Break O'Day
COUNCIL



COUNCIL MEETING MINUTES

Monday 16 November 2026
Council Chambers, St Helens

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

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AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

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

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

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

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

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

OPENING & INTRODUCTION

The Mayor welcomed Councillors and staff and declared the meeting open at 10.00am.

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

ACKNOWLEDGEMENT OF COUNTRY

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

LIVE AUDIO/VISUAL STREAMING OF COUNCIL MEETINGS

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

2026 LOCAL GOVERNMENT ELECTIONS – DECLARATIONS OF OFFICE

The General Manager advised that the Certificate of Election for the 2026 Local Government Elections was issued to the Break O'Day Council on 3 November 2026.

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

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

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

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

OFFICER'S RECOMMENDATION:

That Council:

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

COUNCIL DECISION:

Moved: Clr K Chapple/ Seconded: Clr L Whittaker

That Council:

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

CARRIED UNANIMOUSLY

Tasmanian Electoral Commission

2026 LOCAL GOVERNMENT ELECTIONS

Certificate of Election

Break O'Day Council

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

7 Councillors

Elected for a period of 4 years

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

Mayor

Elected for a period of 4 years

Mick TUCKER

Deputy Mayor

Elected for a period of 4 years

Kristi CHAPPLE

Michael Leyden RETURNING OFFICER

3 November 2026

11/26.1.0 ATTENDANCE

11/26.1.1 Present

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

11/26.1.2 Apologies

Nil

11/26.1.3 Leave of Absence

Nil

11/26.1.4 Staff in Attendance

General Manager, John Brown
People & Safety Support Officer, Linda Singline
Manager Infrastructure and Development Services, David Jolly *(Item 26.1-26.18.4)*
Development Services Coordinator, Jake Ihnen *(Item 26.1-26.18.2)*
Manager Business Services, Raoul Harper *(Item 26.1-26.18.4)*
Corporate Services Coordinator, *Angela Matthews (Item 26.1-26.17.8)*
Town Planner, Alex McKinlay *(Item 26.1-26.9)*
Planning Consultant, Rebecca Green *(Item 26.1-26.9)*
Manager Community Services, Chris Hughes *(Item 26.1-26.16.1)*
People & Culture Coordinator, *Erica McKinnell (Item 26.12.2-26.19)*
NRM Facilitator, *Polly Buchhorn ((Item 26.14.1-26.17.1)*
Strategic Project Lead, *Claudia Butler (Item 26.16.1-26.17.8)*

11/26.2.0 PUBLIC QUESTION TIME

Two (2) people in the gallery.

In accordance with Section 38(1) of the Local Government (Meeting Procedures) Regulations 2025 the following questions were submitted in writing prior to the Council Meeting.

In accordance with Regulations 33 - 38 of the Local Government (Meeting Procedures) Regulations 2025, questions—whether from members of the public or Councillors—must relate to the functions

or activities of Council and must not be defamatory, offensive, or disrupt the orderly conduct of the meeting.

A question asked at a meeting is to:

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

General statements are not permitted during question time.

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

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

QUESTION:

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

Background / Rationale:

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

REPLY

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

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

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

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

11/26.2.2 Aquatic Centre – Heather Keath

QUESTION 1:
Following Councils endorsement in April 2026 to progress the proposed Aquatic and Wellbeing Centre to stage 2, what is the current status of the detailed business case and concept designs?

REPLY
Stage 2 is underway. Substantial initial work has been required to address the options requested in Council's decision to proceed to the Business Case stage. The work will develop the detailed business case and concept designs needed to better understand the project and support future funding applications.

QUESTION 2:
Which consultants or firms have been engaged to complete the stage 2 work and what is the expected completion date for these reports to be presented back to community and council?

REPLY
Otium Planning Group, who undertook the feasibility study, is continuing the work through Stage 2. This is in line with the original procurement process. A completion date and timing for presenting the reports to Council and the community have not yet been confirmed. This is a complex project that will affect generations to come so we want to ensure all due diligence and responsibility is taken.

QUESTION 3:
What specific State or Federal grant funding opportunities has council identified or applied for to support the capital costs of the facility?

REPLY
No specific grant program opportunity has been confirmed at this stage. Funding opportunities will depend on what is available once the detailed business case and supporting documents are completed as these will be required to apply for any future funding opportunities.

11/26.2.3 St Helens Pedestrian Crossings – The General Manager OBO Josh Hall

13 years ago on Sept 2013:
https://www.bodc.tas.gov.au/wp-content/uploads/2018/06/Final.BOD_.MMP_.St-Helens-Traffic-Study.Sept-13.pdf was presented suggesting "More formalised pedestrian crossings are required through the town centre particularly near higher pedestrian activity areas". At the time the pedestrian refuge existed in front of Portland Hall.

Since 2013 a few new people have moved here & are curious why nothing serious is done about actual pedestrian crossings as the town increasingly becomes inundated with more traffic. Dropping the speed limits is presented as our only option. We learnt second hand from the deputy that another refuge is to be built in front of the chemist shortly, which I cannot find being mentioned in meeting minutes or newsletter.

My questions are:

QUESTION 1:
Why are zebra crossings not being implemented? If it's due to it being a highway, surely our speed limit of 40kmh is different to 100kmh

REPLY
Policy and design decisions about pedestrian crossings on state roads come from the road authority responsible for planning, design, traffic engineering, and road safety. In Tasmania that role sits with Transport Services, which applies guidance and state road design standards when assessing whether a zebra crossing, signalised crossing, pedestrian refuge, or other treatment is appropriate. Zebra crossings are generally not supported by the road authority. The key reasons are:

- Driver yielding is not always reliable. Zebra crossings rely on motorists seeing the pedestrian and stopping. On busy arterial roads or roads with higher travel speeds, compliance can be inconsistent.
- Higher impact speeds mean severe injuries. Road safety research shows pedestrian fatality and serious injury risk rises dramatically above about 30 km/h, so uncontrolled crossings become less desirable as speeds increase.
- False sense of security**.** Pedestrians may assume vehicles will stop, while some drivers may not recognise the crossing in time, particularly where sight distance is limited.

State highways prioritise traffic flow and safety. Preferred alternatives are

- signalised pedestrian crossings,
- pedestrian refuges,
- raised wombat crossings in low-speed town centres,
- speed limit reductions,
- or grade-separated facilities where warranted.

Pedestrian refuges are preferred by the authority in the Cecilia street environment.
Information about the refuge build in front of the St Helens Pharmacy may be found in the Council Agenda (September 2026, 09/26.14.3 Pedestrian Refuge Island – Cecilia Street, page 107)

QUESTION 2:
What else is being planned to improve pedestrian safety in the St Helens CBD?

REPLY
Improving pedestrian safety and accessibility in the St Helens CBD remains an ongoing focus for Council. In addition to the kerb ramp upgrades, the Georges Bay Esp/Cecilia St junction upgrade incorporating a pedestrian refuge completed during 2024–2025, Council continues to progressively replace older pedestrian crossing treatments and kerb ramp designs to improve accessibility and achieve greater consistency across the street network.

Council also considers pedestrian safety improvements as part of streetscape renewal, road renewal and public space projects, with future opportunities assessed through strategic planning documents such as the St Helens Transport Master Plan, pedestrian network reviews and annual capital works planning processes. Priority is given to works that improve pedestrian connectivity, accessibility and safety within the town centre.

QUESTION 3:
Apparently council is lobbying state regularly. What specifically has occurred? What else can be done expediate this? Media/petitions?

REPLY
Council's transport advocacy priorities are guided by the Break O'Day Council Transport Master Plan 2025-2035, which identifies key transport initiatives that require support and investment from the Tasmanian Government.

Council continues to advocate for the delivery of the priority projects identified within the Master Plan, including:

- Upgrades to St Marys Pass and improvements to the Tasman Highway corridor.
- Improved safety and efficiency of the St Helens urban road network.
- Enhanced pedestrian and active transport infrastructure within townships.
- Improvements to freight and visitor access supporting economic development and tourism.
- Targeted road safety improvements at identified high-risk locations.

Council regularly raises these priorities through meetings, correspondence and strategic engagement with the Tasmanian Government, State Growth and local elected representatives. The timing of investigations, funding commitments and project delivery remains the responsibility of the State Government.

Community advocacy may assist in demonstrating public support for a project. However, decisions regarding project prioritisation, funding and delivery remain the responsibility of the Tasmanian Government. Council's focus is on continuing evidence-based advocacy through established government channels.

11/26.3.0 COUNCILLOR'S QUESTIONS ON NOTICE

Nil

11/26.4.0 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

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

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

Nil

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

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

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

Item 11/26.17.6 Scamander Sports Complex, Grant Funding - Clr LeFevre, advised he is a member of the Bowls Club. Clr Carter, advised he is not a member of the committee but attends meetings by invitation.

Item 11/26.15.3 Banner Pole Waiver, Break O'Day Triathlon – Clr Carter advised he is not a member but is a volunteer for this years' event.

The General Manager noted the declarations and advised that no formal Declaration was required due to the nature of the Interest declared.

11/26.6.0 CONFIRMATION OF MINUTES

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

OFFICER'S RECOMMENDATION:

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

COUNCIL DECISION:

11/26.6.1.874 Moved: Clr K Chapple / Seconded: Clr I Carter

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

CARRIED UNANIMOUSLY

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

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

- Proposed Placed-Based Project Program
- Pending Development Application Updates
- NRM Committee Meeting Record of Proceedings – 4 August 2026
- Animal Control Report
- Policy review – LG48 Contribution to Boundary Fences Policy
- Banner Pole waiver – Break O'Day Triathlon
- Proposed Hire Fees – Hub4Health Meeting Room

- 2026-2027 Annual Plan Quarterly Review as at 30 September 2026
- Council Meeting start time for 2027
- Appointment of Councillors as Council Representatives on Committees and Boards
- Draft Local Government (Meeting Procedures) Regulations
- Scamander Sports Complex – Grant Funding
- Northern Tasmania Development Corporation Ltd (NTDC) – Receipt of Quarterly Report July - September 2026

11/26.8.0 PLANNING AUTHORITY

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

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

FILE REFERENCE	DA 2026 / 00128

OFFICER'S RECOMMENDATION:

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

Approved Plans / Documents			
Plan / Document Name	**Reference Number**	**Prepared By**	**Dated**
Cover Page	Job No: 4ANNA, Sheets No: 01	AJM Drafting Services	19/08/26
Site Plan	Job No: 4ANNA, Sheets No: 02	AJM Drafting Services	19/08/26
Access, Parking and Swept Path	Job No: 4ANNA, Sheets No: 03	AJM Drafting Services	19/08/26
Site Area Analysis	Job No: 4ANNA, Sheets No: 04	AJM Drafting Services	19/08/26
DW2 – Site Relationship Plan	Job No: 4ANNA, Sheets No: 05	AJM Drafting Services	19/08/26
Floor Plan Dwellings 1, 2 and 3	Job No: 4ANNA, Sheets No: 06	AJM Drafting Services	19/08/26
Elevations Dwellings 1, 2 and 3	Job No: 4ANNA, Sheets No: 07	AJM Drafting Services	19/08/26
Streetscape Elevation	Job No: 4ANNA, Sheets No: 08	AJM Drafting Services	19/08/26
Shadow Analysis	Job No: 4ANNA, Sheets No: 09	AJM Drafting Services	19/08/26

Stormwater Plan	Job No: 4ANNA, Sheets No: 10	AJM Drafting Services	19/08/26
Zone of Influence – Sewer Main	Job No: 4ANNA, Sheets No: 11	AJM Drafting Services	19/08/26

CONDITIONS

CONDITION		TIMING
1	**Approved Plans and/or Document**	
A	Undertake development in accordance with the approved plans and/or documents. These plans and/or documents will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and to be maintained at all times.
2	**Multiple Dwellings**	
A	If a visitor accommodation use is sought for any of the dwellings, a further development application must be lodged with Council to seek approval for the allocation of an additional use to the dwellings.	Prior to use and maintained at all times.
3	**Waste Storage**	
A	Each dwelling must be provided with a storage area, for waste and recycling bins, that is not less than 1.5m^2 per dwelling, and must be in an area exclusive for each dwelling, and not located in the area in front of the dwelling (unless screened).	Prior to commencement of use and maintained at all times.
4	**Landscaping**	
A	Landscaping must be implemented in accordance with the endorsed plans prior to the use commencing on site.	Prior to commencement of use and maintained at all times.
5	**TasWater**	
A	All works must be in accordance with the conditions of the Submission to Planning Authority Notice by TasWater, **TWDA 2026/00948 -BODC** as attached to this permit.	Prior to use and maintained at all times.
6	**Residential Use Car Parking**	
A	The areas shown to be set aside for vehicle access and car parking must be: a. completed before the use of the development; b. sealed and drained in a manner that will not cause stormwater nuisance; c. All parking bays, including visitor spaces must be delineated by signage, line marking or other clear physical means.	Prior to use and maintained at all times.
7	**Stormwater**	
A	All stormwater for the development must be discharged via existing connection to the main only.	Prior to use and maintained at all times.

B	Concentrated stormwater must not be discharged into neighbouring properties.	To be maintained at all times.
C	Prior to any work commencing on the stormwater connection a permit must be obtained by submitting a Works Permit application form.	Prior to any work commencing on the stormwater connection
8	**Nuisance**	
A	Use of the development must not create a nuisance as defined by the Environmental Management and Pollution Control Act 1994.	At all times.
B	During the period of construction, works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.	Prior to use and maintained at all times.
C	All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.	At all times.
9	**Underground Infrastructure**	
A	All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works.	Prior to site works and maintained at all times.

ADVICE

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

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

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

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

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

	Applicable Y/NA	**Referral Agency**
That all external Referral Agencies for the development application be	N/A	N/A

provided with a copy of the Council's decision (Permit)		

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

Development Permit Information

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

INTRODUCTION:

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

COUNCIL DECISION:

11/26.8.1.875 Moved: Clr K Chapple/ Seconded: Clr B LeFevre

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

Approved Plans / Documents			
Plan / Document Name	**Reference Number**	**Prepared By**	**Dated**
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Site Area Analysis	Job No: 4ANNA, Sheets No: 04	AJM Drafting Services	19/08/26
DW2 – Site Relationship Plan	Job No: 4ANNA, Sheets No: 05	AJM Drafting Services	19/08/26

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

CONDITIONS

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

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

ADVICE

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

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

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

Sunday and public holidays 10 am to 6 pm

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

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

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

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

Development Permit Information

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

CARRIED UNANIMOUSLY

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

FILE REFERENCE	DA 2026 / 00185

OFFICER'S RECOMMENDATION:

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

Approved Plans / Documents

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

CONDITIONS

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

C	All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.	At all times.
6	**Underground Infrastructure**	
A	All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works.	Prior to site works and maintained at all times.

ADVICE

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

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

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

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

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

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

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

Development Permit Information

	Details
Development Description	Residential – Alterations/Additions to Existing Dwelling & Construction of New Pergola, Carparking Spaces and Crossover
Relevant Period of Approval	2 Years
Other Necessary Permits	Building, plumbing, works permit

Attachments	TSD-R04-v3
Representations	Two (2)

INTRODUCTION:

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

COUNCIL DECISION:

11/26.8.2.876 Moved: Clr B LeFevre/ Seconded: Clr K Chapple

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

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

CONDITIONS

CONDITION		**TIMING**
1	**Approved Plans and/or Document**	
	Undertake development in accordance with the approved plans and/or documents. These plans and/or documents will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and to be maintained at all times.
2	**Residential Use Car Parking**	
A	The areas shown to be set aside for vehicle access and new car parking must be:	Prior to use and maintained at all times.

	c. completed before the use of the development; d. sealed and drained in a manner that will not cause stormwater nuisance;	
3	**Stormwater**	
A	Concentrated stormwater must not be discharged into neighbouring properties.	To be maintained at all times.
4	**Vehicle Crossing**	
A	The new crossover from the road edge to the property boundary must be constructed in accordance with standard drawing TSD-R04-v3.	Prior to use and maintained at all times.
B	Prior to any work commencing on any crossover a permit must be obtained by submitting a Works Permit application form.	Prior to any work commencing on the crossover.
5	**Nuisance**	
A	Use of the development must not create a nuisance as defined by the Environmental Management and Pollution Control Act 1994.	At all times.
B	During the period of construction, works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.	Prior to use and maintained at all times.
C	All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.	At all times.
6	**Underground Infrastructure**	
A	All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works.	Prior to site works and maintained at all times.

ADVICE

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

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

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

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

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

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

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

Development Permit Information

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

CARRIED UNANIMOUSLY

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

FILE REFERENCE	DA 2026 / 00133

OFFICER'S RECOMMENDATION:

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

Approved Plans / Documents			
Plan / Document Name	**Reference Number**	**Prepared By**	**Dated**
Site Plan	SP-01	TSN Invest Pty Ltd	27/09/2026

Ground Floor Plan (Lower Level)	Sheet 1 of 2, REV: K	Submitted by TSN Invest Pty Ltd	17/07/2026
Upper Floor Plan (Entry Level)	Sheet 2 of 2, REV: B	Submitted by TSN Invest Pty Ltd	17/07/2026

CONDITIONS

CONDITION		TIMING
1.	**Approved Plans and/or Document**	
A	Undertake Use in accordance with the approved plans and/or documents. These plans and/or documents will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and to be maintained at all times.
2.	**Visitor Accommodation**	
A	A management plan for the operation of the visitor accommodation must be submitted to Council for endorsement. The management plan must include, but is not limited to, the following measures: a. To limit, manage and mitigate noise generated as a result of the visitor accommodation; b. To limit, manage, and mitigate behaviour issues caused as a result of the visitor accommodation; c. To specify that maximum occupancy of the visitor accommodation is 10 people; d. To specify that if guests utilise the site for the parking of vehicles they must be parked on the site in the approved carparking area and detail where the designated parking space is located and how the space is to be accessed; and e. To provide the name and contact phone number of a person who will respond to any complaints regarding behaviour of guests.	Prior to use and maintained at all times.
B	Obtain endorsement from Council for the management plan for the visitor accommodation plan. Operation of the visitor accommodation must be in accordance with the endorsed management plan and the name of the manager; their associated contact information is to remain updated at all times and those details be provided to Council.	Prior to use and maintained at all times.
C	Once endorsed, the Visitor Accommodation Management Plan must be provided to adjoining property owners and occupiers.	Prior to use and maintained at all times.
3.	**Nuisance**	

A	Use of the development must not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*	Maintained at all times.

ADVICE

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

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

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

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

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

INTRODUCTION:

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

COUNCIL DECISION:

11/26.8.3.877 Moved: Clr K Chapple/ Seconded: Clr I Carter

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

Approved Plans / Documents			
Plan / Document Name	**Reference Number**	**Prepared By**	**Dated**

Site Plan	SP-01	TSN Invest Pty Ltd	27/09/2026
Ground Floor Plan (Lower Level)	Sheet 1 of 2, REV: K	Submitted by TSN Invest Pty Ltd	17/07/2026
Upper Floor Plan (Entry Level)	Sheet 2 of 2, REV: B	Submitted by TSN Invest Pty Ltd	17/07/2026

CONDITIONS

CONDITION		TIMING
1.	**Approved Plans and/or Document**	
A	Undertake Use in accordance with the approved plans and/or documents. These plans and/or documents will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and to be maintained at all times.
2.	**Visitor Accommodation**	
A	A management plan for the operation of the visitor accommodation must be submitted to Council for endorsement. The management plan must include, but is not limited to, the following measures: a. To limit, manage and mitigate noise generated as a result of the visitor accommodation; b. To limit, manage, and mitigate behaviour issues caused as a result of the visitor accommodation; c. To specify that maximum occupancy of the visitor accommodation is 10 people; d. To specify that if guests utilise the site for the parking of vehicles they must be parked on the site in the approved carparking area and detail where the designated parking space is located and how the space is to be accessed; and e. To provide the name and contact phone number of a person who will respond to any complaints regarding behaviour of guests.	Prior to use and maintained at all times.
B	Obtain endorsement from Council for the management plan for the visitor accommodation plan. Operation of the visitor accommodation must be in accordance with the endorsed management plan and the name of the manager; their associated contact information is to remain updated at all times and those details be provided to Council.	Prior to use and maintained at all times.
C	Once endorsed, the Visitor Accommodation Management Plan must be provided to adjoining property owners and occupiers.	Prior to use and maintained at all times.
3.	**Nuisance**	

A	Use of the development must not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*	Maintained at all times.

ADVICE

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

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

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

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

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

CARRIED UNANIMOUSLY

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

11/26.9.0 COUNCIL MEETING ACTIONS

11/26.9.1 Outstanding Matters

Clr I Carter – Scamander Complex Update
Clr I Carter – St Helens Stadium Committee
Clr I Carter- Scamander Exercise Equipment, confirmation that this is included in the masterplan
Clr L Johnstone – Replacement of Native Grasses and Rushes, the Break O'Day Native Plant brochure contains many options for vibrant native plants
Clr L Johnstone – Management of Freshwater Resources & Quality, critical that this is looked at coming into the recreation period
Clr Thompson – Native Plants, clarification on Council policy
Clr Chapple – St Helens Pedestrian Refuge Update

11/26.10.0 PETITIONS

Nil

11/26.11.0 NOTICES OF MOTION

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

Nil

11/26.12.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

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

20.10.2026	**St Helens**	– Senator Chris Gatenby, tour of Break O'Day with Council's General Manager, providing an opportunity to familiarise Sen Gatenby with the area and brief him on key Council projects, regional priorities and future funding needs.
21.10.2026	**St Helens**	– Municipal Emergency Management Committee, attended the pre fire season meeting to receive a briefing on the season ahead and preparations. Also provided an opportunity to discuss some of the challenges last year and adjustments to how responses occur.
29.10.2026	**St Helens**	– Christmas Artwork Judging Panel, judged St Helens School students' entries in Council's annual Christmas artwork competition, with the winning artworks displayed around Break O'Day during the festive season.
29.10.2026	**St Marys**	– Rural Crime Forum, the forum provided an overview of rural crime issues in the Break O'Day municipality and an opportunity for community members to meet with local officers and discuss practical ways they can work together to prevent and respond to rural crime.

31.10.2026	**St Helens**	– Tasmanian Lions Convention, attended the official opening recognising the contribution of Lions clubs and volunteers to communities across Tasmania. – Appreciation noted for the Lions Club providing the Skin Cancer Bus to the community. It was fully booked for the full two day provided and 48% of attendees required follow up.
31.10.2026	**St Helens**	– St Helens Neighbourhood House Community BBQ, opportunity to welcome the new Board, recognise the contributions of volunteers and members and celebrate the local community.
05.11.2026	**Canberra**	– Australian Local Government Association (ALGA) Board meeting.
09.11.2026	**St Helens**	– Council Workshop.
10.11.2026	**St Helens**	– St Helens Neighbourhood House, meeting with President Claudia Butler involving Council's General Manager, to receive an update on the House's activities and the transition to the new Committee.
11.11.2026	**St Helens**	– Remembrance Day, attended service at the War Memorial, St Helens and laid a wreath to honour those who have served.
12.11.2026	**St Helens**	– Break O'Day Community Financial Services, attended the Annual General Meeting.
13.11.2026	**MS Teams**	– Northern Tasmania Development Cooperation (NTDC), meeting with Michael Bailey (CEO) to discuss matters relating to Break O'Day and the region more broadly. – Unable to attend due to Microsoft Outage
16.11.2026	**St Helens**	– Council Meeting.

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

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

- Break O'Day Chamber of Commerce and Tourism
  Clr Chapple, thanked Clr Carter who attended the November meeting. They are still looking for a Chair and Treasurer to join the committee.

- NRM Special Committee
  Clr Johnstone welcomed Clr Thompson to the committee. A meeting is coming up on the 24th November. There have been two subgroups formed:
  - Cat Policy Group – have met and moving things along for the cat policy in line with State
  - Weed Group – looking at holding a public forum

  The Committee is active and people are attending.

- East Coast Tasmania Tourism (ECTT)
  Clr LeFevre advised that the most recent meeting of the East Coast Tourism Board was held at the Beachfront in Bicheno on October 29th. The AGM also occurred later that day.

  Points of particular interest from the day included;
  1. Discussion regarding organisational funding and funding in general for Tourism.

2. A Heading East event to be held at Glencoe on December 1st. This is a networking event and celebration of tourism on the East Coast.
3. Parks have implemented their new site booking scheme and it only applies, at this stage, to a small number of sites that already had a booking system.
4. The funds allocated by Parks for replacement and new toilets is on hold and not released yet.
5. On October 26th fires were banned for camp sites in Break O'Day by Parks. The Bay of Fires and Waterhouse are two of the hot spots in the State for illegally lit fires.
6. ECTT is waiting to receive the final endorsement of the Positive Impact Plan from their partners.
7. There was a lengthy discussion regarding online activity/promotion for the North and South of the East Coast. At present the Southern area is far more actively promoted and there is a definite need to work towards evening the online presence. This will be discussed further at the December ECTT meeting.

- Mental Health Action Group
  Nil

- Access and Inclusion Advisory Committee
  Clr Carter advised that no meeting has been held, there has been a refreshing of the committee

- Bay of Fires Master Plan Steering Committee
  Clr Carter noted that there is an update in Officers' report, which advises that the consultants have received the document from Parks and Wildlife.

- St Marys Exhibition Building Committee
  Clr Johnstone advised that the committee met during the election period. During the meeting a number of comments about the engineering plans were discussed and these were forwarded on to the Engineer. The Engineer is reviewing these and revised plans are expected to be back in the next week or so. Following receiving these, a meeting will be held.

11/26.13.0 BUSINESS AND CORPORATE SERVICES

11/26.13.1 Corporate Services Department Report

FILE REFERENCE	018\018\001\

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.

COUNCIL DECISION:

11/26.13.1.878 Moved: Clr L Johnstone / Seconded: Clr I Carter

That the report be received.

CARRIED UNANIMOUSLY

11/26.13.2 Monthly Financial Report

FILE REFERENCE	018\018\001\

OFFICER'S RECOMMENDATION:

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

INTRODUCTION:

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

COUNCIL DECISION:

11/26.13.2.879 Moved: Clr B LeFevre/ Seconded: Clr I Carter

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

CARRIED UNANIMOUSLY

11/26.14.0 WORKS AND INFRASTRUCTURE

11/26.14.1 Works and Infrastructure Report

FILE REFERENCE	014\002\001\

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

COUNCIL DECISION:

11/26.14.1.880 Moved: Clr B LeFevre / Seconded: Clr I Carter

That the report be received by Council.

CARRIED UNANIMOUSLY

11/26.14.2 Animal Control Report

FILE REFERENCE	003\003\018\

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

COUNCIL DECISION:

11/26.14.2.881 Moved: Clr L Whittaker / Seconded: Clr I Carter

That the report be received by Council.

CARRIED UNANIMOUSLY

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

FILE REFERENCE	002\024\003\

OFFICER'S RECOMMENDATION:

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

INTRODUCTION:

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

COUNCIL DECISION:

11/26.14.3.882 Moved: Clr K Chapple / Seconded: Clr L Whittaker

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

CARRIED UNANIMOUSLY

11/26.15.0 COMMUNITY DEVELOPMENT

11/26.15.1 Community Services Report

FILE REFERENCE	011\034\006\

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.

COUNCIL DECISION:

11/26.15.1.883 Moved: Clr I Carter / Seconded: Clr L Johnstone

That the report be received.

CARRIED UNANIMOUSLY

11/26.15.2 Visitor Information Centre Report

FILE REFERENCE	040\028\002\

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.

COUNCIL DECISION:

11/26.15.2.884 Moved: Clr I Carter / Seconded: Clr L Whittaker

That the report be received.

CARRIED UNANIMOUSLY

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

FILE REFERENCE	004\011\005\

OFFICER'S RECOMMENDATION:

That Council:

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

INTRODUCTION:

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

COUNCIL DECISION:

11/26.15.3.885 Moved: Clr L Whittaker/ Seconded: Clr H Thompson
That Council:

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

CARRIED UNANIMOUSLY

11/26.15.4 Proposed Hire Fees – Hub4Health Meeting Room

FILE REFERENCE	004\002\009\

OFFICER'S RECOMMENDATION:

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

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

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

INTRODUCTION:

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

COUNCIL DECISION:

11/26.15.4.886 Moved: Clr I Carter / Seconded: Clr K Chapple

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

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

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

CARRIED UNANIMOUSLY

11/26.16.0 DEVELOPMENT SERVICES

11/26.16.1 Development Services Report

FILE REFERENCE	031\013\003\

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.

COUNCIL DECISION:

11/26.16.1.887 Moved: Clr B LeFevre / Seconded: Clr L Whittaker

That the report be received.

CARRIED UNANIMOUSLY

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

FILE REFERENCE	010\028\003

OFFICER'S RECOMMENDATION:

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

INTRODUCTION:

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

COUNCIL DECISION:

11/26.16.2.888 Moved: Clr B LeFevre / Seconded: Clr I Carter

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

CARRIED UNANIMOUSLY

11/26.17.0 GOVERNANCE

11/26.17.1 General Manager's Report

FILE REFERENCE	002\012\001\

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.

COUNCIL DECISION:

11/26.17.1.889 Moved: Clr L Whittaker / Seconded: Clr I Carter

That the General Manager's report be received.

CARRIED UNANIMOUSLY

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

FILE REFERENCE	002\036\002\

OFFICER'S RECOMMENDATION:

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

INTRODUCTION:

Council's management team prepared the 2026 – 2027 Annual Plan based on discussions, which occurred through Council workshops and the normal budget/planning process. The Annual Plan was prepared to take into account broader factors which are impacting Council; and reflecting continuity of existing projects, and activities where this exists.

COUNCIL DECISION:

11/26.17.2.890 Moved: Clr H Thompson/ Seconded: Clr I Carter

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

CARRIED UNANIMOUSLY

11/26.17.3 Council Meeting start time for 2027

FILE REFERENCE	014\001\022\

OFFICER'S RECOMMENDATION:

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

INTRODUCTION:

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

COUNCIL DECISION:

11/26.17.3.891 Moved: Clr I Carter / Seconded: Clr L Whittaker

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

CARRIED UNANIMOUSLY

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

FILE REFERENCE	014\001\028\

OFFICER'S RECOMMENDATION:

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

- Local Government Association of Tasmania (LGAT) – One (1) voting delegate and one (1)proxy (Mayor Tucker, Deputy Mayor Chapple, though proxy can be appointed at the time depending on attendance)
- TasWater – One (1) voting delegate and one (1) proxy (Mayor Tucker, proxy appointed at the time depending on attendance)
- Break O'Day Council Audit Committee – Clr LeFevre, Clr Whittaker and Clr Johnstone (Proxy)

- East Coast Tasmania Tourism Organisation (ECTT) – Clr LeFevre
- St Helens & Districts Chamber of Commerce and Tourism – Deputy Mayor Chapple
- Australia Day Committee – Mayor Tucker, Clr Whittaker
- Access and Inclusion Committee – Clr Carter and Clr Johnstone
- Bay of Fires Master Plan Steering Committee – Clr Carter
- NRM Committee – Clr Johnstone (Chairperson) and Clr Thompson
- Tender Opening Committee – Clr Chapple, Clr Johnstone, Mayor Tucker (Proxy)

INTRODUCTION:

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

COUNCIL DECISION:

11/26.17.4.892 Moved: Clr H Thompson / Seconded: Clr L Johnstone

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

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

CARRIED UNANIMOUSLY

11/26.17.5 Draft Local Government (Meeting Procedures) Regulations

FILE REFERENCE	014\006\001\

OFFICER'S RECOMMENDATION:

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

INTRODUCTION:

The *Local Government (Meeting Procedures) Regulations 2025* form an important part of Tasmania's local government legislative framework and are made under the *Local Government Act 1993*. The

introduction of the *Local Government Amendment (Targeted Reform) Act 2026* has resulted in amendments to the *Local Government (Meeting Procedures) Regulations 2025.*

COUNCIL DECISION:

11/26.17.5.893 Moved: Clr K Chapple / Seconded: Clr L Whittaker

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

CARRIED UNANIMOUSLY

11/26.17.6 Scamander Sports Complex – Grant Funding

FILE REFERENCE	004\008\032\

OFFICER'S RECOMMENDATION:

That Council:

1. Notes the Scamander Sports and Community Complex Master Plan work and the funding opportunity available through the Tasmanian Active Infrastructure Grants Program 2026–27.
2. Commits a Council cash contribution of $227,180, subject to the application being successful and the required funding being included in Council's budget.
3. Notes the proposed $23,200 cash contribution from the Scamander Bowls Club, subject to formal written confirmation.
4. Commits Council project-management support valued at $40,528, noting that this support is additional to the eligible capital works budget and will not be claimed as eligible in-kind co-contribution under the grant program.
5. Agrees that, if the project proceeds, the synthetic bowling green, lighting, multi-use court and walking track will be recognised in Council's Asset Management Plan and Long-Term Financial Plan, including appropriate provision for depreciation, inspections, maintenance, renewal and future replacement.
6. Notes that, if the grant application is unsuccessful, the project will not proceed unless Council makes a further resolution identifying an alternative funding source.

INTRODUCTION:

This report seeks Council endorsement to submit an application to the Tasmanian Active Infrastructure Grants Program 2026–27 for upgrades to the Scamander Sports and Community Complex.

The proposed project includes a synthetic bowling green, LED bowling-green lighting, an uncovered multi-use court and an approximately 440-metre gravel walking track. The project has an overall delivery value of $580,908, comprising $540,380 in eligible capital works and $40,528 in Council project-management support.

The application will seek $290,000 in grant funding. The balance of the eligible capital works will be funded through a proposed Council cash contribution of $227,180 and a proposed $23,200 cash contribution from the Scamander Bowls Club.

Council is also being asked to accept the future asset-management and financial obligations associated with the completed infrastructure.

Endorsement of the grant application does not constitute adoption of every element of the draft Scamander Sports and Community Complex Master Plan. The resolution relates only to the defined grant project and associated funding and asset-management commitments.

COUNCIL DECISION:

11/26.17.6.894 Moved: Clr I Carter / Seconded: Clr L Whittaker

That Council:

1. Notes the Scamander Sports and Community Complex Master Plan work and the funding opportunity available through the Tasmanian Active Infrastructure Grants Program 2026–27.
2. Commits a Council cash contribution of $227,180, subject to the application being successful and the required funding being included in Council's budget.
3. Notes the proposed $23,200 cash contribution from the Scamander Bowls Club, subject to formal written confirmation.
4. Commits Council project-management support valued at $40,528, noting that this support is additional to the eligible capital works budget and will not be claimed as eligible in-kind co-contribution under the grant program.
5. Agrees that, if the project proceeds, the synthetic bowling green, lighting, multi-use court and walking track will be recognised in Council's Asset Management Plan and Long-Term Financial Plan, including appropriate provision for depreciation, inspections, maintenance, renewal and future replacement.
6. Notes that, if the grant application is unsuccessful, the project will not proceed unless Council makes a further resolution identifying an alternative funding source.

CARRIED UNANIMOUSLY

11/26.17.7 Proposed Placed-Based Project Program - St Helens and its 15-Kilometre Catchment

FILE REFERENCE	039\022\002

OFFICER'S RECOMMENDATION:

That Council:

1. Endorses the proposed Place-Based Project Program for St Helens and its 15-Kilometre Catchment and the four projects that make up the program.
2. Endorses the recommended approach to progressing each project, including the proposed consultancy approach where applicable.

3. Endorses the proposed funding approach and authorises the next steps required to progress the program.

INTRODUCTION:

Council has developed a Strategic Liveability Framework to better understand what matters to people and the conditions that support their ability to live well in Break O'Day.

The Framework, together with insights from the first community Liveability Survey, has provided a clearer basis for reviewing and shaping a number of existing place-based projects.

This report presents the proposed four-project Place-Based Project Program for St Helens and its 15-Kilometre Catchment for Council endorsement.

COUNCIL DECISION:

11/26.17.7.895 Moved: Clr B LeFevre / Seconded: Clr K Chapple

That Council:

1. Endorses the proposed Place-Based Project Program for St Helens and its 15-Kilometre Catchment and the four projects that make up the program.
2. Endorses the recommended approach to progressing each project, including the proposed consultancy approach where applicable.
3. Endorses the proposed funding approach and authorises the next steps required to progress the program.

CARRIED UNANIMOUSLY

11/26.17.8 Northern Tasmania Development Corporation Ltd (NTDC) – Receipt of Quarterly Report July - September 2026

FILE REFERENCE	039\011\003\

OFFICER'S RECOMMENDATION:

That Council receive the quarterly report of the Northern Tasmania Development Corporation (NTDC) for the period July - September 2026.

INTRODUCTION:

The Northern Tasmania Development Corporation (NTDC) has been formed as an enterprise under the Local Government Act. Accordingly, NTDC provides quarterly reports to its shareholders including Break O'Day Council.

COUNCIL DECISION:

11/26.17.8.896 Moved: Clr L Whittaker / Seconded: Clr B LeFevre

That Council receive the quarterly report of the Northern Tasmania Development Corporation (NTDC) for the period July - September 2026.

CARRIED UNANIMOUSLY

Pursuant to Regulation 17(1) of the Local Government (Meeting Procedures) Regulations 2025 Council will move into Closed Council.

Moved: Clr L Whittaker / Seconded: Clr K Chapple

IN CONFIDENCE

11/26.18.0 CLOSED COUNCIL

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

11/26.18.1 Confirmation of Closed Council Minutes – Council Meeting 19 October 2026

OFFICER'S RECOMMENDATION:

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

COUNCIL DECISION:

11/26.18.1.CC Moved: Clr I Carter / Seconded: Clr K Chapple

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

CARRIED UNANIMOUSLY

11/26.18.2 Outstanding Actions List for Closed Council

Noted

11/26.18.3 Closed Council Item Pursuant to Section 17(2)(e) of the Local Government (Meeting Procedures) Regulations 2025 - Tender – Cleaning of Council facilities

FILE REFERENCE	030\003\006\

COUNCIL DECISION:

11/26.18.3.CC Moved: Clr L Johnstone / Seconded: Clr B LeFevre

DECISION TO APPEAR IN OPEN COUNCIL:

That Council awarded Contract 030/003/006 Cleaning of Facilities to Detail First.

CARRIED UNANIMOUSLY

11/26.18.4 Closed Council Item Pursuant to Section 17(2)(a) of the Local Government (Meeting Procedures) Regulations 2025 – General Manager Review

11/26.19.0 MEETING CLOSED

Mayor Tucker thanks everyone for their attendance and declared the meeting closed at 1.17pm.

…….

MAYOR

…….

DATE