania's mine fields (Fearman, 2017). Six of these bridges were destroyed by natural forces, which included the transport of increasing quantities of very large wood by floods (Fearman, 2021). The current bridge, 'Bridge 8' (along a new alignment than previous bridges) has been in place since 1991 when it replaced the previous Bridge ('Bridge 7'). Bridge 7 was removed in 2021 after a period remaining in place redundant. A timeline of the bridges is as follows:

- Bridge 1: 1865 to about 1876;
- Bridge 2: 1879 to 1889;
- Bridge 3: 1892 to 1911;
- Bridge 4: 1911 to 1913;
- Bridge 5: 1914 to 1923;
- Bridge 6: 1925 to 1929;
- Bridge 7: 1935 to 2021; and
- Bridge 8: 1991 to present.



2. Data Reviewed

The study was informed by a data and literature review, a limited site inspection, and consultation with stakeholders, including collation of anecdotal information from Council operational personnel and local residents.

Data reviewed included:

- Aerial imagery and elevation data obtained from Tasmanian Government's Land and Information System Tasmania (LIST)¹ was downloaded for use. Aerial imagery was available from the 1950s to present.
- Aerial imagery obtained from Google Earth. Aerial imagery was available from the 2007 to present.
- Elevation data obtained from Elvis Elevation and Depth - Foundation Spatial Data (ELVIS)².
- Historical shoreline position has been mapped by Geosciences Australia³
- Hazard reports relevant to Scamander, including both state-wide datasets and local studies were reviewed and are reference within this report.
- Anecdotal information, predominantly photos documenting physical works, flood debris lines, hazard events; and
- Metocean and coastal processes data from various sources, including wind, tide, waves and sea level.

The currently available hazard analysis, whilst forming the best available information, have noteworthy limitations. Hazard assessments do not comprise compounding from hazards as they have not completely assessed the interplay of processes. To undertake a hazard assessment in the absence of additional assessment and numerical modelling, a conceptual understanding was development to better understand the complex processes and inform hazard assessment and the plan.

¹ <https://www.thelist.tas.gov.au/app/content/home>

² Elvis Elevation and Depth is a cloud-based system allowing users to easily discover and obtain Australian elevation and bathymetry data available within their area of interest. It is developed as a partnership between participating agencies under the Intergovernmental Committee on Surveying and Mapping (ICSM) (<https://elevation.fsdf.org.au/>)

³ <https://maps.dea.ga.gov.au/story/DEACoastlines>



3. Key Geomorphological Features and Coastal Forms

The physical processes and sediment transport along the Scamander River, ICOLL and open coast are complex and dynamic. They have manifest into a variety of ever-changing geomorphological forms. The key geomorphological features are briefly described here, with the forming processes described in the following section.

As previously mentioned, the system as a whole, forms an ICOLL, which can be described as follow:

Intermittently Closed and Open Lakes or Lagoons (ICOLLs). This refers to lakes that naturally alternate between being open and closed to the ocean. A dynamic sand beach barrier, also known as a berm, which is continuously influenced by the movement and redistribution of sand and sediments, separates ICOLLs from the ocean. These berm changes are also affected by waves, tides, flood flows and winds (NSW DPIE, 2021).

At Scamander, the ICOLL generally reflects a typical formation, with some variation (**Figure 4**). Due to the geological controls of the lower Scamander River (Fearman, 2021), there is an unusual gorge feature. The key features are described below and are annotated for convenience in **Figure 5**. Representative photos of key features are presented in **Figure 6** to assist description.

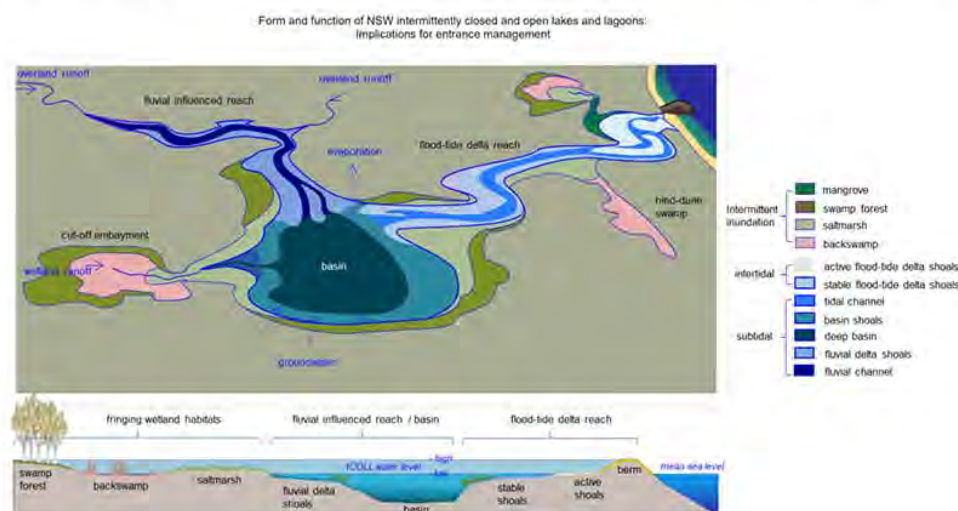


FIGURE 4: TERMINOLOGY IDEALISED ICOLL SHOWING THE DISTRIBUTION OF KEY FUNCTIONAL ZONES AND SUBENVIRONMENTS (FROM NSW DPIE, 2021)





FIGURE 5: IDENTIFICATION AND INDICATIVE LOCATION OF KEY GEOMORPHOLOGICAL FEATURES

The Scamander River rises at Billy of Tin Tier in the west of the catchment and flows into the Tasman Sea at Scamander. The Scamander River has two sub-catchments (Upper Scamander and Avenue Rivers), which are similar in size but differ in lithology (Fearman and Ellison, 2023). The Upper Scamander River and the Avenue River converge at about 20 m elevation, 9 km from the river mouth (WMA Water, 2023a). The Avenue River is the major tributary of the Scamander River. The majority of the Scamander River catchment is covered by native dry sclerophyll eucalypt forest, with an area of plantation forest in the lower catchment (Hydro Tasmania Consulting, 2008).

In the lower reaches of the Scamander River, the river channel is sinuous and meanders through alluvial plains, before passing through a gorge and into the ocean. Inland of the gorge is a wide basin and mudflats where saltmarsh has established. At the mouth of the river there has formed a body of sediment (mainly sand), forming a complex and highly dynamic network of channels and bars.

The sediment in the littoral zone can build into a berm, forming a similar profile as the adjacent beach, and close off across the river mouth, forming a barway. This barway can form and build during periods of low river flows and moderate wave conditions. There is only one source of elevation data known of for the berm, which is 10m resolution digital terrain model available on Tasmania LIST and 2014 1m resolution digital terrain model available on Elvis, which shows the berm elevation to be approximately 1.3m AHD. Obviously, these are taken in one point of time and the berm height could build higher than this, or the entrance be open.

Barriers are formed across the estuarine opening where there are ample sediments to be moved into river openings by wave energy and alongshore currents (Kench, 1999). Such estuaries are known as wave-dominated or barrier estuaries, as categorised by Roy et al., (2001) in their synthesis of geological properties of south-east Australian estuaries. More commonly, the feature is known as an ICOLL (Kench, 1999), as previously mentioned.

The barway can open, typically during high river flows, or when opened mechanically. When the barway is open, tidal flows can penetrate into the estuary. Tidal flows can move sediment from the bar inward, forming a flood tide delta, a process that can be added to by overwash of waves (during both entrance open and entrance closed conditions).



Spits, also called barriers, are elongate accumulations of sand formed by waves, tides and winds (Woodroffe, 2004). They are dependent upon a supply of sediment and wave energy to transport the sediment. These landforms can be reworked by rising sea levels. These features are formed and grow in the predominant direction of longshore sediment flow caused by waves (see **Section 4.2** for discussion on longshore sand transport). Generally, spits are backed by estuarine systems with salt marshes and lagoons (DTAE, 2007), such as at Scamander.

Much of the region's coastline is comprised of embayments with parallel dunes on the East Coast North, as is the case for Scamander beach, where a sandy beach is backed by dune and / or soft sediment plains. Beaches are exposed at low tide and submerged at high tide and can extend to the backshore which can be inundated by exceptionally high tides or by large waves during storms.

In the lee of the dunes, hind dune lagoons have formed north and south. Foredunes (also called frontal dunes), typically fronted by an incipient dune run parallel to the beach, they can be symmetric or asymmetric dune ridges located at the landward edge of the beach. They are formed by windblown sand deposited within vegetation. Generally, they occur as two main types, incipient and established foredune(s) (DTAE, 2007). Incipient dunes are located in front of an established foredune at the upper margin of the beach.





FIGURE 6: PHOTOS OF KEY GEOMORPHOLOGICAL FEATURES: (A) SCAMANDER RIVER; (B) HIND DUNE MARSH; (C) ENTRANCE (IN OPEN STATE) (D) BEACH AND BARWAY (E) INCIPIENT DUNES AND FOREDUNES (PHOTOS BY N. LEWIS).



4. Physical Processes

There is a myriad of processes with complex interactions forming the geomorphological features at Scamander. Some of the key coastal and river processes are described below.

4.1. Wind

Wind data was extracted from the Bureau of Meteorology's online dataset⁴, which includes wind speed and direction roses. The observation point for the obtained data was the St Helens Post Office, site number 092033, recorded between 1957 to 2001. Data was extracted for 9am and 3pm readings, for annual, winter and summer datasets summaries, presented below in **Figure 7**, **Figure 8** and **Figure 9** respectively. At Scamander, the prevailing wind direction is from the northwest, particularly in winter, with more SE, E and NE contributions in summer.

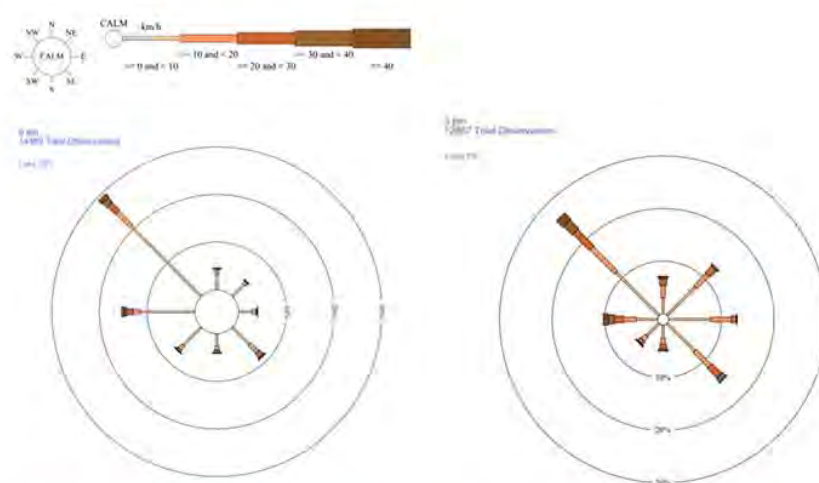


FIGURE 7: WIND ROSES FOR ANNUAL DATA - COLLECTED AT 9AM (LEFT) AND 3PM (RIGHT)



⁴ http://www.bom.gov.au/climate/averages/wind/selection_map.shtml



FIGURE 8: WIND ROSES FOR SUMMER DATA - COLLECTED AT 9AM (LEFT) AND 3PM (RIGHT)

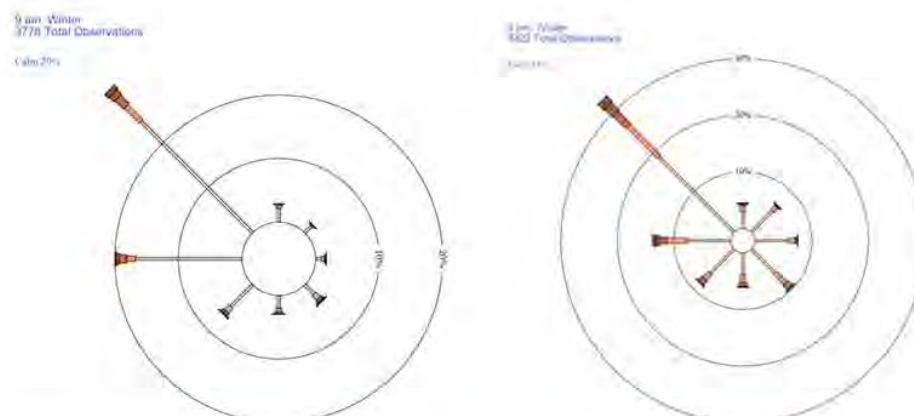


FIGURE 9: WIND ROSES FOR WINTER DATA - COLLECTED AT 9AM (LEFT) AND 3PM (RIGHT)

4.2. Tides

The tidal planes around Tasmania differ significantly. Scamander is a semi-diurnal⁵ microtidal environment, with a tidal range between LAT and HAT of approximately 1.5m. The Australian Height datum (AHD) of HAT, MSL and LAT at Scamander is 0.84, 0.08 and -0.52 respectively⁶.

4.3. Waves

The Australian continent extends from southern mid-latitudes to tropics in the north and, as a result, the wave climatology affecting Australia's coastal margins varies both spatially and temporally with distinct climatic processes dominating different regions Mariani et al. (2012). The southern part of Australia receives persistent moderate to high wave energy from mid-latitude low pressure systems centred within the Southern Ocean at between 50 and 60° S latitude (Short and Woodroffe, 2009) with large wave events occurring intermittently as these low-pressure systems intensify and/or extend further north towards the coastline. The uniform nature of the climatic system responsible for both the mean and extreme wave climate results in a near unidirectional wave climate along the southern continental margin. The northeast of Tasmania is sheltered from this persistent high energy by land mass sheltering.

While a portion of this south-west directed wave energy reaches the Australian East Coast, the majority of the east coast's wave energy is generated within the Coral Sea and Tasman Sea window (Short and Trenaman, 1992).

In the south of NSW, extreme waves are caused by a combination of easterly trough lows, inland and continental lows and southern secondary lows. Easterly trough lows are concentrated between April and August. On the east coast, wave direction was found to be highly variable depending on season and particular storm type (Shand et al. 2010).

⁵ Characterised by two high and two low tides per day.

⁶ <https://nre.tas.gov.au/land-tasmania/geospatial-infrastructure-surveying/geodetic-survey/coordinate-height-and-tide-datums-tasmania>



Mean significant wave height for Australian coasts is presented in **Figure 10**.

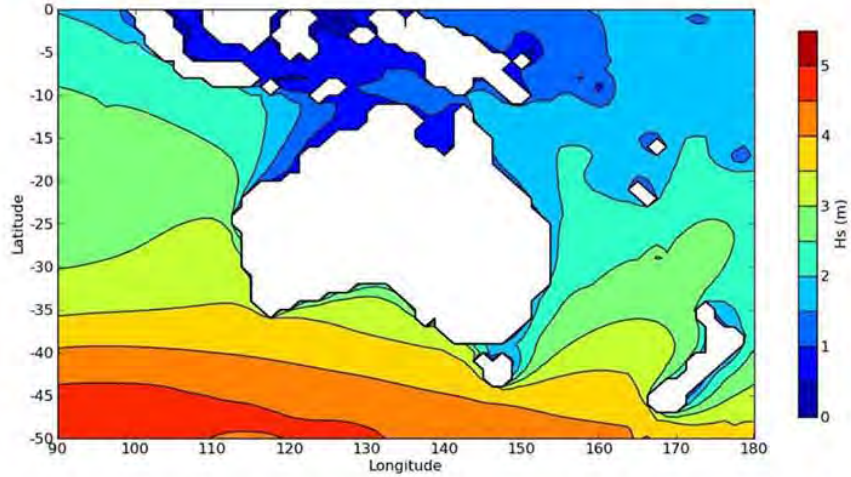


Figure 5: Coarse-resolution modelling of long-term mean significant wave height (H_s) for Australian coasts, from Hemer *et al.* (2007). Significant wave height is the average of the highest one third of waves in a wave train or wave record, and is related to wave energy. Despite the coarse resolution of this model several distinctive wave climates are clearly definable around the Tasmanian coast, ranging from a high energy west-southwest coast regime to lower energy east coast and Bass Strait coast wave climates.

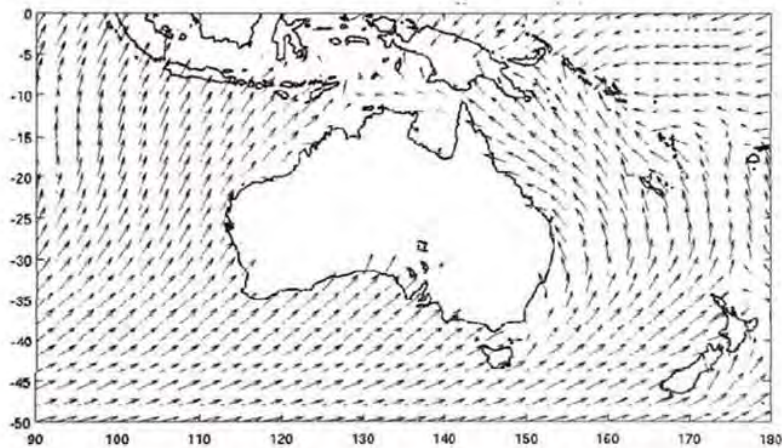


FIGURE 10: LONG-TERM MEAN SIGNIFICANT WAVE HEIGHT (TOP) AND MEAN WAVE DIRECTION (BOTTOM) AROUND AUSTRALIA BASED ON NWW3 MODEL (1997 - 2007) (FROM HEMER ET AL., 2007)

The identification and analysis of large events observed within a historical record allows quantification of extreme event and, using appropriate extreme value analysis, characterisation of large, low probability wave events. Maps showing adopted peak (1 hour) significant wave height around Australia for a 100 year ARI events are shown below (**Figure 11**) adopted by after collation of various studies. For the east coast of Tasmania, the 100 year ARI (1 hour) significant wave height (H_s) was estimated as 9m (indicated by orange line).



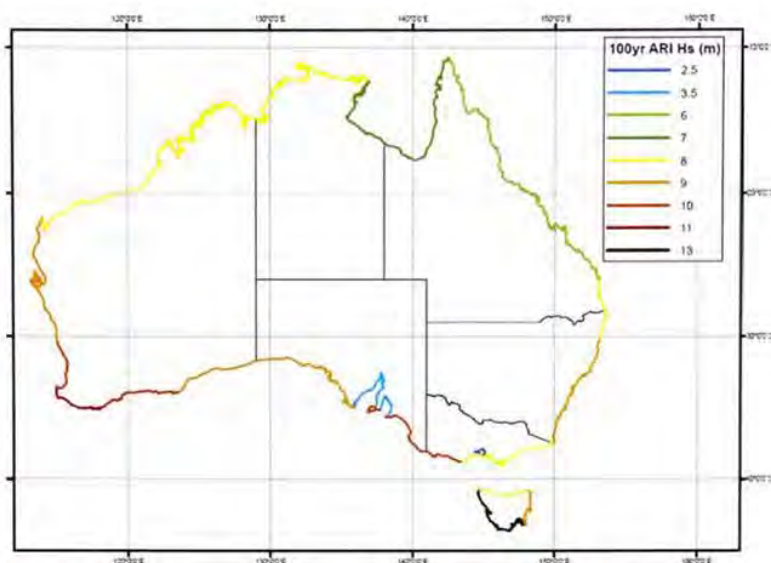


FIGURE 11: 100 YEAR ARI SIGNIFICANT WAVE HEIGHT (FROM MARIANI ET AL. 2012).

Hemer et al. (2007) derived extreme wave height values around Australia using the C-ERA-40 numerical hindcast (1957 - 2002) and NOAA WavewatchIII (NWW3, 1997 - 2009) numerical forecasts, for a range of return periods (Figure 12). The results presented by Hemer et al. (2007) indicated that for the north-east coast of Tasmania, the Hs is 8-9m, 5m and 4m for the 100 year ARI, 5 year ARI and 1 year ARI respectively.



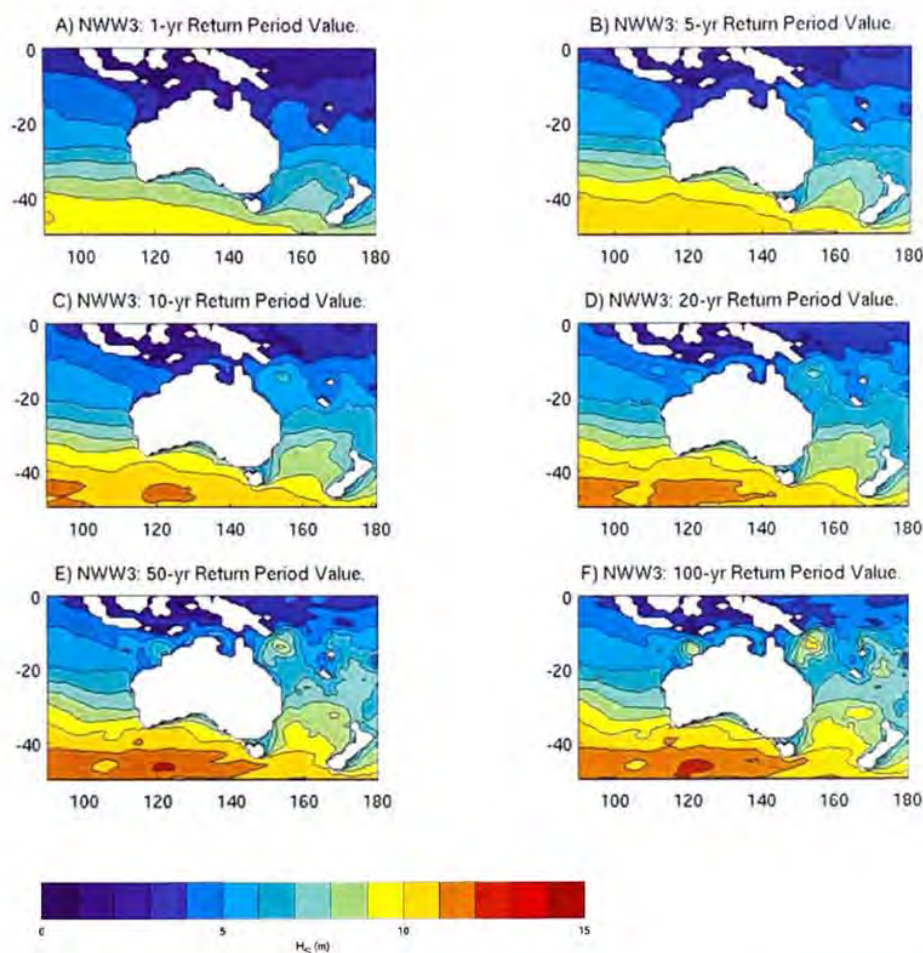


FIGURE 12: N-YEAR RETURN AVERAGE RECURRENCE INTERVALS DETERMINED FROM NWW3 NUMERICAL DATASETS (SOURCE: HEMER ET AL., 2007)

4.1. River Flows

The Scamander is a 395 km² catchment, with rugged terrain, a temperate maritime climate (mean annual rainfall 790 mm (Bureau of Meteorology, 2022), with periodic heavy rainfall events. River flow data beginning in 1968, with several interruptions, is available online⁷. River flow data was downloaded for station number 2206.1 (Scamander River U/S Scamander Water Supply) and presented graphically for level and discharge respectively in **Figure 13**.

River water levels can rise rapidly on the Scamander River. Fearman (2021) noted that flood hydrographs are steep and their form changes over the period of measurement. Fearman (2021) also highlights its unusual catchment history and reputation as a 'treacherous' river, not least reflected in its

⁷ <http://www.bom.gov.au/waterdata/>



influence on bridge longevity. Based on the March 2021 flood event, the rate of rise of flood waters was approximately 4 hours (Figure 14).



FIGURE 13: SCAMANDER RIVER U/S SCAMANDER WATER SUPPLY (STATION NUMBER 2206.1) WATERCOURSE DISCHARGE (TOP) AND WATERCOURSE LEVEL (BOTTOM) FOR THE RECORD PERIOD OF 1972 TO 2024.



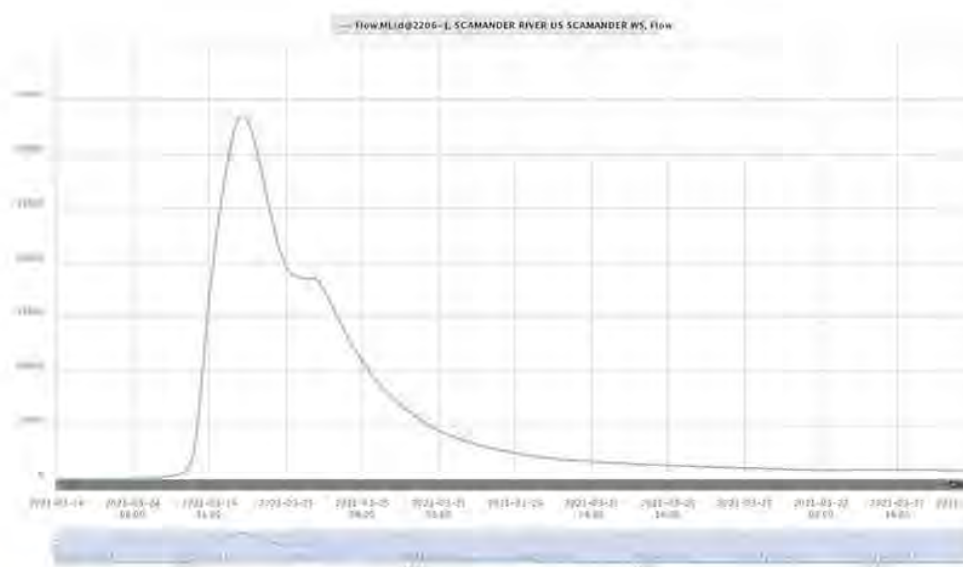


FIGURE 14: HYDROGRAPH OF THE MARCH 2021 HIGH RIVER FLOW EVENT.

4.2. Sediment Transport

Short (2010) suggested a timeline for formation of barriers along Australia's east coast. He found east coast sands to be high in quartz, the southern east coast averaging only 20% carbonate materials, decreasing southwards to as low as 3% off Victoria (Tasmania was not tested, but is likely to be similar). Quartz sediments are terrigenous (from the land) in origin, being supplied as bedload in rivers to the continental shelf during periods of low sea level. The east coast of Australia underwent a Postglacial Marine Transgression, 6000 to 6500 years ago, followed by stillstand at or near present sea levels. Most rivers in the region have been infilling their estuaries since that time, meaning little sediment of terrestrial origin would have reached the coast during the Holocene.

Short (2010) estimated that during the Holocene, terrigenous materials were delivered to the coast of Tasmania at a rate of 0.7 m³m⁻¹yr⁻¹, the lowest rate for Australia's east coast, which averages 3.1 m³m⁻¹yr⁻¹. Tasmanian east coast estuarine barriers have therefore gained little sediment from the landward side during this period.

The sandy texture of east coast beaches allows sediments to be reworked on shore during sea level transgression to supply beach-barrier systems and contribute to long-shore transport. These conditions mean barriers are likely to have reached a stable form shortly after the marine transgression ended, and to have remained stable through the Holocene (Short, 2010). This gives the barrier that existed at Scamander a potential age of some 5,000 years.

Most beaches on the northeast Tasmanian coast are accumulations of loose wave-deposited sand size sediment comprised of quartz with a low proportion of shell content (calcium carbonate) (DTAE, 2007). All along this coast it seems that rivers are a negligible source of sand at present (Davies 1987). The survey suggests that this section of coast could be that on which most littoral drift occurs but even here it may not be as great as might have been expected.



The amount of net littoral drift along the coast is relatively contentious. Bi-directional drift and little net drift have been previously reported (Davies, 1983). However, Byrne (2000) suggest that based on the trapping of sand coming from the south in Georges Bay (north of Scamander) for at least the last 6000 years, that volumes trapped there would indicate the net longshore drift of sand moving northward up the coast towards St Helens is estimated at somewhere between 7,000 and 10,000 cubic metres per year (Byrne, 2000). Regardless, it is likely that littoral drift operated in both a southerly and northerly direction from time to time. The low net drift may owe to the migratory ability of the entrance channel through time. Noting that the entrance location is recently dictated by the mechanical openings.

The entrance to the Scamander River at Scamander is highly mobile as the mouth of the river moves north or south in response to offshore wave conditions and to the natural movements of the meanders of the river. The maximum historical extent of the movement is probably up to 1500 metres, judging by the length of coastal escarpment north of the township. However, the normal movement appears to be less than 500 metres (Byrne, 2000).

There is no doubt that the coastal sand bars that are trapped in the river mouth have moved further westward into the estuary in the last ten years than at any time in the previous forty years. However, it is not clear whether this is due to the bridges. It is just as possible that there were fewer severe storms in the mountain ranges in the upper part of the catchment over the last ten years than there are as a long term average, and so there might have been less capacity to clear sand from the estuary (Byrne, 2000).

4.3. Climate Change

Climate change is expected to have implications for the coastal and river processes at Scamander. Of particular note are the predicted:

- increased intensity of rainfall;
- sea level rise; and
- increased intensity of coastal storms.

The Intergovernmental Panel on Climate Change use scenarios of atmospheric greenhouse gas concentrations (Representative Concentration Pathways, RCPs) that range from high concentrations representing continued growth of emissions in a business-as-usual fashion (RCP8.5), to lower concentrations representing very strong mitigation and removal of carbon dioxide from the atmosphere in the second half of the 20th century (RCP2.6) and two intermediate scenarios (RCP4.5 and RCP6.0).

Sea level rise

In March 2016, the Tasmanian Government engaged the Commonwealth Scientific and Industrial Research Organisation (CSIRO) to develop sea level rise planning allowances for Tasmania's coastal councils based on the International Panel on Climate Change (IPCC)'s Fifth Assessment Report (AR5). This provided sea level rise predictions for a number of Tasmanian council areas (including Break O'Day) (Figure 15). In addition, the work provided regional appropriate sea level rise projections and allowances (SLRPAs) for all of Tasmania to 0.92 m by 2100 in the northeast of Tasmania (McInnes et al, 2016). These projections are based on the IPCC AR5's high emissions, 'business-as-usual' scenario, known as Representative Concentration Pathway 8.5, or RCP 8.5.



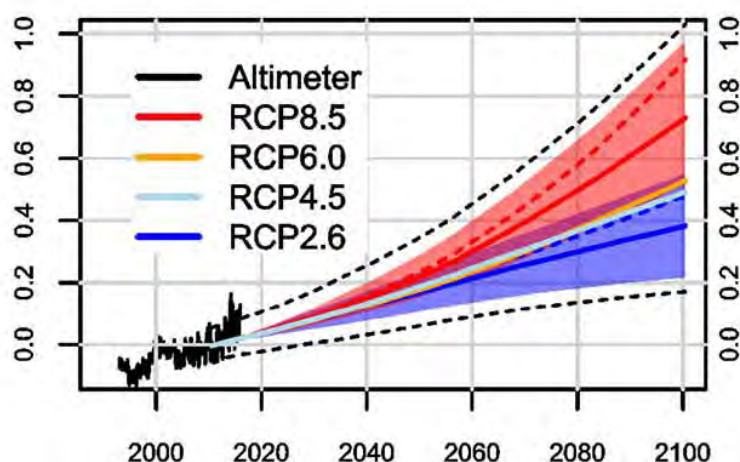


FIGURE 15: PROJECTED SEA-LEVEL RISE FOR BREAK O'DAY COUNCIL. THE BLACK LINE SHOWS THE SATELLITE-DERIVED SEA-LEVEL VARIABILITY SINCE 1993. MULTI-MODEL MEAN PROJECTIONS (THICK RED AND BLUE LINES) FOR RCP8.5 AND RCP2.6 WITH THE 5-95 PERCENTILE RANGE SHOWN BY THE RED AND BLUE SHADED REGIONS FROM 2010 TO 2100. THE BLACK DASHED LINES REPRESENT ESTIMATES OF INTERANNUAL VARIABILITY DETERMINED FROM THE SATELLITE ALTIMETER DATA COMBINED WITH THE RANGE OF THE PROJECTIONS. THICK LIGHT BLUE AND ORANGE LINES REPRESENT MULTI-MODEL MEAN PROJECTIONS FOR THE RCP 4.5 AND 6.0 SCENARIOS, RESPECTIVELY (FROM MCINNES ET AL., 2016).

Rainfall and river flows

Climate change factors were applied within recent river flooding studies for the Tasmanian Strategic Flood Mapping Project (WMA Water 2023), which included a rainfall scaling factor of 16.3% based on RCP8.5 for the year 2090.



5. Historical Trend Analysis

Given the complexity of processes associated with the geomorphological system, particularly the channels and sand bars of the ICOLL, a historical trend analysis was undertaken to inform the formulation of process understanding. The historical trend analysis focussed on the foreshore and body of sand deposited at the entrance, including channel alignment, entrance condition (open/closed) and entrance location (when open).

The historical trend analysis was undertaken using available aerial images obtained from either Tasmania's 'LIST' database, or Google Earth. Additionally, the analysis included one map from 1833 (extracted from Dawson, W. c1833. Map – East Coast No. 2 – Cornwall. 74/87264) and provided by Liese Fearman (and documented in Fearman 2012) (**Figure 16**). It is noteworthy that the location of the river entrance in 1833 was significantly further north than the current outlet.

The trend analysis allowed for identification of key changes over time in the morphology of the entrance and shoreline position. Of interest to the project was the condition of the entrance (open/closed) and when open, the location. The location of the entrance and its state (open/closed) through time is presented in **Figure 17** and **Figure 18** below. It should be noted that on Dawson's map, the river opening is described as 'open only in the winter months' and sediments across the river mouth were sufficiently compacted to allow fording with wagons' (Dawson, Circa 1844) (reported in Fearman, 2021).

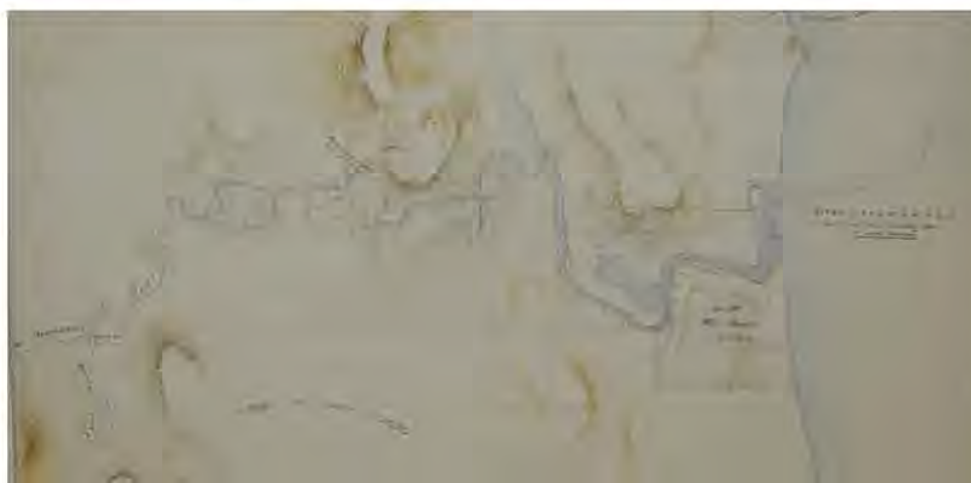


















FIGURE 16: EARLY MAP OF THE ESTUARY AND OPENING OF THE SCAMANDER RIVER: (DAWSON, CIRCA 1844). NOTE: BRIDGE SITE, SPIT TYPICAL OF WAVE DOMINATED ESTUARIES EXTENDING NORTHWARD SOME 400 METRES ACROSS THE OPENING FROM THE SOUTHERN BANK, AND SOME 50 METRES SOUTH FROM NORTHERN BANK. DOTTED LINES REPRESENT A DEEPER CHANNEL WITHIN THE MAIN CHANNEL, RUNNING CLOSE TO A ROCKY POINT AT THE NORTHERN END OF THE BRIDGE. A FORD IS INDICATED FROM THE TIP OF THE SOUTHERN SPIT TO THE CONCAVE NORTHERN BANK, INSIDE THE RIVER MOUTH. (TASMANIAN HISTORICAL ARCHIVES) (FROM FEARMAN, 2021)





FIGURE 17: SCAMANDER RIVER ENTRANCE STATE (OPEN/CLOSED) AND LOCATION (IF OPEN) BASED ON AVAILABLE AERIAL IMAGES AND HISTORIC MAP (CONTINUES ON NEXT PAGE)



2nd bridge construction ends	1998-03-10		Closed	-	1980	1982-11-01		Closed	-
	1996-02-17		Open	Centre		1981-04-23		Closed	-
	1995-04-11		Open	Centre		1979-04-29		Open	North
	1994-03-26		Open	South		1975-02-10		Open	South
	1992-02-19		Open	Centre		1950-03-16		Closed	-
Rock training wall	1991-03-02		Open	South	1950	1935			
	1990-01-23		Open	South		1st bridge construction			
2nd bridge construction starts	1989-03-15		Open	South	1880	1883		Open	Far North
	1986-11-03_01		Open	Centre/South					
	1983-01-30		Open	North					



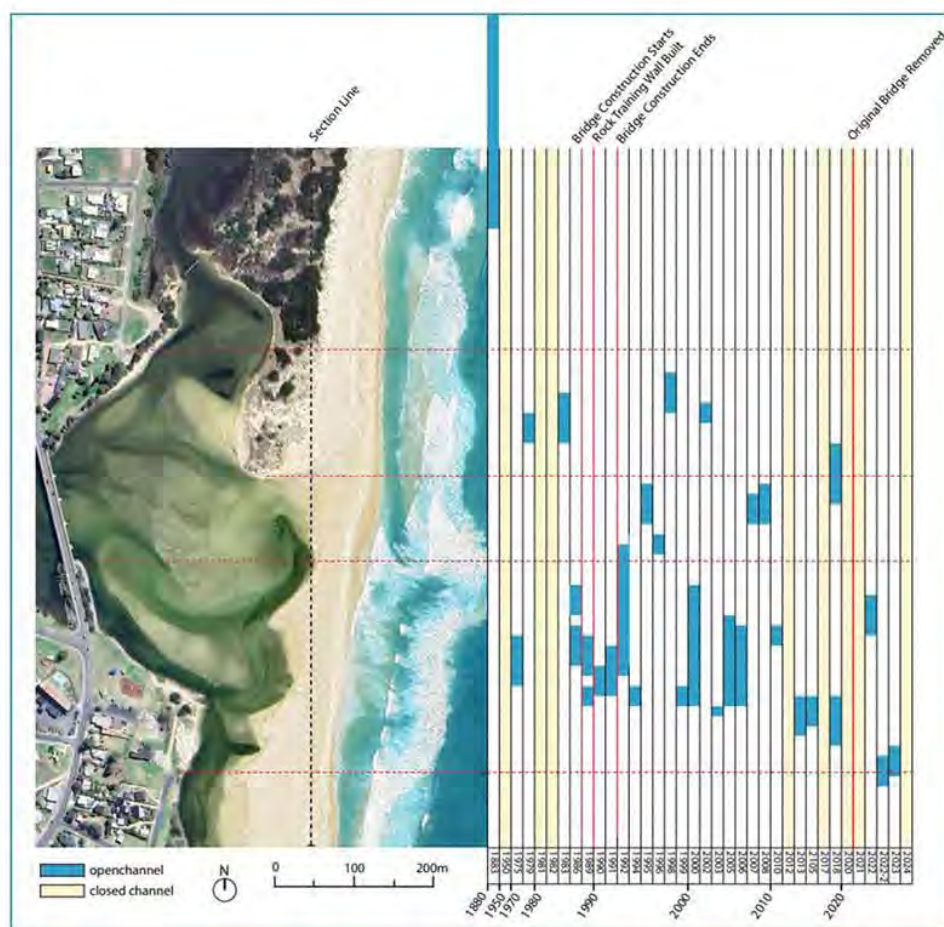


FIGURE 18: SCAMANDER RIVER ENTRANCE STATE (OPEN/CLOSED) AND LOCATION (IF OPEN) - GRAPHED AGAINST CURRENT (2025) AERIAL IMAGE. INFORMED BY AVAILABLE AERIAL IMAGES AND HISTORIC MAP.

The entrance was closed in seven of the 36 aerial images. The location of the entrance oscillated north and south, when open.

It should be noted however, that the available aerial imagery missed a number of key points, including:

- The mouth was well south on 2022-12-28, opposite Hodgman Street. This was confirmed by on-site photos provided by Break'O Day Council.
- Whilst not open at the time in the 1950 image, the channel and remnants of an open entrance appears to be just south Hodgman Street (going off the image shown).

From an extent point of view, the analysis is broadly consistent with the analysis of Byrne (2000) who determined that the maximum historical extent of the movement is probably up to 1500 metres, judging by the length of coastal escarpment north of the township. Byrne (2000) suggested that the normal movement appears to be less than 500 metres (Figure 19). However, the above analysis, supplemented by on-site photographs shows that the channel has migrated further south in recent years.





FIGURE 19: HISTORICAL AND NORMAL MOVEMENT OF THE SCAMANDER RIVER CHANNEL ENTRANCE (FROM BYRNE 2000)

The migration of the channel (and entrance when open) over time has been influenced by human modification. Of significance was the construction of the training wall. From construction in 1989, the training wall appears to have controlled the channel alignment and entrance location (when open) and limited migration southward.

A recent significant change has been the shoreline recession and channel alignment in front of Dune Street. Since 2015 there has been significant change. Approximately 120m of recession of dune line adjacent to Dune Street has occurred (**Figure 20**) since 2015. This change appears to coincide (maybe correlate) with damage to the landward portion of the training wall, which is still visible in the 2015 image. The result is a reformation of a hind dune marsh (**Figure 21**). The change appears to have occurred in three episodes (from interpretation of the available aerial imagery):

1. between 2015 and 2017;
2. again in 2021; and
3. another change between 2023 and 2024.



FIGURE 20: AERIAL IMAGERY FROM 2015 (LEFT) AND 2024 (RIGHT) SHOWING MEASURED DISTANCE OF FORESHORE CHANGE



FIGURE 21: HIND DUNE MARSH FORMED IN FRONT OF DUNE STREET. THE FORESHORE IS SHOWING EVIDENCE OF ACTIVE EROSION (PHOTO BY N. LEWIS)

Historical shoreline position has been mapped by Geosciences Australia⁸ who have mapped the average shoreline position each year between 1988 and 2024. Whilst the mapping includes the inner estuary including the channel(s) and sand shoals, mapping of the complex inner estuary features is complex and not conducive to analysis by straight line shoreline mapping. It does however, corroborate the trend analysis above in showing the dynamic movement of the channels, mouth & entrance condition. Refer above for a more useful spatial trend analysis of the entrance channel. The data presented is useful for indicating the long-term trend of open coast shoreline position. The mapping demonstrates the following trends, presented for locations approximately 400m north and 400m south of the entrance respectively (Figure 22):

- **North of the entrance** - This coastline has retreated by -0.5 metres (± 0.3) per year on average since 1988. The shoreline at this location was most seaward in 1999, and most landward in 2018. Since 1988, the median annual position of the shoreline has moved over a total distance of approximately 51 metres.
- **South of the entrance** - This coastline has been net stable since 1988 (no significant trend of retreat or growth). 'Net stable', as defined in the mapping are coastlines or regions that have remained relatively unchanged since 1988, or where shorelines have fluctuated between growth and retreat over time. The shoreline at this location was most seaward in 2023, and most landward in 2019. Since 1988, the median annual position of the shoreline has moved over a total distance of approximately 29 metres.



⁸ <https://maps.dea.ga.gov.au/story/DEACoastlines>



FIGURE 22: SHORELINE POSITION MAPPING (GEOSCIENCES AUSTRALIA) NORTH (LEFT) AND SOUTH (RIGHT) OF THE ENTRANCE



6. Hazards

6.1. Hazards

Coastal hazards occur as the result of the negative impacts of natural processes. Influenced by weather patterns, seasonal variations and climate change, these processes can have a temporary or permanent influence on the coastline (Tasmanian Government, 2016). Scamander is susceptible to and currently experiences some impacts from a number of geo-hazards, including:

- coastal inundation,
- coastal erosion,
- river flooding, and
- estuarine and river foreshore erosion.

Hazards are expected to increase in magnitude with climate change, in particular through changes associated with a rising sea level, increased intensity of coastal storms and increasing rainfall intensity.

As is the case with many estuary mouths/ICOLLS, where the river processes (including flood waters) interact with ocean conditions and/or barway condition, hazards can combine. For example, the entrance condition (if closed) can impede drainage (ocean outfall) of river flood waters and therefore play an important factor in the peak water levels achieved, increasing it above a level that would otherwise be achieved under a scenario should no coastal storm be present or the barway open. Refer **Section 8.4** for information on the entrance opening. Similarly, the presence and nature of elevated ocean levels during coastal storms (storm surge/waves) can be impacted by river flooding and therefore peak water levels.

Hazards vary in their current risks and potential. Some hazards are episodic, such as river flooding and coastal inundation, whilst others, whilst episodic in nature, can cause permanent damage or loss of land (erosion). Hazards can range in magnitude, with a range of AEPs.

As mentioned previously, some of the hazards relevant to Scamander can combine within their processes and exacerbate the potential impacts. The joint probability of these combined events is usually more extreme than the separate events. For example, the joint probability of a 1% AEP Flood combined with a 1% AEP Storm Tide will be more extreme e.g. 0.1% AEP. However, undertaking statistical analysis of the joint probability of these events is often hampered by the lack of a dataset over a sufficient time period.

Coastal Erosion

The coastal foreshore at Scamander is susceptible to both short term episodic erosion and long-term recession of the foreshore (albeit accretion is also a possibility). Coastal erosion is the removal of coastal land by water (waves, river currents and tidal inundation), wind and general weather conditions. It is important to note that in some occurrences, coastal erosion can be temporary, with sediment returning. Long term erosion leads to coastal recession, which is the long-term movement of land due to sea level rise and typically occurs on both soft sandy and tertiary sediment coasts. Coastal erosion has many causes including tides, currents, sediment budgets, storm intensity and frequency, wave energy, fetch, sea level rise, land erodibility, and human intervention.

Rising sea levels can also trigger non-linear changes to the sediment budget of beaches, in excess of the loss of sand that naturally occurs on shores due to erosion (Tasmanian Government, 2016).

Estuary and river foreshore erosion

As is the case for the coastal foreshore, the estuarine foreshore and riverbanks at Scamander are susceptible to both short term episodic erosion and long-term recession, albeit by varying processes compared. Riverbank erosion is being experienced (and mitigated in placed) along Upper Scamander



Road. In the lower reaches of the river, downstream of the gorge, saltmarsh have formed. From aerial imagery, river erosion cannot be identified.

Coastal Inundation

Coastal inundation is the natural process of flooding of land by the sea and can be either temporary or permanent. Temporary inundation is flooding due to storm surge, extreme storm events, floods or tides. Permanent inundation is the permanent loss of land to the sea.

A storm surge is the temporary piling-up of water at the coast due to onshore wind setup and/or low barometric pressure. A storm surge combined with high tide can be particularly hazardous, and even more so in the presence of wind-generated waves and associated wave setup.

At Scamander coastal storms (surge and waves) combining with high tides can overtop the barway and adjacent beach, with waves running up over low lying areas such as Dune Street, the foreshore reserve on the south side of the river and the Pelican Sands foreshore.

River Flooding

River flooding is caused by the runoff of heavy rainfall in the upper catchment and resulting increases in river discharge, sufficient to exceed the river channel capacity and inundate floodplain areas. River flooding can also have dramatic impact on channel scour and the movement of the entrance position on the beach.

At Scamander, peak water levels achieved by river flooding have the potential to be significantly influenced (lower reaches of Scamander River) by the barway condition (open/closed) and / or ocean condition. River flooding has impacted roads and property, with elevated river water levels overtopping the Scamander River Road and low lying areas, for example Bridge Esplanade.

6.2. Previous Hazard Events

Previous hazard events have been collated from existing available information. There is a paucity of information available, limited to the river flooding history documented in WMA Water (2023a) and anecdotal information (incl. dated photos) provided by the public and Council. The information provided below is intended to inform the study and should not be considered comprehensive. There is no specific hazard magnitude cut off for the events reported. Recent hazard events are presented in **Table 1**.

Large floods in the study area include the January and March 2011, and January and June 2016 flood events (WMA Water, 2023a). The March 2011 and June 2016 events have AEPs of between 10% and 20% at the Scamander River u/s WS gauge. The highest recorded river flow and stage was in 1986, when a peak flow of 555m³/s achieved a stage of 6.9m AHD local.

TABLE 1: ADOPTED GENERIC SETBACKS USED TO DEFINE EROSION SUSCEPTIBILITY ZONES FOR TASMANIAN SWELL-EXPOSED

Date	Mechanisms / Hazards	Action / outcomes
January 2011	River flooding 312m ³ /s	
March 2011	River flooding (10% AEP) 490m ³ /s	
April 2013		Barway opened mechanically
June 2013		Barway opened mechanically
January 2016	River flooding. 45m ³ /s	



June 2016	River flooding (20% AEP). 373m ³ /s	Foreshore erosion at Pelican Sands, damage to training wall.
March 2021	River flooding 34,000 MI/day peak flow. 393m ³ /s.	
May 2022		
June 2022	Storm and king tide	Wave runup onto dune street
July 2022	Storm and king tide	Wave runup onto dune street
December 2022		Channel migrated far south, threatening Dune Street.

The March 2021 event was the largest recent event and comprised both river flooding and a coastal storm. A peak river flow of 34,000 MI/day peak flow (393m³/s) (somewhere in between the 10% and 20% event) was achieved. The barway was initially closed, and then opened mechanically. Storm surge and wave runup caused overtopping of the barway and foreshore areas. The channel migrated south and caused the foreshore in front of Dune Street to erode landward. The extent of wave runup was evident from debris lines (**Figure 23**), visible along Dune Street, the Pelican Sand foreshore and across the reserve on the south of the river, including Scamander SLSC. Refer **Appendix B** for more photos.



FIGURE 23: DEBRIS LINE AT THE SCAMANDER SLSC FOLLOWING THE MARCH 2021 EVENT

6.3. Implications of Climate Change

A recent Climate Change Risk Assessment for Tasmania (Deloitte, 2024) suggested that by 2090, many impact profiles have an extreme consequence rating. Risk profiles with a projected extreme consequence rating for 2090 include risks to marine ecosystems and species, alpine ecosystems and species, social cohesion, insurability, ocean-based aquaculture and fisheries, health care and emergency services, and buildings and structures and transportation networks. The impacts per value domain vary widely. For example, in the natural domain, environmental biomes may become significantly compromised and experience irreversible damages. In the social domain, connectedness may be broken, welfare, physical and mental health may be compromised, and key community services could be disrupted. In the economic domain this indicates the potential failure of a significant industry or sector. Finally, in the built domain buildings and structures may become uninhabitable (Deloitte, 2024).



As mentioned previously, the hazards outlined above are expected to exacerbate with climate change. Climate change projections indicate that sea level rise (SLR) is likely to increase the frequency of tidal inundation of low lying coastal land in Tasmania (Tasmanian Government, 2016). When combined with other geo-hazards, such as river flooding and storm tide events, the severity of the inundation is also likely to increase.

Climate change factors were applied within recent river flooding studies (WMA Water 2023), which included a rainfall scaling factor of 16.3% based on RCP8.5 for the year 2090. The climate change scaling factor increased the modelled 1% AEP peak river discharge from 680m³/s for current climate to 875m³/s for the projected 2090 climate scenario. This resulted in a 300mm increase in peak water level at the bridge.

The entrance berm height is related to wave runup processes which are controlled by ocean water level, wave height, direction and period, and beach slope. Any increase in average ocean water level through SLR will also increase the average berm height (NSW DPIE, 2021). SLR will cause general beach recession along the coast accompanied by landward and upward translation of the berm (Haines & Thom 2007; Hanslow et al. 2000). This will result in higher ICOLL water levels, and increased inundation of low-lying fringing environments. The impact on foreshore wetlands will be either drowning, aggradation in place at the same pace as sea level rise, or migration of these habitats laterally and upslope (Hanslow et al. 2018).

Bird (1993:61) predicts that the response of coastal lagoons in the lee of spits to sea level rise will be of an increase in area and an increase in depth as sea inflows during storm surges and drought periods. He indicates that "erosion of the enclosing barriers may lead to breaching of new lagoon entrances, and continuing erosion and submergence may eventually remove the enclosing barriers and reopen the lagoons as marine inlets and embayments" Alternatively, new lagoons may form in response to sea water incursion into low-lying areas on coastal plains.

Sea level rise is a key component in the expected increase in erosion. In addition to the ongoing recession pattern, additional erosion during SLR is expected to be approximately 10m horizontally for a 0.2m vertical sea level rise at Scamander (Sharples, et al., 2013).



7. Review of Hazard Studies

7.1. Coastal Erosion

Information has been reviewed and summarised in this section relating to historical observed predictive studies of erosion potential for the open coast, including under present day conditions and as a result of climate change (future sea level rise). Historical shoreline position mapping (showing recession trends) between 1988 and 2024 has been described previously.

State-wide coastal erosion susceptibility zone mapping for hazard band definition was undertaken by Sharples, et al. (2013). The work ranked the coast into four coastal erosion hazard bands (acceptable, low, medium and high) according to their susceptibility to coastal erosion and shoreline recession, both under present conditions and under projected future sea-level rise conditions.

Coastal erosion and recession susceptibility zones were defined as shoreline buffers or 'setbacks' of differing widths for each shoreline category. In Scamander the shoreline fell into three different categories (as assessed by the author), being:

- unconsolidated soft sediment shores - Swell-exposed open coast sandy shores; at Scamander, this category includes the whole ocean facing beach and dunes;
- unconsolidated soft sediment shores swell-sheltered sandy and other soft sediment shores; at Scamander, this category includes the foreshore surrounding the northern hind dune marsh; and
- 'soft rock' shores, dominantly cohesive clayey soft rock shore types. at Scamander, this category includes the foreshore fronting the Pelican Sands and southern foreshore reserve.

For each category, setbacks of four different types were generally defined, namely:

1. Storm bite erosion hazard (the amount of erosion and consequent scarp instability that could potentially occur at any time in response to "1 in 100 years" storms).
2. Shoreline recession to 2050 (the amount of shoreline recession that could potentially occur in response to projected sea-level rise to 2050, in addition to the storm bite erosion hazard).
3. Shoreline recession to 2100 (the amount of shoreline recession that could potentially occur in response to projected sea-level rise to 2100, in addition to the storm bite erosion hazard).
4. Shorelines beyond the limit of potential erosion or recession by 2100.

A pairwise assessment was finally used to rank and combine the various erosion susceptibility zones defined for each shoreline category into four final overall erosion hazard bands ranked from High through Medium, Low and Acceptable hazards (**Table 2**).

TABLE 2: GENERAL CHARACTERISTICS OF HAZARD BANDS FOR NATURAL HAZARDS INCLUDING COASTAL EROSION (REPRODUCED FROM SHARPLES ET AL, 2013, PARAPHRASED FROM DPAC 2012).

Hazard Band	Boundaries of Hazard Bands (Likelihood of coastal erosion)	Control level (Consequences)
Acceptable	Natural hazard does not occur, or may occur at such low frequency or magnitude as to be a negligible risk	No damage is likely to occur, or will be manageable in the normal course of events if it does; No special planning or development controls required.
Low	Hazard may affect an area, but frequency or magnitude is low enough	Relatively minor and infrequent damage may occur, but can be kept to acceptable levels by simple means; Simple site assessments of hazard levels should occur, resulting in



	that minimal damage or loss is likely to be experienced.	implementation of any basic measures needed to limit impact of the hazard to tolerable levels.
Medium	Hazard may affect an area, and level of impact if it does is likely to be significant.	Structures are likely to sustain significant impacts (damage) due to the hazard over their service life unless mitigating measures are applied; Developments likely to be exposed to the hazard should be discouraged; careful assessment of the hazards and appropriate planning responses should be required for developments that do occur
High	Hazard is likely to affect an area, with an impact likely to be considered intolerable.	Without extraordinary measures being applied, structures are likely to sustain repeated significant damage over their design life; Development should generally be prohibited unless exceptional circumstances apply

The Sharples, et al. (2013) project adopted the erosion and recession susceptibility zones provided by Mariani et al. (2012), incorporating a recalculation (by the method of Mariani et al. 2012) of recession susceptibility setbacks to the 0.2m and 0.8m sea-level rise by 2050 and 2100 relative to 2010 allowances that are the adopted basis for Tasmanian coastal hazard policy (TCCO, 2012).

Soft sediment - Swell-exposed open coast sandy shores

Sharples, et al. (2013) used SBEACH and XBEACH modelling software was used to calculate generic short-term storm bite magnitudes (S1) for a 'design storm' comprising two back-to-back 100 year ARI storms; an allowance for a zone of reduced foundation capacity (or dune instability) backing the consequent erosion scarp was calculated as an additional setback (S5) using the method of Nielsen et al. (1992); and long term shoreline recession resulting from two sea-level rise scenarios of 0.4 m and 0.9 m rise by 2050 and 2100 relative to 1990 was estimated using a simplified application of the Bruun Rule. See Mariani et al. (2012) for further details of the conceptual basis and methodology used. The erosion susceptibility zones are shown diagrammatically in (Figure 24). Distances calculated for the Tasmanian east coast for S1, S3 and S5 are provided in (Table 3).

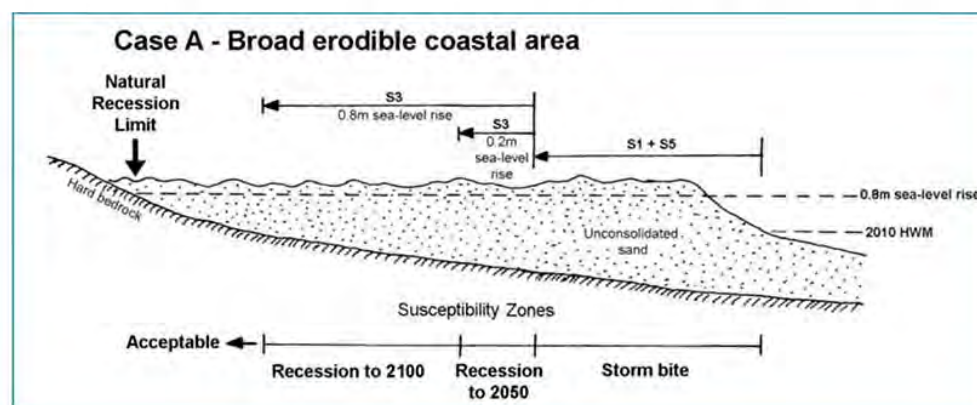


FIGURE 24: DIAGRAM ILLUSTRATING HOW COASTAL EROSION SUSCEPTIBILITY ZONES FOR TASMANIAN SWELL-EXPOSED (OPEN COAST) SANDY BEACHES ARE DEFINED IN SHARPLES ET AL (2013). COASTAL EROSION HAZARDS ARE 'ACCEPTABLE' (I.E., UNLIKELY) TO LANDWARDS OF THE NATURAL RESSION LIMIT OR THE FULL EXTENT OF (S1 + S3 (0.8M SLR) + S5), WHICHEVER COMES FIRST. 'HWM' IS THE MEAN HIGH WATER MARK.



TABLE 3: ADOPTED GENERIC SETBACKS USED TO DEFINE EROSION SUSCEPTIBILITY ZONES FOR TASMANIAN SWELL-EXPOSED SANDY SHORES. THESE ARE THE GENERIC MODELLED SETBACKS CALCULATED FOR TASMANIAN COASTS BY MARIANI ET AL. (2012), WITH MODIFICATIONS MADE BY SHARPLES, ET AL. (2013).

Coastal Region	S1 (m) Storm Bite: 2 x 100 ARI storms	S3 (m) Recession due to sea-level rise (Bruun Factor = 50)		S5 (m) Width of zone of reduced dune stability
	4.0 m GL AHD	0.2 m SLR by 2050 relative to 2010	0.8 m SLR by 2100 relative to 2010	4.0 m GL AHD
East Tas coast (Region 15): Cape Portland to Cape Pillar	38	10	40	10

Table 3: Definition of coastal erosion susceptibility zones for Tasmanian swell-exposed sandy shores, using modelled generic coastal erosion setbacks calculated by Mariani *et al.* (2012), and natural recession limits mapping prepared by Chris Sharples, Paul Donaldson and Hannah Walford (this project). The susceptibility zones are shore-parallel buffer zones whose widths are specified in this table, and are measured landwards from the present day (nominally 2010) cartographically-defined High Water Mark (HWM) line. A near-term erosion susceptibility zone is defined using storm bite (S1) erosion allowances and consequent dune instability zones (S5), since large storm erosion events could occur at any time. Medium and longer term recession susceptibility zones are defined as those additional areas to landwards of the storm bite susceptibility zone that may be subject to shoreline recession due to sea-level rise (S3) by 2050 and 2100 respectively, relative to 2010.

Coastal Region	Susceptibility zone widths (landwards from High Water Mark) in metres			
	North Tas coast (Region 14): Cape Woolnorth to Cape Portland	East Tas coast (Region 15): Cape Portland to Cape Pillar	Storm Bay, SE Tas coast (Region 15a): Cape Pillar to Southeast Cape	West – South Tas coast (Region 16): Southeast Cape to Cape Woolnorth
Storm bite and consequent reduced foundation stability zone (S1 + S5)	35 m landwards from HWM, or to natural recession limit	48 m landwards from HWM, or to natural recession limit	35 m landwards from HWM, or to natural recession limit	73 m landwards from HWM, or to natural recession limit
Potential shoreline recession to 2050 (S3 to 2050)	10 m landwards of storm bite hazard zone or to natural recession limit	10 m landwards of storm bite hazard zone or to natural recession limit	10 m landwards of storm bite hazard zone or to natural recession limit	10 m landwards of storm bite hazard zone or to natural recession limit
Potential shoreline recession to 2100 (S3 to 2100)	40 m landwards of storm bite hazard zone, or to natural recession limit	40 m landwards of storm bite hazard zone, or to natural recession limit	40 m landwards of storm bite hazard zone, or to natural recession limit	40 m landwards of storm bite hazard zone, or to natural recession limit
Unlikely to be susceptible	Landwards of recession to 2100 hazard zone or landwards of natural recession limit	Landwards of recession to 2100 hazard zone or landwards of natural recession limit	Landwards of recession to 2100 hazard zone or landwards of natural recession limit	Landwards of recession to 2100 hazard zone or landwards of natural recession limit

Soft sediment - Swell-sheltered sandy and other soft sediment shores

For the swell-sheltered sandy and other soft sediment shores, coastal erosion susceptibility zones were defined as in **Table 4**.



TABLE 4: DEFINITION OF COASTAL EROSION SUSCEPTIBILITY ZONES FOR SWELL-SHELTERED (ESTUARINE, TIDAL LAGOON, OR CHANNEL) SANDY OR OTHER SOFT SEDIMENT SHORES IN TASMANIA (SHARPLES ET AL., 2013)

Erosion susceptibility	Susceptibility zone width (metres)	Rationale
Storm bite and consequent reduced foundation stability zone	22 m landwards from HWM, or to natural recession limit	Potential short term erosion hazard = 12 m (max. recorded sheltered sandy shore storm bite for Tasmania, at Five Mile Beach – see Table 13) + 10 m reduced stability zone (Mariani <i>et al.</i> 2012).
Potential shoreline recession to 2050	27 m landwards of storm bite hazard zone or to natural recession limit (i.e., to 49 m landwards of HWM or to natural recession limit)	Potential additional hazard to 2050 relative to 2010 = 0.34 m/yr. (maximum recorded long term sheltered soft sediment shore annual recession rate for Tasmania - Table 14) x 2 (allowance for acceleration of recession with ongoing sea-level rise) x 40 years (2010-2050).
Potential shoreline recession to 2100	61 m landwards of storm bite hazard zone or to natural recession limit (i.e., to 83 m landwards of HWM or to natural recession limit)	Potential additional recession hazard to 2100 relative to 2010 = 0.34 m/yr. (maximum recorded long term sheltered soft sediment shore annual recession rate for Tasmania - Table 14) x 2 (allowance for acceleration of recession with ongoing sea-level rise) x 90 years (2010-2100).
Unlikely to be susceptible	Landwards of recession to 2100 hazard zone or landwards of natural recession limit	Areas deemed to have negligible hazard of coastal erosion or recession before 2100.

Soft rock coastal erosion susceptibility zoning

For the swell-sheltered sandy and other soft sediment shores, coastal erosion susceptibility zones were defined as in **Table 5**.



TABLE 5: DEFINITION OF COASTAL EROSION SUSCEPTABILITY ZONES FOR SOFT ROCK SHORES IN TASMANIA (SHARPLES ET AL., 2013)

Erosion susceptibility	Dominantly cohesive clayey soft rock shore types [susceptibility zone widths & rationales]	Very coarse boulder clays ('self-armouring' shores) [susceptibility zone widths & rationales]
Potential near-term recession (to 2030)	To 14 metres landwards of HWM or to full landwards extent of soft rock, whichever is less. [Maximum recorded historic recession rate of 0.35 metres per year for Tasmanian soft rock shores x 2 allowance (Trenhaile 2011) for acceleration with sea-level rise to 2030 compared to 2010]	n/a [Not considered to have significant near-term erosion susceptibility.]
Potential recession to 2050	To 28 metres landwards of HWM or to full landwards extent of soft rock, whichever is less. [Maximum recorded historic recession rate of 0.35 metres per year for Tasmanian soft rock shores x 2 allowance (Trenhaile 2011) for acceleration with sea-level rise to 2050 compared to 2010.]	n/a [Not considered to have significant erosion susceptibility to 2050.]
Potential recession to 2100	To 63 metres landwards of HWM or to full landwards extent of soft rock, whichever is less. [Maximum recorded historic recession rate of 0.35 metres per year for Tasmanian soft rock shores x 2 allowance (Trenhaile 2011) for acceleration with sea-level rise to 2100 compared to 2010]	To 20 metres landwards of HWM or to full landwards extent of very coarse boulder clays, whichever is less. [conservative low hazard zone for 'self-armouring' boulder clays (allowance for some settling and minor slumping during 'self-armouring' process in response to longer – term sea-level rise to 2100).]
Unlikely to be susceptible	Soft rock areas over 63 metres landwards of HWM, or areas beyond mapped landwards extent of soft rock. [Areas beyond maximum mapped soft rock extent OR soft rock areas landwards of areas potentially susceptible to recession to 2100 band.]	Beyond 20 metres landwards of HWM or beyond full landwards extent of very coarse boulder clays, whichever is less. [Based on assumption that self-armouring-process under credible sea-level rise scenarios will limit zone of settling related to wave-winnowing of clay matrix to less than arbitrarily-defined 20m landwards of HWM to 2100.]

Results

An extract of the mapped shorelines from Sharples et al., (2013) at Scamander is presented below (Figure 25). Open coast ocean-facing foreshores are mapped showing the 101m wide buffer, as shown in Table 3. For the majority of the zones mapped, the lack of development currently within the buffer zone means that the impacted zones are generally the natural environment (dunes/hind marsh foreshores).

The mapping shows erosion susceptibility of foreshore on the north and south seaward of the bridge. This represents the 'Pelican Sands' foreshore and foreshore and reserve in front of the play area. This zone does implicate private and public property, as well as a number of assets.

The mapping shows a number of properties to be impacted by the Medium and Low bands location Scamander Avenue/Tasman Highway and the norther hind dune lagoon.

Dune Street is not assessed as being susceptible to erosion. This is most likely due to the shoreline position during the assessment (which has now changed) and also the fact that the assessment does not account for erosion associated with river channel movements (see below section on limitations / recommendations).



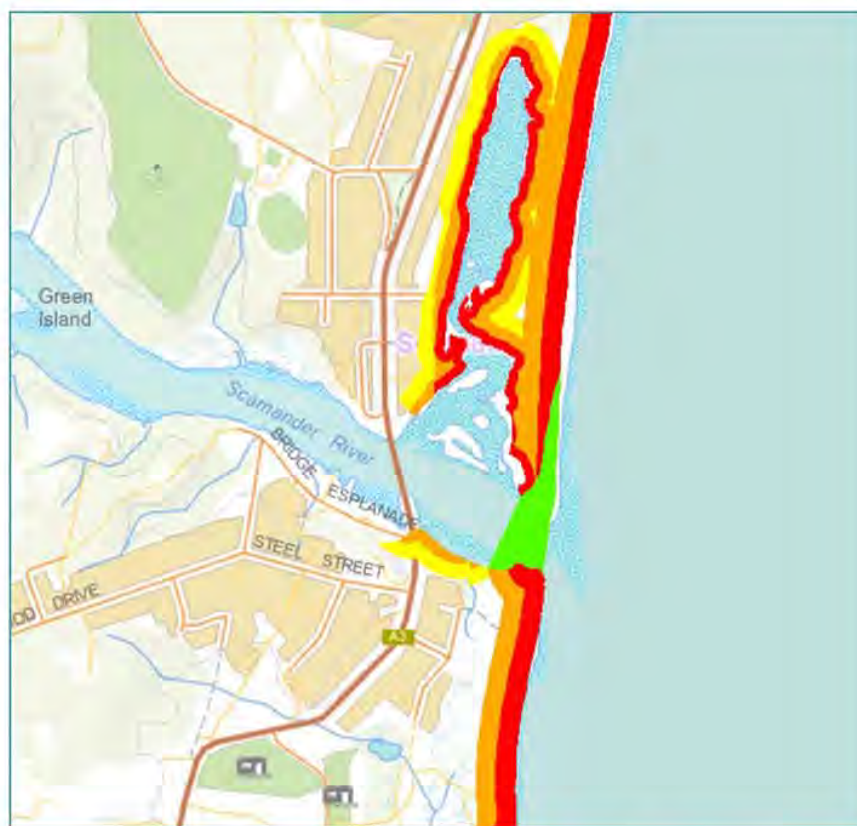


FIGURE 25: EROSION HAZARD BANDS; HIGH (RED); MEDIUM (ORANGE); LOW (YELLOW) (SHARPLES ET AL., 2013).

Limitations and recommendations

Coastal landform behaviour including storm erosion and longer-term shoreline recession is driven by a complex range of processes and factors that vary considerably from one coastal location to another. These may include the inherent resilience of the physical shoreline substrate type, local wave climate exposure, storm frequencies and magnitudes, local sediment sources and sinks, tidal and river discharge currents and the effects of artificial changes to the coast (Sharples, et al., 2013).

The report acknowledges the complexity of processes and the limitation of the assessment, suggesting that the assessment provides a first-order delineation of coastal hazard zones for the purposes of defining hazard management and planning policies appropriate to each zone. These hazard bands are applied by the Tasmanian Planning Provisions and Policies and regulate land use development and works across Tasmania, however. Further, it is stated that inherent in the broadly-defined nature of each hazard zone and the complex nature of coastal processes, that there may be scope to justify modifying the planning constraints defined for each zone on a case-by-case basis depending on the specific mix of conditions found at specific locations within each zone. However, at present, and in the absence of further site-specific assessment, this Sharples, et al. (2013) assessment is the best-known source of coastal erosion estimates.

Since the study of Mariani et al. (2012), which the current erosion hazard bands are based, some parts of the methodology for open coast erosion assessment have developed, particularly when undertaking site specific assessments. This includes the approach of probabilistic analysis and further



understanding of local storm bite. However, no widely applied methods exist for estuarine foreshores. Sharples, et al., (2013) states 'only limited measured storm bite and recession rate data has yet been compiled for Tasmanian sandy beaches, and none for other soft sediment shores such as muddy estuarine shores'.

With that said, the methods used are reasonable and appropriate for use in long term spatial adaptation planning with some important exceptions at Scamander:

1. The foreshore in front of Dune Street has receded in the recent years (particularly between 2015 and present) and has now re-formed a hind dune marsh and foreshore adjacent to the road. The Sharples, et al. (2013) assessment did not include this as a foreshore and erosion risk is not mapped here. Since the 2013 assessment, the foreshore in this location has changed significantly. It would therefore be reasonable to apply the inner estuary buffers to the foreshore at Dune Street, where currently fronted by the hind dune marsh.
2. The assessment categorises the foreshore reserve to be 'soft rock', however, it is currently protected by a rock revetment, albeit the revetment showing signs of damage.
3. Pelican Sands foreshore is categorised as 'soft rock'. Whilst this shoreline has previously been protected, that protection is now mostly lost. The foreshore appears to be of a soft sediment (sandy) rather than soft rock. This is therefore considered an overestimate.
4. The foreshore of the northern hind dune marsh is categorised correctly based on the assessment methodology. However, it is well sheltered. Regardless, the setbacks are generous and potentially an overestimate, but in the absence of further studies is applicable for use.

7.2. Coastal Inundation

Coastal inundation extent and hazard mapping has been undertaken by Lacey, et al. (2015) and Lacey (2016), prepared for the project "Coastal Inundation Stage 4" for the Tasmanian Department of Premier and Cabinet (DPAC). The project was concerned with mapping of a set of sea level rise scenarios around the Tasmanian coast and a representation of a set of those scenarios as inundation hazard bands. Stage 4 revised maps of the extent of storm tide inundation associated with 1% AEPs for each of the years 2010, 2050 and 2100. The project map projected inundation associated with updated annual exceedance probability (AEP) and revised local government area (LGA)-specific height allowances data for the IPCC. RCP8.5 climate change scenario was utilised.

Modelled storm tide AEP predictions for the whole Tasmanian coast from CSIRO (McInnes et al. 2009, McInnes et al. 2012) were used as the source dataset in the AEP calculations. The focus of the McInnes et al (2012) study, hence the Lacey et al (2015) hazard mapping was the contribution of storm surges and astronomical tides to extreme sea levels which are referred to as storm tides. Although wave breaking can further elevate sea levels through wave setup and wave runup, these processes are not considered in the study or mapping (see below section regarding limitations).

Coastal Inundation Hazard Maps showing High, Medium, Low and Investigation bands of coastal inundation likelihood were prepared. The High, Medium and Low bands were based on the extent the following permanent and storm tide inundation scenarios, being:

- High band is the area vulnerable to sea-level rise by 2050 from the mean high tide, rounded up to the nearest 100 mm.
- Medium band is the area vulnerable to a 1% AEP storm event in 2050 rounded up to the nearest 100mm plus 300 mm added for freeboard.
- Low band is the area vulnerable to a 1% AEP storm event in 2100 rounded up to the nearest 100mm plus 300 mm added for freeboard.
- Coastal Inundation investigation band is the area below the 10 metre contour and within 1000 metres from the coast in the non-LiDAR mapped areas.



Results

Coastal inundation hazard mapping extracts from Lacey (2026) are provided below in **Figure 26** and a more geographically focussed version of the same output in **Figure 27**. In Scamander, the majority of the high hazard band mapping is located on the immediate foreshore and / or low lying intertidal areas, such as saltmarsh and hind dune marshes. The low and medium band mapping includes the following locations:

- Dune Street – a number of properties in the low hazard band and one in the medium band.
- Scamander SLSC and adjacent foreshore in Medium and Low bands.
- Bridge Esplanade (road), as well as adjacent foreshore (north) and properties (south) in the Low and Medium bands.
- Foreshores of the hind dune marshes almost exclusively in the Low and Medium bands,
- Pelican sands foreshore, including pump station – in the Low and Medium bands.

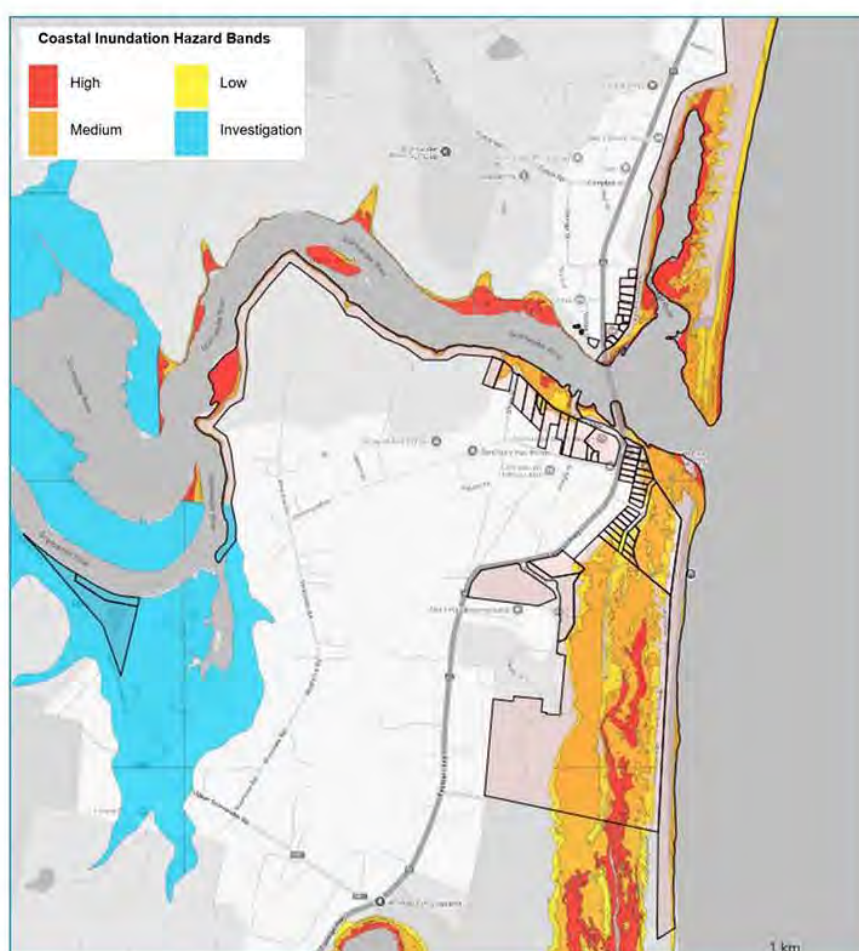


FIGURE 26: COASTAL INUNDATION HAZARD BANDS AT SCAMANDER (LACEY ET AL, 2016, ACCESSED THROUGH TASMANIA LIST)



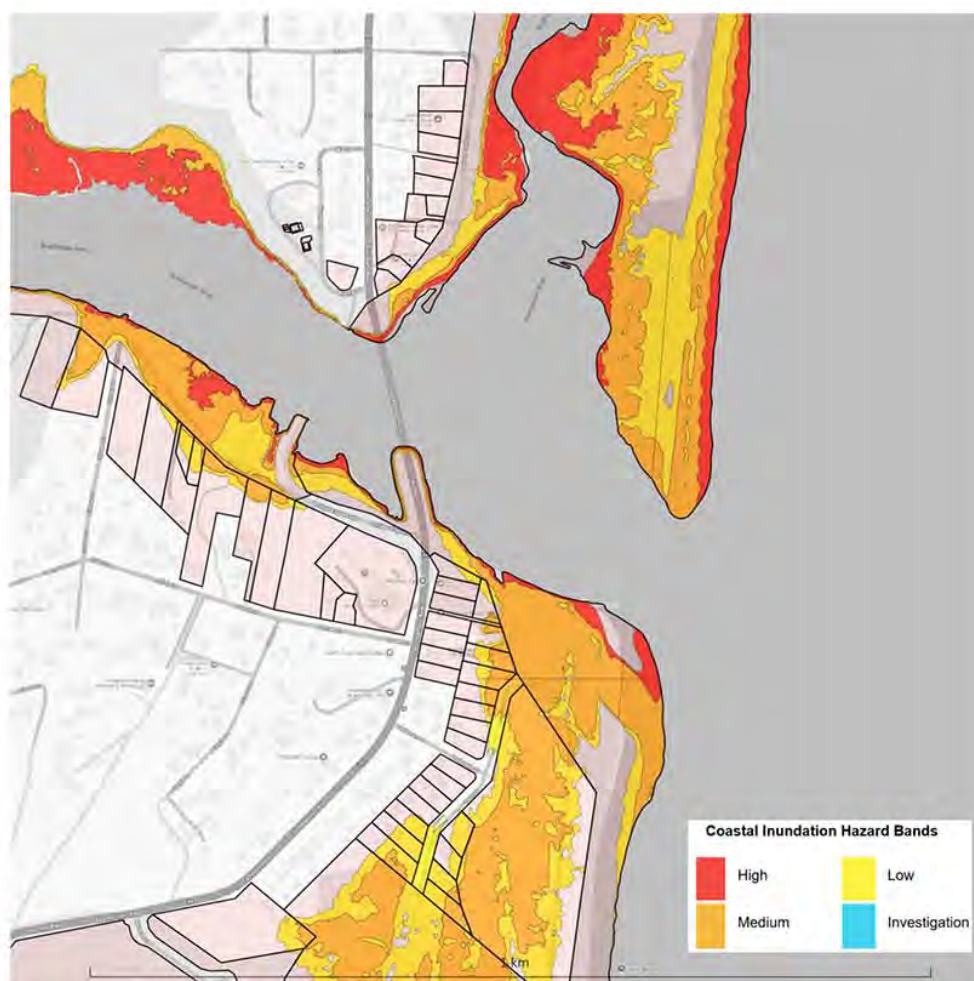


FIGURE 27: COASTAL INUNDATION HAZARD BANDS AT SCAMANDER (LACEY ET AL, 2016). ZOOM IN TO TOWNSHIP.

Limitations

The methods used are reasonable and appropriate for use in long term spatial adaptation planning with some important exceptions at Scamander:

1. The focus of the McInnes et al (2012) study, hence the Lacey et al (2015) hazard mapping comprised the contribution of storm surges and astronomical tides to extreme sea levels, which are referred to as storm tides. Although wave breaking can further elevate sea levels through wave setup and wave runup, albeit mitigated in the presence of a beach berm. These processes are not considered in the study or mapping. These omitted processes are very important for Scamander. For example, wave set up and runup were understood to have impacted much of the foreshore in the March 2021 event (refer **Figure 23** and **Appendix B**).
2. The storm surge inundation mapping did not include any interaction with river flooding. Whilst less of a concern than the omission of wave processes, the interaction of storm surge with river flooding can increase total water levels.
3. For wave-exposed foreshores, the coastal inundation estimates could be considered an underestimate.



7.3. Catchment Flood Modelling

River flood mapping was undertaken for the Scamander River by WMA Water (2023a, 2023b) for the states Tasmanian Strategic Flood Mapping Project⁹. The mapping was based on hydrologic and 2D hydrodynamic modelling of the catchment and river system. Calibration was undertaken against 3 historic events (January 2011, March 2011, June 2016). 'Design' event modelling was undertaken for the 2%, 1%, 1% climate change, and 0.5% AEP events. Parameters provided within the results are peak flood level, depth, velocity, and hydraulic hazard.

Downstream boundaries were applied at the base of the model to provide interaction with the ocean. Synthetic tide data was provided by the Bureau of Meteorology (BOM) and was used to set a varying tide level for the calibration events. This data was extracted off the coast of St Helens at 10 min time increments and was imported as a time varying boundary condition. The below **Figure 28** shows an example of the synthetic tide data that was extracted off the coast of St Helens for the June 2016 event. Note there is no calibration information to verify the function of the tailwater condition thus the study did not make any allowance for local storm effects.

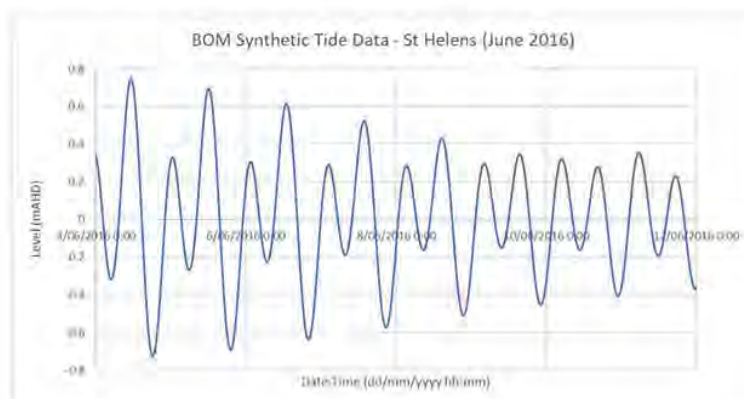


FIGURE 28: SYNTHETIC TIDE DATA OFF THE COAST OF ST HELENS (JUNE 2016) USED AS DOWNSTREAM BOUNDARY IN THE FLOOD MODELLING (WMA WATER, 2023)

Climate change factors were applied within the study, downloaded from the Australian Rainfall-Runoff (ARR) data Hub¹⁰. ARR recommends the use of the RCP4.5 and RCP8.5 values, however the Tasmanian Interim Planning Scheme recommends the use of RCP8.5 and this was adopted within the study. Using RCP8.5 results for the year 2090 give a rainfall scaling factor of 16.3% to the IFDs used within the modelling.

In addition to increased rainfall intensity, sea level rise was included in the modelled climate change scenario and was applied at the downstream boundary of the hydrodynamic model (added to the tidal level). The rise in water level was taken from the Tasmanian Local Council Sea Level Rise Planning Allowances, which uses sea level rise projections based on RCP 8.5 for 2100. This gave a rise in sea level of 0.92m for the Break O'Day Council area.

⁹ <https://www.ses.tas.gov.au/floodmaps/>

¹⁰ <https://data.arr-software.org/>



Results

Results for the WMA Water (2023a, 2023b) estimate a peak flow at Scamander River u/s of Scamander WS for a number of return periods, including:

- 2% - 576 m³/s;
- 1% - 680 m³/s;
- 1% CC – 875 m³/s; and
- 0.5% AEP - and 847 m³/s.

Resulting peak flood depth, velocity and hazard category were mapped and are presented in the WMA Water (2023a) report as well as being available on Tasmanian LIST. Extracts of the mapping are presented below for the 1% AEP (**Figure 29**) and 1% AEP CC (rainfall increase factor of 16.3% and SLR of 0.92m) (**Figure 30**).

River flooding for the modelled scenario 1% AEP results in a peak water level at the bridge of 2.93m AHD and impacts:

- Foreshores of the hind dune marshes,
- Pelican Sands foreshore,
- Bridge Esplanade

Flood waters at more extreme events are in part constrained by the gorge. River flooding spreads across the wide floodplain upstream of the gorge. Downstream of the bridge, flood waters spread into the north and south hind dune marshes. Whilst depth increases with the climate change scenario, the horizontal extent does not change significantly between the 1% AEP and 1% AEP climate change scenarios. Notably, the flood water in the southern hind dune marshes links in with Henderson Lagoon in the 1% AEP event.



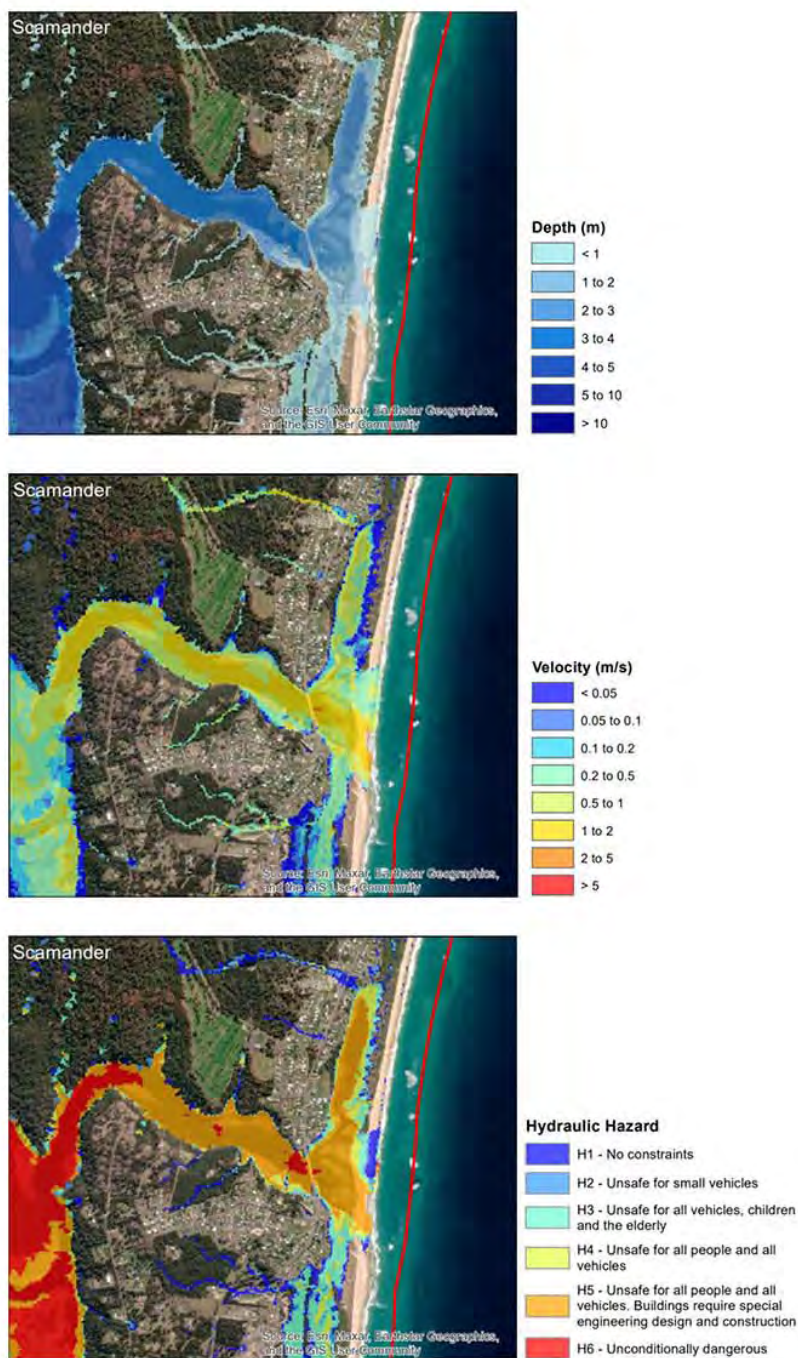


FIGURE 29: MODELLED 1% AEP PEAK FLOOD DEPTH (TOP), PEAK VELOCITY (MIDDLE), PEAK HYDRAULIC HAZARD (BOTTOM) (FROM WMA WATER, 2023)



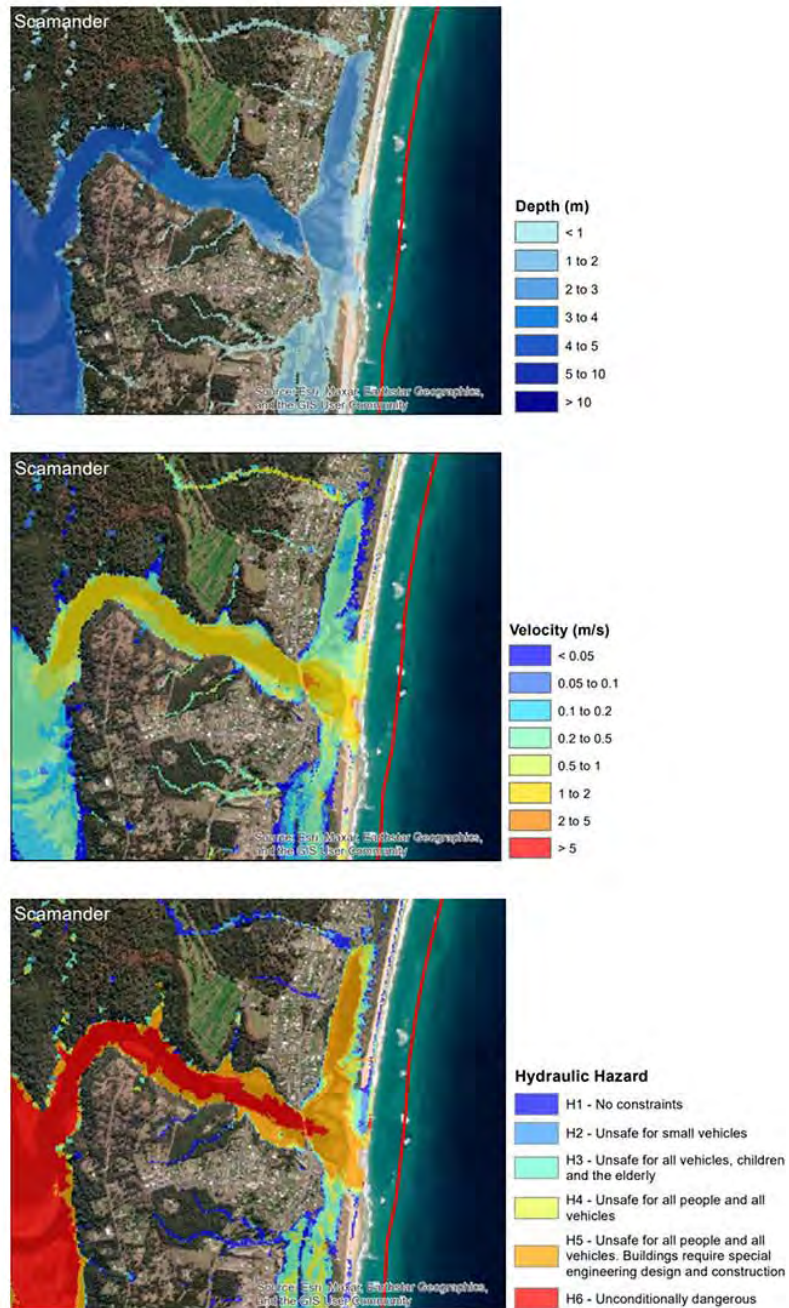


FIGURE 30: MODELLED 1% AEP PLUS CLIMATE CHANGE PEAK FLOOD DEPTH (TOP), AEP PEAK VELOCITY (MIDDLE), PEAK HYDRAULIC HAZARD (BOTTOM) (FROM WMA WATER 2023)



Limitations and recommendations

The WMA Water (2023a) study documents a number of limitations, including:

- several of the gauges have poor or no quality information. Future works may consider improving gauges in the area to ensure higher quality data is present for future rainfall events.
- some discrepancies in levels in the DEM were identified in Scamander River downstream of the gauge. Future analysis should review the ground levels to ensure appropriateness.
- uncertainty in the spatial pattern of the rainfall. An issue for the March 2011 event in particular, where there was 170 mm of rain recorded on the coast and 465 mm of rain recorded at Gray, only 7 km inland. The rainfall gauges in this area are largely on the coast or inland of the main ranges, and therefore there is a high level of uncertainty in the spatial pattern of the rainfall and the rainfall volume over the study area for this event.

Regardless, the results of the assessment are the best available information. The detail of the analysis is appropriate for use in long term spatial adaptation planning. However, importantly for the study area the assessment lacks critical detail regarding:

- the interaction of ocean processes (during storms); and / or
- the barway condition.

The application of sea level rise (0.92m) is useful to use as a proxy for increase ocean levels during a storm (or a barway closure) but is incorporated in the study with increased rainfall (not decoupled).

7.4. Estuarine Foreshore Erosion

There have been no studies known of that have categorised estuarine or river erosion risk upstream of the Tasman Highway bridge, noting some parts of the estuary foreshore downstream of the bridge are captured by the Shaples et al., (2013) work.

There is an ongoing erosion and risk of further erosion along the river and estuary foreshore. Notably, there is active erosion at Dune Street (described earlier in **Figure 21**). A cursory inspection of the riverbanks along Upper Scamander Road identified riverbank sections protected from rock and gabions (refer **Figure 31** below). In places the riverbank is close to the road and low lying.



FIGURE 31: RIVERBANK ROCK PROTECTION ALONG UPPER SCAMANDER ROAD (PHOTO BY N. LEWIS)



7.5. Summary of Available Hazard Information

A summary of available hazard information described in the above sections is provided below in **Table 6**, for convenience.

TABLE 6: SUMMARY OF AVAILABLE QUANTITATIVE HAZARD INFORMATION AND RECOMMENDATIONS FOR USE

Hazard	Principle assessment	Primary limitation
Coastal erosion	Sharples et al., (2013)	<p>The assessment is the best available information for the risk of coastal erosion hazard.</p> <p>However, as a result of recent shoreline change (between 2015 and 2025), there is an underestimation of erosion risk at Dune Street foreshore. Further, the Pelican Sands foreshore is categorised and assessed as being 'soft' rock', which potentially provides and underestimation.</p> <p>Propose to utilise the information, with the application of the setbacks be applied to the current Dune Street Foreshore.</p>
Estuary foreshore erosion	None	An assessment of river and estuarine (upstream of the bridge) foreshore erosion hazard risk should be undertaken.
Coastal inundation	Lacey, et al. (2015), Lacey (2016)	<p>The assessment is the best available information for the risk of coastal inundation hazard.</p> <p>However, storm surges and astronomical tides only are assessed. Wave setup and wave runup processes are not considered. As a result, there is an underestimation of total inundation levels, particularly those exposed to ocean waves.</p> <p>Propose to utilise the information, with the context and understanding of a likely of underestimation. Wave set up and runup should be added to a coastal inundation assessment in time, however will require wave data and modelling.</p>
River flooding	Tasmanian Strategic Flood Mapping Project (WMA Water, 2023)	<p>The assessment is the best available information for the risk of river flooding hazard.</p> <p>However, the interaction of river flows with potential ocean storm conditions and/or barway closed condition are not adequately assessed for Scamander. Without the assessment of a barway closed condition nor coastal storm condition, the results are considered an underestimation of peak water levels and not considering all conditions.</p> <p>Propose to utilise the information, with the context and understanding of a likely of underestimation. Appropriate assessment of the downstream boundary should be added to the assessment in time.</p>



8. Previous and Ongoing Management of Coastal Hazards

Scamander has had a long history of human modification, interaction with and management of hazards. Most notable is the multiple bridges constructed, a number of which to damaged and even removed by river hazards (Fearman, 2021). The management of hazards has taken form in a number of different forms, including both passive infrastructure and active operations. A summary previous and ongoing management of coastal hazards is provided below.

8.1. Training Wall

A training wall was constructed in 1989 which was built out to the edge of the water from the dune line (Figure 32). The training wall was not designed with constructed form our to modern engineering practices, but rather rocks and concrete dumped on the sand (Byrne, 2000) (Figure 33). The training wall was slightly extended in 1991 during the construction of the bridge. The poor condition of the training wall was reported in 2000 by Byrne (2000), who noted that the wall was beginning to collapse.

Until 2015, the training wall remained in place and appears to have been effective in controlling the channel from migrating south. It is noteworthy that during this period the channel did migrate north on occasion and did close on occasion. After 2015, the training wall is less visible, presumably getting damaged in the 2016 storm event. Following this, the channel was once again able to migrate south. Whilst remnants of the training wall are visible today, it is now severely damaged and has failed, collapsed, rocks displaced and in places buried with sand.

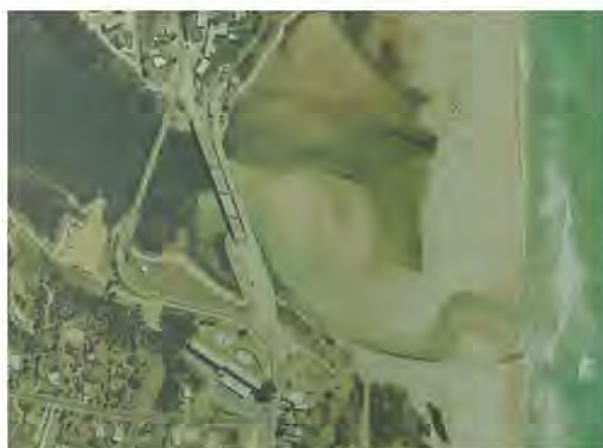


FIGURE 32: AERIAL IMAGE FROM 2ND MARCH 1991 SHOWING THE PRESENCE AND LOCATION OF THE TRAINING WALL





FIGURE 33: CONSTRUCTION OF THE TRAINING WALL IN 1989

8.2. Bridge Abutment

In 1991, at the time of bridge construction. The abutment, which was built for the bridge and protrudes significantly into the Scamander River channel, was armoured with large rock to protect from scour and erosion (Figure 34). A cursory visual inspection indicates that the rock remains largely as placed.



FIGURE 34: BRIDGE ABUTMENT SCOUR PROTECTION (PHOTO BY N. LEWIS)

8.3. Foreshore Erosion Protection

Foreshore protection has been implemented seaward of the bridge on the south and north side of the river. The existing revetment on the south side, constructed between 1992 and 1994, is successful in preventing movement of the entrance further south and protects the foreshore from erosion. In 2000, Byrne (2000) determined that this revetment is in need of repair in some places. This situation has not changed since that report was published. Observations during a site inspection revealed that foreshore



erosion is happening in the lee of the revetment (**Figure 35**). No rock underlayer or geofabric were visible, which are key components to rock revetment design. Damage to the revetment may indicate that the rock armour layer is undersized.



FIGURE 35: FORESHORE EROSION PROTECTION ROCK WALL (PHOTO BY N. LEWIS)

On the north side of the river, seaward of the bridge, at the location known as 'Pelican Sands', there were foreshore protection work undertaken in 1996 and again between 2002 and 2005 (Council pers. comms.). Prior to this, it appears from aerial images that the foreshore was experiencing erosion and was certainly more landward of its current position. Since being implemented, the protection works have collapsed and / or been washed away. In parts this foreshore is now experiencing erosion. Some informal protection works have been placed, such as large logs and building material.

8.4. Entrance Opening

It is understood that entrance opening is undertaken by Council 2-3 times a year typically. Entrance opening is undertaken pro-actively when heavy rain is forecast. The entrance opening is conducted by local contractors under the direction and inspection of Council. The opening is undertaken by mechanical means, using an excavator, with excavated material (sand) side-cast to form a pilot channel (**Figure 36**). The pilot channel then typically increases in size as high river levels flow out and / or tides penetrate the estuary.

Entrance opening is often problematic and inconsistent in success, impacted significantly by the risks posed by storm waves and high surge. **Appendix A** provides a photo record of barway opening in May and June 2025.





FIGURE 36: BARWAY OPENING PROCEDURE (AT COMPLETION)

8.5. Localised Mitigation

Some localised informal mitigation has been implemented. Notably, at the Scamander SLSC, which has experienced inundation during coastal storms have installed post and panel flood board (see **Figure 37**). It is understood that a property along Bridge Esplanade is planning on undertaking property raising (Council pers. comms.).



FIGURE 37: POST AND PANEL BOARDS AT SCAMANDER SLSC



9. Synthesis

The Scamander township has been developed around the Scamander River mouth. The river mouth forms an ICOLL, comprising highly dynamic channels and sand shoals. At the mouth of the river a barway closes under low river flow and gentle swell conditions. Natural channel migration and breakout (and location) is somewhat now controlled by the mechanical opening pre or during flooding. The barway, when it forms is indicatively around 1.3m AHD, albeit expected to vary through time.

Infrastructure and property have been built in hazard zones. Hazards have therefore been managed by various means, including infrastructure such as a training wall and foreshore erosion protection. The training wall was damaged and is no longer performing a significant function and other previously implemented management interventions are in various states of condition.

The channel alignment and resulting entrance has migrated significantly over time. The earliest record (circa. 1833) shows it north of its current location. Migration south has also occurred. The training wall, constructed in 1989 and slightly extended in 1991, was effective in limiting the southern extent of the channel migration until 2016. It appears that the training wall was significantly damaged in the 2016 storm. Since then, the channel has migrated south again. Most notably, this has caused significant foreshore alignment change in front of Dune Street. Prior to the construction of the training wall, the channel had previously migrated south also.

The oscillating location (north/south) of the entrance channel, despite the various human interventions, including training wall, suggests that the wave directions and net wave climate conditions are variable and as much a driver of entrance location than the river flows and channel breakout. Formation of spit and bars, as well as the northward channel migration when the training wall was in place suggests there is northerly sediment transport at times. It was also noted that the entrance filled in when the training wall was in place.

Scamander is susceptible to and currently experiences some impacts from a number of geo-hazards, including coastal inundation, coastal erosion, river flooding, and estuarine and river foreshore erosion. As is the case with many estuary mouths/ICOLLS, where the river processes (including flood waters) interact with ocean conditions and/or barway condition, hazards can combine. For example, the entrance condition (if closed) can impede drainage (ocean outfall) of river flood waters and therefore play an important factor in the peak water levels achieved, increasing it above a level that would otherwise be achieved under a scenario should no coastal storm be present or the barway open. The magnitude and impact of river flooding is therefore highly reliant on the barway opening, particularly lower return period events.

Hazard assessments that have been undertaken are useful in providing current and future risks but have limitations. The assessments typically include underestimates. For example, river flooding does not include for scenarios where the barway would be closed, nor does it include a scenario where there is a storm surge and wave. Coastal inundation assessment does not include waves. In the case of coastal erosion, there have been changes to the foreshore location since the assessment, most notably at the foreshore fronting Dune Street.

All the hazards assessed here are expected to exacerbate in magnitude with climate change, in particular through changes associated with a rising sea level, increased intensity of coastal storms and increasing rainfall intensity. The evolution of the ICOLL morphology under climate change is highly unpredictable, but there is a general consensus that ICOLLS would migrate landward. Without intervention, the channel is expected to continue to migrate.



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11. Appendix A: Barway Opening May/June 2025



12. Appendix B: March 2021 Flood Event – post event photos



River Road



Pelican Sands Foreshore





Pelican Sands foreshore



Scamander Surf Lifesaving Club





Pump station off Dune Street



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:**

19.08.2025	St Helens	– Meeting with Acting CEO of East Coast Tasmania Tourism (ECTT), Damian Mather, who provided Council with an update on tourism in the region.
20.08.2025	St Helens	– Recycle Rewards, meeting with Corey Wingard, Peter Craze and Natalie Wood from Tomra Cleanaway regarding Recycle Rewards and finding a suitable location at St Helens
21.08.2025	MS Teams	– East Tas Education and Employment (ETEE), meeting of interim – Board to progress matters relating to the Study Hub Centre.
21.08.2025	St Helens	– Break O'Day Employment Connect (BODEC), monthly meeting of the Board which oversees this project.
21.08.2025	MS Teams	– Australian Local Government Association (ALGA) - Nick Abrahams - GenAI in Local Government: What's Working, What's Not, and What's Next
22.08.2025	Launceston	– Northern Region General Managers, meeting included updates on Climate Change and Regional Land Use Strategy.
27.08.2025	Swansea	– East Coast Early Childhood Education and Care Summit 2025.
29.08.2025	Launceston	– Northern Region General Managers Special Workshop facilitated by Sally Darke which focussed on shared services and the future direction of activity for Climate Change.
01.09.2025	St Helens	– Council Workshop.
03-04.09.2025	Four Mile Creek	– Local Government Association of Tasmania (LGAT) General Manager's Workshop.

04.09.2025	St Helens	– Leader of the Opposition, meeting with Josh Willie MP involving the Mayor. Great opportunity to establish a working relationship with the new Leader of the Opposition who we have had little contact with previously, apart from the general get to know each other, topics covered included Childcare Needs Analysis and the need for a new centre at St Marys; education and employment priorities, Labor policy development.
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Meetings & Events Not Yet Attended:

15.09.2025	St Helens	– Council Meeting.
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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 Craig Lockwood (Lease 65 Oyster Farm), Jes Kenth (Medea Park), Dave and Claire French

Brief Updates:

Eastern Strategic Regional Partnership – St Marys and East Coast Childcare Needs Analysis

The consultancy in relation to this project is rapidly reaching a conclusion and one of the final steps has been a region-wide event designed to tackle the challenges facing early childhood education and care (ECEC). Facilitated by the consultants, Ninety Mile Consulting, this summit brought together approximately 25 people representing ECEC providers, local schools, community organisations, training bodies, and government partners to:

- Examine current challenges including service gaps and workforce shortages
- Test key findings from the upcoming Summary Report
- Explore opportunities to strengthen services and supports
- Co-design practical, regionally tailored solutions
- Identify shared priorities for investment and delivery
- Build stronger collaboration across the early years system

From here the report will be finalised and a summary report prepared. Discussion has occurred in relation to a broader presentation to the community and interested parties.

Communications Report

TOPIC	ACTIVITY	PROGRESS
GENERAL COMMS	BODC Newsletter	Sent out 1 week ago. Included stories on: <ul style="list-style-type: none"> • Annual Irapuna weekend shows the power of community action • East Coast Swans secure spot in 2025 Grand Final • New wheels for local learner drivers • Protect the endangered Davies' Waxflower
	BODC Website	<ul style="list-style-type: none"> • The Lighthouse – open every Wednesday 11-1pm at Anglican Hall • Bushfire Ready Challenge • Scamander Coastal Hazards and Flood Risk Adaption Pathways project update
	Valley Voice: Five minutes with the Mayor	Mayor's piece about: <ul style="list-style-type: none"> • Georges Bay Multi-User Track solar light progress • St Marys Dog Park is officially open
	North Eastern Advertiser	Mayor's piece about: <ul style="list-style-type: none"> • The Off Season at the St Helens History Room – Free entry.
SOCIAL MEDIA	Break O'Day Council	<ul style="list-style-type: none"> • Learner drivers wanted for lessons every Tuesday – Auto License • St Marys Hall Heating upgrades • St Marys Sports Complex renovations • Refurbished flag stand for Council Chambers • Seniors Week – Free bus trip to Franklin House
	Shared Social Media Posts	<ul style="list-style-type: none"> • Consumer Affairs and Fair Trading - Scams Awareness Week
GRANTS	Australia Day 2026	<ul style="list-style-type: none"> • Grants available: Local councils, government entities, and not-for-profit organisations can apply for \$2,000 – \$10,000 to deliver inclusive and accessible community events.
EMAIL DATABASES	Continuing to develop	Continuing to collect email addresses for the newsletter and township databases. This has been going well with all the consultation underway, which is used as an opportunity to promote our EDMs.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
DA 2023/00220 32 Irish Town Road, St Marys	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
DA 323/2022 50 New Street, Falmouth	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
DA 152-2023 225 Medeas Cove Road, St Helens	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager

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

DATE	DOCUMENT	ADDRESS	PID OR DA
04.08.2025	337 Certificate	13 Malibu Street, Scamander	9340245
04.08.2025	337 Certificate	16 Annabel Drive, St Helens	9748278
04.08.2025	337 Certificate	21-27 Pringle Street, Scamander	2700190
06.08.2025	337 Certificate	5 Perseus Street, St Helens	2624597
07.08.2025	337 Certificate	17 Parnella Drive, Stieglitz	7184463
07.08.2025	337 Certificate	20 Annabel Drive, St Helens	9748280
07.08.2025	337 Certificate	P2210 German Town Road, St Marys	7670082
07.08.2025	337 Certificate	169a Main Road, Binalong Bay	2874430
08.08.2025	337 Certificate	130 Scamander Avenue, Scamander	1961807
08.08.2025	337 Certificate	10 Atlas Drive, St Helens	6779510
14.08.2025	337 Certificate	16 Beaumaris Avenue, Beaumaris	6788206
15.08.2025	337 Certificate	1 Seymour Street, Fingal	6411994
18.08.2025	337 Certificate	2 Penguin Street, Stieglitz	9870085
19.08.2025	337 Certificate	24 Freshwater Street, Beaumaris	2905866
20.08.2025	337 Certificate	3 Bel-Air Crescent, Beaumaris	6787449
21.08.2025	337 Certificate	31 Morrison Street, Falmouth	3009545
21.08.2025	337 Certificate	39 Erythos Grove, St Helens	9972622
21.08.2025	337 Certificate	25 Peron Street, Stieglitz	6785697
21.08.2025	337 Certificate	9 Nautilus Place, St Helens	2537514
26.08.2025	337 Certificate	1/1 Bowen Street, St Helens	7386575
26.08.2025	337 Certificate	2/1 Bowen Street, St Helens	7386583
27.08.2025	337 Certificate	180 St Helens Point Road, Stieglitz	6811867
27.08.2025	337 Certificate	166 Ansons Bay Road, St Helens	7632086
27.08.2025	337 Certificate	99 Scamander Avenue, Scamander	6784168

Tenders and Contracts Awarded:

Nil

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

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

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\036\002\
ASSOCIATED REPORTS AND DOCUMENTS	2024 - 2025 Annual Plan Update at 30 June 2025

OFFICER'S RECOMMENDATION:

That Council receive the Review as at 30 June 2025 of the 2024-2025 Break O'Day Council Annual Plan.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

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

This Report provides a quarterly update on progress with the activities detailed in the 2024-2025 Annual Plan as at 30 June 2025. As is normally experienced there are factors which affect the progress within individual Key Focus Areas and what was achieved is very much in line with overall progress in previous years. The final situation shows we achieved a 93% completion vs a target of 100%. Looking at individual Key Focus Areas, progress sits at:

GOAL- Community

Communication	70%	(Impacted by delay in progressing Website review due to other priorities taking precedence)
Events & Activities	100%	
Volunteering	100%	
Community & Council Collaboration	100%	
Wellbeing	100%	

GOAL – Economy

Opportunities	100%
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Brand	100%	
Population	83%	(Population Strategy not commenced due to regional work through NTDC)
Housing	81%	(No direct activity in pursuing construction of aged housing)

GOAL - Environment

Appropriate Development	100%
Land & Water Management	100%

GOAL - Infrastructure

Community Facilities	75%	(Impacted by resourcing of St Helens – Binalong Bay Liveability Strategy)
Towns	92%	
Recreational Facilities	82%	(Impacted by resourcing of St Helens – Binalong Bay Liveability Strategy)
Roads & Streets	95%	
Waste Management	95%	

GOAL - Services

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

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

STRATEGIC PLAN & ANNUAL PLAN:

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

LEGISLATION & POLICIES:

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

An Annual Plan is to –

- (a) be consistent with the strategic plan; and*
- (b) include a statement of the manner in which the Council is to meet the goals and objectives of the strategic plan; and*
- (c) include a summary of the estimates adopted under section 82; and*

(d) include a summary of the major strategies to be used in relation to the Council’s public health goals and objectives.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority



ANNUAL PLAN 2024 - 2025 - QUARTERLY REVIEW @ 30 JUNE 2025

19/08/2025

177

GOALS

93%

GOAL COMPLETION

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

BREAK O'DAY COUNCIL PLAN

COMMUNITY

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
70%	01/07/2024	30/06/2025	Strategy 1.1 Create an informed and involved community by developing channels of communication. : 100%		John Brown	-
70%	01/07/2024	30/06/2025	→ Key Focus Area 1.1.1 Communication: Improve and develop communication processes that lead to the community feeling more informed and involved. : 100%	John Brown: Activity in this KFA has increased in the last 3 months as planned and will continue for the rest of the year. It is likely that the website review and implementation will continue into the 2025/26 year. 07/05/2025	Jayne Richardson	-
80%	01/07/2024	30/06/2025	→ 1.1.1.1 Newsletter - Undertake a review of the newsletter with the aim of improving the design and understanding how many hard copies need to be provided vs digital : 100%	Jayne Richardson: The Governance officer is developing a newsletter template and has been researching which designs would best represent our brand as well as ensure clear communication with our community. We have also been considering the software that we use to create the newsletter and whether there is a more effective and efficient way. The Executive officer has developed a communications survey, the survey will ask participants their preference for digital vs hardcopy so we can determine the future direction if this important communication tool. This activity will roll over in to the 25-26 Financial Year. 30/07/2025	Jayne Richardson	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
25%	01/01/2025	30/06/2025	→ 1.1.1.2 Website Redevelopment - Redevelop the website with community input and a focus on online service delivery and accessibility : 100%	<p>Jayne Richardson: Due to the large amount of community consultation underway at the moment, both internally and externally, it was determined that it would be better to wait until later in the year to undertake the consultation on the website and council communications in general.</p> <p>As there are other questions we have for our community related to our communication in general, the survey has been designed to look at the main platforms we use for communication such as: website, Facebook, newsletters, emails etc.</p> <p>To truly ensure information gathered is unbiased and to give all in our community an equal opportunity to have their say, it is planned that we will also undertake face-to-face consultation where we will survey people directly.</p> <p>This activity will roll over into the 25-26 Financial Year.</p> <p>30/07/2025</p>	Jayne Richardson	Chris Hughes
100%	01/11/2024	30/04/2025	→ 1.1.1.3 Social Media Following - develop a campaign to encourage residents and ratepayers to follow our facebook page as an important source of community info : 100%	<p>Jayne Richardson: The Governance Officer has been developing a campaign aimed at growing our Facebook audience by showing community that this is the best place to find out what is happening at Council and in our community in real time. The campaign will not just be on Facebook, we will use other platforms as well to expand our reach.</p> <p>The Executive and Governance Officer have also started using generic, corporate social tiles. These tiles ensure that any messages stand out as well as allow brand recognition of our messages.</p> <p>30/07/2025</p>	Jayne Richardson	-
75%	01/07/2024	30/06/2025	→ 1.1.1.4 Council Brand - develop a communications campaign that showcases Council's staff and Council activities to facilitate a deeper understanding of Council. : 100%	<p>Jayne Richardson: The Communications team has started developing ideas for campaigns that aim at breaking down barriers between Council and the community as well as fostering more respectful dialogue. This ties in with the Local Government Association of Tasmania's Lift the Tone Campaign.</p> <p>30/07/2025</p>	Jayne Richardson	Molli Brown
100%	01/07/2024	30/06/2025	Strategy 1.2 Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge. : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Key Focus Area 1.2.1 Events and Activities: Create a culture of volunteering and support to enable vibrant and sustainable events, activities and community groups. : 100%	<p>John Brown: Following a busy start to the year over the first 7 months with a number of events being delivered and community events being supported we are now focussed on providing support to a smaller number of events towards the end of the financial year and the ongoing activity which occurs through the year. There has been extra activity in this KFA this year with two Wellbeing focussed events being undertaken.</p> <p>07/05/2025</p>	Chris Hughes	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 1.2.1.1 Environmental Awareness: Promote and educate the community about sustainable enjoyment and care of the natural environment : 100%	<p>Jayne Richardson: Council regularly shares environmental awareness content on our Facebook page as well as in our newsletter.</p> <p>Some topics covered this year include:</p> <ul style="list-style-type: none"> • Shore Bird Nesting season -facebook, newsletter, direct to dog owners with dog registrations • Feral Scan - an app that allows you to record where you have seen Feral animals • Angasi Oyster - information page set up on our website with links to relevant information • Clean Up Australia Day and Great East Coast Clean Up - Events and information • Garage Sale Trail - aims at reducing waste to landfill • Reducing Waste at home after Christmas and the Festive season • Cat Desexing and microchipping subsidy <p>In our Council newsletter we also try to include good news stories generated by community related to the environment.</p> <p>30/07/2025</p>	Jayne Richardson	Polly Buchhorn
100%	01/07/2024	30/06/2025	→ 1.2.1.2 Community Event Support - Assist the community with event delivery by providing support and assistance with planning, approvals processes, compliance and arrangements for Council assistance and resources. : 100%	<p>Chris Hughes: Throughout the year, Council staff have remained actively engaged in supporting event organisers, offering pre-event guidance, assisting with documentation, and helping to develop risk assessment plans to ensure compliance and uphold safety standards. Increased collaboration with community groups planning larger events has also been a key focus, with staff providing ongoing assistance to secure all necessary permits. These efforts highlight Council's continued commitment to fostering vibrant, well-managed community events, strengthening local culture and community connections through close and proactive support.</p> <p>01/07/2025</p>	Chris Hughes	Jenna Barr
100%	01/07/2024	30/06/2025	→ 1.2.1.3 Event Attraction - Actively promote the Break O'Day Municipality as an event destination and work with event organisers and organisations to develop and attract new events to the area. : 100%	<p>Chris Hughes: Over the past year, Council staff have actively promoted the Break O'Day Municipality as a leading destination for events, working closely with organisers and organisations to attract and develop new opportunities in the region. Staff responded to numerous enquiries from external event planners, offering detailed information on local venues, facilities, and logistics to support effective event planning. By fostering strong relationships with external organisations and connecting them with local community groups, Council continues to strengthen partnerships and enhance Break O'Day's reputation as a vibrant and welcoming location for a wide variety of events.</p> <p>01/07/2025</p>	Chris Hughes	-

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

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 1.2.1.7 Mountain Bike Events - Work with interested organisations to develop a sustainable Mountain Bike event for the St Helens Network. : 100%	Chris Hughes: This year it was confirmed that the Dragon Trail mountain bike event would no longer be held. In response, Council has begun exploring alternative uses for the trail network, with early discussions underway with trail running event organisers to assess the feasibility of hosting a new event in 2026. While planning is still in the early stages, these efforts reflect Council's proactive approach to maintaining momentum in outdoor recreation and event tourism. Further updates will be provided as planning progresses. 01/07/2025	Chris Hughes	-
100%	01/07/2024	30/06/2025	→ Key Focus Area 1.2.2 Volunteering - Build community sustainability and inclusion through a culture of volunteering and support within our community. : 100%	John Brown: Activity in this KFA has focused on preparations for the forthcoming bushfire season as well as building off the successful Volunteer Film Festival from last year. 28/01/2025	Chris Hughes	-
100%	01/07/2024	30/06/2025	→ 1.2.2.1 Volunteer Strategy - Work with volunteer groups to showcase their activities and assist with increase of volunteers within our community : 100%	Chris Hughes: Council again proudly hosted the Volunteer Film Festival – a heartfelt celebration of the passion, dedication, and impact of local volunteers. The event featured powerful short films that shared volunteers' personal stories, highlighting the vital work they do and inspiring the wider community to recognise the true value of volunteerism which were shared with our community. 01/07/2025	Chris Hughes	Jenna Barr
100%	01/11/2024	20/04/2025	→ 1.2.2.2 Emergency Management Volunteers - Develop Council's base of volunteers to provide support in an emergency situation including provision of training. : 100%	Chris Hughes: Council staff have completed training in the management of Emergency Centres, strengthening their ability to respond effectively during emergency situations. Staff have also re-engaged with members of the Fingal community to reaffirm their willingness to support local response efforts in the event of an emergency. Ongoing work will focus on further building community collaboration and enhancing overall emergency preparedness. 28/04/2025	Chris Hughes	Angela Matthews
100%	01/07/2024	30/06/2025	Strategy 1.3 Foster and support leadership within the community to share the responsibility for securing the future we desire. : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Key Focus Area 1.3.1 Community and Council Collaboration: Work within a community engagement framework which defines the relationship between the community and Council in decision making and project delivery. : 100%	John Brown: Good progress is being made in this area with Township Plan updates being sent to the communities and the Portland Court future use process completed and endorsed by Council. The Arts and Cultural Strategy review is progressing with the community. 07/05/2025	John Brown	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 1.3.1.1 Local Township Plans - Implement the activities from the Township Plans, report back to the community on progress : 100%	Chris Hughes: Council staff successfully completed the second reporting update on the activities outlined in the current Township Plans. This update was shared with the community to promote transparency and encourage continued engagement with local development initiatives. 01/07/2025	Chris Hughes	-
100%	01/07/2024	30/06/2025	→ 1.3.1.2 Arts and Cultural Strategy - Work with the community group to complete the review of the Strategy including addressing group cohesion and arts and cultural funding : 100%	Chris Hughes: Over the past year, Council staff have worked closely with community members to develop an Art & Culture Strategy that reflects local needs and aspirations. Several committee meetings were held, and the broader community was invited to provide feedback on a proposed strategy structure. This structure suggests the formation of an "umbrella" arts committee supported by subcommittees for specific events and groups. A draft strategy was circulated for public comment, generating strong engagement and valuable insights. Feedback indicates support for the umbrella model, provided individual groups can retain their unique identities. The committee is now reviewing this input to refine the strategy, with further consultation and development ongoing to ensure the final approach aligns with the community's vision. 01/07/2025	Chris Hughes	-
100%	01/07/2024	26/04/2025	→ 1.3.1.3 Portland Court Building - Finalise the use of the former Hub 4 Health building through a co-design process with the community : 100%	Chris Hughes: Council has now adopted the Management Plan for the facility, following a comprehensive development process led by an engaged consultant. The process involved interviews with a broad range of stakeholders, including past and present users, board members, and health providers, to gather insights on the facility's historical use, current operations, and potential for the future. This collaborative approach ensured that the plan accurately reflects the community's needs and outlines strategies for the facility's optimal future use. The feedback gathered throughout the process was analysed and incorporated into the final plan, which is now in place to guide the facility's development moving forward. 28/04/2025	Chris Hughes	Leah Page
100%	01/07/2024	30/06/2025	Strategy 1.4 Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Key Focus Area 1.4.1 Wellbeing - Support and enhance community wellbeing through shared understandings, and opportunities for people to get involved, connect, build on strengths, and feel a sense of belonging in Break O'Day. : 100%	John Brown: A busy area of activity for Council this year with delivery of the Wellbeing Certificate occurring twice and a number of event based activities being organised. The service delivery approach has been refined slightly based on the information from the delivery in 2023/24 and is proving to be a successful approach. 07/05/2025	John Brown	Chris Hughes

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 1.4.1.1 Wellbeing Pilot Project - Evolve the project delivery approach to reflect participant feedback and support the implementation of the Break O'Day Community Wellbeing Pilot Project and related project activities : 100%	<p>Chris Hughes:</p> <p>Over the past year, the Wellbeing Project has continued to adapt based on community needs, insights from the UTAS evaluation, and feedback from the Training Team. The program has been refined annually, focusing on effective practices and community strengths. A simplified, shorter version of the Wellbeing Certificate has increased inclusivity and accessibility, earning praise for motivating community action.</p> <p>The Festival of Wellbeing is now an annual, Council-supported event, and the Wellbeing Action website serves as a hub for wellbeing literacy, resources, and local initiatives. Project artefacts—such as cards, stickers, magnets, and artwork—have created a lasting community impact and foster ongoing conversations about wellbeing. A new community entity is being incorporated to sustain and grow community-led wellbeing actions.</p> <p>01/07/2025</p>	Leah Page	Chris Hughes
100%	01/07/2024	30/06/2025	→ 1.4.1.2 Wellbeing Actions - Partner with the community to identify, design and deliver wellbeing actions and activities. : 100%	<p>Chris Hughes:</p> <p>The Wellbeing Project continued to support community-led actions and promote wellbeing in Break O'Day. Ten participants completed the Wellbeing Certificate and have initiated diverse projects, including forming a North East Pride group, collaborating with First Nations Elders on cultural workshops, planning a youth coding club, and designing wellbeing-themed calendars and stationery.</p> <p>The Wellbeing Certificate training team maintained strong engagement with past participants, helping them develop and implement their action ideas, further strengthening community involvement and wellbeing awareness.</p> <p>01/07/2025</p>	Leah Page	Chris Hughes

ECONOMY

Current...	Start D...	Due...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	Strategy 2.1 Develop and highlight opportunities which exist and can be realised in a manner that respects the natural environment and lifestyle of the Break O'Day area. : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Key Focus Area 2.1.1 Opportunities - Identify and realise opportunities that develop and support the Break O'Day economy in a sustainable manner. : 100%	<p>John Brown: A busy area of activity with three strategy focused projects at various stages of progress requiring a substantial investment of Council officer time. The Economic Development Strategy will be completed this year and the other two strategy focussed projects will carry through into the first part of next year. The Circular Economy activity will be prioritised as resources free up from a focus on other waste management activities and dealing with the new Container Deposit Scheme. The commencement of the new Economic Development and Project Officer is an important step forward in resourcing.</p> <p>07/05/2025</p>	John Brown	-
100%	01/07/2024	30/06/2025	→ 2.1.1.1 Economic Strategy - work with consultants to develop an Economic Development Strategy that reflects a shared vision for Break O'Days Economic future : 100%	<p>John Brown: A new Economic Development Strategy has been completed by consultants, Stantec, following community engagement workshops and survey activities. Council officers were actively engaged in reviewing and discussing the information as it flowed through the Strategy development process with the last component, the Key Performance Indicators developed and included in late February. The final draft was received and presented to Council at the June workshop. Final adoption was scheduled to occur at the July 2025 Council meeting.</p> <p>30/07/2025</p>	Dilara Bedwell	-
100%	01/07/2024	30/06/2025	→ 2.1.1.2 Economic Leadership - nurture and support development of local leadership and participation in projects which support this including the Gastronomy project : 100%	<p>John Brown: Economic leadership is a focus within the Economic Strategy development process. This will be a key part of the action plan which is being developed for the 2025-26 year. Council continues to participate in the regional Gastronomy project which is now coming through under the NTDC umbrella.</p> <p>30/07/2025</p>	Dilara Bedwell	-
100%	01/07/2024	30/06/2025	→ 2.1.1.3 Circular Economy - Examine opportunities to participate in projects focused on developing the Circular Economy at the regional and local level. : 100%	<p>David Jolly: Small amount of activity in this space this year due to competing priorities in the waste management area and resourcing levels. Also been impacted by resourcing and progress on the new Strategic Plan through the Northern Tasmania Waste Management Group, Circular North. The Container Deposit Scheme is progressing with the network operator "TOMRA/Cleanaway" operating in less than a full-time capacity in St Helens from 1st May. Council officers will continue supporting the operator to establish of a more permanent site in St Helens.</p> <p>12/07/2025</p>	Dilara Bedwell	David Jolly

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/202	→ 2.1.1.4 Employment Barriers - Support the activities of Break O\Day Employment Connect (BODEC) Regional Jobs Hub Board which focusses on facilitating employment outcomes and addressing the barriers to employment. : 100%	<p>John Brown: Ongoing support for BODEC is occurring through participation of the General Manager and HR Coordinator on the BODEC Board. Activities so far this year have included establishing arrangements for the next 3 year contract period, Youth Jobs Strategy and participation in Jobs Tasmania activities including the Community of Policy and Practice in July and November 2024 along with developing a new Strategic Plan to cover the next three years. Discussions have been occurring about BODEC combining with the new Study Hub as part of a new legal entity.</p> <p>30/07/2025</p>	John Brown	Erica McKinnell
100%	01/07/2024	30/06/202	→ 2.1.1.5 Industrial Land Use Study - Complete the 'Scoping Study' and progress the study to identify future demand, land analysis, constraints and opportunities. : 100%	<p>John Brown: Scoping of the project was undertaken as part of developing a Consultants Brief. Procurement process was completed and the consultancy was awarded to REMPLAN.</p> <p>REMPPLAN provided a Background Report in June for consideration. The Background Report has been distributed internally to relevant staff and also to the Councillors. This completes Stage 1 of the project with Stage 2 (Stakeholder Engagement) continuing. Two (2) Surveys have been released to the public seeking insight to the progression of the project. A targeted list of stakeholders has also been identified and approached for feedback both via additional email enquiry and telephone calls. This continues as we seek to get better uptake of stakeholder engagement. To date no stakeholders have taken up the offer of one-on-one engagement or workshop. Instead preferring to interact via email, survey response online or telephone. On exhaustion of stakeholder engagement options, this will complete Stage 2 of the project. REMPLAN will commence the drafting of the Study Report which commences Stage 3.</p> <p>Elected member Workshop occurred on 2nd June with successful engagement. Matters considered:</p> <ul style="list-style-type: none"> • future industrial land demand consideration - sectors, industries, local needs; • barriers to industry; • opportunities - sectors, precinct ideas, partnerships; • what does Council support look like; • big bold ideas; <p>30/07/2025</p>	Deb Szekely	Dilara Bedwell

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 2.1.1.6 Bay of Fires Master Plan - Support and participate in the process to develop a Master Plan for the Bay of Fires area. : 100%	<p>Chris Hughes: Hansen Partnership Pty Ltd was engaged to develop the Bay of Fires Master Plan, with strong collaboration between the consultants, the Steering Committee, Traditional Owners, and the wider community. The project seeks to protect the area's unique natural and cultural values while ensuring it remains accessible to all. A comprehensive community survey was completed, and ongoing consultation is being facilitated through the Bay of Fires Portal. In addition, several community sessions were held, attracting participation from a range of stakeholders and residents. Feedback collected through these channels is playing a vital role in shaping a Master Plan that aligns with community values and aspirations. The consultants will continue to work closely with stakeholders to ensure the final plan reflects this collective input.</p> <p>07/07/2025</p>	Chris Hughes	-
100%	01/07/2024	30/06/2025	Strategy 2.2 Provision of relevant training and skills development programs to create a workforce for the future that meets the changing needs of business. : 100%		John Brown	-
100%	01/07/2024	30/06/2025	Strategy 2.3 Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses to live and work in Break O'Day. : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Key Focus Area 2.3.1 Brand - Understand and communicate the unique characteristics and differences of our communities and the Break O'Day area to foster a sense of pride and authenticity. : 100%	<p>John Brown: Minor area of activity where clarification was sought and obtained from Council with a pathway moving forward.</p> <p>07/05/2025</p>	John Brown	-
100%	01/01/2024	30/06/2025	→ 2.3.1.1 Township Brand - Explore the development of individual township brand identities and consider how these would be used. : 100%	<p>Jayne Richardson: At the November Council meeting, Council decided that the Township Brands could be incorporated into the development of Township plans.</p> <p>When Township plans are up for review - questions and conversations around the community's vision for their town will also be explored by Council Officers.</p> <p>This information will be used by Council staff to understand the unique characteristics and desires of a community. When this is to occur, the Executive Officer will develop a plan of how this will be done which will be presented to Councillors at a Workshop.</p> <p>07/03/2025</p>	Jayne Richardson	-
82%	01/07/2024	30/06/2025	Strategy 2.4 Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focused service delivery. : 30 to 100 : 100%		John Brown	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
83%	01/07/2024	30/06/2025	→ Key Focus Area 2.4.1 Population - Monitor changes in an ageing population in order to understand and address challenges and opportunities this creates. : 100%	John Brown: Solid progress has been made in this area following the completion of the analysis by Dr Lisa Denny. Development of the Strategy will require some resources to be applied which now that the Economic Development & Project Officer has commenced some attention can be given to scoping this out further before the end of June. 07/05/2025	John Brown	-
100%	01/07/2024	30/11/2025	→ 2.4.1.1 Population Analysis - complete review of information from 2021 Census with presentation to Council, stakeholders and the community : 100%	John Brown: Break O'Day Population review report has been presented to Councillors and interested Council officers during August/September. Community workshop was delivered on 14 November with a number of broader stakeholders and State Agencies attending.. 06/01/2025	John Brown	Dilara Bedwell
50%	01/07/2024	31/03/2025	→ 2.4.1.2 Population Strategy - Develop Strategy to address BODC's Ageing Population : 100%	John Brown: Strategy development is yet to be commenced, the employment of an Economic Development and Project Officer brings some resource to considering this further. Work undertaken by Dr Lisa Denny has been fed into the Aquatic Centre Feasibility Analysis; Economic Development Strategy Review; NTDC Population Review; and East Coast Study Hub Investigation. The report has also been shared with key stakeholders including NTDC and RDA Tas. Population is a component of the Eastern Strategic Regional Partnership and discussions are now commencing on the shaping of this project. 07/05/2025	John Brown	Dilara Bedwell
100%	01/07/2024	30/06/2025	→ 2.4.1.3 Strategic Regional Partnership (SRP) Population - participate in the SRP analysis of the population on the East Coast : 100%	John Brown: Initial meeting of Eastern Strategic Regional Partnership working group occurred on 8/08/24 which covered the scope of the projects at a high level. Further brief discussion occurred at meetings on 15/11/24, 18/2/24, 19/3/24, 30/4/25 and 11/6/25. Information from Dr Denny shared with the working group and Glamorgan-Spring Bay Council. Maintaining a monitoring status on this item as it rests with Department of State Growth. 30/07/2025	John Brown	Dilara Bedwell
81%	01/07/2024	30/06/2025	→ Key Focus Area 2.4.2 Housing - Develop an understanding of housing needs; advocate for and facilitate the construction of a range of housing solutions. : 100%	John Brown: Activity in this area has been quite variable and is being impacted by the lead times in working with key stakeholders. We have started seeing an increased focus from Homes Tasmania in relation to a variety of housing elements including key worker accommodation, affordable housing and affordable aged housing. Project with CentaCare Evolve in Fingal is still waiting on them to progress. 07/05/2025	John Brown	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 2.4.2.1 Strategic Regional Partnership Housing - participate in the development of a housing needs analysis for the East Coast. : 100%	John Brown: Initial meeting of Eastern Strategic Regional Partnership working group occurred on 8/08/24 which covered the scope of the projects at a high level, minimal discussion about housing at subsequent meetings. Housing formed a discussion point at the Reset Workshop on 19/3/25. Other items have been progressed in the SRP which has been impacted by a restructure within the Department of State Growth. 30/07/2025	John Brown	-
25%	01/07/2024	30/03/2025	→ 2.4.2.2 Aged Housing - Pursue investment in construction of Independent Living Units in the area. : 100%	John Brown: No direct activity in this area so far this year. Has been raised with Homes Tasmania as part of a broader housing discussion when looking at potential development sites. 30/07/2025	Dilara Bedwell	-
100%	01/07/2024	30/06/2025	→ 2.4.2.3 Council Investment - Examine and pursue opportunities for greater Council involvement in the provision of housing. : 100%	John Brown: Council officers continue to work with CentaCare Evolve and Homes Tasmania on the Fingal housing project which saw the Development Application lodged with Council in June and is currently going through the process prior to being advertised.. Legal framework for the arrangements are still to be received. Discussions are occurring on other opportunities with Homes Tasmania 30/07/2025	Dilara Bedwell	-
100%	01/07/2024	30/03/2025	→ 2.4.2.4 Public and Emergency Housing - Lobby and work with the State Government and housing providers to build new affordable housing and emergency housing. : 100%	John Brown: Discussions are occurring with Homes Tasmania about including elements of affordable housing in a potential broader development. May include a focus on key worker accommodation. 30/07/2025	John Brown	Dilara Bedwell

ENVIRONMENT

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	Strategy 3.1 Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions. : 100%		John Brown	-
100%	01/07/2024	30/06/2025	Key Focus Area 3.1.1 Appropriate Development: Encourage sensible and sustainable development through sound land use planning, building and design. : 100%	<p>John Brown: Good progress is happening in this area with a number of strategic land use planning activities well underway. Broader Land Use Strategy focus is being progressed as resourcing permits but prioritisation is going to the Industrial Land Use and Scamander-Beaumaris Structure Plan. 07/05/2025</p>	Jake Ihnen	-
100%	01/07/2024	30/06/2025	3.1.1.1 Flood Prone Areas - Determine position on inclusion of mapping into the LPS and in what form : 100%	<p>Polly Buchhorn: Council is represented in a working group for the implementation of the Tasmanian Flood Mapping project which is developing policy and guidelines at a state level for the Tasmanian Planning Provisions. That involvement helped Council to specify updating of municipal flood modelling for the latest projections of rainfall impacts and climate change scenarios. That work was commissioned late in the year and the new flood mapping will inform Council's development planning and approvals roles and functions, to avoid and mitigate future flood risks in Break O'Day. 30/07/2025</p>	Jake Ihnen	Polly Buchhorn
100%	01/07/2024	30/06/2025	3.1.1.2 Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy. : 100%	<p>John Brown: The Northern Tasmania Regional Planning Group are currently finalising the review of the Strategic Directions Report prepared by Ethos Urban. At the last meeting (25 June 2025), feedback from all member councils was provided. A re-work of the document in regard to content, structure and tone was provided and we currently have a revised document for further consideration. This has delayed the process, however it was considered important to ensure the document was of a quality standard. The revised Regional Strategic Directions will form Chapter 1 of the State of Play Report. Break O'Day participation in the process continues. The State of Play Report was finalised earlier in the year and is available publicly now. NTRLUS Regional Strategic Directions local government workshop occurred on 7 May and was well attended by BODC staff and elected members. A further workshop on Friday 9th May was attended by the Senior Town Planner which discussed strategic directions for the State Infrastructure and Services component. 30/07/2025</p>	Deb Szekely	Jake Ihnen

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/11/2025	→ 3.1.1.3 Scamander/Beaumaris Structure Plans - Develop Project Brief and engage consultancy to undertake the work. : 100%	<p>John Brown: Project Brief was considered by Council at its meeting on 20/01/2025. Council accepted the brief and the brief was released for expressions of interest with the project awarded to ERA Environment and Planning.</p> <p>The Project Initiation Meeting occurred on 2 May 2025 at which time staff and consultants discussed the overall delivery of the project. The project plan timelines were adjusted to reflect the date of the project initiation meeting. Discussion has occurred on the project boundary at both the initiation meeting, via telecommunications and stakeholder workshop.</p> <p>The Structure Plan Engagement Strategy was further discussed on 15 May and finalised on 23rd May.</p> <p>The first stakeholder workshops for staff and Councillors occurred on Wednesday 21 May and Thursday 22nd May respectively. Community engagement through workshops and online survey will commence in July 2025.</p> <p>30/07/2025</p>	Deb Szekely	Jake Ihnen
100%	01/07/2024	30/04/2025	→ 3.1.1.4 Break O'Day Council Land Use Strategy 2015 - Project Brief to be developed for implementation : 100%	<p>John Brown: Review of the Land Use Strategy has been completed.</p> <p>Review of Low Density Residential and Rural Living land has commenced. Currently on hold as we progress the Structure Plan and Industrial Land use study. The Rural Living Strategy has been excluded from the 2025/2026 budget. Internal work will continue to further aspects of this work.</p> <p>30/07/2025</p>	Deb Szekely	Jake Ihnen
100%	01/07/2024	30/06/2025	Strategy 3.2 Increase the community's awareness of the natural environment, the pressures it faces and actions we can take to sustain it and what it provides. : 100%		John Brown	-
100%	01/07/2024	30/06/2025	Strategy 3.3 Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it. : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Key Focus Area 3.3.1 Land and Water Management - Develop and implement strategies and activities that prevent land degradation and improve water quality within our rivers, estuaries and coastal areas. : 100%	<p>Polly Buchhorn: The broad range of activity in this area has progressed well, highlights being a proactive response by Council to possible listing as threatened of native angasi oyster reefs (which occur in Georges Bay), an integrated weed management program and joint cat population operations planned for late winter. Implementation of the Dog Management Policy continues to be frustrated due to PWS engagement.</p> <p>30/07/2025</p>	Jake Ihnen	Polly Buchhorn

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 3.3.1.1 Land and Water Management Activities - Secure financial and human resources for projects to repair land, water and coastal resources and safeguard their health and productivity. : 100%	Polly Buchhorn: Council supported the George River Farmer Landcare group with activities sharing knowledge and innovations for sustainable agriculture and catchment management, for example a resilient farming field day in February which also looked at carbon farming. Projects supported locally include a Davies waxflower conservation project by the Department of Natural Resources and Environment Tasmania and a statewide bridal creeper project funded by the Weed Action Fund, sharing weed data and facilitating control work in Break O'Day and community engagement. We monitor and share information on funding opportunities, such as NRM North's new Climate-Smart Agriculture Program, opportunities with Resilient Farming Tas, Future Drought Fund programs, First Nations Heritage Grants, Farmer Group Support by the TAS Farm Innovation Hub and Quick Wins Grants from Drought Ready Tasmania. 30/07/2025	Polly Buchhorn	-
100%	01/07/2024	30/06/2025	→ 3.3.1.2 Weed Management and Biosecurity - Undertake priority weed control on Council properties; coordinating with other land managers; providing weed and biosecurity advice, education, communication and compliance services and support. : 100%	Polly Buchhorn: Strategic control of Council's weeds across the municipality has included treating blackberry, capeweed, pampas grass, bridal creeper, foxglove, Spanish heath, mirror bush, broom, gorse and thistles and other flat weeds. Control work was conducted along our roads, at parks and reserves, waste transfer stations, quarries and St Helens Aerodrome. And in townships of Scamander, St Helens, Binalong Bay, St Marys, Ansons Bay, Pyengana and Weldborough. We supported volunteer weeding efforts to control holly at Weldborough and sea spurge on the beaches of Irapuna / Bay of Fires. And provided biosecurity and weed information and advice to the community and support to landholders on weeds and control on their land. Every month Council includes in its Newsletter a list of weed management activities that we have undertaken as well as a "Weed of the Month" and included articles on weed projects in the community. This provides the community with information on how to control specific invasive weeds and encouragement to coordinate weed management. 30/07/2025	Polly Buchhorn	Jayne Richardson
100%	01/07/2024	30/06/2025	→ 3.3.1.3 Weed Action Plan - Update and review weed priorities and strategies for Break O'Day and the community. : 100%	Polly Buchhorn: Review of Council's Weed Action Plan to broaden its scope from council operations to municipal priorities and strategy has not yet progressed. However, Council support for changes to regulations of the Local Government Act was successful, statewide, with prospective buyers of properties now being informed of records of declared weeds on properties and enforcement actions. 30/07/2025	Polly Buchhorn	-

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

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 3.3.1.8 Coastal Management – Work with community, landholders and government agencies on land and water management issues such as shorebird conservation and our coast, cultural heritage, volunteer weed control and environmental awareness and skills. : 100%	Polly Buchhorn: Coastal management issues and activities Council has been involved in and supported include possible listing of the angasi native oyster reef community as threatened nationally, coastal hazard management, the Break O'Day Shorebird Working Group and coordinating activities over the beach-nesting season, the Irapuna Community Weekend and the thousands of sea surge plants its volunteer weeders removed, working with the Environment Protection Agency to increase local capacity to respond to marine oil spills, and managing bridal creeper (a priority weed of coastal bushland). 30/07/2025	Polly Buchhorn	-
100%	01/07/2024	30/06/2025	Strategy 3.4 Recognise and alleviate the issues and risks to the environment from our use and the risk to us from a changing environment (for example flood and fire). : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Key Focus Area 3.4.1 Climate Change - Understand, address and evaluate the challenges of climate change in Break O'Day and develop and implement mitigation strategies. : 100%	Polly Buchhorn: Council has made significant progress with substantial activity and staff resources applied to its Climate Change Action Plan and state and regional climate action networks and activity. Activity included climate risk assessment and adaptation planning, carbon footprint accounts for emissions reduction, updating of flood risk information and participating in the Northern Tasmania Alliance of Resilient Councils and statewide climate programs. 30/07/2025	Jake Ihnen	Polly Buchhorn
100%	01/07/2024	30/06/2025	→ 3.4.1.1 Scamander Coastal Hazard and Flood Management - implement coastal adaptation and flood risk mitigation and pathways planning project with community at Scamander River mouth. : 100%	Polly Buchhorn: This project started late in the year with consultants appointed and collecting gathering information on coastal hazards, assets and values with a community workshop and site visits. The project will continue next year, involving the community in evaluation of adaptation pathway options with a cost/benefit analysis. 30/07/2025	Polly Buchhorn	David Jolly
100%	01/07/2024	30/06/2025	→ 3.4.1.2 Council Climate Change Action - pursue Council's mitigation and adaptation priorities, such as carbon emissions accounting and reduction, a municipal strategy, climate ready asset management and reducing future natural disaster risks. : 100%	Polly Buchhorn: We worked on priorities for Climate Change Action across Council, supported by Northern Tasmania Alliance of Resilient Councils (NTARC), including completion of reassessment of climate risks and a <i>Corporate Climate Change Adaptation Plan</i> and compiling accounts for carbon emissions and energy use in 2024 and 2025 to inform a <i>Climate Change Emissions Footprint Opportunities Report</i> that was completed, complementing a 2019-2023 carbon footprint report. Activity continued on priorities such as climate-ready asset management, updating flood modelling for future risk and corporate risk management. 30/07/2025	Polly Buchhorn	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/10/2024	30/06/2025	3.4.1.3 Climate Change and the Community - dialog and support with community, industry and governments to raise awareness and action on the Climate Change challenges and shared risks facing everyone and how we can all work together. : 100%	<p>Polly Buchhorn: We helped develop a regional project and an application by the Northern Tasmania Alliance of Resilient Councils (NTARC) for a Tasmanian Community Climate Action Grant to help communities and businesses to design and evaluate roof top solar electricity generation systems. While funding for the regional initiative was not secured, the online service has been contracted to provide the advanced PV systems design support in Break O'Day over the next three years. Council contributed to a survey by NTARC seeking to understand what climate action across our regional communities is being done, is needed and how councils can work to support communities.</p> <p>30/07/2025</p>	Polly Buchhorn	Jayne Richardson
100%	01/07/2024	30/06/2025	3.4.1.4 Climate Change and Council - Work actively in the Northern Tasmania Alliance of Resilient Councils partnership to promote Council's regional role and support local climate action. : 100%	<p>Polly Buchhorn: Council is an active participant in the Northern Tasmania Alliance of Resilient Councils (NTARC) and local government climate action statewide. It is represented on the NTARC steering committee and the Executive Officer has contributed to NTARC's Communications Plan, website and engagement surveys. NTARC supported staff working on climate action priorities, including workshops on climate risk and adaptation priorities and carbon and energy foot-printing for mitigation actions. Council facilitated development of a community solar project and NTARC bid for grant funding. Council helped co-design a and contributed to other state climate change activity.</p> <p>We also contributed to project reference groups for a regional drought resilience plan and co-design of a local government climate action capability program by the Local Government Association of Tasmania.</p> <p>30/07/2025</p>	Jayne Richardson	Polly Buchhorn

INFRASTRUCTURE

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
75%	01/07/2024	30/06/2025	Strategy 4.1 Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area. : 100%		John Brown	-
75%	01/07/2024	30/06/2025	→ Key Focus Area 4.1.1 Community Facilities: Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers. : 100%	<p>John Brown: Progress with individual activities in this area of activity is largely being impacted by the integration of them into the broader St Helens - Binalong Bay Liveability Strategy which is funded through the Eastern Strategic Regional Partnership. Prioritisation of other strategic and ESRP has initially delayed starting this but work is now underway following the discussion at the Special Council Workshop in March. Activity will be largely completed in the 2025/26 year. 07/05/2025</p>	David Jolly	-
50%	01/07/2024	26/04/2025	→ 4.1.1.1 St Helens Sports Complex Master Plan - engage a landscape architect to design connectivity between all users Identifying what amenities are required to service this area and to address vegetation management : 100%	<p>Chris Hughes: Progress on the St Helens Sports Complex Master Plan has been limited this year due to resource constraints; however, the project remains a priority within Council's broader Liveability Strategy. A project brief has been developed in collaboration with user groups to ensure their needs and perspectives are captured. The Master Plan will be integrated into the Liveability Strategy, with further updates to be provided as resources allow the project to advance. 01/07/2025</p>	Chris Hughes	David Jolly Jake Ihnen
50%	01/07/2024	30/06/2025	→ 4.1.1.2 St Helens Sports Complex Master Plan - incorporate progress of this within the SRP St Helens - Binalong Bay Liveability Strategy and the SRP St Helens District High School investigation. : 100%	<p>John Brown: Activity on the St Helens - Binalong Bay Liveability Strategy has commenced following a discussion at the Special Council Workshop in March 2025. A range of projects have been identified (including this project) for inclusion in the broad project. A consultants brief is being prepared for the first part of the consultancy through the Eastern Strategic Regional Partnership. The St Helens High School relation element of the ESRP has been transferred to Council to handle. 30/07/2025</p>	Chris Hughes	David Jolly Jake Ihnen
100%	01/09/2024	30/06/2025	→ 4.1.1.3 Georges Bay Activation Strategy - commence implementation of the Strategy in line with identified priorities : 100%	<p>John Brown: Implementation of priorities has primarily focussed on lighting of the Multi-user Track, Council was successful in securing external funding for this project and it is scheduled to commence during the slower period of July/August. 30/07/2025</p>	Chris Hughes	David Jolly

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 4.1.1.4 Georges Bay Activation Strategy - incorporate progress of this within the SRP St Helens - Binalong Bay Liveability Strategy. : 100%	John Brown: Activity on the St Helens - Binalong Bay Liveability Strategy has commenced following a discussion at the Special Council Workshop in March 2025. A range of projects have been identified (including this project) for inclusion in the broad project. A consultants brief is being prepared for the first part of the consultancy through the Eastern Strategic Regional Partnership. 06/03/2025	David Jolly	Chris Hughes
50%	01/07/2024	30/06/2025	→ 4.1.1.5 St Helens Foreshore Master Plan - incorporate progress of this within the SRP St Helens - Binalong Bay Liveability Strategy : 100%	John Brown: Work was progressed on the design for a new Foreshore toilet block and surrounding infrastructure as part of an application to the Spirit Preparedness Funding program following a decision at the April Council meeting. This will be fed into the St Helens - Binalong Bay Liveability Strategy 30/07/2025	John Brown	-
100%	01/07/2024	01/05/2025	→ 4.1.1.6 Black Summer Bushfire Recovery Program: BSBP Fingal Community Shed - complete construction. : 100%	Jake Ihnen: The Official Opening was conducted on 14th March and the project is now in the final grant acquittal stages. 02/04/2025	Jake Ihnen	-
92%	01/07/2024	30/06/2025	Strategy 4.2 Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle. : 100%		John Brown	-
92%	01/07/2024	30/06/2025	→ Key Focus Area 4.2.1 Towns: Create townships that are vibrant and welcoming through improvements to infrastructure such as streetscapes, parking, safety and signage. : 100%	John Brown: Progress has been made in a few areas with the major piece of work being addressing car parking in St Helens being connected into the Liveability Strategy. 07/05/2025	John Brown	-
100%	01/10/2024	30/11/2025	→ 4.2.1.1 Streetscape Design - Complete a streetscape design and costing for the northern end of Cecilia Street, St Helens. : 100%	David Jolly: In June, reviews and comments were sought from local Cecilia Street businesses and the Department of State Growth on developed concept plans. At the August Council meeting, Councillors received a report from the Manager of Infrastructure & Development Services on this project for information and for use as a basis for seeking available grant funding to undertake a staged approach to upgrade the streetscape at the northern end of Cecilia Street. Funding will be required to undertake detailed design and construction activities. No funding is available to progress the project further, and Council officers will continue to assess grant opportunities and inform the Council of pending opportunities. 18/10/2024	David Jolly	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
75%	01/07/2024	31/12/2025	→ 4.2.1.2 St Marys Parking Strategy complete the car parking strategy for St Marys providing a long term plan for off-street parking. : 100%	David Jolly: Significant progress has been made in gathering comprehensive background information, including engaging with local business owners and analysing potential off-street parking options, along with traffic impact assessments. The council has been informed about options for expanding additional off-street parking facilities, and the study has identified two prime land parcels within the township suitable for development, including the addition of a connecting footpath. Additionally, further options to establish on-street parking bays east of the St Mary's Rivulet Road bridge are still under review. However, the final version of the strategy document is still in progress and has not been completed. Nonetheless, the work completed so far provides a strong foundation for finalising the strategy in the 2025-2026 financial year. 12/07/2025	David Jolly	-
100%	01/07/2024	31/03/2025	→ 4.2.1.3 St Helens Parking Strategy - Ensure long term plan for off-street parking is incorporated within the St Helens - Binalong Bay Liveability Strategy : 100%	John Brown: Activity on the St Helens - Binalong Bay Liveability Strategy has commenced following a discussion at the Special Council Workshop in March 2025. A range of projects have been identified (including this project) for inclusion in the broad project. A consultants brief is being prepared for the first part of the consultancy through the Eastern Strategic Regional Partnership. Investigations continuing in relation to the CBA Car Park and Council has made an allocation within the 2025-26 Budget to progress this potential parking project. 30/07/2025	David Jolly	-
91%	01/07/2024	30/06/2025	Strategy 4.3 Develop and maintain infrastructure assets in line with affordable long-term strategies. : 100%		John Brown	-
82%	01/07/2024	30/06/2025	→ Key Focus Area 4.3.3 Recreational Facilities: Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure. : 100%	John Brown: Overall progress is satisfactory for what is actually quite a heavy load of work for this year with all activities underway as resources became available. Construction related activities have been completed. Strategy and review work progress is a bit variable but the main priority is dealing with the Aquatic Facility investigation. 07/05/2025	John Brown	-
25%	01/07/2024	31/10/2025	→ 4.3.3.1 St Helens to Binalong Bay Link - Incorporate within the St Helens - Binalong Bay Liveability Strategy and complete project planning preliminaries. : 100%	John Brown: Activity on the St Helens - Binalong Bay Liveability Strategy has commenced following a discussion at the Special Council Workshop in March 2025. A range of projects have been identified (including this project) for inclusion in the broad project. A consultants brief is being prepared for the first part of the consultancy through the Eastern Strategic Regional Partnership. 06/03/2025	David Jolly	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 4.3.3.2 St Helens MTB Network - Examine opportunities to evolve the network to enhance its attractiveness. : 100%	<p>Raoul Harper: A stage 2 development program was commissioned during the year. This will inform an ongoing program of trail improvements, realignment and upgrades in the year(s) ahead. A new pump track was completed with it now being heavily used and appreciated by a broad age and skill range of riders. Major landscaping works were completed at the Trailhead combined with increased water storage and irrigation. These works were grant funded and once established will add to the attractiveness of the Trailhead when combined with the new pump track. Major works on the Dreaming Pools Trail and others post the storms earlier in the year have seen a significant amount of resurfacing undertaken with rider experience on these trails improved. These actions are based in continually evolving the network to increase its attractiveness and functionality to riders. The substantive aim of this action has been achieved for the year. 04/06/2025</p>	Raoul Harper	-
100%	01/07/2024	30/04/2025	→ 4.3.3.3. St Helens Pumptrack, complete construction of pumptrack at the Flagstaff Trailhead : 100%	<p>Raoul Harper: The pump track is now complete and will be formally opened to the public on the 14th December. 03/12/2024</p>	Raoul Harper	Jayne Richardson
100%	01/07/2024	01/05/2025	→ 4.3.3.4 Black Summer Bushfire Recovery Program: BSR St Marys Recreation & Evacuation Building - complete construction - : 100%	<p>Jake Ihnen: The Official Opening was conducted on 14th March and the project is now in the final grant acquittal stages. 02/04/2025</p>	Jake Ihnen	-
100%	01/07/2024	30/06/2025	→ 4.3.3.5 Recreational Trails Strategy - Recreational Trails Strategy - commence implementation of the outcomes of the Strategy including seeking external grant funding and activating community assistance with activities listed in the Recreational Trails Strategy. : 100%	<p>Chris Hughes: Environmental and heritage assessments were completed this year for the proposed rail trail between St Marys and Cornwall. An Aboriginal desktop assessment and an environmental report confirmed that the project will not impact Aboriginal heritage sites or protected flora and fauna. These reports contribute to making the project "shovel ready" for future construction. A draft scope of works has also been developed, outlining the key steps for implementation. The project has been added to the list of Federal Government funding opportunities, and Council staff will continue working to secure funding and advance the project toward delivery. 01/07/2025</p>	Chris Hughes	Jayne Richardson

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/08/2024	30/06/2025	→ 4.3.3.6 Aquatic Facility - Complete a feasibility analysis of the potential project including community engagement and a review of the options for the establishment of a centre incorporating a swimming pool and hydratherapy pool to enable Council to make a decision to progress. : 100%	Raoul Harper: A workshop item for Council will be delivered to the July sessions seeking further direction on the extra deliverables. With the Feasibility Study itself complete in line with the project brief, this item for Annual Plan purposes is considered complete. 01/07/2025	Raoul Harper	-
50%	01/07/2024	12/12/2025	→ 4.3.3.7 Recreation and Community Facility Review - develop the scope and process to undertake the review : 100%	Raoul Harper: Consultants have completed a full condition assessment of all Building assets. This includes recreational and community facilities. It does not include Open Space assets such as sporting fields, playgrounds, recreational parklands, jetties and marine assets. That is a further piece of work required to obtain the data sets relevant to this project. While not achieved this year, the collection of quality data is a key driver to the ultimate successful delivery of this project. 01/07/2025	Raoul Harper	Jayne Richardson
95%	01/07/2024	30/06/2025	→ Key Focus Area 4.3.1 Roads and Streets: Develop a well-maintained road network that recognises the changing demands and requirements of residents and visitors. : 100%	John Brown: Good progress has been made with updating of the Road Asset Management Plan being completed. Council's new Asset Management System and the condition assessment work which has been undertaken has greatly enhanced the quality of this information. 07/05/2025	John Brown	-
100%	01/07/2024	30/06/2025	→ 4.3.1.1 Road Asset Management Plan - Update the Plan for sealed roads utilising condition data collected by IMG in 2023-2024. : 100%	David Jolly: During the first quarter of 2024-2025, Council Officers collaborated with Modelve to update asset registers and revalue road assets using sealed road condition monitoring from late 2023. A strategic asset management dashboard for roads, bridges, major culverts, and stormwater assets was developed and presented to the Council in early March 2025. The revised approach is to update the current Strategic Asset Management Plan to incorporate key elements from individual asset management plans, eliminating unnecessary costs and inefficiencies. Until this update occurs, Council officers will continue to manage asset classes based on current condition monitoring data for maintenance and capital works planning. 24/04/2025	David Jolly	-
100%	01/02/2024	30/04/2025	→ 4.3.1.2 Road Asset Management Plan - Update the Plan based on new condition data and information : 100%	David Jolly: In alignment with Action 4.3.1.1, sealed road asset registers were updated with current asset conditions measured by IMG in November 2023 subsequently validated by Council Officers during the early part of the 2024-2025 financial year. The intention going forward is to integrate the road asset management plan into a single Asset Strategic Management Plan in 2025-2026. 24/04/2025	David Jolly	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
80%	01/07/2024	30/04/2025	→ 4.3.1.3 Transport Master Plan - Update the Transport Master Plan 2013-2018. : 100%	<p>David Jolly: Significant resource time was allocated throughout the year to reviewing the Council's 2013-2018 Transport Master Plan. Plan actions have been assessed, and progress has been documented with supporting details for each action. A draft report is currently being finalised for presentation to the Council in early 2025/2026. This report includes recommendations for the development of the 2025-2030 Master Plan.</p> <p>12/07/2025</p>	David Jolly	-
100%	01/09/2024	30/06/2025	→ 4.3.1.4 St Marys Pass - actively participate in Department of State Growth processes to examine the replacement of the St Marys Pass : 100%	<p>David Jolly: Through active lobbying by the Council in the lead-up to the Federal election, both parties committed \$10M to the St Marys Pass project, providing an important step towards implementing its outcomes. The Department of State Growth and Break O'Day Council are exploring various routes to ensure a long-term, resilient connection between Esk Main Road and the Tasman Highway, in response to frequent landslides, especially the severe damage caused by heavy rains in October 2022. Seven options are under consideration, with community feedback sought in early 2024-2025 to help develop long-term strategies. This initiative followed the Council's engagement with the Department in early 2023, which led to a feasibility study. In December 2024, Council officers took part in an Options Assessment workshop using the MCA framework to evaluate each route based on social, environmental, and economic factors. The Options Assessment process will continue into 2025-2026.</p> <p>12/07/2025</p>	David Jolly	Raoul Harper
95%	01/07/2024	30/06/2025	→ Key Focus Area 4.3.2 Waste Management - Provide access to affordable services and facilities that foster a circular economy approach to Waste Management. : 100%	<p>John Brown: This is a very substantial area of activity for this year which has required significant resources to focus on developing the waste handling solutions to meet Council's needs for the next 20 years. Development of the overall Strategy is well underway.</p> <p>07/05/2025</p>	John Brown	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 4.3.2.1 Waste Education - undertake communication activities that foster the principals of Reduce, Reuse and Recycle. : 100%	<p>Jayne Richardson: With COuncil taking over the kerbside recycling collection we have been able to use this as an opportunity to educate our community about waste.</p> <p>This includes:</p> <ul style="list-style-type: none"> Information on the service publicised in the newsletter and local news Information went to all letterboxes in the municipality discussing the changes as well as promoting Recycle Coach and the waste pages of our website The new Waste calendars include recycling information on the back Communications team also working on a Facebook campaign regarding contamination rates and what you can do at home. <p>This will continue heavily in the 25-26 year. 08/07/2025</p>	Jayne Richardson	David Jolly
100%	01/07/2024	31/03/2025	→ 4.3.2.2 Re-Use and Recycling Options - Complete investigation of the feasibility and cost effectiveness to recover bulk rubble and clean materials and re-use in civil construction activity. : 100%	<p>David Jolly: In August 2024, Councillors were briefed on the regulatory framework and cost implications of recovering clean fill Type 1 and Type 2 materials from the St Helens Waste Transfer Station for reuse. Type 1 materials—soil, sand, and gravel—can be reused for landscaping, structural fill, general fill, and barriers and mounds within a short haulage distance of the WTS. The default end-of-life scenario for Type 2 concrete material is crushing and reusing it as an aggregate as a road sub-base material and drainage bedding. Both material types can be recovered with ease and in a cost-effective manner on a campaign basis. There is no current need to consider material recovery, and campaigns may be considered by the Council every several years. 18/10/2024</p>	David Jolly	-
100%	01/07/2024	30/06/2025	→ 4.3.2.3 Northern Tasmanian Waste Management Partnership - Participate at a regional level to implement the Regional Strategic Plan 2024-2028 progressing State Government and regional resource recovery initiatives that support and drive a Circular Economy. : 100%	<p>John Brown: The Regional Strategic Waste Management Plan has been finalised following a prioritisation of activities through a detailed review of the priorities for action at a December 2024 northern region GMs meeting and the Technical Working Group. Activity at the regional waste management level has been affected by a number of personnel changes at NRM North who connected to this activity which have now been resolved. A new CEO commenced in late February and this has led to progress increasing. 30/07/2025</p>	John Brown	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 4.3.2.4 Scamander Inert Waste Landfill - Develop Scamander Waste Transfer as an Inert Landfill Site - Develop detailed engineering design and detailed engineering cost estimates . : 100%	<p>David Jolly: In August, the council awarded GHD Contract 030/001/148, "Scamander Inert Landfill Consultant Design Services." Council officers are working closely with GHD to deliver a design for the first two inert waste cells at the Scamander Waste Transfer Station. The project is progressing on schedule. The design includes waste cell, leachate catchment, and treatment system design, considering the site's previous use as a Level 2 putrescible waste landfill. This work is a requirement of the current permit condition for developing the new inert landfill. To date, a Design Plan has been completed, outlining the approach and criteria for developing the detailed design. The detailed design phase is underway.</p> <p>12/07/2025</p>	David Jolly	-
90%	01/04/2024	30/06/2025	→ 4.3.2.5 Scamander Waste Compactor Replacement: Prepare site engineering detail and costings for the preferred replacement option implementation in 2025/2026 seeking available government co-funding. : 100%	<p>David Jolly: During the first quarter of 2024-2025, Council officers presented an initial Net Present Value (NPV) analysis for replacing the Scamander Waste Transfer Station waste compactor. After further investigation and a briefing in February, two options were chosen for detailed cost analysis: replacing the existing compactor with a like-for-like replacement or redeveloping the site to accommodate direct load side tipper trailers. This project is vital for guiding decisions on bulk waste management and infrastructure investment over the next 20 years. It is anticipated that the final analysis with recommendations will be presented to the Council early in 2025-2026.</p> <p>12/07/2025</p>	David Jolly	-
100%	01/07/2024	30/06/2025	→ 4.3.2.6 Container Deposit Scheme - Partner with State Government endorsed CSR Network operators for the establishment of a receiving site at St Helens in alignment with the State Governments implementation schedule. : 100%	<p>David Jolly: The Tasmanian State Government estimates that beverage containers account for up to 45% of Tasmania's litter. The Recycle Rewards program aims to cut this by nearly 50% and to double the recycling rates of eligible containers, thereby reducing landfill waste. During 2024-2025, the Tasmanian Government announced TasRecycle Limited as the Scheme Coordinator and TOMRA Cleanaway Tasmania as the Network Operator for the Recycle Rewards Program. The program will offer a 10c refund for each eligible beverage container returned to one of the 49 designated refund points across the state, including one in St Helens. The Network Operator although partially operating in St Helens has not yet provided details on the location of a permanent container deposit station at St Helens. Council officers will work with the program coordinator and operator in the new financial year to secure a permanent site. The St Helens Waste Transfer Station is one potential location, subject to some modifications to the site layout.</p> <p>12/07/2025</p>	David Jolly	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
75%	01/07/2024	31/03/2025	4.3.2.7 Waste Management Strategy - Complete the development of a Strategy aligned with the new NTWMP Waste Strategy to guide Council operations, infrastructure need, service delivery & circular economy. : 100%	<p>David Jolly:</p> <p>Work on developing the Council's waste strategy began in November 2024. To support this, a review of the Council's bulk waste collection services and waste transfer station operations was carried out through to the end of February. The review identified several opportunities for strategic development, including the potential implementation of stewardship schemes and improvements to internal operations. Notably, the initial work led to a Council decision to introduce a kerbside co-mingled recyclables collection service from 1 July 2025, recognising the significant cost savings associated with this change. The completion of the Council's waste strategy has largely depended on the Circular North waste Strategy 2025-2030, which was completed and published in June. The Council is accessing Circular North Resources to assist in finalising the Break O'Day Waste Management Strategy early in the new financial year.</p> <p>12/07/2025</p>	David Jolly	-

SERVICES

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	Strategy 5.1 Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery. : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Key Focus Area 5.1.1 Youth - Understand the needs of Break O'Day young people to better support and advocate for them. : 100%	<p>John Brown: Council's involvement with Youth continues to develop and the establishment of a Youth Voice to Council will be a significant achievement when it comes into play. Resignation of Council's Mental Health & Wellbeing Coordinator will have a short term impact on progress in this area.</p> <p>07/05/2025</p>	Chris Hughes	-
100%	01/07/2024	30/06/2025	→ 5.1.1.1 Youth Voice to Council - Establish a youth voice to Council, to enable the Youth Collective to share youth voices about issues important to young people and their advocates. : 100%	<p>Chris Hughes: Over the past year, a model for Youth Voice to Council was developed in collaboration with youth stakeholders. Council staff actively promoted the initiative at various youth events and activities, with supporting information made available on the Council's website. Key engagement platforms included the Live4Life project, Skittles, Free2b activities, and Youth Connect North East Coast Tasmania, where staff focused on building strong, trusted relationships.</p> <p>Additionally, through the Wellbeing Project, the Council has invested in youth-led activities. These are being coordinated by a local youth leader who is also a Wellbeing Certificate recipient, further strengthening youth leadership and participation in community initiatives.</p> <p>07/07/2025</p>	Leah Page	Chris Hughes Jenna Barr
100%	01/07/2024	30/05/2025	→ 5.1.1.2 Youth Strategy - Co-Design a Youth Strategy with the community for Break O'Day. : 100%	<p>Leah Page: The goal for a co-designed Youth Strategy was changed to a co-designed community vision at the October 2023 Council Meeting. The co-designed Youth Commitment Statement is complete and available on Council's website. This statement along with Council's ongoing collaborations with Live4Life and Amplify are strong foundations to build on if a Youth Strategy is to be developed in the future for Council.</p> <p>14/01/2025</p>	Chris Hughes	Leah Page
100%	01/07/2024	30/06/2025	→ 5.1.1.3 Live4Life - Support and promote the work of Youth Live4Life in Break O'Day as a member of the Partnership Group and contribute to program outcomes as appropriate. : 100%	<p>Chris Hughes: Council remains an active member of the Youth Live4Life Partnership Group, providing ongoing support and expertise to assist project implementation led by Fingal Valley Neighbourhood House. This includes participating in monthly meetings and contributing to the Evaluation Plan and Communication Strategy. Council also supports annual events such as the program launch and end-of-year Crew celebrations, sharing wellbeing messages, activities, and giveaways.</p> <p>07/07/2025</p>	Chris Hughes	Leah Page

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ Key Focus Area 5.1.2 Health and Mental Health – Improve health and mental health outcomes by ensuring programs reflect community needs and are accessible and inclusive. : 100%	John Brown: A small but important area of work which essentially is about working within the system for the best outcomes on the ground. 07/05/2025	John Brown	-
100%	01/07/2024	26/04/2025	→ 5.1.2.1 Local Services - Strengthen relations with allservice providers to ensure the number of services to be delivered within our community continues to grow. : 100%	Chris Hughes: Council staff have maintained quarterly network meetings with health providers in the region, gathering and sharing information through an E-Newsletter to promote transparency and keep the community informed. These meetings have been instrumental in identifying service gaps, enabling providers to pursue additional funding to enhance care. Council continues its strong partnership with the Royal Flying Doctor Service (RFDS), now operating from the Hub4Health facility, improving local access to essential health services. Ongoing support for health providers and the RFDS remains a priority, with Council actively monitoring service needs to drive future improvements and funding opportunities. 01/07/2025	Chris Hughes	-
100%	01/07/2024	30/06/2025	→ 5.1.2.2 Mental Health - Participate in networks and activities to advocate for, and support delivery of, mental health initiatives and outcomes for our community. : 100%	Chris Hughes: Council remains an active member of the Suicide Prevention Network and the Mental Health Council of Tasmania, reinforcing its commitment to mental health advocacy and collaboration. Through its coordination of the Health and Social Services Network—now comprising over 130 members from more than 50 organisations—Council has strengthened connections among service providers and improved community awareness of available mental health and social supports. The network meets quarterly and shares updates through a regular e-newsletter. Guidelines have been established to ensure consistent and effective coordination. Additionally, the annual <i>Festival of Wellbeing</i> , held during Mental Health Week in October, continues to raise awareness, promote support services, and encourage positive approaches to mental wellbeing. 01/07/2025	Leah Page	Chris Hughes
100%	01/07/2024	30/06/2025	→ 5.1.2.3 Leadership and Advocacy – Provide local leadership, advocacy and connection for service providers and community on health, mental health and wellbeing to ensure provision of services reflects community needs. : 100%	Chris Hughes: Council continues to support and grow the Health and Social Services Network (HSSN), creating a collaborative space where service providers feel valued and connected. The network has continued to attract new members and receive positive feedback. In March 2025, Council coordinated the first HSSN meeting of the year, which welcomed 20 attendees. The autumn edition of the Health E-News was also produced and distributed to over 130 network members, further strengthening communication and collaboration across the sector. 01/07/2025	Chris Hughes	Leah Page Jenna Barr
100%	01/07/2024	30/06/2025	Strategy 5.2 Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community. : 100%		John Brown	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ Key Focus Area 5.2.1 Education Skills and Training - Improve employment pathways and outcomes and greater personal development through delivery of programs locally which meet the needs of Industry and the community. : 100%	John Brown: Progress with this KFA has centered largely around the Education and Training Pathways leading to employment project and the Study Hub project. The successful funding application to the Federal Government was a massive win for the area and has required internal resources to assist with supporting the startup of the Study Hub. 07/05/2025	John Brown	-
100%	01/07/2024	30/06/2025	→ 5.2.1.1 Skills Delivery - Work with Break O'Day Employment Connect (BODEC) in relation to the delivery of skills training needed to support job seekers and industry. : 100%	John Brown: This has been a busy area of activity with the completion of the consultancy focused on Education, Training and Employment pathways in January 2025 as part of the Eastern Strategic Regional Partnership. An application for funding to the Regional Universities Study Hub (RUSH) program was made in October 2024 and in January it was announced that the Application had been successful resulting in funding to establish and operate a Study Hub affiliated with Country University Centres. A substantial focus is occurring on setting this up by the end of June. Council officers have continued to participate in the broader education focus for the East Coast and the consultant who undertook the work will be presenting to Council early in the 2025-26 year. More broadly the Regional Jobs Hub has undertaken Jobs Fairs at St Helens and Scottsdale in September for High Schools. 30/07/2025	John Brown	-
100%	01/07/2024	30/06/2025	→ Key Focus Area 5.2.2 Access and Inclusion - Foster a culture of inclusion within our community by facilitating equitable access to opportunities, information and services. : 100%	John Brown: The main activity in this KFA is the development of a Reconciliation Action Plan, this is taking a very significant amount of Council officer time to develop the plan with Reconciliation Tasmania. which is impacting work in other areas. 07/05/2025	John Brown	-
100%	01/07/2024	30/06/2025	→ 5.2.2.1 Foster Opportunities - Provide leadership and work in partnership with community and service providers to create inclusive and equitable opportunities for everyone to feel valued and contribute meaningfully to their community. : 100%	Chris Hughes: The Community Services team continued to foster strong partnerships with the community by supporting collaborative initiatives and inclusive engagement. This included ongoing work with the Wellbeing Collective, the Health and Social Services Network, the Arts and Cultural Strategy Working Group, and the Break O'Day Christmas Festivities Committee—providing opportunities for community members to co-develop projects and ideas with Council. The team also participated in the inaugural <i>Pride in the Garden</i> event, sharing wellbeing messages and resources. In addition, staff supported the Access and Inclusion Committee in creating community-wide messaging to promote inclusion for LGBTQI+ people, reflecting Council's commitment to a welcoming and inclusive community for all. 01/07/2025	Chris Hughes	Leah Page Jenna Barr

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ 5.2.2.2 Reconciliation Action Plan - Work with Reconciliation Tasmania to develop a Local Reconciliation Action Plan for Break O'Day : 100%	<p>Chris Hughes:</p> <p>This year, the Reconciliation Action Plan (RAP) working group made meaningful progress in deepening its understanding of Aboriginal heritage. Through ongoing workshops and focused discussions on key areas—such as Acknowledgment to Country, alignment with Tasmanian Aboriginal community priorities, and historical context—Council has demonstrated a strong commitment to a respectful and inclusive reconciliation process. A local action plan has been drafted, highlighting key learnings and outlining how Council will continue to collaborate with Aboriginal communities into the future.</p> <p>01/07/2025</p>	Chris Hughes	Leah Page Jenna Barr
100%	01/07/2024	30/06/2025	→ 5.2.2.3 Equitable Access - Advocate for, support, and facilitate actions to improve access to services, information and opportunities. : 100%	<p>Chris Hughes:</p> <p>The Access and Inclusion Committee successfully completed the Access and Inclusion Plan, which was adopted by Council in December. Council continues to prioritise accessibility and cultural safety in all events and spaces. This commitment was reflected in the delivery of the Festival of Wellbeing and the Wellbeing Summit, where thoughtful consideration was given to physical accessibility, event design, and inclusive promotional materials. An access and inclusion statement featured on the Festival website further reinforced this commitment, guiding organisers, contributors, and visitors alike.</p> <p>01/07/2025</p>	Chris Hughes	Leah Page Jenna Barr
100%	01/07/2024	30/06/2025	Strategy 5.3 Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs. : 100%		John Brown	—

2024 – 2025 CORPORATE PLANNING ACTIVITIES PLAN

FINANCIAL ACCOUNTABILITY

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
86%	01/07/2024	30/06/2025	Financial Management	<p>Raoul Harper: The Annual Audit Outcomes Report for the year ending 30 June 2025 has now been finalised. At the start of the audit cycle, ten audit recommendations remained open from previous periods. During the year, Break O'Day Council successfully completed the following key audit activities:</p> <ul style="list-style-type: none"> • Finalisation of the 2023–24 financial statement audit • Completion of the planning and interim phases of the 2024–25 financial statement audit • Acquittal audits for Roads to Recovery, Local Roads and Community Infrastructure, and Disaster Recovery Funding <p>Pleasingly, no new audit recommendations were raised. Seven of the ten previously open recommendations were fully resolved and removed from ongoing monitoring—an important outcome demonstrating strengthened compliance and oversight.</p> <p>From a financial management perspective, closing out seven legacy audit findings in one year represents a significant achievement.</p> <p>Additional highlights demonstrating strong financial performance and capability include:</p> <ul style="list-style-type: none"> • The Audit Panel met all required targets and convened all scheduled meetings • Long-Term Financial Plan (LTFP) performance targets were exceeded • Development of a formal internal audit program was approved • Meaningful progress was made in integrating the financial and asset management systems • Interest income exceeded budget expectations due to proactive cash flow and investment management • Asset revaluations improved depreciation accuracy and asset lifecycle planning <p>These outcomes reflect ongoing efforts to improve financial management maturity with a continued focus on strengthening Council's financial sustainability, transparency, and operational effectiveness.</p> <p>10/07/2025</p>	Raoul Harper	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ Audit Panel - Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel. : 100%	<p>John Brown: Audit Panel meetings have been held as scheduled in October, December, March and June. Minutes have been considered and noted by Council. All workplan actions in this item have been addressed.</p> <p>The Annual Audit Outcomes Report for the year ending 30 June 2025 has now been finalised. At the start of the audit cycle, ten audit recommendations remained open from previous periods. During the year, Break O'Day Council successfully completed the following key audit activities:</p> <ul style="list-style-type: none"> • Finalisation of the 2023–24 financial statement audit • Completion of the planning and interim phases of the 2024–25 financial statement audit • Acquittal audits for Roads to Recovery, Local Roads and Community Infrastructure, and Disaster Recovery Funding <p>Pleasingly, no new audit recommendations were raised. Seven of the ten previously open recommendations were fully resolved and removed from ongoing monitoring—an important outcome demonstrating strengthened compliance and oversight.</p> <p>From a financial management perspective, closing out seven legacy audit findings in one year represents a significant achievement.</p> <p>30/07/2025</p>	Raoul Harper	-
100%	01/07/2024	30/06/2025	→ Long Term Financial Plan - Complete the integration of financial management and asset management systems, processes and procedures. : 100%	<p>John Brown: An updated LTFP has been completed and was presented to a special Council Workshop in March as part of a broader focus on Asset Management and financial sustainability.</p> <p>The management team received a presentation of the strategic asset management data. This data has now been fed in to the long term financial plan with the Manager Business Service and Contract Accountant undertaking a number of reviews and sessions to validate the data sets across both items. A Special Workshop for Council will be held to present the data and refined LTFP in late February.</p> <p>30/07/2025</p>	Raoul Harper	David Jolly
50%	01/07/2024	30/06/2025	→ Internal Audit - System audits scheduled are completed, recorded, reported and implemented for Cyber Security, Risk Management and IT. : 100%	<p>Raoul Harper: A new internal audit program was presented to the Audit Panel for consideration at its June 2025 meeting. The program was endorsed for delivery. While no activity was undertaken in the current year, the action is to carryover in the next reporting cycle.</p> <p>04/06/2025</p>	Raoul Harper	Angela Matthews

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
80%	01/07/2024	30/06/2025	→ Contracts and Service Level Agreements - Establish Contracts and service level agreements for Financial, Asset Management and IT Services. : 100%	<p>Raoul Harper: The Annual goal included three contracts and SLA's. Two are in place and functional.</p> <p>Developing a new IT service contract and SLA has proven to be a complex task, particularly without in house IT specialists. Scoping the service requires translating operational needs into detailed technical specifications, including support levels, cybersecurity, and system performance which is a significant undertaking for non-technical staff.</p> <p>Substantial work has gone into researching best practice models and aligning the scope with Council's digital transformation objectives. Final scoping is now underway, with external support, to ensure the contract is technically sound and market ready.</p> <p>10/07/2025</p>	Raoul Harper	Angela Matthews
100%	01/07/2024	31/12/2025	→ Depreciable Lives - Undertake a review of depreciable lives for all assets and report as required to Audit Panel and GM. : 100%	<p>Raoul Harper: The item is complete.</p> <p>16/01/2025</p>	Raoul Harper	Angela Matthews
100%	01/07/2024	30/06/2025	Financial Sustainability : 100%	<p>John Brown: Good progress has been made in this area with our Grant target exceeded.</p> <p>07/05/2025</p>	Raoul Harper	-
100%	01/07/2024	30/06/2025	→ Grant Funding- Secure grant funding through competitive processes totalling \$250,000 which assists Council to achieve its identified priorities with an over success rate of 75%. : 100%	<p>Angela Matthews: During the year Council successfully secured \$424,924 of external funding towards Council priority infrastructure projects through the following grant funding has been successful to date:</p> <ul style="list-style-type: none"> • Infrastructure Treatments at Mathinna Plains Road - Safer Rural Roads Program (SRRP) - \$40,000 • Infrastructure Treatments at Mathinna Road - Safer Rural Roads Program (SRRP) - \$16,000 • Contribution towards funding for assets to support communities which may become isolated during emergencies - Isolated Communities Resilience Grants Program - \$18,924 • Installation of Solar Lighting - Georges Bay Foreshore - St Helens Precinct to the Cunningham Street Jetty - Open Spaces Grant Program - \$350,000 <p>In addition to this Council was successful in securing funding of \$1,534,040 through the Regional University Study Hub cohort 5 Funding Program to establish a Study Hub to service the communities of the East Coast. This funding has ultimately been transferred to East Tas Education and Employment Ltd.</p> <p>10/07/2025</p>	Angela Matthews	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ Value for Money Reviews - Undertake reviews of operational activities to identify revenue opportunities, cost savings of \$40,000 and process improvements resulting in savings of 500 hours. : 100%	<p>John Brown: Cost savings throughout the reporting period have exceeded the target level.</p> <p>MS Teams calling \$8,640 PDF Software review \$2,600 Councillor Hub to Sharepoint \$12,500 Kerbside Comingled Recyclables MRF processing cost: \$82,413 Total \$106,153</p> <p>The target of achieving 500 hours in process improvements was not met this year. In practice, this proved difficult due to several factors notably the absence of baseline data to accurately measure existing workloads.</p> <p>Implementation of recommendations from the Works Department Service Delivery Review have resulted in efficiencies being delivered through better coordination of work and how disruptive work is handled. Without a clear understanding of where time is currently spent across activities it has not been feasible to quantify or prioritise improvements in a meaningful way. Additionally, without dedicated internal capacity to scope, measure, and track these opportunities, progress toward this target has been constrained.</p> <p>30/07/2025</p>	Raoul Harper	-
100%	01/07/2024	28/02/2025	→ Urban Stormwater Charge - Undertake modelling and report to Council on the introduction of an urban stormwater charge. : 100%	<p>Raoul Harper: Introducing an urban stormwater charge is not currently feasible due to the maturity level of Council's asset data and planning framework. At present, there is no strategic asset management plan in place to guide such a charge, nor detailed asset class plans that define condition, capacity, or future investment needs.</p> <p>Over the coming year, a Strategic Asset Management Plan will be developed, followed by individual plans for each asset class, including stormwater. These will help identify priority projects aligned to future growth and capacity requirements in our urban areas. Only once this work is complete can a stormwater charge be meaningfully structured and justified.</p> <p>An exception may be considered for the industrial estate, where a defined project could potentially support a targeted charge.</p> <p>10/07/2025</p>	Raoul Harper	David Jolly
100%	01/01/2025	28/02/2025	→ Rates and Charges - Undertake a review of the Rates and Charges Policy to consider Short-term Accommodation : 100%	<p>Raoul Harper: Review is complete</p> <p>29/04/2025</p>	Raoul Harper	-
100%	01/07/2024	30/09/2025	→ WTS Operational Analysis - Complete analysis of the operation of Council's WTS including costs and extent of cost recovery (JB) : 100%	<p>David Jolly: Cost assessment was undertaken in the 2023-2024 financial year. YTD 2024-2025 costs are currently being reviewed to enable year-on-year comparison and to be included as appendix to Waste Management Strategy under development.</p> <p>12/07/2025</p>	David Jolly	-

HUMAN RESOURCES / TRAINING / WORK HEALTH & SAFETY

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	Elected Members : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Professional Development - Facilitate participation of Councillors in Professional Development through the program being developed by the Local Government Division and the development of a training plan for individual Councillors. : 100%	John Brown: General Manager continues to be an active participant in the Learning and Development Framework working group operated by the Office of Local Government. Councillors are being supported and encouraged to complete the online modules. The current Targeted Review of the Local Government Act is canvassing the requirement for a Learning and development Plan to be developed for each Councillor, the General Manager is participating actively in discussions and advocating for guidance and a consistent approach. Councillor completion of the Learning and development Framework modules will be reported in Council's 2024-25 Annual Report. 30/07/2025	John Brown	Molli Brown
100%	01/07/2024	30/06/2025	Council Advocacy : 100%		John Brown	-
100%	01/07/2024	31/12/2025	→ State Budget - Provide a submission to the 2025-2026 State Budget community consultation process advocating for local priorities. : 100%	John Brown: Submission made to the 2025-26 State Budget community consultation process in December 2024 in line with the priorities identified by the Council 06/01/2025	John Brown	-
100%	01/07/2024	31/10/2025	→ Federal Elections - identify and develop list of projects which will be lobbied for in forthcoming election campaign : 100%	John Brown: Council has identified seven projects to form part of the lobbying activities of Council through the forthcoming Federal election campaign. Development of the lobbying document is complete though ongoing refinement will be undertaken on the CBA Carpark project as information becomes available. Priorities have also been fed through the NTDC process. Meetings have been held with Rebecca White (Labor), Susie Bower and Wendy Askew (Liberal) and Angela Offord (Independent). 06/03/2025	John Brown	-
100%	01/07/2024	30/06/2025	Wellbeing Program : 100%		Leah Page	Chris Hughes
100%	01/07/2024	30/06/2025	→ Workplace Wellbeing - Ongoing review of the Mental Health and Wellbeing Plan for Council staff that creates a mentally safe workplace. : 100%	Simone Ewald-Rist: Over the past 12 months, the following initiatives were introduced: <ul style="list-style-type: none"> • A Mental Health Action Plan • A Mental Health Plan was updated • A Workplace Massage Trial for four months • A Draft Procedure for Mental Health and Wellbeing • Employee Assistance Program (EAP) support flyers 16/07/2025	Leah Page	Erica McKinnell Simone Ewald-Rist Chris Hughes

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ Employee Wellbeing - Ongoing consultation with workers to identify and implement actions to support wellbeing and a mentally safe workplace by following the Mental Health and Wellbeing Plan and the People Matter survey. : 100%	John Brown: The weekly Wellbeing Wednesday emails to all staff and elected members provided insights and normalised conversations about wellbeing. This regular communication is also a gentle conversation starter for anyone with ideas about workplace culture and wellbeing. The resignation of Council's Mental Health and Wellbeing Coordinator in April impacted activities towards the end of the year. 30/07/2025	Leah Page	Erica McKinnell
92%	01/07/2024	30/06/2025	Workforce Development : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Employee Development - Develop and implement departmental programs that support employee development through the people matter survey process : 100%	John Brown: Council officers received a presentation from Gallup (who presented at the LGAT Conference on Creating a Future Ready Council) in late February. Now exploring how their services can enhance the People Matter Survey process. The aim is to improve the survey questions, data collection methods, and the measurement of actionable insights to better support employee development programs. This collaboration will help ensure that the survey results provide valuable information for driving meaningful departmental initiatives. Late in the year it was decided to progress with the existing People Matter process through an updated survey approach as employees were familiar with this process. This process will commence in July. 30/07/2025	Erica McKinnell	-
75%	01/07/2024	30/06/2025	→ Review Processes - Implement the Employee Review & Development structure and system for Council's workforce : 100%	John Brown: The Employee Review & Development structure is progressing, with a draft procedure currently under review. The annual performance review template has been tested with six employees, revealing that the existing approach is too complex and resource-intensive, and a formal process may not suit everyone. In response, a three-tiered system has been proposed to accommodate diverse needs. Employees will have the option to choose from regular face-to-face informal catch-ups with managers, quarterly reviews focused on progress and goal-setting, or a formal review process where performance is measured against key performance indicators. 30/07/2025	Erica McKinnell	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ Psychosocial Safety - continue to develop and build our approach within the workplace responding to this change to WHS: 100%	<p>John Brown:</p> <p>Over the past 12 months, we promoted open communication, conducted risk assessments when necessary, supported working from home to enhance work-life balance, and committed to providing training and education to improve long-term psychosocial safety. Management admits that addressing psychosocial risks is a complex journey for workers and managers, that requires ongoing improvement.</p> <p>The WHS/RM Committee is now a vehicle to raise physical hazards and psychosocial hazards. We share the learnings from others in the industry to apply the hierarchy of control for psychosocial hazards - eliminate, re-design, adjust, educate and promote.</p> <p>30/07/2025</p>	Erica McKinnell	Simone Ewald-Rist

CORPORATE RISK

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	Risk Management/Work Health & Safety : 100%		Raoul Harper	-
100%	01/07/2024	30/06/2025	→ Risk Register Review - Ensure that risk owners/goals owners review their risk register twice a year for high risks and annually for all others. : 100%	Simone Ewald-Rist: As of 30 June 2025, the risk register was reviewed monthly by their Goal/Risk Owners. There were 379 goals listed with 100% completion. The next reviews are scheduled for July and August 2025. 16/07/2025	Simone Ewald-Rist	-
100%	01/07/2024	30/06/2025	→ Workplace Safety - Ensure that risk management processes identify psychosocial hazards, assess the associated risk and that managers implement controls to eliminate or minimise the risks. Regularly review control measures. : 100%	Simone Ewald-Rist: Over the past 12 months, fortnightly meetings were scheduled with the HS Coordinator, HR Coordinator, Senior Finance Officer and Administration & Governance Support Officer to discuss and identify psychosocial risks among the workforce. Information was shared about current workers' compensation claims (physical and psychosocial), potential psychosocial claims were assessed and the associated risks discussed, as well as guidance provided to managers for implementing control measures to eliminate or at least minimise the risks. Preliminary reviews of the Health & Safety Policy, Work Ready Procedure (formerly Fitness for Work) and a new Health and Safety System were discussed with management. Await guidance from management on how to proceed. Once finalised, awareness will be raised with employees. Every two months, Work Health and Safety meetings were held that included discussions of physical incidents, psychosocial hazards and how to eliminate hazards, control recurrences and improve and learn from any incident. 16/07/2025	Simone Ewald-Rist	-
100%	01/07/2024	30/05/2025	→ Risk Management Framework - Assess the independent review of Risk Management and action improvements accordingly. : 100%	Raoul Harper: Following the completion of the independent review of Council's Risk Management Framework, key recommendations have been assessed and implemented. Actions taken include enhanced staff training in key risk areas, the introduction of programs to support staff wellbeing and promote a safer workplace, and the incorporation of recommended improvements to risk reporting processes. These actions have strengthened Council's risk culture and improved the effectiveness of the framework across both operational and strategic levels. 10/07/2025	Raoul Harper	-

ORGANISATIONAL EFFICIENCY

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

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	31/12/2024	→ Works Department Service Delivery Review - implement next stage review activity. : 100%	<p>John Brown:</p> <p>As an outcome of the first stage of the Works Department review, Council employed an Assistant Works Manager, commencing November 2025. The second phase of the review has focused on Works - Technical Services delivery that covers Asset Management, Engineering & Project Management and administration. Establishment of a rapid response team has occurred though its operation has been impacted due to illness and extended leave within the workforce for periods. Plant replacement specification reviews are occurring when scheduled replacement occurs to ensure the right plant is specified for the required tasks. Resourcing within the technical and management areas of the Department is currently being examined.</p> <p>30/07/2025</p>	David Jolly	Erica McKinnell
100%	01/07/2024	30/06/2025	Management Systems : 100%		John Brown	-
100%	01/07/2024	30/06/2025	→ Digital Transformation - Progress with implementation of Digital Transformation systems and processes to both assist and enhance the customer experience both internally and externally as per the Digital Transformation Operational Plan 2023 - 2025. : 100%	<p>Angela Matthews:</p> <p>Council Officer's have rolled out two (2) key actions from the Digital Transformation Plan to date and have undertaken training in Sharepoint and One Drive to enable Council to move into the cloud. There are numerous small actions which are continually taking place in the background such as software reviews/needs analysis' for various roles as well as investigations into the organisations cyber security needs. Digital Transformation is an evolving space and ways in which we do things will continually be reviewed.</p> <p>The two (2) key actions are detailed as follows:</p> <ol style="list-style-type: none"> 1. Rollout of lap top computers is almost completed for all office staff at both the Depot and Main Office locations to enable more flexible working arrangements. As people get used to the way this operates will enable them to move to alternative office locations, meetings and meeting room adaptability. 2. Implementation has taken place to an online Teams Calling telephone system across the organisation including the Visitor Information Centre and History Room to enable all staff to be able to operate flexibly and remotely whilst being accessible to answer and respond to calls in any location internally and externally. <p>10/07/2025</p>	Angela Matthews	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ PlanBuild - Carry out Live Testing & Implementation of State Government PlanBuild Project : 100%	<p>Jake Ihnen: The implementation of Plan Build is dependent upon the State governments rollout and Council is working within the timelines dictated with the relevant state government department. With the implementation of the Statewide Planning Scheme further functionality is available to the public for general enquires. The next phase involves the ability to lodge development applications through the online portal. Hobart City Council has now implemented the portal and actively utilising the system. Break O Day Council one of the Councils included in the next phase of rollouts and forms a new action in the 2025/2026 financial year.</p> <p>02/07/2025</p>	Jake Ihnen	-
100%	01/07/2024	30/06/2025	→ Digital Transformation - Pursue a simplification of digital platforms by minimising duplication of applications and reducing the use of applications that have similar capacity by consolidating 3rd party solutions into Office 365 licensing where possible as per the Digital : 100%	<p>Angela Matthews: Through the implementation of Teams Calling and the rollout of lap top computers there have already been a number of software duplications identified and as a result some software subscriptions have been cancelled, for example the previous Councilor Hub software that was being used, we had been paying an annual subscription fee this has now been set up in Sharepoint using the Microsoft 365 platform licensing which we already have. Also licensing for Adobe was reviewed with an alternative software identified at a portion of the cost which can be rolled out to all staff rather than only a few licence holders whilst recouping substantial savings switching to this software alternative.</p> <p>10/07/2025</p>	Angela Matthews	-
10%	01/07/2024	30/06/2025	Customer Service : 100%		Raoul Harper	-
10%	01/07/2024	30/06/2025	→ Customer Service - implement, monitor and report on "Closing the Loop" process to guide processes and options for improving customer service : 100%	<p>Angela Matthews: The implementation of Closing of Loop has not yet formally commenced due to significant changes within Customer Service.</p> <p>Meetings with the administrative staff have taken place looking at communications in the organisation with representatives from Corporate Services, Works Department, Governance and Development Services all participating to identify key challenges, the different communications platforms that we use, etc to create a plan and action list to assist staff to improve communications going forward.</p> <p>10/07/2025</p>	Angela Matthews	-
100%	01/07/2024	30/06/2025	Asset Management : 100%		David Jolly	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	31/10/2024	→ System Refinement - Develop and Refine Asset Management System including Integration of all Council assets. : 100%	<p>John Brown: Significant resources have been dedicated to updating and reviewing the Council's asset registers, including revaluing road and stormwater assets. Building Asset condition assessments and valuations were completed by year end and will be used to shape the forward maintenance and capital works programs. These updates have been uploaded into "Modelve," providing a current dashboard for strategic asset management modelling, planning, and reporting. A presentation was made to Councillors in early March which heralded the completion of the current phase of the system refinement program.</p> <p>30/07/2025</p>	David Jolly	Raoul Harper
100%	01/07/2024	30/06/2025	→ Strategic Asset Management Plan - Update the Strategic Asset Management Plan in alignment with the LTFP and Financial Management Strategy and consolidated asset registers. : 100%	<p>Raoul Harper: The development of the Strategic Asset Management Plan (SAMP) has followed a staged and structured approach. Due to the historically low maturity of Council's asset data, the focus over the past two years has been on collecting and consolidating accurate asset information, including condition, performance, and lifecycle data across all classes. This sequential data collection has been essential to ensure the plan is built on a sound and reliable foundation.</p> <p>With this groundwork now largely complete, the SAMP will be developed in the year ahead. It will be aligned with the Long-Term Financial Plan (LTFP), Financial Management Strategy, and Council's consolidated asset registers to ensure a fully integrated approach to asset planning, financial sustainability, and long-term service delivery outcomes. The item will carry over to the next reporting period and is considered complete for the current year.</p> <p>10/07/2025</p>	Raoul Harper	David Jolly
100%	01/07/2024	30/06/2025	Public & Environmental Health : 100%		Jake Ihnen	-
100%	01/07/2024	30/06/2025	→ Food Premises - Deliver a regular program of Food Premises inspections. : 100%	<p>Jake Ihnen: Scheduled inspections have occurred in accordance with councils regulatory responsibilities. No significant matters to report.</p> <p>02/07/2025</p>	Jake Ihnen	-
100%	01/11/2024	30/04/2025	→ Water Quality Monitoring - Undertake monitoring and reporting in recreational waters. : 100%	<p>Jake Ihnen: Water Quality monitoring for the 2024/2025 period is complete. Results have been good with no further Council action required and results have been provided through Councils meeting agenda.</p> <p>02/07/2025</p>	Jake Ihnen	-
100%	01/07/2024	30/06/2025	Stakeholder Management : 100%		John Brown	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ Local Government Association of Tasmania (LGAT) and Australian Local Government Association (ALGA) - Participate actively at the State and National level in Local Government matters including policy development. : 100%	<p>John Brown: Participation activities for the year have included:</p> <ul style="list-style-type: none"> • ALGA NGA (July); Clr Chapple and General Manager • LGAT AGM; General Meeting & Professional Development Day; Clr Oldham • LGAT AGM and Conference (Sept); Clrs Drummond, Johnstone and Oldham, and General Manager • LGAT General Meeting (Nov); A/GM Raoul Harper • ALGA National Roads Congress (Dec); Clr Chapple • LGAT Legislative Change Workshops (Feb); Mayor Tucker and General Manager • LGAT Climate Change Workshop (Mar); Clrs Drummond and Johnstone • LGAT General Meeting (Mar); A/GM Raoul Harper • ALGA NGA (June); Clr Chapple and General Manager <p>Mayor Tucker as the President of LGAT, participated in all of the above activities except the General Meeting and Conference in September. As President, Mayor Tucker is involved in a large amount of additional meetings representing Tasmanian Local Government at the State and National level.</p> <p>30/07/2025</p>	John Brown	-
100%	01/07/2024	30/06/2025	→ Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy. : 100%	<p>John Brown: The Mayor and General Manager have participated in activities relating to the normal operations of NTDC as well as events arranged through this organisation including:</p> <ul style="list-style-type: none"> • Regional Collaboration Forum (Aug) • Local Government Round Table with Labor Party (Aug) • Population Workshop (Oct) • AGM and Members Representative Group meeting (Nov) <p>The General Manager also attended and participated in a panel at the Regions Rising Summit organised by the Regional Australia Institute.</p> <p>30/07/2025</p>	John Brown	-
100%	01/07/2024	30/06/2025	→ Legislative Reviews - Participate in reviews of legislation affecting Local Government	<p>John Brown: Participation in legislative and policy activities has included:</p> <ul style="list-style-type: none"> • Code of Conduct Bill (Aug) • Phasing out problematic single use plastics Discussion Paper (Sept) • LUPA (Development Assessment Panels) Bill (Oct 2024) • Local Government Act Targeted Amendments (Mar 2025) • New Electoral Act (Mar 2025) • General Regulations and Meeting Procedures Regulations (Mar 2025) <p>06/03/2025</p>	John Brown	-
100%	01/07/2024	30/06/2025	Emergency Management : 100%		John Brown	-

Current...	Start D...	Due ...	Goal	Update	Owner	Co-owners
100%	01/07/2024	30/06/2025	→ Municipal Emergency Management Plan - Ensure that the current Plan is in line with the Tasmanian Emergency Management Plan in relation to any changes from the State level : 100%	John Brown: The Municipal Emergency Management Plan is currently up to date. Review is required in July 2025. 30/07/2025	John Brown	-
100%	01/07/2024	30/06/2025	→ Municipal Emergency Management Plan - Adopt the Plan in line with the Tasmanian Emergency Management Plan. : 100%	Chris Hughes: The Municipal Emergency Management Plan is currently up to date. Review is required in July 2025. 28/10/2024	Chris Hughes	-

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) NTDC Finance Report June 2025

OFFICER'S RECOMMENDATION:

That Council receive the quarterly report of the Northern Tasmania Development Corporation (NTDC) for the period April-June 2025.

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 2023 – 2024

Corporate Goal – 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 LTD

Quarterly Report

QUARTER FOUR | APR - JUN 2025

FINDING TRUE NORTH

Navigating a sustainable future in Tasmania's North



NTDC

NORTHERN TASMANIA
DEVELOPMENT CORPORATION LTD



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ACKNOWLEDGEMENT OF COUNTRY

Northern Tasmania Development Corporation acknowledges the palawa community of Northern lutruwita/Tasmania, the custodians of our country. We pay our respects to their elders, past, present and emerging.

This report has been prepared by NTDC.
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FINDING TRUE NORTH

Navigating a sustainable future in Northern Tasmania



OUR VISION

Northern Tasmania is where people, ideas, businesses and industry thrive and grow

OUR PURPOSE

We grow Northern Tasmania by:

- Leading regional collaboration
- Achieving regional outcomes and strategic goals
- Advocating for Northern Tasmania
- Implementing our Regional Economic Development Strategy (REDS)
- Championing regional leadership and local governance
- Creating an enabling environment for communities and industry development
- Understanding that our community benefits from sustainable regional development

OUR VALUES



Connected



Clear



Creative



Curious

OUR STRATEGIC GOALS

Regional Development

Guide regional development in Northern Tasmania by implementing and actioning the Regional Economic Development Strategy (REDS).

Regional Collaboration

Work together to agree on and achieve regional outcomes and advocate for and advance regional priorities, strategies and policies.

Organisational Strength

Develop a robust organisation with a sustainable financial position, a nurtured team, and value for members, industry and community.

KEY PERFORMANCE INDICATORS

Strategic Leadership
100% Support

Project Management
≥ 95% OTAB

Engaged Membership
≥ 100% Retention

Project Delivery
≥ 12 Projects

Organisational Culture
≥ 95% Support

Continually Improve
≥ 80% Satisfaction

Enhanced Reputation
≥ 85% Positive

Diversified Revenue
> 50% Non-council

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Introduction

As always, the final quarter of the financial year was a workhorse few months for NTDC. Traditionally our planning quarter, the NTDC Board convened at Bell Bay Aluminium in May to chart the delivery of our final year of the current strategic plan. We also began shaping a forward-looking vision for what the organisation can deliver for the region beyond this term. This is important work for us as we head out to meet with members in the coming months to discuss what an optimised regional development body looks like and negotiate the next members agreement.

This quarter saw Labor win the federal election and the announcement of another state election. Throughout this period, NTDC was at the forefront of the action in the North, working to engage with candidates, members and local agencies through an advocacy plan led by Chris Griffin and developed with advisor Mike Lester. Partnerships with agencies such as the Launceston Chamber of Commerce and Regional Development Australia, as well as our members ensured our advocacy was targeted and as effective as possible in such a low-budget period.

A highlight for the quarter was attending the ALGA Congress in Canberra from 24th – 27th June with many of our members. We started what we hope to grow into a Team Tasmania evening with colleagues from Dorset, Launceston, West Tamar, George Town, Meander, Break O' Day and Northern Midlands. Insights from the presentations included:

- Australia has the opportunity and potential to feed the world as the population grows about 25% in the next 50 years.
- Local towns and regional centres are under increasing pressure to enable the growth in production of agribusiness
- The corporate asset base in Australia is based firmly in banks, compared with the US, where it is in innovative new tech companies. This makes a case for a change in how we build business – where is the agribusiness in this?
- 1966 was 'peak house' ownership in Australia – has been declining since then.
- Launceston presents one of the least affordable places for home ownership in Tasmania

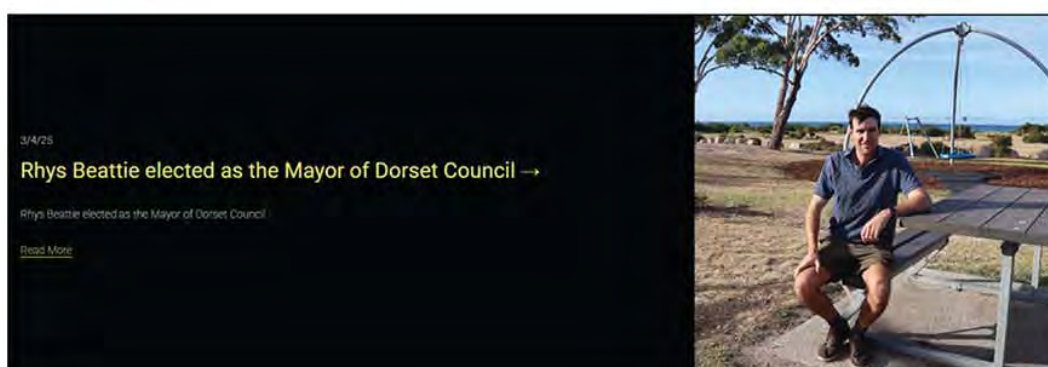
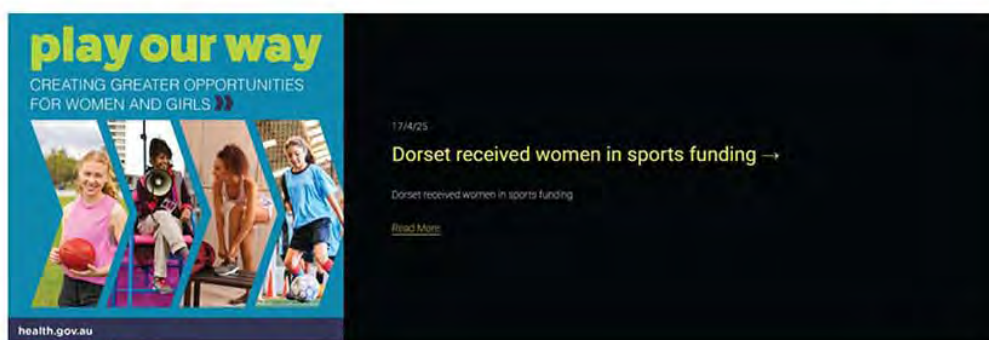
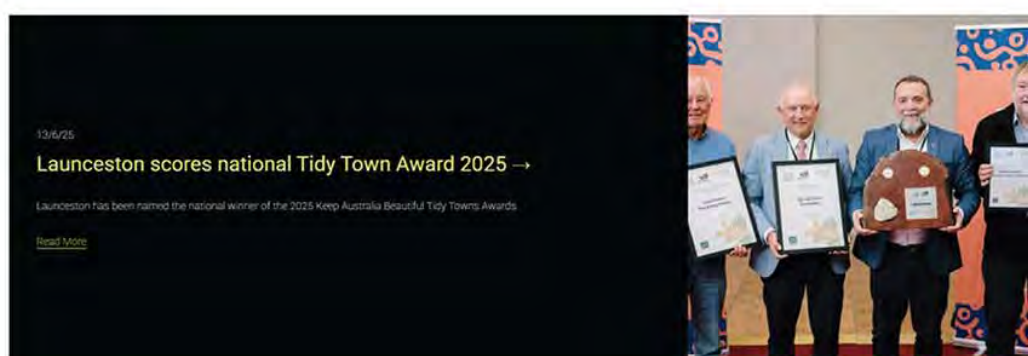
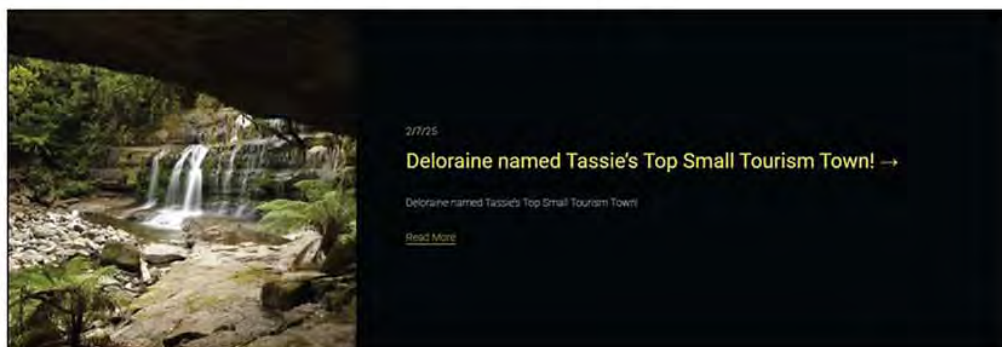
Project delivery across the quarter has been strong, with significant progress made on the Population Program, Regional Land Use Strategy Review, Gastronomy and agriCULTURED initiatives, and the TransLink Intermodal Facility. NTDC's capacity to deliver regionally and statewide significant projects continues to grow, supported by the excellent work of our Major Projects Manager, Jade Kaye.

Although it is outside the reporting period, it would be remiss of me not to mention the outstanding success of Caro Brown and team in the delivery of the agriCULTURED event held at the end of July, coupled with the realisation of ten years of hard work by Kim Seagram and team with the launch of Fermentation HQ. NTDC has played an important role at various stages of these significant developments for the region and we look forward to continuing to support them both into the future.



Dr Allison Anderson
Chair

Northern Tasmania in the News



Annual Workplan Update

	PROJECT	PROGRESS	STATUS
Regional Development	• Population Program	• Draft Population Program 2025, workshopped with members	On time
	• RLUS review	• Review Steering Committee formed, • NTRLUS Regional Strategic Directions drafted • Infrastructure Audit procurement	On time
	• Major Projects Mgmt	• Translink Intermodal Facility procurement phase nearing completion, • Advisory Group & Project Team formed • Completion of 20% grant funding milestone	On time
Regional Collaboration	• Gastronomy Northern Tas	• New sub-committee chair appointed • 6 month program ratified	On time
	• Regional Priority Projects	• Bass/Lyons (North) electorate prospectus' re-released	On time
	• Regional Collaboration Forums • Regional Advocacy	• Tamar Leaders Lunch - 21 May • State election campaign advocacy	On time On time
Organisation Strength	• NTDC Annual Planning	• NTDC Strategy workshop - 23 May • SGM/ MRG meeting held - 20 Jun	On time
	• Member Representation • Audit, Finance & Risk • NTDC Communications	• End of year council workshops - x7 • AFR meetings held - 26 May • Brand guidelines renewed • Website RFQ undertaken	On time On time On time
Next Quarter New Goals	• Regional Future Vision • NTDC Website renewal • Population Program	• Scope process with LGA members • RFQ to creative agencies • Partnership negotiation with State Govt and Industry Associations • Infrastructure Audit undertaken • Procurement of services • Commencement of Business Case • To be held on 7 Nov	
	• NTRLUS Review • TransLink Intermodal	• Agree terms of 2026-2029 funding agreement with LGAs • agriCULTURED event 31 Jul - 3 Aug • Great2Go Food Waste pilot launch	
	• MRG AGM meetings • Member funding agreement renewal • Gastronomy Northern Tas		

REGIONAL DEVELOPMENT

*Guide regional
economic development
in Northern Tasmania*

Regional Land Use Strategy Review

Combined with the State of Play work completed in quarter 1, the drafting of Regional Strategic Directions across quarter 2 will guide the renewed regional land use strategy for the region.

This quarter also saw the establishment and inaugural meeting of the NTRLUS Review Steering Committee on 4 April. This leadership group aligned to a broader Statewide governance structure is tasked with the delivery of a draft NTRLUS.

NTDC also concluded the procurement for a suitably qualified agency to undertake phase 2 of the review, an infrastructure audit of the region. Following this phase, the drafting of NTRLUS will commence in late 2025.



Northern Population Program 2025

A working draft of the Northern Tasmania Population Program 2025 was released to NTDC funding members to review.

What is clear is that the program will need to respond to four areas of trended change, and be measurable in horizons of 1, 3, 5 and 10 years if we're to be effective in navigating what population projections are foretelling.

Four prescribed strategic priority areas include:

- Retention of international migrants
- The geographical distribution of structural ageing
- Infrastructure and service provision for young families
- The impacts of population churn

Consultation with members identified key areas of focus by municipality and where shared priorities across councils could be combined into regional initiatives. Accompanying these areas will be regional action to; attract and retain new Tasmanian's to the region; advocacy for expanded child and aged care facilities; and future workforce demand trend modelling.

State Election Campaign Advocacy

NTDC's advocacy program for the 2025 state election has focused on the following key activity:

- Collaboration with funding members and industry associations
- Published prospectus for both Bass & Lyons (North) electorates
- Letters to State MPs seeking a regional strategic partnership
- Local news media events with funding members
- Newspaper and radio interviews



Regional Priority Project Prospectus

As always NTDC published two prospectus leading up to the 2025 State Government election; one for each electorate (Bass and Lyons, North). Each document detailed top priorities for the region.

A key platform for Northern Tasmania during this campaign was to seek a Strategic Regional Partnership with the newly formed government. Key enablers of this partnership to include:

- Regional Land Use Strategy - best in class
- Population Program Partnership
- Major Project Management of game changers
- One of three aligned regional economic strategies for Tasmania, and
- Premier's sponsorship for all four of Tasmania's UNESCO designations; wilderness, built heritage, and creative cities of literature and gastronomy

For the most up to date versions, go to www.ntdc.org.au

REGIONAL COLLABORATION

Work together to achieve regional outcomes and advance regional priorities, strategies and policies.

MEETINGS AND COLLABORATIONS

Advocate for our region with key influencers whilst gaining knowledge and sharing insights with shapers of our future prosperity

Meetings

Chris and Alli meet with a range of key influencers this quarter including the following meetings:

- Council workshops with all seven funding members
- CSIRO re Systems Mapping of Bell Bay Precinct
- CRC Time/CSIRO re circular business innovation projects
- Australian National Commission to UNESCO
- Tourism Tasmania
- UTAS - Launceston Institute partnership
- BBAMZ
- Dean Winter MP
- Flinders Council workshop
- MRG Meeting
- TransLINK Intermodal Facility Steering Committee
- TPE Tamar Valley Net Zero discussion
- Michael Ferguson MP, Jane Howlett MP
- Office of Coordinator General, NTRLUS update
- RDA Tasmania, NTRLUS and Translink Intermodal updates
- State Labor election candidates, Bass & Lyons



Events and Forums

This quarter was full of events and forums allowing us to share knowledge on our key priorities as well as hear from experts on areas of importance to our region:

- TICT State Tourism Conference, Launceston
- ALGA Conference, Canberra
- Tomorrow Conference, Launceston
- RECFIT Local Government Workshop
- Tamar Valley Leaders Lunch
- State Budget Lunch
- Ferment HQ - x3 VIP co-hosted tours
- Blue Derby 10 year anniversary

agriCULTURED

As custodians of this Tasmanian Festival of Gastronomy, NTDC was proud to share in the launch of the program on 15 April.

Talks, tastings, workshops, gatherings, curated dinners, shared knowledge, unexpected encounters: agriCULTURED brings together people working with land, food and culture, asking big questions, and sharing real stories.

agriCULTURED
31 July – 3 August 2025



ferment^{hq}
cultivating innovation

VIP tours, pending launch

CEO Chris Griffin accompanied Chair of Ferment Tasmania, Kim Seagrim in hosting VIP groups to tour FermentHQ facility prior to it's official opening on 2 August. Groups from RDA Western Australia, Tourism Tasmania and the Broader Visitor Economy enjoyed a first hand look at the facility as well as Q&A over a gourmet lunch.

Ferment HQ's official launch is part of the agriCULTURED event 2025.



UNESCO Engagements

A core part of NTDC's support is liaising with the UNESCO Creative City Network, sharing knowledge between the nearly 60 Cities of Gastronomy across the globe. This quarter we:

- Prepared for our Chef/Focal Point delegation to attend the Macao Gastronomy Festival;
- Media for International Sustainable Gastronomy Day
- Updated the UNESCO Creative Cities of Gastronomy website, and
- Secured the rights to host the ACCN Conference in early 2026.

GASTRONOMY NORTHERN TASMANIA

*Connecting the threads
of food, farming,
culture, creativity and
community to shape a
food future that is
equitable, sustainable
and uniquely
Tasmanian.*

TRANSLINK INTERMODAL FACILITY

*NTDC's Major Project
Management of the
planning for a northern
logistics precinct near
Launceston Airport*

Project Governance

Following the recruitment of Jade Kaye as Major Projects Manager, NTDC established the governance framework for the project.

Steering committee

- Northern Midlands Council Mayor
- NTDC Chair (Chair of committee)
- Office of Coordinator General
- Infrastructure Tasmania

Project Team

- NTDC (Chair), Major Project Manager & Project Coordinator
- Northern Midlands Council Executives
- Office of Coordinator General Executives
- Infrastructure Tasmania Executives

Advisory Group (incorporating enabling infrastructure owners, land owners within the study area and key stakeholders with interest in the project)



Progress Against Project Timeline

The April-June quarter saw delivery against the above timeline as follows:

- Major Project Manager on-boarded
- Project definition and framework established
- Stakeholder engagement and community engagement commenced
- Steering Committee and Project teams stood up
- Commitment to project secured via Office of Coordinator General and Infrastructure Tasmania
- Preparation for procurement of key services completed
- Project budget confirmed with Northern Midlands Council
- Established partnership with Infrastructure Australia
- Independent Project Assurance Gate reviews adopted.

With pre-phase activity completed, next quarter will see the project secure procurement and commence Business Case delivery.

NTDC Member Representative Group

NTDC met with seven northern mayors and/or their proxy's representing our funding membership on 20 June.

Key topics discussed included: NTRLUS Review progress & MOU with State Government, State election advocacy, TransLINK Intermodal Facility, and Population Program 2025 progress.

Aligned to the MRG meeting was a Special General Meeting to appoint an external auditor for FY2025, in response to the Tasmanian Audit Office dispensing of the agency's annual audit.

NTDC Board & Team Strategy Day



On 23 May, the NTDC Board and team were hosted at Bell Bay Aluminium, where we held our annual strategy workshop.

Board members; Alli Anderson (Chair), Greg Kieser, Jonathan Harmey, Linda Kelly, David Midson, Mark Hogarth, Freya Griffin and Shoshana Wall paired up with the NTDC team to explore the possibilities for NTDC, our funding members and our region in the years ahead.

Hot topics included:

- Reimagining our risk appetite and framework
- Evolving from program design and 'white papers' to program delivery,
- Formalising a Project Management service provision for funding members and strategic partners,
- Amplifying our regional voice through a unifying vision
- Adoption of AI into our team and work

Outcomes from this session have informed this year's annual workplan and the future evolution of what value NTDC provides.

Develop a robust organisation that achieves a sustainable financial position, values and develops our team, and creates value for our members, industry and community.

CONTACT US

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Executive Summary

Northern Tasmania Development Corporation Ltd

ABN 13 585 842 417

For the 3 months ended 30 June 2025

Prepared by MDH Accounting Pty Ltd

Budget Variance

Northern Tasmania Development Corporation Ltd For the 3 months ended 30 June 2025

	APR-JUN 2025	APR-JUN 2025 OVERALL BUDGET	VARIANCE %	2025	2025 OVERALL BUDGET	VARIANCE %
Income						
Council Contributions	131,359	131,361	0% ↓	705,666	525,444	34% ↑
Other contributions	-	-	- —	42,000	42,000	0% ↑
Interest Earned	1,056	1,500	-30% ↓	13,494	6,000	125% ↑
Miscellaneous Income	-	-	- —	1,100	-	- —
Total Income	132,416	132,861	0%	762,260	573,444	33%
Operating Expenses						
Administrative Expenses	14,575	13,023	12% ↑	61,452	53,792	14% ↑
Board Expenses	23,203	17,390	33% ↑	67,864	65,620	3% ↑
Staff & Services contracts	101,106	97,673	4% ↑	371,429	364,924	2% ↑
Occupancy	3,643	3,951	-8% ↓	14,572	15,804	-8% ↓
Travel & Accommodation	5,231	1,527	243% ↑	8,843	6,108	45% ↑
IT & Office upgrade	-	876	-100% ↓	3,031	3,504	-13% ↓
id Subscription	-	-	- —	42,000	42,000	- —
Population project cont	-	-	- —	4,144	-	- —
Sponsorship	3,000	-	- —	3,000	-	- —
Stakeholder Engagement	9,658	4,749	103% ↑	17,847	18,996	-6% ↓
Branding	2,386	-	- —	3,149	-	- —
Total Operating Expenses	162,801	139,189	17%	597,331	570,748	5%
Corporate Surplus/(Deficit)	(30,385)	(6,328)	-380%	164,928	2,696	6,018%
Project Funds						
Movement in unexpended funds from previous year	262,144	-	- —	554,870	(385,568)	244% ↑
Project income	497,678	-	- —	801,911	-	- —
Project Spend	217,081	32,354	571% ↑	426,458	120,172	255% ↑
Total Project Funds	542,741	(32,354)	1,778%	930,324	(505,740)	284%
Net Surplus/(Deficit)	512,356	(38,682)	1,425%	1,095,252	(503,044)	318%

For internal purposes only. Also refer to executive summary.

Profit and Loss

Northern Tasmania Development Corporation Ltd

For the year ended 30 June 2025

	RES DEMAND & SUPPLY	SPORTS FACILITY	GREATER L'TON PLAN	POPULATION PROJECT	REGIONAL PLANNING	GNT	TRANSLINK INTERMODEL	AGRICULTURED	TOTAL
Income									
Funds from previous year	33,520	23,200	20,177	12,349	296,323	-	-	-	385,568
Council Contributions	-	-	-	-	-	30,000	-	-	30,000
NTD Project Contribution	-	-	-	4,144	-	-	-	-	4,144
Other Contributions	-	-	-	-	-	-	200,000	-	200,000
Grants - agriCULTURED	-	-	-	-	-	-	-	180,000	180,000
Other Revenue - agriCULTURED	-	-	-	-	-	-	-	10,750	10,750
Transfers in from TAN	-	-	-	-	-	100,089	-	106,928	207,017
Total Income	33,520	23,200	20,177	16,493	296,323	130,089	200,000	297,678	1,017,480
Other Income									
Transfer between programs	-	-	(10,187)	10,187	-	-	-	-	-
Total Other Income	-	-	(10,187)	10,187	-	-	-	-	-
Operating Expenses									
Advertising - Projects	-	-	-	-	-	14,500	495	-	14,995
Catering & Meeting - Admin.	-	-	-	-	-	480	-	-	480
Catering & Seminar - Projects	-	-	-	1,030	1,414	309	50	-	2,802
Filing Fees	-	-	-	-	-	287	-	44	331
Project Expenses	-	-	9,990	25,650	227,814	1,599	66,609	-	331,662
agriCULTURED - Marketing	-	-	-	-	-	-	-	25,300	25,300
agriCULTURED - Admin	-	-	-	-	-	-	-	820	820
agriCULTURED - Program & Speaker Costs	-	-	-	-	-	-	-	12,991	12,991
agriCULTURED - Food Curation, Arts & Culture	-	-	-	-	-	-	-	10,000	10,000

For internal purposes only.

	RES DEMAND & SUPPLY	SPORTS FACILITY	GREATER L'TON PLAN	POPULATION PROJECT	REGIONAL PLANNING	GNT	TRANSLINK INTERMODEL	AGRICULTURED	TOTAL
agriCULTURED - Staff & Contractors	-	-	-	-	-	-	-	25,449	25,449
Total Operating Expenses	-	-	9,990	26,680	229,227	17,175	67,154	74,604	424,830
Funds for future spend									
Movement in surplus for future spend	33,520	23,200	-	-	67,096	112,914	132,846	223,074	592,650
Total Funds for future spend	33,520	23,200	-	-	67,096	112,914	132,846	223,074	592,650
Net Profit	-	-	-	-	-	-	-	-	-

For internal purposes only.

Balance Sheet

Northern Tasmania Development Corporation Ltd As at 30 June 2025

	30 JUNE 2025	30 JUNE 2024
Assets		
Bank		
Cash at bank	908,946	574,022
Total Bank	908,946	574,022
Current Assets		
Accounts Receivable	264,701	16,430
Less Prov for Doubtful Debts	(16,141)	(16,141)
Petty Cash - NTD	500	500
Prepaid expenses	47,457	4,604
Total Current Assets	296,517	5,393
Total Assets	1,205,463	579,415
Liabilities		
Current Liabilities		
Accounts Payable	72,060	2,689
Accrued expenses	14,510	13,908
ATO Integrated Client Account	26,404	22,002
Employee provisions	20,749	10,681
Superannuation Payable	4,975	3,751
NTWMG Circular Economy Grant	12,043	12,043
Contributions in advance	-	-
Surplus for future expenditure	940,439	385,568
Total Current Liabilities	1,091,179	450,643
Total Liabilities	1,091,179	450,643
Net Assets	114,284	128,772
Equity		
Accumulated Surpluses/(Losses)	128,772	110,969
Current Year Earnings	(14,489)	17,803
Total Equity	114,284	128,772

For internal purposes only. Also refer to executive summary.

Executive Summary

Northern Tasmania Development Corporation Ltd For the 3 months ended 30 June 2025

Profit & Loss Statement

Funds for Gastronomy Northern Tasmania and agriCULTURED have been transferred to NTDC Ltd. Movement in the funds for future expenditure relates to the funds being by held NTDC Ltd. Refer to the separate Profit Profit & Loss for a further breakdown.

Balance Sheet

Accounts Receivable at 30 June 2025 includes grant funding from the State Plannign Office for the continuation of NTRLUS, City of Launceston and George Town Council's contribution to Gastronomy and Flinders Island member contributions for FY2022 and FY2023. The provision for doubtful debts is an allowance for Flinders Island not payng their FY2022 contribution. George Town Council have since paid their contribution to Gastronomy. Contributions in advance are the council contributions for FY2025 and these are amortised monthly. Surplus for future expenditure is grant and project funding.

For internal purposes only.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\024\007\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy Dispute Resolution Policy

OFFICER’S RECOMMENDATION:

That the draft Dispute Resolution Policy be adopted.

INTRODUCTION:

Council is required under the *Local Government Act (1993)* to establish a Dispute Resolution Policy

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 1 September 2025

OFFICER’S REPORT:

Recent changes to *the Local Government Act 1993* requires Council to develop and adopt a Dispute Resolution Policy to support and complement the provisions of the Code of Conduct provisions. A model policy has been developed through the Local Government Association of Tasmania and the Office of Local Government and the attached draft policy substantially replicates these provisions. It has been updated to reflect reference to the *Local Government (General) Regulations 2025*.

This policy outlines the principles and procedures for resolving disputes involving Councillors, particularly those related to conduct and behaviour, in accordance with relevant Tasmanian local government legislation and council policies. It aims to encourage informal resolution before formal complaints and ensures fairness, confidentiality, and accessibility throughout the process.

- **Purpose and Scope:** The policy establishes a framework for resolving disputes between Councillors concerning Code of Conduct matters and behavior towards peers, employees, and the community. It applies specifically to Councillors and supports early dispute resolution before formal complaints are lodged.
- **Relationship to Code of Conduct:** Dispute resolution is intended as a preliminary step before lodging Code of Conduct complaints. Complainants must explain why dispute resolution was unsatisfactory or inappropriate if they proceed to formal complaints. Some matters, such as criminal conduct or health and safety risks, fall outside this policy.

- **Principles of Procedural Fairness:** The policy ensures natural justice by providing equitable opportunities for all parties to be heard, basing recommendations on genuine consideration of evidence, and defining clear roles to support fairness.
- **Defined Roles:** Key roles include the complainant (raising the dispute), respondent (Councillor subject to dispute), mayor (may encourage engagement), general manager (appoints dispute officers and advisors), dispute resolution officer (manages process without assessing disputes), dispute resolution advisor (external mediator), and support persons (provide emotional support without legal advice).
- **Responsibilities and Conduct:** Councillors are encouraged to resolve disputes informally and respectfully. If informal resolution fails, the formal dispute resolution process should be approached in good faith. Confidentiality is emphasized to protect all parties, with limited disclosure allowed only by mutual agreement.
- **Accessibility and Equity:** The council ensures information on lodging disputes is accessible and provides support for completing forms or navigating the process. The policy addresses power imbalances by using neutral external advisors, allowing support persons, maintaining confidentiality, and employing advisors trained in inclusiveness, gender responsiveness, and trauma awareness.
- **Lodging and Managing Disputes:** Disputes must be lodged with a completed form including complainant details and relevant Code of Conduct breaches, accompanied by a fee (waivable under hardship). Anonymous disputes are not accepted. Notices are provided to complainants and respondents within specified timeframes, and disputes are generally processed in order received.
- **Appointment and Role of Advisor:** The dispute resolution officer appoints an impartial, external advisor with appropriate mediation qualifications and no conflicts of interest. Parties may object to the advisor's appointment with evidence. Advisors assess suitability for mediation, may terminate the process if risks or unwillingness arise, and provide reports with outcomes and recommendations.
- **Process and Reporting:** The advisor facilitates mediation or restorative processes aiming for resolutions such as behaviour changes, apologies, counselling, or professional development. The maximum process duration is three months, extendable by agreement. Councillors and staff must cooperate with information requests. The council records dispute statistics and costs for annual reporting.

STRATEGIC PLAN & ANNUAL PLAN:

N/A

LEGISLATION & POLICIES:

Local Government Act 1993

Local Government (General) Regulations 2025

LOCAL GOVERNMENT (GENERAL) REGULATIONS 2025 (S.R. 2025, NO. 24) - REG 36

Prescribed information, &c., for dispute resolution policies

- (1) *For the purposes of section 28JA(3)(a) of the Act, the following information is prescribed as the information that is to be contained in a dispute resolution policy:*
- (a) details of how the policy is to be used to resolve disputes, including –*
 - (i) the matters covered by the policy; and*
 - (ii) the methods of dispute resolution available under the policy; and*
 - (iii) the circumstances in which the available methods of dispute resolution may be used; and*
 - (iv) the circumstances in which the council may engage external parties to assist or participate in the dispute resolution; and*
 - (v) the circumstances in which mediation may be considered suitable for resolving a dispute; and*
 - (vi) the circumstances in which the dispute resolution process may not be appropriate;*
 - (b) details of how the policy is accessible to complainants, including –*
 - (i) the form and manner in which a complaint must be lodged; and*
 - (ii) the costs associated with lodging a complaint;*
 - (c) details of how the policy is equitable for both complainants and respondents, including –*
 - (i) the process that is to be followed when resolving, or attempting to resolve, a dispute under the policy; and*
 - (ii) the anticipated timeframe for a dispute resolution process; and*
 - (iii) the confidentiality requirements that are applicable to a dispute resolution process; and*
 - (iv) the process for dealing with conflicts of interest relevant to a dispute resolution process; and*
 - (v) the roles and responsibilities of the parties to a dispute; and*
 - (vi) how the policy is informed by, and supports, gender-responsive practices and principles; and*
 - (vii) the processes and procedures in relation to the use of advocates and support people for a party to a dispute;*
 - (d) details of how the processes of, and decision-making under, the policy are transparent, including the procedure for documenting the outcome of the dispute resolution process.*
- (2) *Nothing in this regulation prevents a council from including information in the dispute resolution policy, other than the prescribed information, that the council considers relevant to the policy.*
- (3) *A party to a dispute to which a dispute resolution policy applies must not be represented in the dispute resolution process for that dispute by an advocate, or support person, who is an Australian lawyer.*

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

POLICY NO LG??
Dispute Resolution Policy

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	General Manager
LINK TO STRATEGIC PLAN:	...build and maintain strong relationships and partnerships through consultation, engagement and collaboration ...be open, honest and proactive in our communication
STATUTORY AUTHORITY:	Local Government Act 1993 Local Government (General) Regulations 2025
OBJECTIVE:	The objective of this policy is to establish clear principles and procedures for resolving disputes involving councillors, ensuring fairness, confidentiality, and accessibility, while promoting respectful and effective communication. This policy aims to support the resolution of conflicts in accordance with the Local Government Act 1993 and related Regulations.
POLICY INFORMATION:	Adopted???

POLICY

1. POLICY PURPOSE

The policy aims to establish principles and procedures for resolving disputes with and between councillors, as outlined under the Code of Conduct and in accordance with the *Local Government Act 1993* and *Local Government (General) Regulations 2025*

2. SCOPE

This policy applies to disputes involving councillors, including those related to the Code of Conduct and councillor behaviour towards each other, council employees, and community members.

2.1 RELATIONSHIP TO THE CODE OF CONDUCT

This policy is to support the resolution of disputes with, and between, councillors before a Code of Conduct complaint is lodged.

Where a Code of Conduct complaint is lodged, the *Local Government Act 1993* requires that a complainant details why the outcome from the dispute resolution process was not satisfactory, or if the process was not used, why the dispute resolution process was not appropriate for the circumstances. An exception is where the dispute resolution process is not appropriate to resolve the dispute.

2.2 WHEN THIS POLICY MAY NOT BE APPROPRIATE

A Code of Conduct complaint may be required where either party is unable, or unwilling to participate in some, or all, of the dispute resolution process, such as mediated discussions. These reasons will be documented by the Dispute Resolution Officer.

Other matters such as, but not limited to, health and safety risks, criminal misconduct, discrimination, breaches of the *Local Government Act 1993* are to be addressed outside this policy.

3. PRINCIPLES

The Dispute Resolution Policy is based on the following principles.

3.1 PROCEDURAL FAIRNESS

The principles of procedural fairness, or natural justice, will apply when dealing with a dispute under this Policy.

In particular:

- (i) the parties in the dispute will be afforded equitable opportunities to be heard
- (ii) any recommendations, or dispute resolution plans will be based on genuine consideration of the circumstances and evidence
- (iii) the roles in the process will support procedural fairness.

3.2 PERSONAL AND SHARED RESPONSIBILITY

Councillors represent the views of the community, so at times they may hold and express views that are different, and opposing, to their fellow councillors. The democratic process means that there may be active debate that should be considered and respectful.

However, this debate may become a conflict or dispute. Where this happens, the parties should use their best endeavour to resolve the issue or dispute in an informal and courteous manner.

Where the parties have been unable to resolve the issue or dispute themselves, or it is not appropriate, then the dispute resolution process can then be applied. The process is to be approached by the parties in good faith to find a resolution.

3.3 CONFIDENTIALITY

All parties will take all reasonable steps to maintain confidentiality when dealing with the dispute, to protect both the complainant and respondent.

With the mutual agreement of the complainant and respondent a closed meeting of Council may be advised that the parties are participating in dispute resolution process.

3.4 ACCESSIBILITY

The Council will ensure that information on how to lodge a dispute, including this Policy, is available via the Council office and on the Council's website. The Council will make information available in accessible formats if requested. Any person wishing to lodge a dispute may contact the Dispute Resolution Officer if they require assistance in completing the dispute resolution form or otherwise navigating the dispute resolution process.

3.5 EQUITABLE ACCESS

This Policy and process is designed to address the different needs and priorities of all persons, including of different genders. It provides measures that address different levels and types of experiences, power, information and influence. These measures include:

- Addressing power imbalances with an external neutral Dispute Resolution Advisor to support dispute resolution and providing for support person(s), detailing access to information, and maintaining accurate, clear records.
- Providing a safe environment through confidentiality and neutral party lodgment.
- Requiring Dispute Resolution Advisors with appropriate training for inclusiveness, gender responsiveness and trauma.

3.6 ROLES

Complainant

The person raising the dispute about a relevant matter.

Respondent

The councillor(s) that are subject to a dispute.

Mayor

The mayor as Chairperson of the council may ask for parties to engage in the dispute resolution process.

General Manager

The General Manager is responsible for identifying a council officer to act as the Dispute Resolution Officer. Where the Dispute Resolution Officer has an actual or perceived conflict of interest with the parties in dispute, the General Manager may appoint an alternative officer. The General Manager may appoint themselves where no other person is able to perform this role, and they can meet the requirements of this policy.

The General Manager is to identify a panel of Dispute Resolution Advisors for use under this Policy. Alternatively, councils may access the provider panel developed by the Local Government Association of Tasmania (LGAT).

Dispute Resolution Officer

The Dispute Resolution Officer manages the process, is responsible for maintaining the records of the process and appoints the Dispute Resolution Advisor. The Dispute Resolution Officer does not have a role in assessing the dispute.

Dispute Resolution Advisor (the Advisor)

The Advisor is a person external to the council who undertakes the dispute resolution process with the parties in dispute. Refer to section 4.4 for more detail on the Advisor.

Support person

The support person is a person who may support the complainant or respondent as part of the dispute resolution process. Refer to Section 4.7 for more detail.

4. PROCEDURES

4.1 LODGING AND WITHDRAWING DISPUTES

Any person may lodge a dispute regarding a councillor's behaviour.

The Dispute Resolution Form must be completed in full to lodge a dispute. Completed forms must include the name and contact details of the complainant. A dispute must specify the part(s) of the Code of Conduct that the behaviour relates to.

Anonymous disputes cannot be accepted. Where an individual wishes to remain anonymous or does not want to put their complaint in writing the Dispute Resolution Officer may direct them to alternative avenues outside this Policy.

Where a Dispute Resolution Form omits required details, the Dispute Resolution Officer will invite the complainant to provide this information for the dispute to be progressed.

There is no dispute lodgement fee. Separate costs and processes apply to Code of Conduct complaints.

Disputes may be withdrawn by the complainant by writing to the Dispute Resolution Officer. The Dispute Resolution Officer will provide written notice of the withdrawal to the respondent. Notice will not be provided if the withdrawal is prior to the respondent being notified of a dispute being lodged (Refer Section 4.3).

4.2 NOTICE TO COMPLAINANT

Within 10 business days after receiving a dispute, the Dispute Resolution Officer will provide written notice to the complainant that:

- (i) confirms receipt of the dispute
- (ii) outlines the process that will be followed
- (iii) notes the confidentiality requirements of section 3.3 of this Policy
- (iv) includes a copy of this Policy.

4.3 NOTICE TO RESPONDENT

Within 15 business days after receiving a dispute, the Dispute Resolution Officer will provide written notice to the respondent that:

- (i) advises that a dispute has been made in accordance with this Policy
- (ii) includes a completed Dispute Resolution Form
- (iii) outlines the process that will be followed
- (iv) notes the confidentiality requirements of section 3.3 of this Policy
- (v) includes a copy of this Policy.

4.4 APPOINTMENT OF DISPUTE RESOLUTION ADVISOR

The Dispute Resolution Officer is to engage a Dispute Resolution Advisor (Advisor) to conduct dispute resolution. The Advisor must:

- not be an employee of Council
- not have any direct relationship to the parties

- must be objective and impartial, with no real or perceived bias
- must be able to demonstrate that their practice is gender and trauma aware
- be accredited under the National Mediator Accreditation System (NMAS), or its successor, the Australian Mediator and Dispute Resolution Accreditation Standards (AMDRA); or have a minimum of a Diploma in Mediation or Dispute Resolution.

In selecting a person to act in the capacity of the Advisor, the Dispute Resolution Officer will consider the nature of the issue under discussion, knowledge/experience of local government and interpersonal skills that can most likely assist in resolving matters of conflict.

The Dispute Resolution Officer will provide written notice of the appointment of the Advisor to the complainant and the respondent.

The parties may object to the Dispute Resolution Officer if they believe that the Advisor does not meet the requirements detailed in this section and will provide evidence to substantiate their view. The Officer will consider an objection and determine whether an alternate Advisor is to be appointed.

It is expected that there be no conflicts of interest between the Advisor and the complainant or respondent. If during the review process a conflict of interest arises between any party, the party must notify the Dispute Resolution Officer promptly. Where the Dispute Resolution Officer determines there is an actual conflict of interest, an alternative Advisor is to be appointed.

4.5 DISPUTE RESOLUTION PROCESS

4.5.1 Commencement

In commencing the dispute resolution process, the Advisor will bring together the parties to conduct an initial facilitated discussion or mediation. Where needed they may also undertake initial individual interviews with the parties and others.

The initial discussion is to provide a general picture of the dispute and to allow the Advisor to provide an estimate of the timeframe for the process based on the parties' willingness and availability. This discussion will support the Advisor's consideration of the appropriateness of undertaking the process including:

- the parties' willingness to participate in the process
- health and safety risks to the parties, or others.

The Advisor may determine that the process cannot continue due to:

- the risk that the process may cause harm to the health and safety of either of the parties; or
- one of the parties is unwilling or unable to participate; or
- initial engagement reveals circumstances that must be addressed through a different process, such as those outlined in section 2.2

Where the Advisor has determined the process cannot continue, they will provide a report to the Dispute Resolution Officer. The report will provide their reasons and state their



determination that the dispute will need to be resolved through alternative avenues. The Advisor may make recommendations regarding these avenues.

4.5.2 Process

The Advisor will determine the appropriate resolution processes based on their expertise and experience. This may include, but not be limited to, approaches such as mediation and facilitated restorative processes.

Resolutions may include, but not be limited to:

- a commitment to changing behaviours
- a commitment to cease the behaviour
- a commitment to apologise
- counselling
- undertaking professional development.

The Advisor may also make a recommendation to the Council that it review a policy, procedure, or other document related to the dispute.

The parties must represent themselves.

The maximum timeframe for a dispute resolution process is three months. At this time the Advisor is to provide a report to the Dispute Resolution Officer and close the dispute. This timeframe may be extended on the Advisor's recommendation and with the mutual agreement of the parties.

4.5.3 Information requests

Councillors and council staff are to respond to the Advisor's reasonable requests for information about the dispute. Information pertaining to a third party will require their consent for the information to be released.

The Advisor may request the Dispute Resolution Officer to search for any relevant records or information in the Council's Record Management System. The Advisor must provide the complainant and respondent with a copy of any records that are identified.

In addition, where a clarification or additional information has been sought from the complainant by either the Dispute Resolution Officer or the Advisor, copies must also be provided to the complainant and respondent.

4.6 ORDER OF DISPUTES

Disputes will normally be dealt with in the order in which they are received. If more than one dispute is received that relates to the same alleged breach, the Dispute Resolution Officer may progress those disputes concurrently, provided confidentiality can be maintained.

4.7 SUPPORT PERSON

Complainants and respondents may include a support person as part of the dispute resolution process.



The role of the support person is to observe and provide emotional support. They are not to provide views on the process or on legal context. The support person must not be an Australian lawyer.

The parties are to provide written notice to the Dispute Resolution Officer of their intention to include a support person in the dispute resolution process. This notice is to include the person's name, occupation and relationship to the party.

The Advisor is to consider, before and during the process, the impact of the support person's participation on the principles in this Policy. The Advisor has absolute discretion to remove, or not to allow the person to participate in some, or all, of the process. The Advisor's determination will be provided in writing to the parties and to the Dispute Resolution Officer.

5. REPORTING OBLIGATIONS

5.1 REPORT FROM DISPUTE RESOLUTION ADVISOR

The Advisor must include in the confidential report to the Dispute Resolution Officer and to the parties:

- (i) the process and methods that were used
- (ii) outcomes of the process including commitments made by one or more of the parties
- (iii) the views of the parties regarding the outcomes of the process.

5.2 COUNCIL

In accordance with *Local Government (General) Regulations 2025*, Regulation 37, Council is required to maintain a record of the number of disputes, including whether they were determined, withdrawn or underway, and their total costs. This information is to be reported in its Annual Report.

6. IMPLEMENTATION AND COMMUNICATION

The General Manager is responsible for the implementation of this Policy in accordance with responsibilities outlined.

7. REVIEW

This Policy will be reviewed every four years after 12 months.

ACTION	DECISION
PROPONENT	The Titley Shack
OFFICER	Dilara Bedwell, Economic Development Officer
FILE REFERENCE	004\011\005\
ASSOCIATED REPORTS AND DOCUMENTS	Development Approval 029-2015 Environmental Management Zone – Tasmanian Planning Scheme- State Planning Provisions

OFFICER'S RECOMMENDATION:

That Council notes the decision to proceed with an Expressions of Interest (EOI) process for the future lease and operation of The Titley Shack, located at 223 Dora Point Road, Binalong Bay.

INTRODUCTION:

Council has received confirmation that the current tenant, Mand Investments Pty Ltd, has vacated the premises known as The Titley Shack.

The property has historically been used as the booking office for Bay of Fires Eco Tours and falls within the Planning Use Class *Pleasure Boat Facility*. Under Development Approval (DA 029-2015), the principal use rights are limited to activities within this Use Class. The sale of tea, coffee, cakes, muffins and similar items is permitted only in association with the principal use and to pleasure boat customers.

Any alternative or expanded use of the site would need to comply with the Tasmanian Planning Scheme.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 1 September 2025

OFFICER'S REPORT:

With the premises now vacant, there is an opportunity to invite new operators to submit proposals for the ongoing use and management of The Titley Shack through an EOI process.

Key considerations include:

- **Planning Compliance:** Any future use must align with the existing Development Approval or otherwise be subject to a new planning application. While discretionary uses may be possible, there is no guarantee of approval.
- **Tourism & Economic Development:** The site has a strong connection to marine-based tourism and visitor services. Leveraging this location to support tourism aligns with Council's strategic goals.

- **Community Benefit:** The operation of the site has potential to provide services and attractions that enhance the visitor experience while also contributing to the local economy.
- **Transparent Process:** An EOI process ensures fairness and transparency in assessing interest and determining the most suitable operator to maximise community, economic and tourism outcomes.

It is proposed that the EOI documentation clearly set out the current use rights, planning considerations, lease terms, and assessment criteria to provide certainty for prospective proponents.

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. Support and encourage innovation and growth in the economy through local leadership, infrastructure provision, support services and customer-focused service delivery.

Key Focus Area:

Support – Integrate and simplify processes and services to facilitate the development and growth of businesses.

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

LEGISLATION & POLICIES:

Tasmanian Planning Scheme – Break O'Day
Development Approval 029-2015

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Costs will be associated with potential legal costs in drafting or updating lease agreements. These costs are expected to be met within existing operational budgets. Lease income will be determined during the EOI process and through negotiation with the successful proponent.

VOTING REQUIREMENTS:

Simple Majority

PLANNING REPORT

Section 58 Approval

DA No.	DA 029-15
Applicant:	J L Woodbury
Location:	223 Dora Point Road, Binalong Bay
Proposal:	Change of Use - Briefing/Booking Space
Zone:	Environmental Management
Use Class:	Pleasure Boat Facility

	CODES	TRIGGER
E1 BUSHFIRE		
E6 CAR PARKING + TRANSPORT	E6.2.1	All use or development
E15 SIGNS	E15.2.1 a)	A new sign
E16 WASTE WATER	E16.2.1	Development not serviced by a reticulated sewer system

Officer Comments:

The application is supported by plans and written documentation to demonstrate compliance with the scheme provisions.

The application is for a change of use of an existing building to Pleasure Boat Facility. The existing galvanised iron and vertical board clad 'shack' is approximately 50 years old and has not been inhabited for many years.



Southern and northern aspects of the Titley Shack

A Pleasure Boat Facility Use that does not involve a marina in Georges Bay is a permitted use within the Environmental Management Zone. A letter dated 05 March 2015 was provided by Peter Mooney, General Manager Parks and Wildlife Service confirming Mand Investments has applied for a lease that is currently being processed. As the licence hasn't been processed at the date of the application, the above letter also authorised the submission of the application.

Existing

The development site PID 7098063 is one of two adjoining Titles both owned by the Crown; one is managed by the Parks and Wildlife Service, the other, including the shack, is leased and managed by Break O'Day Council.

A Reserve Activities Assessment (RAA) dated 07 January 2015, completed by Senior Ranger Ted Bugg and supported by Donna Stanley, Parks and Reserve Manager and Chris Colley, Regional Manager, was submitted with the application. This assessment states the proposed will comply with the relevant objectives of the *National Park and Reserves Management Act 2002*.

This application is to convert the existing shack near the existing car parking area, to a tour booking office, briefing space. This will operate in association with their proposed commercial pleasure boat operation that will work from the Gulch. In addition, an area within the shack will provide visitor information and memorabilia on the history of the area and will be subservient to the booking office operation.

29.4.1 Building Design and Siting

Acceptable Solutions	Proposed Solution
A1 The curtilage for development must: a) not exceed 20% of the site; or b) be in accordance with a Reserve Activities Assessment approved under the <i>National Parks and Reserves Management Act 2002</i> or <i>Nature Conservation Act 2002</i> .	A1 The curtilage of the development: a) Does not exceed 20 per cent of the 1562.02ha site; and b) Is in accordance with a Reserve Activities Assessment dated 07 January 2015 appropriately approved.
A2 Building height must: a) not exceed 6m; or b) be in accordance with a Reserve Activities Assessment approved under the <i>National Parks and Reserves Management Act 2002</i> or <i>Nature Conservation Act 2002</i> .	A2 The original 3.2m building height will not be extended by this application.
A3 Buildings must be set back a) a minimum of 10m to all boundaries; or b) in accordance with a Reserve Activities Assessment approved under the <i>National Parks and Reserves Management Act 2002</i> or <i>Nature Conservation Act 2002</i> .	A3 The original building foot print will not be altered as a part of this application. The minimum existing boundary setback will be approximately 21m.
A4 Buildings for a sensitive use must be set back a minimum of 200m to the rural resource zone.	A4 The Rural Resource Zone is not within 200m of the existing shack.
A5 The colours of external surfaces must be the same shades and tones of the surrounding landscape and vegetation elements.	A5 Any new exterior cladding materials will mimic the existing, unpainted vertical timber cladding.
A6 Reflective materials, excluding windows, must not be used as visible external elements in buildings.	A6 No reflective materials will be used on any external building elements.
A7 On sites with a slope greater than 1:10, site benching through cut and fill must be less than 20% of the site coverage of the proposed building(s).	A7 The applicant states the slope is not greater than 1:10.
A8 Rainwater runoff from roofs must be collected by means of roof guttering, downpipes and rainwater tanks.	A8 Rainwater runoff from the roof will be directed to a tank located beside the south-western wall, with overflow directed to a second tank approximately 15m to the north.

A9	Exterior building lighting is limited to that necessary to allow safe and secure movement of pedestrians and to allow movement around the building at night. Lighting must not be used as a means of displaying the presence of buildings to be visible from outside the site.	A9 Exterior building lighting will be limited to that necessary to allow the safe and secure movement of pedestrians and to allow movement around the building at night. Lighting will not be used as a means of displaying the presence of buildings to be visible from outside the site.
A10	Where a development is part of a larger complex, each component of the development must be connected by walking tracks.	A10 Not applicable. This application is not a part of a larger complex.
A11	Single unbroken walls are not to exceed 15m in length.	A11 No wall is longer than 15m.
A12	Roofs must be: a) pitched at an angle of less than 30 degrees and can be either hipped or gabled, or b) curved at radius no greater than 12.5m.	A12 Not applicable as this application does not require the alteration of the current roof form.

29.4.2 Landscaping

Acceptable Solutions	Proposed Solutions
A1 If for permitted or no permit required uses.	A1 The application is a permitted use.
A2 Development must be located on land on which the natural vegetation cover has been removed or significantly disturbed.	A2 The application involves the change of use of an existing building and does not alter the existing footprint.
A3 All new plantings must be undertaken with seeds or rootstock derived from provenance taken within the boundaries of the site, or the vicinity of the site	A3 No new plantings are proposed by the developer.
A4 Plants listed in Appendix 3 must not be used in landscaping.	A4 Not applicable.

E1 Bushfire-Prone Areas Code is not applicable. Council has received verification from it's consulting Building Surveyor, Mr Wayne Wilson, that although the booking office is deemed a Class 5 or 6 building under the *National Construction Code 2014*. A desktop assessment of the site noted there is no vegetation covering an area greater than 1 hectare within 100m of the shack. Therefore under E1.4 (a) of the *Break O'Day Interim Planning Scheme 2013*, this development is deemed to be exempt from E1 Bushfire-Prone Areas Code.

E8 Car Parking and Sustainable Transport Code is relevant as E6.2.1 states the code applies to all use and development of land. As the proposed pleasure boat facility use does not have any parking space requirements listed in Table 6.1, this code is deemed not applicable. However adequate existing vehicular access and carparking is provided to the site that will not impose on private property.

Council's Manager Works and Infrastructure has advised in an email dated 26 February 2015 that he does not see any problems unless this development generates more car parking

spaces that may adversely impact upon the existing fisherman car and trailer parking. In addition, the existing vehicular entry and exit crossovers were deemed adequate for this application.

Regardless of the age, the existing shack is not listed within a Heritage Precinct, as a local heritage place or a place of identified archaeological significance. Therefore E13 Local Historic Heritage Code is not applicable.

E14 Coastal Code is not applicable to this application as the Gulch is not:

- a) included in the coastal inundation height reference map;
- b) is not on a coastal dune system, is not on, within or adjoining the coastal dune system; or
- c) on land adjacent to or on landforms defined as vulnerable to erosion or recession in the *Indicative Mapping of Tasmanian Coastal Vulnerability to Climate Change and Sea Level Rise: Explanatory Report* (Sharples 2006); or
- d) on land, even if not mapped, if it is identified in a report prepared by a suitably qualified person in accordance with the development application which is lodged or required in response to a request under Section 54 of the Act as actual or potential landforms vulnerable to erosion or recession.

The applicant has stated a portable 'A' frame sandwich board sign is proposed to be placed outside the building during the hours of operation. Although the applicant has addressed the acceptable solutions of the E15.6.1, E15.4.1 states such a sign is exempt from the Code and has been assessed as such.

E16.6.1 Use and lot size

Acceptable Solutions	Proposed Solution
A2 Non-residential uses that rely on onsite water management must be on a site with minimum area of 5,000m ² .	A2 The development site is approximately 1562ha.

E16.7.1 Onsite Wastewater Management

Acceptable Solutions	Proposed Solutions
A1 A minimum horizontal separation of 3m must be provided between onsite wastewater management infrastructure and buildings and structures.	A1 Not applicable. The applicant proposes to use an approved, composting toilet for the staff only, installing this in the small shed to the north of the shack. Composted waste will be removed from the site under controlled conditions, on an as required basis. Customers will have access to the existing public toilets, approximately 150m to the south-west of the shack. Grey water from the sink will be stored in an on-site, above ground tank that will also be emptied as required, on a contractual basis.
A2 A minimum horizontal separation of 3m must be provided between onsite wastewater management infrastructure and the following: a) hardstand and paved areas;	A2 Not applicable.

b)	car parking and vehicle manoeuvring areas; and	
c)	title or lot boundaries;	
A3	Private Open Space must not be used for surface irrigation of treated wastewater.	A3 Not applicable.
A4	Onsite waste water management infrastructure must be on lots with an average slope of 10% percent or less.	A4 Not applicable.

This application is considered to comply with all relevant acceptable solutions of the *Break O'Day Interim Planning Scheme 2013*.

Approval is recommended with extra conditions.

Recommendation:

Pursuant to Section 58 of the Land Use Planning & Approvals Act 1993 and the Break O'Day Interim Planning Scheme 2013 as amended that the application for CHANGE OF USE - BRIEFING/BOOKING SPACE on land situated at 223 DORA POINT ROAD, BINALONG BAY described Property Identification Number 7098063 of 1562.02 hectares be APPROVED subject to the following conditions:

1. Development must accord with the Development Application DA 029-15 received by Council 17/02/2015, together with all submitted documentation received and forming part of the development application, except as varied by conditions on this Planning Permit.
2. Effluent disposal is subject to a Special Plumbing Permit to be issued by Council's Environmental Health Officer.
3. All runoff from the proposed buildings must be disposed of within the confines of the property by means that will not result in soil erosion or other stormwater nuisance. Soakage drains must be of sufficient size to absorb stormwater runoff.
4. Native vegetation must not be removed outside that necessitated by the proposed development (this includes the clearing of vegetation to retain or expand views or vistas) unless consented to by Council.
5. All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works. Any works to be undertaken within 2 metres of any Council owned infrastructure must be done in consultation with Council's Manager Works and Infrastructure.

6. 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.

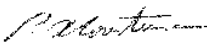
ADVICE

7. A copy of 'Bushfire – prepare to survive' should be obtained and used as a guide to preparing yourself and your property for bushfires.
8. 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 all works must stop immediately and an Aboriginal site survey is required to determine the level of impact and the appropriate mitigation procedures.
9. 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

Report Prepared by:	Chris Triebe
Date:	16 March 2015
Delegated Authorisation:	
Name:	Paula Kloosterman 
Position:	Planning Co-ordinator

23.0 Environmental Management Zone

23.1 Zone Purpose

The purpose of the Environmental Management Zone is:

- 23.1.1 To provide for the protection, conservation and management of land with significant ecological, scientific, cultural or scenic value.
- 23.1.2 To allow for compatible use or development where it is consistent with:
 - (a) the protection, conservation and management of the values of the land; and
 - (b) applicable reserved land management objectives and objectives of reserve management plans.

23.2 Use Table

Use Class	Qualification
No Permit Required	
Natural and Cultural Values Management	
Passive Recreation	
Permitted	
Community Meeting and Entertainment	If an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
Educational and Occasional Care	If an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
Emergency Services	If an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
Food Services	If an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
General Retail and Hire	If an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
Pleasure Boat Facility	If an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
Research and Development	If an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
Residential	If: <ul style="list-style-type: none"> (a) for reserve management staff accommodation; and (b) an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i>.

Tasmanian Planning Scheme - State Planning Provisions

Resource Development	If: (a) for grazing; and (b) an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
Sports and Recreation	If an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
Tourist Operation	If an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
Utilities	If: (a) for minor utilities; and (b) an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
Visitor Accommodation	If an authority under the <i>National Parks and Reserve Management Regulations 2019</i> is granted by the Managing Authority, or approved by the Director-General of Lands under the <i>Crown Lands Act 1976</i> .
Discretionary	
Community Meeting and Entertainment	If not listed as Permitted.
Educational and Occasional Care	If not listed as Permitted.
Emergency Services	If not listed as Permitted.
Extractive Industry	
Food Services	If not listed as Permitted.
General Retail and Hire	If not listed as Permitted.
Pleasure Boat Facility	If not listed as Permitted.
Research and Development	If not listed as Permitted.
Resource Development	If not listed as Permitted.
Resource Processing	
Sports and Recreation	If not listed as Permitted.
Tourist Operation	If not listed as Permitted.
Utilities	If not listed as Permitted.
Vehicle Parking	
Visitor Accommodation	If not listed as Permitted.
Prohibited	
All other uses	

23.3 Use Standards

23.3.1 Discretionary uses

Objective:	That uses listed as Discretionary recognise and reflect the relevant values of the reserved land.	
Acceptable Solutions	Performance Criteria	
A1 No Acceptable Solution.	P1 A use listed as Discretionary must be consistent with the values of the land, having regard to: <ul style="list-style-type: none"> (a) the significance of the ecological, scientific, cultural or scenic values; (b) the protection, conservation, and management of the values; (c) the specific requirements of the use to operate; (d) the location, intensity and scale of the use; (e) the characteristics and type of the use; (f) traffic and parking generation; (g) any emissions and waste produced by the use; (h) the measures to minimise or mitigate impacts; (i) the storage and handling of goods, materials and waste; and (j) the proximity of any sensitive uses. 	

23.4 Development Standards for Buildings and Works

23.4.1 Development area

Objective:	That the development area is: (a) compatible with the values of the site and surrounding area; and (b) minimises disturbance of the site.
Acceptable Solutions	Performance Criteria
A1 The development area must: (a) be not more than 500m ² ; (b) be in accordance with an authority under the <i>National Parks and Reserve Management Regulations 2019</i> granted by the Managing Authority or the <i>Nature Conservation Act 2002</i> ; or (c) be in accordance with an approval of the Director-General of Lands under the <i>Crown Lands Act 1976</i> .	P1 The development area must not cause an unreasonable impact on the values of the site and surrounding area, having regard to: (a) the design, siting, scale and type of development; (b) the operation of the use; (c) the impact of the development on the values of the site and surrounding area; (d) the need for the development to be located on the site; (e) how any significant values are managed; and (f) any protection, conservation, remediation or mitigation works.

23.4.2 Building height, setback and siting

Objective:	That the design and siting of buildings responds appropriately to the values of the site and surrounding area.	
Acceptable Solutions	Performance Criteria	
A1 Building height must: <ul style="list-style-type: none"> (a) be not more than 6m; (b) be in accordance with an authority under the <i>National Parks and Reserve Management Regulations 2019</i> granted by the Managing Authority or <i>Nature Conservation Act 2002</i>; or (c) be in accordance with an approval of the Director-General of Lands under the <i>Crown Lands Act 1976</i>. 	P1 Building height must be compatible with the values of the site and surrounding area, having regard to: <ul style="list-style-type: none"> (a) the bulk and form of proposed buildings; (b) the height, bulk and form of existing buildings; (c) the topography of the site; (d) the appearance when viewed from roads and public places; and (e) the character of the surrounding area. 	
A2 Buildings must have a setback from all boundaries: <ul style="list-style-type: none"> (a) not less than 10m; (b) not less than the existing building for an extension; (c) in accordance with an authority under the <i>National Parks and Reserve Management Regulations 2019</i> granted by the Managing Authority and/or <i>Nature Conservation Act 2002</i>, or (d) be in accordance with an approval of the Director-General of Lands under the <i>Crown Lands Act 1976</i>. 	P2 Buildings must be sited to be compatible with the values of the site and surrounding area, having regard to: <ul style="list-style-type: none"> (a) the bulk and form of proposed buildings; (b) the height, bulk and form of existing buildings; (c) the topography of the site; (d) the appearance when viewed from roads and public places; (e) the retention of vegetation; (f) the safety of road users; and (g) the character of the surrounding area. 	
A3 Buildings for a sensitive use must be separated from an adjoining Rural Zone or Agriculture Zone: <ul style="list-style-type: none"> (a) not less than 200m; or (b) where an existing building for a sensitive use on the site is within 200m of that boundary, not less than the existing building. 	P3 Buildings for a sensitive use must be sited to not conflict or interfere with an agricultural use in the Rural Zone or Agriculture Zone, having regard to: <ul style="list-style-type: none"> (a) the size, shape and topography of the site; (b) the prevailing setbacks of any existing buildings for sensitive uses on adjoining properties; (c) the existing and potential use of land in the adjoining zone; and (d) any proposed attenuation measures. 	

Tasmanian Planning Scheme - State Planning Provisions

23.4.3 Exterior finish

Objective:	That exterior finishes are not prominent and blend with the character of the site and surrounding area.
Acceptable Solutions	Performance Criteria
A1 Exterior building finishes must: <ul style="list-style-type: none"> (a) be coloured using colours with a light reflectance value not more than 40% in dark natural tones of grey, green or brown; (b) be in accordance with an authority under <i>National Parks and Reserve Management Regulations 2019</i> granted by the Managing Authority or the <i>Nature Conservation Act 2002</i>; or (c) be in accordance with an approval of the Director-General of Lands under the <i>Crown Lands Act 1976</i>. 	P1 Exterior building finishes must be compatible with the character of the site and surrounding area, having regard to: <ul style="list-style-type: none"> (a) the topography of the site; (b) the existing vegetation; (c) the dominant colours of the vegetation and surrounding area; (d) the nature of the development; (e) the nature of the exterior finishes; (f) the appearance when viewed from roads and public places; and (g) the character of the surrounding area.

23.4.4 Vegetation management

Objective:	That the site contributes to the values of the surrounding area by restricting vegetation removal.
Acceptable Solutions	Performance Criteria
A1 Building and works must: <ul style="list-style-type: none"> (a) be located on land where the native vegetation cover has been lawfully removed; or (b) be in accordance with an authority under <i>National Parks and Reserve Management Regulations 2019</i> granted by the Managing Authority or the <i>Nature Conservation Act 2002</i>. 	P1 Building and works must be located to minimise native vegetation removal and the impact on values of the site and surrounding area, having regard to: <ul style="list-style-type: none"> (a) the extent of native vegetation to be removed; (b) any proposed remedial, mitigation or revegetation measures; (c) provision for native habitat for native fauna; (d) the management and treatment of the balance of the site or native vegetation areas; and (e) the type, size and design of development.

23.5 Development Standards for Subdivision

23.5.1 Lot design

Objective:	That each lot: <ul style="list-style-type: none"> (a) has an area and dimensions appropriate for use and development in the zone; and (b) is provided with appropriate access to a road.
Acceptable Solutions	Performance Criteria

<p>A1</p> <p>Each lot, or a lot proposed in a plan of subdivision, must be:</p> <ul style="list-style-type: none"> (a) required for public use by the Crown, a council, or a State authority; (b) required for the provision of Utilities; (c) for the consolidation of a lot with another lot, provided each lot is within the same zone; (d) in accordance with an authority under the <i>National Parks and Reserve Management Regulations 2019</i> granted by the Managing Authority or <i>Nature Conservation Act 2002</i>; or (e) in accordance with an approval of the Director-General of Lands under the <i>Crown Lands Act 1976</i>. 	<p>P1</p> <p>Each lot, or a lot proposed in a plan of subdivision, must have sufficient useable area and dimensions suitable for its intended use, having regard to:</p> <ul style="list-style-type: none"> (a) the relevant Acceptable Solutions for development of buildings on the lots; (b) existing buildings and the location of intended buildings on the lot; (c) the ability to retain vegetation and protect the values of the land on each lot; (d) the topography of the site; (e) the presence of any natural hazards; (f) the need for the subdivision; and (g) any advice of the managing authority.
<p>A2</p> <p>No Acceptable Solution.</p>	<p>P2</p> <p>Each lot, or a lot proposed in a plan of subdivision, must be provided with a frontage or legal connection to a road by a right of carriageway, that is sufficient for the intended purpose, having regard to:</p> <ul style="list-style-type: none"> (a) the number of other lots which have the land subject to the right of carriageway as their sole or principal means of access; (b) the anticipated nature of vehicles likely to access the site; (c) the topography of the site; (d) the pattern of development in the area; and (e) the ability for emergency services to access the site, <p>and must have a frontage of not less than 3.6 m.</p>
<p>A3</p> <p>Each lot, or a lot proposed in a plan of subdivision, must be provided with a vehicular access from the boundary of the lot to a road in accordance with the requirements of the road authority.</p>	<p>P3</p> <p>Each lot, or a lot proposed in a plan of subdivision, must be provided with reasonable vehicular access to a boundary of a lot, or building area on the lot, if any, having regard to:</p> <ul style="list-style-type: none"> (a) the topography of the site; (b) the length of the access; (c) the distance between the lot or building area and the carriageway; (d) the nature of the road and the traffic; (e) any vegetation removal; and (f) the protection of values on the site.

Tasmanian Planning Scheme - State Planning Provisions

23.5.2 Services

Objective:	That each lot provides for appropriate wastewater disposal.	
Acceptable Solutions		Performance Criteria
A1 No Acceptable Solution.		P1 Each lot, or a lot proposed in a plan of subdivision, must be capable of accommodating an on-site wastewater management system adequate for the intended use and development of the land, which minimises any environmental impacts.

ACTION	DECISION
PROPONENT	Economic Development
OFFICER	John Brown, General Manager Dilara Bedwell, Economic Development & Project Officer
FILE REFERENCE	004\001\001\
ASSOCIATED REPORTS AND DOCUMENTS	June 2025 Agenda Item – 06/25.17.6 Public Land List – St Helens Aerodrome June 2025 Minutes – 06/25.17.6.630 Public Land List – St Helens Aerodrome

OFFICER'S RECOMMENDATION:

That Council:

1. Rescind Council's resolution of 16 June 2025 (Minute No. 06/25.17.6.630) which stated:

That Council resolve pursuant to Section 178 of the Local Government Act 1993 ("the Act") that Council by absolute majority commence proceedings to remove the land on which the St Helens Aerodrome is located contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2) from the Public Land list maintained pursuant to the Act and

1. *Authorise the General Manager to publish the intention to remove the Aerodrome from the Public Land list and display a copy of the notice on any boundary of the public land that abuts a highway and notify the public that objection to the proposed removal from the register may be made to the General Manager within 21 days of the date of the first publication.*
 2. *Authorise the General Manager to consider and acknowledge any objection received pursuant to Section 178(6) of the Act and report to a future Council meeting.*
 3. *If the General Manager does not receive any objection under Section 178 subsection (4) and an appeal is not made under Section 178A, the General Manager will amend the Public Land list to remove the land contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2).*
2. Confirm that the St Helens Aerodrome is not public land in accordance with section 177A of the *Local Government Act 1993*.
 3. Authorise the General Manager to write to all objectors who lodged submissions under section 178(4) of the *Local Government Act 1993* in relation to the June 2025 resolution, advising them:
 - that the Aerodrome is not classified as public land;
 - that Council is not proceeding under section 178 of the Act; and

- providing a copy of this report for background and transparency.

INTRODUCTION:

At its June 2025 meeting, Council resolved to commence proceedings under section 178 of the *Local Government Act 1993* to remove the St Helens Aerodrome from the Public Land Register. Following public notification, eight (8) objections were received.

Subsequently, legal advice has confirmed that the Aerodrome is not public land under section 177A of the Act. Accordingly, the June resolution was incorrect and must be rescinded in accordance with Regulation 22 of the *Local Government (Meeting Procedures) Regulations 2025*.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 1 September 2025

Council Meeting 16 June 2025

06/25.17.6.630 Moved: Clr K Chapple/ Seconded: Clr B LeFevre

That Council:

Resolve pursuant to Section 178 of the *Local Government Act 1993* (“the Act”) that Council by absolute majority commence proceedings to remove the land on which the St Helens Aerodrome is located contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2) from the Public Land list maintained pursuant to the Act and

1. Authorise the General Manager to publish the intention to remove the aerodrome from the Public Land list and display a copy of the notice on any boundary of the public land that abuts a highway and notify the public that objection to the proposed removal from the register may be made to the General Manager within 21 days of the date of the first publication.
2. Authorise the General Manager to consider and acknowledge any objection received pursuant to Section 178 (6) of the Act and report to a future Council meeting
3. If the General Manager does not receive any objection under Section 178 subsection (4) and an appeal is not made under Section 178A, the General Manager will amend the Public Land list to remove the land contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2):

CARRIED UNANIMOUSLY

Council Workshop 2 June 2025

OFFICER'S REPORT:

Regulation 22(3) of the Local Government (Meeting Procedures) Regulations 2025 sets out what must be included in the General Manager's report when a rescission motion is put.

The proposed rescission motion, if adopted, will overturn in full Council's resolution of 16 June 2025 (Minute 06/25.17.6.630) which resolved to remove the St Helens Aerodrome from the Public Land Register under section 178 of the *Local Government Act 1993*.

As a result of legal advice that has been received this Notice of Recission will rescind the entire resolution 06/25.17.6.630 that was made at the 16 June 2025 Council Meeting.

The Council decision directed a number of actions be undertaken as follows:

1. Publish public notices;
2. Receive and consider objections;
3. Report back to Council on objections;
4. Amend the Public Land Register if no objections/appeals were received.

Noting the requirements of Regulation 22(3) the General Manager advises as follows:

- a) *a statement that the proposed motion, if resolved in the affirmative, would overturn that previous decision or part of that previous decision; and*

That if the proposed motion is resolved in the affirmative it will overturn the previous decision in its entirety

- b) the details of that previous decision, or the part of that previous decision, that would be overturned; and

Council Meeting 16 June 2025 (Minute No. 06/25.17.6.630) which stated:

That Council resolve pursuant to Section 178 of the Local Government Act 1993 ("the Act") that Council by absolute majority commence proceedings to remove the land on which the St Helens Aerodrome is located contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2) from the Public Land list maintained pursuant to the Act and

- 1. Authorise the General Manager to publish the intention to remove the Aerodrome from the Public Land list and display a copy of the notice on any boundary of the public land that abuts a highway and notify the public that objection to the proposed removal from the register may be made to the General Manager within 21 days of the date of the first publication.**
- 2. Authorise the General Manager to consider and acknowledge any objection received pursuant to Section 178(6) of the Act and report to a future Council meeting.**

3. If the General Manager does not receive any objection under Section 178 subsection (4) and an appeal is not made under Section 178A, the General Manager will amend the Public Land list to remove the land contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2).

- c) advice as to whether or not that previous decision, or that part of that previous decision, directed that certain action be taken; and

The previous decision required that certain action be taken.

- d) if that previous decision, or that part of that previous decision, directed that certain action be taken, advice as to whether or not that action has been wholly or substantially carried out.

The required actions have been partially carried out in that Part 1 of the decision has been completed and Part 2 of the decision has been carried out to the extent that an initial report on the objections has been prepared and provided to Council pending legal advice being received. Part 3 has not been carried out.

Specifically in relation to actions which were to be undertaken the following actions have been carried out:

- Public notice for Council's intention to remove the land from the public land register was published on two (2) separate occasions in the Examiner, with a copy displayed on the boundary of the St Helens Aerodrome and notified the public that objections to the proposal may be made to the General Manager within 21 days of the date of the first publication;
- Eight (8) objections were received;
- Objections have been acknowledged but not yet fully reported back to Council as the matter was deferred pending legal advice at the Council Meeting held on the 18 August 2025.

Legal advice received on 21 August 2025 confirms:

- The Aerodrome is not public land under section 177A of the *Local Government Act 1993*.
- Council's Public Land Register was incorrectly prepared in or around 2019, when all Council-owned land rather than only public land was included in the Register.
- Section 178 processes (removal of public land) does not apply to the Aerodrome. Instead, the correct framework for disposal or lease is section 177 of the *Act*.
- Council must rescind its 16 June 2025 decision and formally confirm that the Aerodrome is not public land.
- Council should notify all objectors that the matter is not subject to section 178 of the *Act* and provide them with this report.

A broader audit of the Public Land Register has since been undertaken by Council Officers and a separate report has been prepared for Councils consideration.

LEGISLATION & POLICIES:

Local Government Act 1993

Local Government (Meeting Procedures) Regulations 2025 – Regulation 22

22. Motion to overturn decision

- 1) For the purposes of this regulation, a decision may be overturned, wholly or partly, by –
 - a. a motion directly rescinding or otherwise overturning the decision or part of the decision; or
 - b. a motion that conflicts with, or is contrary to, the decision or part of the decision.
- 2) A council or council committee may only overturn a decision passed at a previous meeting held since the last ordinary election –
 - a. by an absolute majority, in the case of a council; or
 - b. by a simple majority, in the case of a council committee.
- 3) Any report given by the general manager to a council in respect of a proposed motion to overturn a decision of the council, or that will result in the overturning of a decision of the council, wholly or partly, is to include –
 - a. a statement that the proposed motion, if resolved in the affirmative, would overturn that previous decision or part of that previous decision; and
 - b. the details of that previous decision, or the part of that previous decision, that would be overturned; and
 - c. advice as to whether or not that previous decision, or that part of that previous decision, directed that certain action be taken; and
 - d. if that previous decision, or that part of that previous decision, directed that certain action be taken, advice as to whether or not that action has been wholly or substantially carried out.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are no direct budget implications associated with this rescission.

VOTING REQUIREMENTS:

Absolute Majority

06/25.17.6 Public Land List - St Helens Aerodrome

ACTION	DECISION
PROPONENT	Economic Development
OFFICER	Dilara Bedwell, Economic Development & Project Officer
FILE REFERENCE	004\001\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council:

Resolve pursuant to Section 178 of the *Local Government Act 1993* ("the Act") that Council by absolute majority authorises the General Manager to commence proceedings to offer for lease the area as defined in the attached plan located at the St Helens Aerodrome and Publish that intention on at least two separate occasions in The Examiner; and display a copy of the notice on any boundary of the public land that abuts a highway; and notify the public that objection to the proposed lease may be made to the General Manager within 21 days of the date of the first publication

1. Authorise the General Manager to consider and acknowledge any objection received pursuant to Section 178 (6) of the Act and report to a future Council meeting
2. If the General Manager does not receive any objection under Section 178 subsection (4) and an appeal is not made under Section 178A, the General Manager may:
 - a. Proceed with legal documentation of the lease to ensure Council's interests are appropriately accounted for;
 - b. If satisfied that Council should proceed with the lease, undertake any necessary negotiations associated with the preparation and finalisation of the written lease (as prepared by Council's solicitors)

OR

Resolve pursuant to Section 178 of the *Local Government Act 1993* ("the Act") that Council by absolute majority commence proceedings to remove the land on which the St Helens Aerodrome is located contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2) from the Public Land list maintained pursuant to the Act and

1. Authorise the General Manager to publish the intention to remove the aerodrome from the Public Land list and display a copy of the notice on any boundary of the public land that abuts a highway and notify the public that objection to the proposed removal from the register may be made to the General Manager within 21 days of the date of the first publication.
2. Authorise the General Manager to consider and acknowledge any objection received pursuant to Section 178 (6) of the Act and report to a future Council meeting

3. If the General Manager does not receive any objection under Section 178 subsection (4) and an appeal is not made under Section 178A, the General Manager will amend the Public Land list to remove the land contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2):

INTRODUCTION:

Council officers have conducted due diligence on Plane Works and have received legal advice in relation to the requirements of Section 178 of the *Local Government Act 1993* ("the Act").

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 2 June 2025

OFFICER'S REPORT:

Due diligence of Plane Works business operations

Council staff had a follow up meeting with Plane Works on 2 June 2025 to gather further information in relation to due diligence of Plane Works as a business.

Plane Works is a well-established aircraft maintenance business operating out of Bridport for the past three years, led by Dave French, who brings over 20 years of industry experience, including time spent with operators in Western Australia. The business has a strong, loyal customer base across Tasmania and is uniquely positioned as the only local operator servicing external and various types of aircraft. Dave currently maintains around 30 aircraft, more than half of which are commercial and return for maintenance approximately every two months, indicating consistent demand. Known for prioritising quality over quantity, the business typically services one to two aircraft at a time, with turnaround ranging from three days to a few weeks for larger jobs. Clients often choose to leave their aircraft and spend time in the area, supporting local tourism. Operating from Peter Barron's hangar at Bridport with the support of an apprentice, the business also services training aircraft for Airlines Tasmania and has experience maintaining seaplanes in Hobart. With minimal competition, particularly as the only other comparable provider in Devonport nears retirement, Plane Works is well-placed for future growth. Planning for infrastructure is underway, with slab and shed pricing confirmed and a building designer engaged. Financing options are being explored, contingent on lease arrangements.

CASA Regulations- Conditions of Use

A Conditions of Use draft document has been prepared by the Council's solicitors and has been shared with Plane Works. It has been highlighted that this document will be appended to the lease once finalised. The St Helens Aerodrome Conditions of Use document sets out the terms under which users may access and operate within the aerodrome. It outlines user responsibilities, compliance with aviation regulations, payment obligations, and potential penalties for breaches such as unpaid charges or non-compliance. Users must adhere to safety and operational guidelines, maintain third-party liability insurance, and accept that access is non-exclusive and at their own risk.

The document also covers the Council's rights regarding fee changes, aircraft removal, service limitations, indemnities, and termination of access. It establishes a legal framework to ensure safe, regulated, and accountable use of the aerodrome facilities.

Public land classification

It is understood the land on which the installation of a hangar is proposed has previously been classified as public land by the Council. Under the *Local Government Act 1993 (Tas)*, "public land" generally means:

- a. Is owned by Council;
- b. Was acquired for public use or is used by the public; and
- c. Is not used for a major public utility (like a road, dam or sewer).

The Act states:

177A. Public land

- (1) *The following land owned by a council is public land:*
- (a) *a public pier or public jetty;*
 - (b) *any land that provides health, recreation, amusement or sporting facilities for public use;*
 - (c) *any public park or garden;*
 - (d) *any land acquired under [section 176](#) for the purpose of establishing or extending public land;*
 - (e) *any land shown on a subdivision plan as public open space that is acquired by a council under the [Local Government \(Building and Miscellaneous Provisions\) Act 1993](#) ;*
 - (f) *any other land that the council determines is public land;*
 - (g) *any other prescribed land or class of land.*

It is clearly intended that the public has either unrestricted use, public park, or is used for organised activities such as sports, recreation or amusement. There are a number of Council properties where the public do not enjoy this form of access such as Council offices, depots, quarries, waste facilities and the aerodrome. By definition these would not automatically qualify as public land, when the Public Land list was established in 1993, it would appear that all of Council's land were included in the Public Land list by a decision of Council. Council officers have not at this stage researched the Minutes around the commencement of the Act to ascertain the correctness of the inclusion.

In this case, it is considered to be public land which means that a lease longer than 5 years will need to go through a public notification and consultation process before it can be approved. Please see Legislation & Policies section for further details. On the other hand, it may be possible for Council to reach a decision and no longer classify the land as public land by removing it from the register. However, this will also require the Council to go through a public notification and consultation process before it can be approved. Legal advice is awaited on this as the Act does not articulate a process to remove land from a Public Land list.

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. Support and encourage innovation and growth in the economy through local leadership, infrastructure provision, support services and customer-focused service delivery.
2. Integrate and simplify processes to facilitate the development and growth of businesses.
3. Create a variety of jobs that reduce the seasonality of the local economy and provide ample opportunities for youth to remain in the area.

Key Focus Areas:

1. Support – Integrate and simplify processes and services to facilitate the development and growth of businesses.
2. Opportunities – Prepare and maintain an economic prospectus which details opportunities, infrastructure and land availability, and local resources.
3. Tourism – Broaden, lengthen and improve the visitor experience through development of attractions and activities, promotion and signage.
4. Employment – Create a variety of jobs that will reduce the seasonality of the local economy and provide ample opportunities for youth to remain in the area.

Break O Day Annual Plan 2024 – 2025

Action:

2.1.3 – Facilitate development opportunities that support the growth of our local economy, including aviation, tourism, and service industries.

3.1.1 – Identify and progress opportunities to optimise the use of Council-owned assets for economic and community benefit.

4.1.1 – Continue to build collaborative relationships with key stakeholders and potential investors to attract sustainable development.

LEGISLATION & POLICIES:

The proposed lease is subject to legislative requirements due to the land's classification:

Local Government Act 1993 (Tas)

- Section 178 – Public land cannot be leased for more than 5 years without public notification and consultation.
- If Council proposes to grant a lease longer than 5 years, it must:
 - Publish a notice of intent in a local newspaper
 - Allow a minimum 21-day public objection period
 - Consider any objections at a subsequent meeting.

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

- Section 177 – Requires that certain leases of public land be made in accordance with planning schemes and may require Ministerial consent depending on the use and duration.
- Additional due diligence may be required depending on zoning, development approval, and compatibility with aerodrome operations.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There is **no direct financial contribution** requested from Council as part of this proposal. All construction and fit-out costs are proposed to be privately funded by the applicant (Plane Works).

Council will incur minor administrative costs associated with:

- Legal review and drafting of the lease agreement and Conditions of Use document
- Public notification process under Section 178 of the *Local Government Act 1993 (Tas)*

VOTING REQUIREMENTS:

Absolute Majority

FILE REFERENCE	004\001\001\
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OFFICER'S RECOMMENDATION:

That Council:

Resolve pursuant to Section 178 of the *Local Government Act 1993* ("the Act") that Council by absolute majority authorises the General Manager to commence proceedings to offer for lease the area as defined in the attached plan located at the St Helens Aerodrome and Publish that intention on at least two separate occasions in The Examiner; and display a copy of the notice on any boundary of the public land that abuts a highway; and notify the public that objection to the proposed lease may be made to the General Manager within 21 days of the date of the first publication

1. Authorise the General Manager to consider and acknowledge any objection received pursuant to Section 178 (6) of the Act and report to a future Council meeting
2. If the General Manager does not receive any objection under Section 178 subsection (4) and an appeal is not made under Section 178A, the General Manager may:
 - a. Proceed with legal documentation of the lease to ensure Council's interests are appropriately accounted for;
 - b. If satisfied that Council should proceed with the lease, undertake any necessary negotiations associated with the preparation and finalisation of the written lease (as prepared by Council's solicitors)

OR

Resolve pursuant to Section 178 of the *Local Government Act 1993* ("the Act") that Council by absolute majority commence proceedings to remove the land on which the St Helens Aerodrome is located contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2) from the Public Land list maintained pursuant to the Act and

1. Authorise the General Manager to publish the intention to remove the aerodrome from the Public Land list and display a copy of the notice on any boundary of the public land that abuts a highway and notify the public that objection to the proposed removal from the register may be made to the General Manager within 21 days of the date of the first publication.
2. Authorise the General Manager to consider and acknowledge any objection received pursuant to Section 178 (6) of the Act and report to a future Council meeting
3. If the General Manager does not receive any objection under Section 178 subsection (4) and an appeal is not made under Section 178A, the General Manager will amend the Public Land list to remove the land contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2):

INTRODUCTION:

Council officers have conducted due diligence on Plane Works and have received legal advice in relation to the requirements of Section 178 of the *Local Government Act 1993* (“the Act”).

COUNCIL DECISION:

06/25.17.6.630

Moved: Clr K Chapple/ Seconded: Clr B LeFevre

That Council:

Resolve pursuant to Section 178 of the *Local Government Act 1993* (“the Act”) that Council by absolute majority commence proceedings to remove the land on which the St Helens Aerodrome is located contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2) from the Public Land list maintained pursuant to the Act and

1. Authorise the General Manager to publish the intention to remove the aerodrome from the Public Land list and display a copy of the notice on any boundary of the public land that abuts a highway and notify the public that objection to the proposed removal from the register may be made to the General Manager within 21 days of the date of the first publication.
2. Authorise the General Manager to consider and acknowledge any objection received pursuant to Section 178 (6) of the Act and report to a future Council meeting
3. If the General Manager does not receive any objection under Section 178 subsection (4) and an appeal is not made under Section 178A, the General Manager will amend the Public Land list to remove the land contained within Certificate of Titles (112855/1, 18671/2, 214209/1, 223471/1, 148076/1 and 45005/2):

CARRIED UNANIMOUSLY

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager Angela Matthews, Corporate Services Coordinator
FILE REFERENCE	004\011\005\
ASSOCIATED REPORTS AND DOCUMENTS	Appendix A - Current Public Land Register Appendix B - Properties which are proposed to be removed from the Public Land Register Appendix C - Properties which are Not Public Land Council Agenda Item and Decision April 2005 Council Agenda Item and Decision August 2005

OFFICER'S RECOMMENDATION:

1. That Council notes the report and review undertaken of the Public Land Register.
2. That pursuant to Section 177A(1)(f) of the *Local Government Act 1993*, the Council determines the following property to be public land:

Property Number	Full Street Address	Suburb	Property Name	Title Particulars	Land Area (ha)	Land Classification	Classification under S177A of the LGA 1993
2153385	Main Street	St Marys	Information Hut	129103/1	0.0134	P1 - Government / Local Government	f

3. That Council endorses the Public Land Register as attached to this report.

INTRODUCTION:

Council has recently reviewed the Public Land Register ('**Register**') and noted that the version available to the public on Council's website is incorrect and includes a number of properties which are not public land pursuant to section 177A of the *Local Government Act 1993* (Tas) and which should not have been on the Register.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 1 September 2025

There are two (2) previous occasions when Council considered the Register, being the April 2005 and August 2005 Ordinary Council Meetings.

At the April 2005 meeting, Council determined (minute number 89/2005) that 15 properties were to be listed on the Register, as attached.

At the August 2005 meeting, Council determined (minute number 414/2004) that six (6) properties were not to be include on the Register, as attached.

OFFICER'S REPORT:

Council Officer's have reviewed the Public Land Register and note that there are a number of properties included on the version available for the public which should not be listed as the properties do not meet the definition of 'public land' pursuant to section 177A(1) of the *Local Government Act 1993*, or they have never been determined by Council as public land.

At the August 2005 Council meeting, the St Helens Aerodrome was determined by Council in minute resolution 414/2005 to not be added to the Public Land Register.

The last review of the Public Land Register was undertaken in August 2005 (copy of agenda and minute attached).

As a result of the review undertaken, legal advice was sought to confirm that what is proposed is correct. As a result the following points, were provided:

1. Land identified as public land is correct and ought to remain on the Register as it either meets a Public Land Classification in section 177A of the *Local Government Act 1993*, or had a determination by Council.
2. Land which falls within a section 177A(1) classification is automatically public land. No further consideration by Council is required.
3. Where Council owned land does not fall within one of the section 177A(1) classifications, the Council may determine whether it is public land, or not.
4. It is a matter for Council to determine pursuant to section 177A(1)(f) whether it wishes cemeteries to be listed as public land, or not.

Section 177A of the *Local Government Act 1993* relates to public land, as follows:

177A. Public land

- (1) *The following land owned by a council is public land:*
- (a) *a public pier or public jetty;*

- (b) *any land that provides health, recreation, amusement or sporting facilities for public use;*
- (c) *any public park or garden;*
- (d) *any land acquired under [section 176](#) for the purpose of establishing or extending public land;*
- (e) *any land shown on a subdivision plan as public open space that is acquired by a council under the [Local Government \(Building and Miscellaneous Provisions\) Act 1993](#);*
- (f) *any other land that the council determines is public land;*
- (g) *any other prescribed land or class of land.*

(2) *The General Manager is to –*

- (a) keep lists or maps of all public land within the municipal area; and*
- (b) make the lists and maps available for public inspection at any time during normal business hours.*

Public Land Classifications

- Any Council owned land which falls within categories (a), (b), (c), (d), (e) or (g) are automatically classified as public land. The classification of public land is unable to be removed.
- A Council may determine that land it owns which does not fall within categories (a), (b), (c), (d), (e) or (g) ought to be classified as public land. A resolution of Council is required.
- Once a Council determines to classify land as public land, the land is incapable of being removed from the Register.
- Land which meets the Public Land Classifications is by its nature public land, irrespective of whether it is included on Council's Register.
- Council should be cautious when considering whether to include or exclude land from the Register. Council ought to carefully consider any property it determines as being public land pursuant to section 177A(1)(f) of the Act to add to the Register as once it has been determined to be public land it cannot be removed.

Council's solicitor has reviewed the attached proposed Public Land Register to ensure that it is compliant with the law.

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. Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.

LEGISLATION & POLICIES:

S.177A of the Local Government Act 1993

The Break O'Day Council is required to keep and maintain a register of "Public Land" in accordance with Section 177A of the *Local Government Act 1993*.

177A. Public land

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

- (a) a public pier or public jetty;
- (b) any land that provides health, recreation, amusement or sporting facilities for public use;
- (c) any public park or garden;
- (d) any land acquired under [section 176](#) for the purpose of establishing or extending public land;
- (e) any land shown on a subdivision plan as public open space that is acquired by a council under the [Local Government \(Building and Miscellaneous Provisions\) Act 1993](#) ;
- (f) any other land that the council determines is public land;
- (g) any other prescribed land or class of land.

(2) The general manager is to –

- (a) keep lists or maps of all public land within the municipal area; and
- (b) make the lists and maps available for public inspection at any time during normal business hours.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are no financial implications with adopting the Public Land Register.

VOTING REQUIREMENTS:

Absolute Majority

BREAK O'DAY COUNCIL - PUBLIC LAND REGISTER

Property Number	Full Street Address	Suburb	Property Name	Additional Description	Title Particulars	Land Area (ha)	Land Classification	Classification under S177A of the LGA 1993
7689197	90-102 Acacia Drive	Ansons Bay	Public Open Space		45134/106	1.465	S0 - Park, Recreation Area	e & f
7701950	111-115 Acacia Drive	Ansons Bay	Reserve		45134/37	0.4208	S0 - Park, Recreation Area	b & f
1634072	Tasman Highway	Beaumaris	Beaumaris Playground	Recreation Reserve	118971/1	0.7733	S0 - Park, Recreation Area	b & f
6797938	55 Main Road	Binalong Bay	Tennis Court, Toilet, BBQ		233469/1	0.5112	S12 - Outdoor Sport-Authority	b & f
6798690	Treloggen Drive	Binalong Bay	Reserve		158146/1	0.4101	S0 - Park, Recreation Area	b
2932928	Alexander Street	Cornwall	Public Recreation and Park		155700/1	0.3251	V1 - Vacant - Residential	b & c
2152892	John Street	Cornwall	Reserve		155695/4	0.822	S02 - Park, Recreation Area Authority	b
6401024	18 Morrison Street	Falmouth	Falmouth Community Centre	Recreation Facility and Tennis Court	114977/1	0.4047	P1 - Government / Local Government	b & f
1474275	65 Legge Street	Falmouth	Falmouth Cemetery		108853/1	0.3147	P16 - Cemetery	f
6400806	Grant Street	Falmouth	Reserve		120187/1	1.51	V5 - Vacant-Rural Residential	b
6410350	7 Albert Street	Fingal	Public Recreation		155701/1	0.8218	S02 - Park, Recreation Area Authority	b
6410414	Brown Street	Fingal	Fingal Recreation Ground	Shed, Toilets	158145/1, 242556/1	3.065	S1 - Outdoor Sport	b
6411943	Seymour Street	Fingal	Fingal Cemetery		126148/1	0.8574	P16 - Cemetery	f
6412460	17A Talbot Street	Fingal	Fingal Park	Toilets and Recreational Facilities	11985/5, 152460/1, 226985/1, 23066/1	0.7592	S5 - Indoor / Outdoor Sport Facility	b & f
7349539	LOT 29 Four Mile Creek Road	Four Mile Creek	Reserve	Open Space	17625/29	1.127	S02 - Park, Recreation Area Authority	b & f
7148147	P758 Lottah Road	Lottah	Recreation Reserve		158147/1	2.035	S0 - Park, Recreation Area	b
6414909	70 High Street	Mathinna	Mathinna Recreation Ground	Memorial / Toilets / Change Rooms / Playground	155697/1	3.239	S1 - Outdoor Sport	b & f
6806259	217 St Columba Falls Road	Pyengana	Pyengana Hall & Recreation Ground	Recreation Buildings, Playground & Amenities	155702/1	6.457	S02 - Park, Recreation Area Authority	b
3413644	1 Coach Road	Scamander	Scamander Sports Complex	Recreation Reserve	166723/1	27.59	S12 - Outdoor Sport-Authority	b
6782752	Lagoon Esplanade	Scamander	Recreation Reserve		157111/1	1.3	S0 - Park, Recreation Area	b
2948700	Oberon Place	Scamander	Public Open Space		156731/20	0.3567	S0 - Park, Recreation Area	b

Property Number	Full Street Address	Suburb	Property Name	Additional Description	Title Particulars	Land Area (ha)	Land Classification	Classification under S177A of the LGA 1993
6405893	Scamander Avenue	Scamander	Scamander Skate Park and Surf Club	Toilets and Recreational Buildings	12619/1, 12619/2, 12619/3, 12619/17, 12619/18, 12619/19, 12619/20	0.7935	S02 - Park, Recreation Area Authority	b & f
3017158	7-9 Wrinklers Drive	Scamander	Public Open Space		158994/100	0.1983	S01 - Park, Recreation Area - Private	b
7384350	Cameron Street	St Helens	Public Open Space		30649/2	0.0556	V1 - Vacant - Residential	e
6793435	39-41 Cecilia Street	St Helens	Portland Hall		148070/1, 148071/, 164746/1	0.1985	P61 - Hall	b
2503461	Lawry Heights	St Helens	Public Open Space		141663/9	0.9865	S0 - Park, Recreation Area	e
6794518	MacMichael Terrace	St Helens	Reserve	Open Space	11122/1, 121181/1	0.3036	V1 - Vacant - Residential	e & f
7446929	21 Thompson Court	St Helens	Reserve	Public Recreation Space	30557/21	0.1738	S0 - Park, Recreation Area	e & f
6779836	P53 Tasman Highway	St Helens	Kings Park	Shed	157110/1	2.082	S0 - Park, Recreation Area	b
2160307	Telemon Street	St Helens	Public Open Space	Traffic Island	10976/141	0.0668	S0 - Park, Recreation Area	e
3486317	34a Tully Street	St Helens	Tully Street Cemetery		172703/1	0.0046	P16 - Cemetery	f
6782496	117 Tully Street	St Helens	St Helens Sports Complex	Stadium and Recreation Facilities	154889/1	21.83	S12 - Outdoor Sport-Authority	b
6408461	304 Elephant Pass Road	St Marys	St Marys Cemetery		158144/1	6.93	P16 - Cemetery	f
3231533	2 Gray Road	St Marys	St Marys Sports Complex	Showgrounds, Recreation Area	103674/1, 152467/1, 152716/1(CLAC PRG)	22.7285	S1 - Outdoor Sport	b & f
1848310	18 Groom Street	St Marys	Community Park	Skate park, BBQ, Amenities	48419/1	0.7003	V1 - Vacant - Residential	b
2731966	Main Street	St Marys	Vacant Land		35306/1	0.23	V5 - Vacant-Rural Residential	b
6404743	15 Main Street	St Marys	Reserve	Park Area	52589/1	0.0744	V1 - Vacant - Residential	c & f
2936304	23 Main Street	St Marys	St Marys Hall		155696/1, 155696/2	0.5318	P61 - Hall	b
2153385	Main Street	St Marys	Information Hut		129103/1	0.0134	P1 - Government / Local Government	f
7669882	Main Street	St Marys	Wombat Walk - Park	Park & Public Amenities	152461/1, 51193/4	0.2959	P13 - Utility Services - Sewer / Water	c & f
2161449	Main Road	Weldborough	Trail of the Tine Dragon	Walkway Platform	161034/1	1.346	S02 - Park, Recreation Area Authority	b
7734808	LOT 1 Cemetery Road	Weldborough	Weldborough Cemetery		47992/1	0.4027	P16 - Cemetery	f

AGENDA – APRIL 2005 COUNCIL MEETING

8.5 PUBLIC LAND REGISTER

(File No: 004\011\008\)

RECOMMENDATION

1. That Council include the following properties on Council's Public Land Register:

PID	TOWN	REASON
7689197	Ansons Bay	Public Open Space
7701950	Ansons Bay	Reserve
1634072	Beaumaris	Recreation Reserve
6797911	Binalong Bay	Adjoining Tennis Court
6401024		Falmouth Community Centre (Playground only)
6412460	Fingal	Toilets and Reserve
6411943	Fingal	Cemetery
7349539	Four Mile Creek	Park and Recreation Area
6414909	Mathinna	Toilets and Changerooms
6405893	Scamander Ave	Toilets
6794518	St Helens	Reserve
7446929	St Helens	Public Recreation Space
6402772	St Marys	Showgrounds, Recreation Area (excluding buildings)
6404743	St Marys	Park Area
7669882	St Marys	Public Amenities
7734808	Weldborough	Cemetery

2. That Council notify the public, by way of advertising, that the details of properties that are on the public lands register are available for viewing at the Council Offices.

Introduction

Section 178 (2) of the Local Government Act states that:

The following are public land:

- (a) a pier or jetty;
- (b) land providing health, recreation, amusement or sporting facilities for public use;
- (c) a cemetery or crematorium;
- (d) any public parks or gardens;
- (e) any other prescribed land or class of land.

Section 180 of the Local Government Act prescribes that:

- (1) The General Manager is to:
 - a. Keep lists or maps of all public land within the municipal area; and
 - b. Make any list available for public inspection at any time during normal business hours.
- (2) A person may object to the council in relation to the inclusion or omission of land from a list or map.
- (3) In considering an objection, a council may:
 - a. Dismiss the objection; or
 - b. Make any necessary change to a list or map.

Strategic Plan

Governance.

Statutory Requirements/Government Department

Local Government Act 1993.

Community Consultation

Not Applicable.

Operational Plan

Corporate Governance.

Liability Assessment

By listing properties on the Public Land Register will require that any sale, exchange or lease of such land is treated in accordance with the appropriate provisions of the Local Government Act.

Report

In accordance with the Local Government Act Council is required to have a Public Lands Register that is available for public viewing.

Attached is a list of other properties currently owned by Council, which have **NOT** being included in the above list.

Marissa Southwell
Manager Corporate Services

Attachments: 1

Property Number	Full Street Address	Suburb	Classification	Improvements	Land Use Code	Volume Folio	Area
6811007	P1004 Eddystone Road	Ansons Bay	F	Gravel Pit	V5	11754/15	33.08
6811015	1200 Eddystone Road	Ansons Bay	F	Gravel Pit	V5	11915/16	32.26
7731471	P1804A Tasman Highway	Beamaris	CP	Gravel Pit	Q2	41848/1	5.00
6797874	Main Road	Binalong Bay	EX	Shack	R92	Currently Leased	0.0506
6797938	Main Road	Binalong Bay	21	Tennis Court	S1	233469/1	0.2023
6400371	William Street	Cornwall	VL	Vacant Land	V1	54237/1	0.1368
1474275	LOT 1 Legge Street	Falmouth	VL	Vacant Land (formerly church)	P60	108853/1	0.3147
6410553	17 Fleming Street	Fingal	DE	Office and Workshop	P13	250845/1	3.738
6411791	Robert Street	Fingal	CP	Quarry	Q2		3.308
6412073	1 Stieglitz Street	Fingal	EX	Sewerage Pond	P13	234289/1	2.023
6412399	29 Talbot Street	Fingal	CP	Council Chamber and Court	P12	42/8107	0.4902
6413025	21 Victoria Street	Fingal	VL	Vacant Land	V1	51204/2	0.0855
7351110	Esk Main Road	Fingal	VL	Sewerage Ponds	P13		2.276
6412863	20 Talbot Street	Fingal	HT	Community Centre	P61	17192/1	0.2663
6410916	17 Grant Street	Fingal	TC	Tennis Court	S2	228953/1	0.1391
6413535	Elizabeth Street	Mangana	VL	Vacant Land	V1	203723/5	0.3946
6414204	Henry Street	Mangana	VL	Vacant Land	V1		2.074
1869963	Tasman Highway	Pyngana	VL	Gravel Pit	Q2	48651/6, 49432/1	11.388
1498867	Rex Court	St Helens	Vacant Industrial	Vacant Land	V3	107563/10	0.5824
1555403	LOT 24 Tasman Highway	St Helens	EX	Industrial Buffer Zone	S0	52917/24	0.1863
1555462	Warrens Way	St Helens	CP	Vacant	V3	52918/18	1.31
1916416	Cecilia Street	St Helens	VL	History Room & Carpark	V2	118523/1	0.2853
6788863	St Helens Point Road	St Helens	21	Waste Transfer Station	P13	11930/1	1.722
6791720	Aerodrome Road	St Helens	21	Office and Airstrip	P32	18671/2, 214209/1, 223471/1, 45005/2	59.83
6794075	18 Circassian Street	St Helens		Fire Station and Ambulance Station	P10	65153/1	0.1839
6803840	86 Binalong Bay Road	St Helens	21	Sewerage Ponds	P13	56/959	5.57
7097634	P1711 St Helens Point Road	St Helens	21	Sewerage Ponds	P13	251196/1	53.81
7384350	Cameron Street	St Helens	21	Vacant Land	V1	30649/2	0.0556
7386428	8 Jason Street	St Helens	21	Vacant Land	V1	30563/27	0.106
7390381	P1700 St Helens Point Road	St Helens	EX	Expansion for Airport	V5	4116/100	25.45
7688717	146 Tully Street	St Helens	Rural Vacant	Vacant Land	V3	138662/1	2.093
7768354	Georges Bay Esplanade	St Helens	CC	Council Chamber and Court	P12	48810/1	0.1676
7950578	P3438 Cobrooga Drive	St Helens	13	Reservoir	P13	102483/1, 123944/4	0.4199
6793435	39-41 Cecilia Street	St Helens	21	Hall	P61	17/213, 18/3525 (Toilets and Cenotaph Public Land?)	0.1985
1848310	Groom Street	St Marys	VL	Sewer Pump Station	V1	48419/1	0.7003

MINUTES – APRIL 2005 COUNCIL MEETING

8.5 PUBLIC LAND REGISTER (File No: 004\011\008\)

RECOMMENDATION

1. That Council include the following properties on Council's Public Land Register:

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6794518	St Helens	Reserve
7446929	St Helens	Public Recreation Space
6402772	St Marys	Showgrounds, Recreation Area excluding buildings)
6404743	St Marys	Park Area
7669882	St Marys	Public Amenities
7734808	Weldborough	Cemetery

2. That Council notify the public, by way of advertising, that the details of properties that are on the public lands register are available for viewing at the Council Offices.

COUNCIL DECISION

89/2005 Moved Clr J. McGiveron / Clr V. Cato that the recommendation be approved **CARRIED Unanimously.**

AGENDA – AUGUST 2005 COUNCIL MEETING

8.3 PUBLIC LAND REGISTER

(File No: 004\011\008)

RECOMMENDATION

Council does not agree to the request by Mr Dudley to include the land described in PID'S 7097634, 6791720, 7390881, 6811007, 6811015 & 678863 in the "Public Land Register"

MOVED	SECONDED
FOR	
AGAINST	

Introduction

At its meeting held on the 11 April 2005 Council endorsed a number of properties for inclusion on the "Public Land Register" as required under the then Section 180 of the Local Government Act.

The adoption of properties to form the register was advertised on the 27 April 2005 for public submissions in so far as properties that should be removed from the list or additional properties that should be included. To date only one submission has been received from Todd Dudley President St Helens Area Landcare and Coast Care Group Inc.

The submission made by Mr Dudley is attached as well as a plan identifying the properties. The submission is basically due to there being or potentially being threatened species on these sites.

Strategic Plan

Program 4A Governance

Statutory Requirements/Government Department

The amendment to the Local Government Act has changed the "Public Land Register" requirements to Section 177A. There has not been any change to the need for the register to be kept.

Community Consultation

This matter has been the result of community consultation.

Operational Plan

Corporate Services

Liability Assessment

The creation of a “Public Land Register” reduces Council liability in that in that it is quite clear what land in Council ownership has to be considered as public land in the case of sale under Section 178 of the Act.

Report

Mr Dudley has requested the following properties be included on the “Public Land Register” as they do have or in his opinion likely to have threatened species thereon or on adjoining land and therefore are of conservation significance.

- Property PID 709763 Stieglitz sewage ponds.
- Property PID 6788863 this is adjacent to the Stieglitz sewage ponds and Chimney Lagoon
- Property PID 6791720 & 7390881 this is the airport land and the adjacent vacant land secured as a cross strip.
- Property PID 6811007 & 6811015 this is land on Eddystone Point Road that Council has a gravel pit on.

It is acknowledged the land at Stieglitz and the airport may well have threatened species thereon however this is not seen as a reason to include on the “Public Land Register”. Any potential use of the sites will have to be given due consideration to this issue. In respect to the land on Eddystone Point Road, Council purchased this land as a commercial gravel pit and may well choose to sell it at some time in the future and should not be restrained by it being included as public land.

Tony Walker
Manager Development Services

Attachments: 5

To
Break O'Day Council

RECEIVED
27 MAY 2005

BY:.....

27th May 2005

Re: PUBLIC LAND REGISTER

To Whom It May Concern:

We wish to request that the following pieces of land be included on the Council's Public Land Register:

Property No. 7097634 Sewerage Ponds St. Helens Point Road

This area has threatened plant species on it, adjoins the St. Helens Point Conservation Area and is therefore of conservation significance.

Property No. 671720 - NOT A GOOD NUMBER

The land not used for the airstrip is likely to contain threatened species.

Property No. 7390881

Same reason as above.

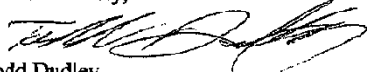
Properties No. 6811007 and No. 6811015

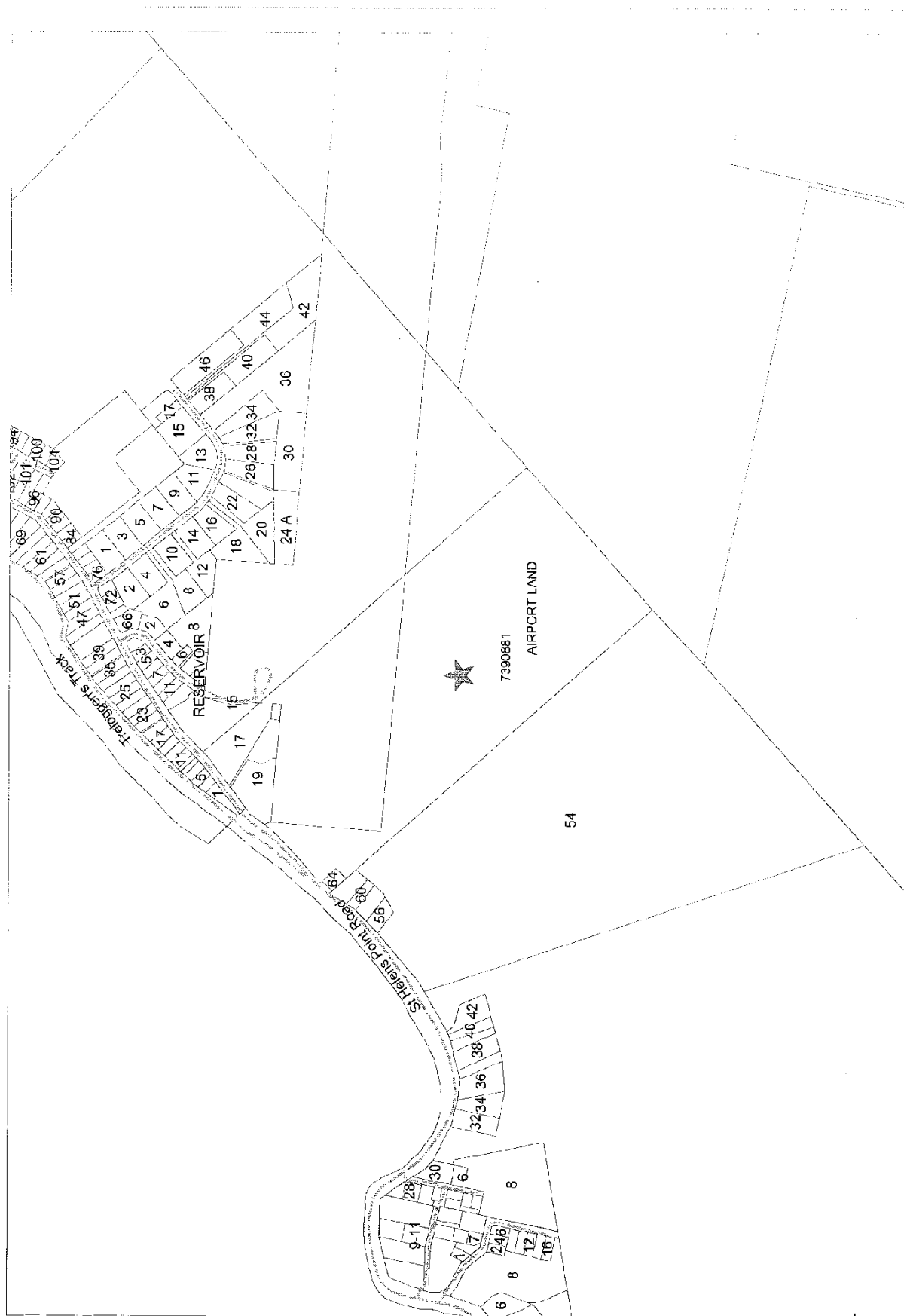
While I am not familiar with these blocks the location and size of the titles makes it likely (assuming most of the land is bushland) that threatened species and threatened species habitat is present.

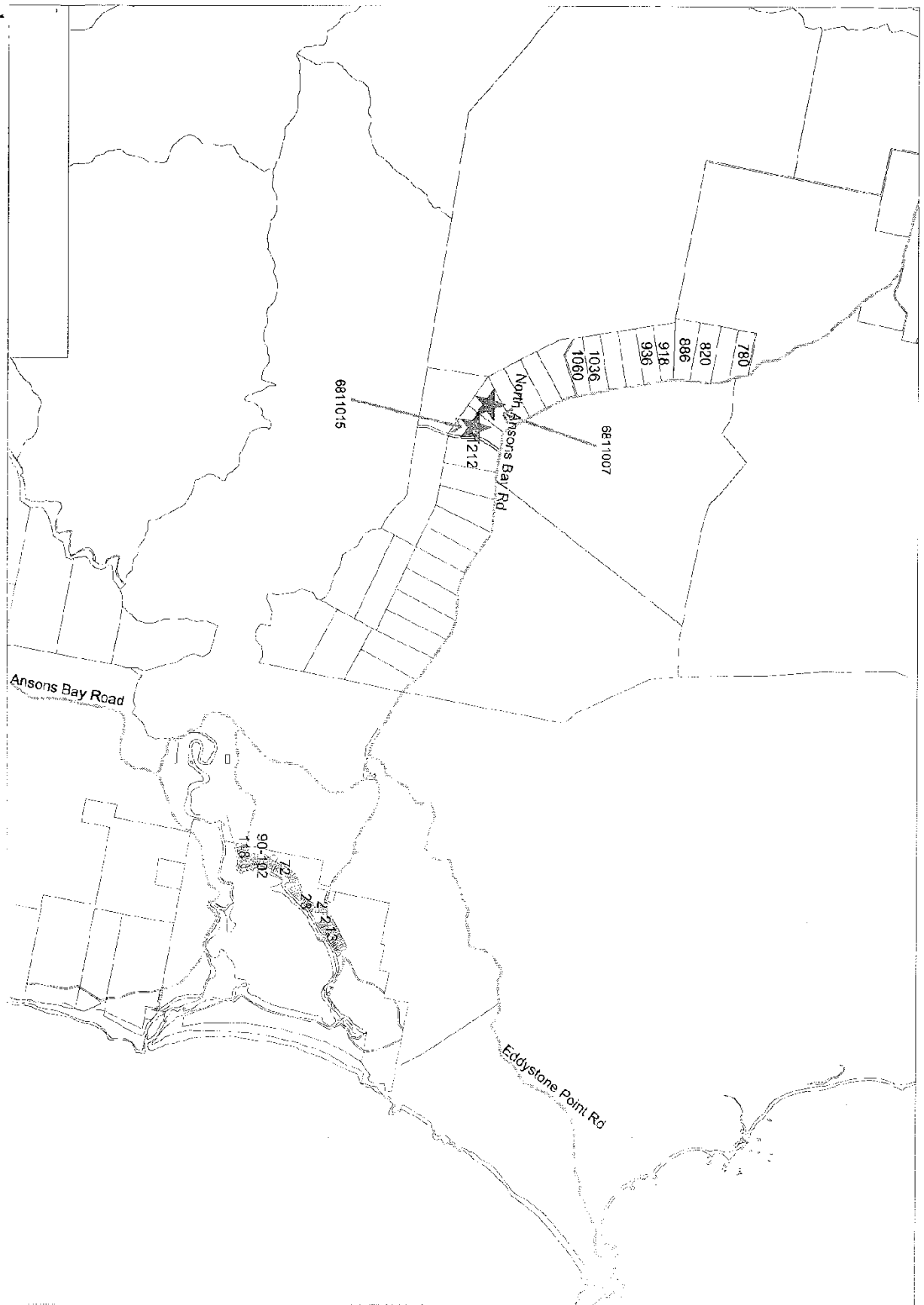
Property No. 6788863

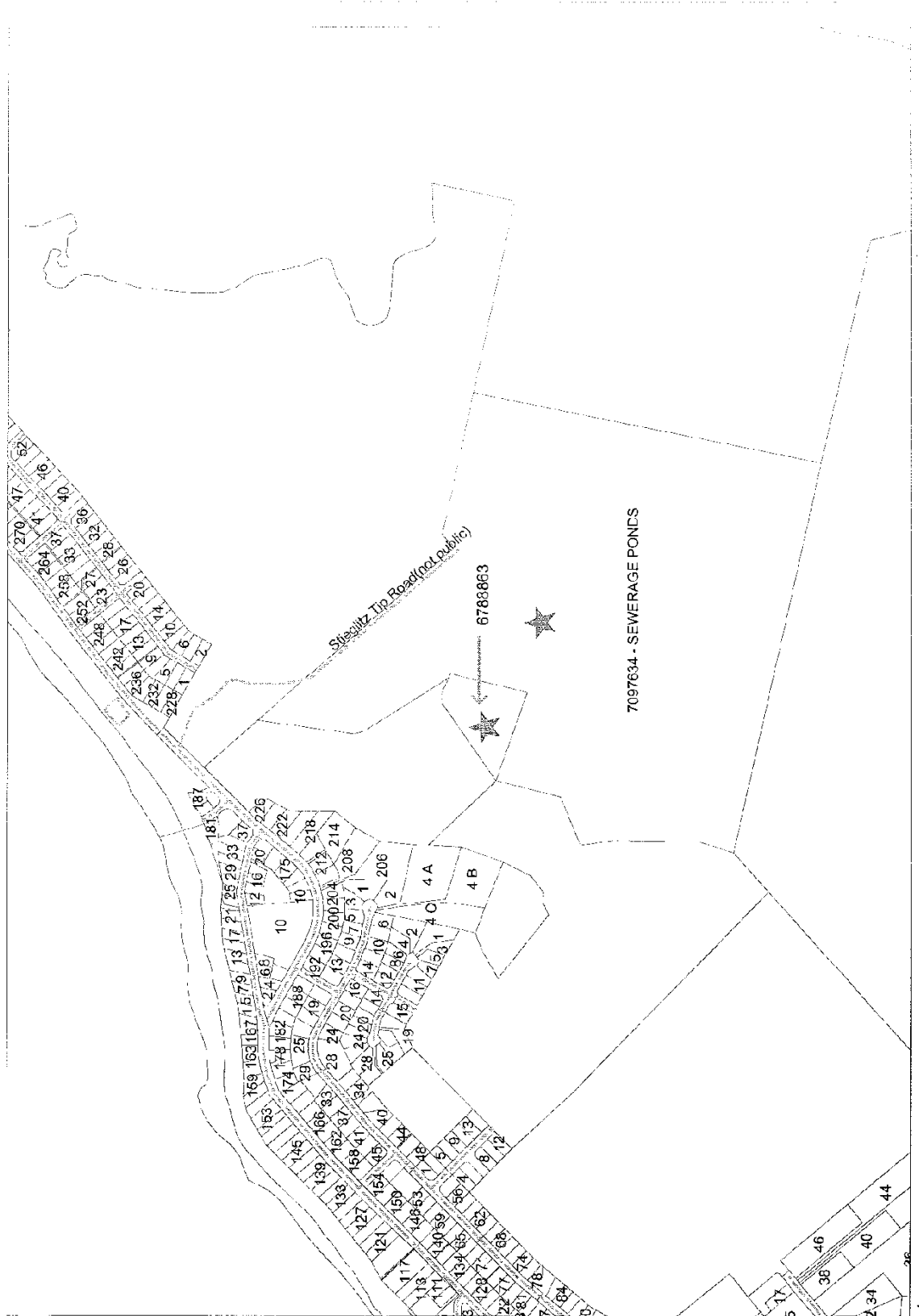
The St. Helens Area Landcare and Coastcare Group Inc. has contributed a large amount of time into helping to rehabilitate this area in order to connect the St. Helens Point Conservation Area with Chimneys Lagoon. Works included substantial weed control, rubbish removal and tree planting.

Yours sincerely,


Todd Dudley
President
St. Helens Area Landcare and Coastcare Group Inc.







MINUTES – AUGUST 2005 COUNCIL MEETING

8.3 PUBLIC LAND REGISTER (File No: 004\011\008)

RECOMMENDATION

Council does not agree to the request by Mr Dudley to include the land described in PID'S 7097634, 6791720, 7390881, 6811007, 6811015 & 678863 in the "Public Land Register"

COUNCIL DECISION

414/2005 Moved Clr H. Holder / Seconded Clr V. Cato that recommendation be approved.

FOR	
AGAINST	
Motion CARRIED UNANIMOUSLY	

Pursuant to Regulation 17(1) of the Local Government (Meeting Procedures) Regulations 2025 Council will now move into Closed Council.

IN CONFIDENCE

09/25.18.0 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.

- 09/25.18.1 Confirmation of Closed Council Minutes – Council Meeting 18 August 2025
- 09/25.18.2 Outstanding Actions List for Closed Council
- 09/25.18.3 Closed Council Item Pursuant to Section 17(2)E of the Local Government (Meeting Procedures) Regulations 2025 – 2025/2026 Bituminous Surfacing Program
- 09/25.18.4 Closed Council Item Pursuant to Section 17(2)H of the Local Government (Meeting Procedures) Regulations 2025 - Request to Waiver Interest and Penalty – Esk Main Road, St Marys
- 07/25.18.5 Closed Council Item Pursuant to Section 17(2)D of the Local Government (Meeting Procedures) Regulations 2025 -Lease - St Helens Aerodrome
- 09/25.18.6 Closed Council Item Pursuant to Section 17(2)E of the Local Government (Meeting Procedures) Regulations 2025 TOMRA/Recycle Rewards Container Deposit Location

Pursuant to Regulation 17(1) of the Local Government (Meeting Procedures) Regulations 2025 Council will now move out of Closed Council.

09/25.19.0 MEETING CLOSED

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

.....
MAYOR

.....
DATE