



COUNCIL MEETING AGENDA

Monday 20 January 2025
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
14 January 2025

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NOTICE OF MEETING

Notice is hereby given that the next meeting of the Break O'Day Council will be held at the St Helens Council Chambers on Monday 20 January 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: 14 January 2025

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AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

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

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

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

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

In accordance with the Local Government Act 1993 and Regulation 33 of the Local Government (Meeting Procedures) Regulations 2015, these audio files will be retained by Council for at least six (6) months and made available for listening online within seven (7) days of the scheduled meeting. The written minutes of a meeting, once confirmed, prevail over the audio recording of the meeting and a transcript of the recording will not be prepared.

OPENING

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

ACKNOWLEDGEMENT OF COUNTRY

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

LIVE AUDIO/VISUAL STREAMING OF COUNCIL MEETINGS

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

01/25.1.0 ATTENDANCE

01/25.1.1 Present

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

01/25.1.2 Apologies

Nil

01/25.1.3 Leave of Absence

01/25.1.4 Staff in Attendance

General Manager, John Brown
Corporate Services Officer, Linda Singline

01/25.2.0 PUBLIC QUESTION TIME

01/25.2.1 Hunting Dogs on Gray Road, St Marys

What is being done by council about the pack of 20 plus hunting dogs being kept in appalling conditions behind a locked gate on Gray Road St Marys? I know that this has been reported to RSPCA and BOD council in the past, however this cruelty continues. It is my understanding that the owner does not have a kennel license to keep this number of dogs.

01/25.2.2 Break O'Day Planning Scheme – Graeme Beech

In May 2024, I asked General Manager John Brown to clarify his statement in a Council Newsletter that the removal of the planning clause in the Break O Day Planning Scheme which prohibited subdivision within 1km of the coast in Break O Day would result in the "same outcome or better" in terms of protecting the coast from overdevelopment.

The recently approved 6 lot subdivision north of Wrinklers Lagoon with lot sizes of 20 hectares indicates that the protection of land from subdivision has been weakened under the new scheme contrary to previous advice from Mr Brown who also stated in that same newsletter that the minimum lot size in the new planning scheme for the Landscape Conservation Zone would be 50 ha. Can I please receive an explanation of this disparity?

With structure plans intended to be developed by BODC for Scamander and Beaumaris, correct advice and information should be given to ratepayers and residents on planning matters that will affect the liveability and natural and scenic values of our towns and coastline.

Please note I have attached the Council Newsletter item for inclusion with the agenda and minutes.

Regards

Graeme Beech
Beaumaris

From General Manager - John Brown

Recently we conducted some informal engagement sessions with the community in relation to work we are undertaking to prepare a new Local Provisions Schedule which brings us into line with the State Government's Tasmanian Planning Scheme requirements. The sessions focussed on talking about the information that has been developed so far and gaining input from those who attended; local knowledge plays an important part in making sure we get this as right as possible. A diverse range of views are held by community members on key elements which they feel passionately about.

One area of particular interest relates to the oft quoted 'prohibition of subdivision within 1km of the coast'. Indeed the Environmental Living Zone in the current Break O'Day Planning Scheme has a requirement that any new lots must be located at least 1km from the High Water Mark. Under the Tasmanian Planning Scheme structure the Environmental Living Zone will disappear and is essentially replaced by the Landscape Conservation Zone which whilst it doesn't have the same 'prohibition' approach, it does increase the minimum lot size to 50ha. As we have very few individual lots of land along the coast in the Environmental Living Zone of this size the same outcome or better is basically being achieved because it covers areas more than 1km from the Coast.

As we progress into the formal part of the process with public exhibition of the Planning Scheme and Local Provision Schedules, it is important for the community to look at this information and take advantage of the opportunity to have their say whether it is to support what is proposed or suggest something else. That stage is still a number of months off and we will feel a sense of relief when we get to that phase.



Members of the Break O'Day Council One Night Stand Team just before the gates opened.

One Night Stand St Helens takes home Launceston Chamber of Commerce Outstanding Event, 2019 Award

A year on and we are still basking in the glory of the One Night Stand and being recognised for the effort our whole community went to to execute the event.

The latest accolade came on Saturday 26 October, at the Launceston Chamber of Commerce Business Excellence Awards where we won Outstanding Event of the year.

This is the most prestigious award to date as we were up against some stiff competition including the Qantas Tourism Awards.

The judges of this award stated that our entry was a stand-out as not only did we achieve a hugely successful event in only 12 weeks, we involved the entire community and raised more than \$28,000 for charity.

"The Launceston Chamber of Commerce congratulates the Break O'Day Council on their winning TasPlan Business Excellence Awards entry in the Outstanding Event category

for the St Helens One Night Stand," Launceston Chamber of Commerce CEO, Neil Grose said.

"The success of the St Helens One Night Stand event epitomises the strength of the East Coast community who seized upon a unique opportunity to bring a huge national music event to St Helens with only several weeks' notice, and made it an outstanding success."

"This win also demonstrates a council and council staff who are prepared to make a huge effort for the benefit of the whole community."

"This category is very competitive with previous winners including the 2017 Enduro World series at Derby and the Subaru Rally in Launceston in 2018."

Despite these awards being through the Launceston Chamber of Commerce, they are open to all businesses and organisations in the North of the state and we would encourage local businesses to consider applying next year.

01/25.3.0 DECLARATION OF INTERESTS OF A COUNCILLOR OR CLOSE ASSOCIATE

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

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

01/25.4.0 CONFIRMATION OF MINUTES

01/25.4.1 Confirmation of Minutes – Council Meeting 16 December 2025

OFFICER'S RECOMMENDATION:

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

01/25.4.2 Confirmation of Minutes – Annual General Meeting 10 December 2025

OFFICER'S RECOMMENDATION:

That the minutes of the Annual General Meeting held on 10 December 2025 be confirmed.

01/25.5.0 COUNCIL WORKSHOPS HELD SINCE 16 DECEMBER 2025 COUNCIL MEETING

There were no workshops held since 16 December 2024.

01/25.6.0 PLANNING AUTHORITY

Pursuant to Section 25 of the Local Government (Meeting Procedures) Regulations 2015 the Mayor informed the Council that it was now acting as a Planning Authority under the Land Use Planning and Approvals Act 1993.

Nil

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

01/25.7.0

COUNCIL MEETING ACTIONS

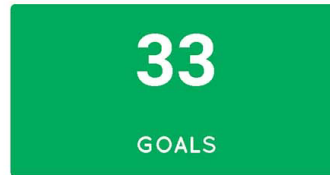
01/25.7.1

Outstanding Matters



COUNCIL RESOLUTIONS - MEETINGS - PUBLIC

13/01/2025



COUNCIL RESOLUTIONS PLAN

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	<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>	Binalong Bay Master Plan has been reviewed and a draft consulting services brief prepared.	Manager Infrastructure and Development Services
				Council Officers review the existing Binalong Bay Foreshore Master Plan and develop a project scope that can be used to engage an expert to provide a report on the following: 1. Improved Parking Accessibility 2. Assessment of Additional Parking Areas, traffic calming and pedestrian safety improvements.		

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
75%	04/03/2024	30/04/2024	03/24.9.1.323 Speed limit reduction – Clr Le Fevre	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>The Break O'Day Council petition the Department of State Growth for a speed limit reduction (60kmh-50kmh) from the Golden Fleece Bridge in St. Helens to the intersection of the Tasman Highway and St. Helens Point Rd.</p>	<p>The Department of State Growth has advised that the section of the Tasman Highway between St Helens Point Road and Medeas Cove Road follows the coastline, and its width and alignment are constrained by a steep embankment on one side and the waterfront on the other. Any widening or straightening works would be prohibitively expensive and would have dramatic environmental impacts. The department currently has no plans to upgrade this section of the highway and has previously considered that the existing 60 km/h speed limit on this section of the Tasman Highway is appropriate but would welcome the Council's views on whether the community would support a 50 km/h speed limit. The matter was discussed with Councillors at the October 2024 workshop, where the Manager of Infrastructure & Development Services recommended writing to State Growth requesting that the Department ascertain the community's views through its "Have Your Say" engagement process. That recommendation was supported and will also include seeking community views on reducing the speed limit on the Tasman Highway adjacent to the industrial estate to the town boundary from 80 to 60km/hr. A letter was sent to the Department in November 2024, with no response received.</p>	Manager Infrastructure and Development Services
75%	20/05/2024	24/06/2024	05/24.9.1.358 Developing walking trails around and within the Scamander Complex precinct – Clr Carter	<p>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>In-progress. AHT desktop assessment completed. Items requiring follow-up are: • Assess and review matters related to flora and fauna at the site. • Approach the Department of Natural Resources and Environment in relation to upgrading part of the short track segment located on Crown • Identify grant funding opportunities. • Report outcomes to the Council.</p>	Manager Infrastructure and Development Services
90%	24/06/2024	31/07/2024	06/24.14.3.391 Speed Limits – North Ansons Bay Road and Ansons Bay	<p>That Council adopt the recommendations made by Traffic & Civil Services as stated in this report.</p>	<p>Recommendations made by TCS were endorsed by the Council at the June 2024 Council meeting. Road line marking completed. State Growth officers have reviewed the changed speed limit proposals and have updated draft speed signage maps. In final stages of approval process.</p>	Manager Infrastructure and Development Services

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	15/07/2024	31/08/2024	07/24.16.3.418 Revised Dog Management Policy 2024	That Council adopt the revised <i>Dog Management Policy 2024</i> including dog zones (Declared areas), having considered public submissions on a draft and noting the Declared areas it identifies are subject to the Parks and Wildlife Service agreeing to authorise the same on Reserves they manage.	Council obtained legal advice that extending the period of application of current dog zones (expiring on 14 January 2025) would require re-runing public consultation under the Dog Control Act. As Council would have no Declared areas in place after 14 January, it decided at it's December Meeting to Declare the dog zones included in the revised Dog Management Policy (2024), despite no feedback yet being received from the Parks and Wildlife Service on co-authorisation of the new zones on Reserves.	NRM Facilitator
15%	15/07/2024	31/08/2024	07/24.9.1.401 Lease/ management agreement for the front garden of the old hospital site at St Helens – Clr Carter	<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> That Council immediately pursue a lease/ management agreement for the front garden of the old hospital site at St Helens, from the State Government, and open it up as public open space.	Discussions with the owner of the site have recommenced and Council's interest in securing this piece of land has been reinforced. Follow up contact made on 8/10/24 with the Department of Communities Tas regarding Council's request.	General Manager
70%	16/09/2024	31/03/2025	09/24.16.2.456 Proposed Options for St Marys Exhibition Building	<ol style="list-style-type: none"> 1. That Council develop a community engagement strategy which informs the community in relation to the asset conditions and limitations of the building in its current form; 2. That the community engagement is targeted to inform Council regarding the communities proposed uses; 3. Develop initial estimates based on the outcomes of the consultation to enable Council to make a fully informed decision in relation to the future of the building, 	The engagement process is currently underway and feedback is due to close at the end of January 2025 at which point an analysis of the feedback will be conducted and presented to Council at a future Council meeting.	Development Services Coordinator
65%	21/10/2024	16/12/2024	10/24.15.2.470 Future use of the old Council offices – 29 Talbot Street, Fingal	<ol style="list-style-type: none"> 1. That Council call for Expressions of Interest for the use of the building located at 29 Talbot Street, Fingal which more recently was leased to Integrated Living. 2. That Council allow the SES response vehicle to be parked in the garage located on the property at 29 Talbot Street, Fingal to ensure quick response to incidents in the Fingal Valley. 	Council staff working on the EOI after comments received from first review	Manager Community Services

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
50%	21/10/2024	31/03/2025	10/24.16.2.472 Proposed new electronic scoreboard	<ol style="list-style-type: none"> 1. That Council grant permission, as landowner for the lodgement of planning and building approvals (if required) on Council owned land, 117 Tully Street, St Helens (St Helens Sports Complex), and 2. Subject to Planning and Building approval being obtained that Council grant permission to carry out the proposed installation of a new electronic scoreboard, and 3. That the Lease between the St Helens Football Club and Break O' Day Council be amended to ensure that all ongoing maintenance and insurance requirements are the sole responsibility of the St Helens Football Club as it relates to the Electronic Scoreboard. 	<p>The proposal has been considered as exempt from requiring a planning permit. The proposal as been considered as low risk building work and therefore a building approval is not required to be obtained.</p> <p>The East Coast Swans have been advised of Council decisions and the manufacturing is underway with installation planned in the coming months.</p> <p>The amended lease has been drafted will be amended upon completion.</p>	Development Services Coordinator
100%	21/10/2024	13/01/2025	10/24.16.3.473 Break O'Day Council Cat Management Actions –2024-2025	That Council undertake cat management activities in Break O'Day this year by accepting an offer of \$4,000 funding from the Tasmanian Cat Management Plan, to provide a microchipping and de-sexing subsidy for Break O'Day cats and manage a colony of stray and roaming cats in Weldborough by partnering with the RSPCA, local veterinarian and other stakeholders.	Council offered desexing and microchipping subsidies during November and December 2024 using the funding from the Tasmanian Cat Management Plan. Owners applied for a total of 24 cats to be desexed and 25 microchipped. The funding has also enable equipment for humane handling of cats to be purchased for actions to manage a colony of stray and roaming cats in Weldborough, intended now for late autumn 2025.	NRM Facilitator
100%	21/10/2024	18/11/2024	10/24.16.6.476 Land Use Planning and Approvals Amendment (Development Assessment Panels) Bill 2024	For the information of Council and preliminary discussion with the intent of further consideration and discussion to occur at Council Workshop 6 November 2024.	Submission made 8/11/2024	Senior Town Planner
100%	18/11/2024	16/12/2024	11/24.6.1.480 Petition to Amend Sealed Plan	<p>That Council cause the amendment of Sealed Plan 134740, pursuant to the petition to amend dated 29 May 2024 without modification pursuant to its power under section 104(3) of the <i>Local Government (Building & Miscellaneous Provisions) Act 1993</i>. The proposed amendment:</p> <ol style="list-style-type: none"> 1. Delete "Parking Easement" marked "abcdef" from SP134740; 2. Delete "General Parking Easement" references from the schedule of easements; 3. Delete "Customer Parking Easement" references from the schedule of easements; 4. Delete reference to "abcdef" from the schedule of easements. <p>The applicant be advised accordingly and the Blank Instrument Form be signed and the Common Seal applied.</p> <p>CARRIED UNANIMOUSLY</p>	<p>11/24.6.1 Petition to Amend Sealed Plan COUNCIL DECISION:</p> <p>11/24.6.1.480 Moved: Clr J Drummond/ Seconded: Clr I Carter CARRIED UNANIMOUSLY APPROVED</p>	Senior Town Planner

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	18/11/2024	16/12/2024	11/24.6.2.481 Visitor Accommodation - Unit	1. After due consideration of the application received and pursuant to Section 57 of the <i>Land Use Planning & Approvals Act 1993</i> and the <i>Tasmanian Planning Scheme – Break O’Day</i> , that the application for Visitor Accommodation on land situated at Strata Lot 1 - 36 Franks Street, Falmouth described in Certificate of Title 183241/1 be APPROVED subject to the following plans / documents and conditions:	11/24.6.2 Visitor Accommodation - Unit 11/24.6.2.481 Moved: Clr B LeFevre / Seconded: Clr V Oldham FOR Clr B LeFevre, Clr I Carter, Clr G Barnes, Clr V Oldham, Clr M Tucker AGAINST Clr K Wright, Clr J Drummond, Clr L Johnstone CARRIED APPROVED	Senior Town Planner
100%	18/11/2024	16/12/2024	11/24.16.3.493 Declared areas - Dog Management Policy 2024	11/24.16.3.493 Moved: Clr B LeFevre / Seconded: Clr K Wright That Council add to the period that its current dog zones described in its 2018 Dog Management Policy and Declared under the Dog Control Act 2000 in January 2019 to apply from 15 January 2025 to 30 June 2025. Procedural Motion Moved: Clr I Carter/ Seconded: Clr J Drummond That Council defer this item until December 2024 Council Meeting	Council received a report at its December Workshop on Declaring dog zones in its revised Dog Management Policy 2024.	NRM Facilitator
25%	18/11/2024	30/04/2025	11/24.16.4.494 Binalong Bay BBQ Area Redevelopment	1. To proceed with option B, as notated on the proposed site plan, consistent with the outcomes of the Community Consultation process; 2. To provide consent for lodgement of relevant crown, planning, building and plumbing approvals (if required); 3. To allocate \$70, 000 in the 2024/2025 Capital works budget for demolition of the existing structure and installation of new. CARRIED UNANIMOUSLY	Option B has now been progressed and determined that Planning and Building approvals are not required. Crown consent is currently being pursued and planned to commence post easter break in 2025.	Development Services Coordinator
100%	18/11/2024	16/12/2024	11/24.16.5.495 Development Assessment Panel (DAP) Framework	Council ratifies the submission made on behalf of the Break O’Day Council on the draft Land Use Planning and Approvals Amendment (Development Assessment Panels) Bill 2024. CARRIED UNANIMOUSLY	11/24.16.5 Development Assessment Panel (DAP) Framework OFFICER’S RECOMMENDATION: Council ratifies the submission made on behalf of the Break O’Day Council on the draft Land Use Planning and Approvals Amendment (Development Assessment Panels) Bill 2024. 11/24.16.5.495 Moved: Clr B LeFevre/ Seconded: Clr V Oldham CARRIED UNANIMOUSLY	Senior Town Planner

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
50%	18/11/2024	31/01/2025	11/24.17.6.501 Eastern Strategic Regional Partnership – St Marys Childcare Analysis	That Council enter into discussions with the State Government regarding extending the scope of the St Marys Childcare analysis to include a more holistic investigation in relation to the nature and extent of need for early childhood education and care along Tasmania's east coast, provided an expanded project does not impact on the quality of the investigation in relation to early education and care at St Marys. CARRIED UNANIMOUSLY	Council's decision discussed with the Department of State Growth who support the expansion of the project on the basis which Council has communicated. This will be reflected in the Grant Deed for the second part of the funding to be provided.	General Manager
100%	16/12/2024	16/12/2024	11/24.6.3.482 Residential - Construction of a Shed with Attached Carport & Retaining Walls	1. After due consideration of the application received and pursuant to Section 57 of the <i>Land Use Planning & Approvals Act 1993</i> and the <i>Tasmanian Planning Scheme – Break O'Day</i> , that the application for Residential - Construction of a Shed with Attached Carport & Retaining Walls on land situated at 40 Highcrest Avenue, Binalong Bay described in Certificate of Title 127102/5 be APPROVED subject to the following plans / documents and conditions:	11/24.6.3 Residential - Construction of a Shed with Attached Carport & Retaining Walls 11/24.6.3.482 Moved: Clr B LeFevre / Seconded: Clr I Carter OR Clr B LeFevre, Clr I Carter, Clr G Barnes, Clr V Oldham, Clr M Tucker. Clr K Wright AGAINST Clr L Johnstone, Clr J Drummond CARRIED APPROVED	Senior Town Planner
0%	16/12/2024	31/01/2025	12/24.9.1.503 School bus safety issues near shell service station in Scamander – Clr LeFevre	<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> Council provides a letter of support and raise with the Department of State Growth and the Department of Education the need to quickly review the location of the School Bus Stops near the Scamander Shell Service Station due to safety concerns. Council also advocates for a more encompassing review of School Bus stops in Break O'Day, especially North of Scamander to St. Helens.	To be actioned during January 2025.	Manager Infrastructure and Development Services
100%	16/12/2024	31/01/2025	12/24.13.5.508 Reappointment of Audit Panel Chairperson	Council agree to reappoint and Mr Grey for a period of 3 (three) years as an independent member and Chair of the Audit Panel and direct the General Manager to negotiate a suitable independent contractors agreement for the delivery of the services required for the period authorised by Council.	12/24.13.5.508 Moved: Clr J Drummond/ Seconded: Clr K Chapple Council agree to reappoint and Mr Grey for a period of 3 (three) years as an independent member and Chair of the Audit Panel and direct the General Manager to negotiate a suitable independent contractors agreement for the delivery of the services required for the period authorised by Council. CARRIED UNANIMOUSLY	Business Services Manager
100%	16/12/2024	31/01/2025	12/24.14.3.511 Policy review – EP04 Waste Management Policy	That Policy EP04 Waste Management Policy be accepted with minor amendment.	Policy updated on website and internal Council systems.	Corporate Services Coordinator

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	16/12/2024	31/01/2025	12/24.14.4.512 Policy review – AM05 Stormwater Connection Policy	That Policy AM05 Stormwater Connection Policy be accepted with minor amendment.	Policy updated on website and internal Council systems.	Corporate Services Coordinator
100%	16/12/2024	31/01/2025	12/24.14.5.513 Policy review – AM09 Private Works & Plant Hire Policy	That Policy AM09 Private Works & Plant Hire Policy be accepted without amendment.	Policy updated on website and internal Council systems.	Corporate Services Coordinator
100%	16/12/2024	31/01/2025	12/24.14.6.514 Policy review – AM16 Kerb Profile Policy	That Policy AM16 Kerb Profile Policy be accepted without amendment.	Policy updated on website and internal Council systems.	Corporate Services Coordinator
100%	16/12/2024	31/01/2025	12/24.15.2.516 Access and Inclusion Action Plan 2024 - 2026	That Council adopts the Access and Inclusion Plan 2024-2026 developed by the Access and Inclusion Committee.	Access and Inclusion Plan adopted by Council and on Council's website	Manager Community Services
0%	16/12/2024	31/01/2025	12/24.16.2.518 Declared areas - Dog Management Policy 2024	That Council Declare, in accordance with Section 25 of the Dog Control Act 2000, the dog zones (Declared areas) described in its revised Dog Management Policy 2024 (EP05) Dog to replace previous Declared areas and to apply for the duration from 15 January 2025 to 1 July 2030.		NRM Facilitator
0%	16/12/2024	31/01/2025	12/24.17.2.520 2025 – 2026 State Budget Community Consultation	That Council provide a submission to the 2025-2026 State Budget consultation process covering the following items: 1. Relocation of St Helens District High School 2. St Helens Wharf – Ownership and assessment 3. Purpose built Early Learning Centre for St Marys 4. St Marys Pass Alternative Route 5. St Marys to Cornwall Trail	State Budget Submission was emailed to the Department of Treasury on 20.12.2024	General Manager

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 	Following numerous items of correspondence to a number of Ministers, Council was advised on 7/8/24 that the Centres will continue to receive annual funding until 30 June 2025. The Minister has also advised that the Government is planning to undertake an independent review into investment in digital inclusion programs, including the Digital Connections Grant program. The General Manager has advised of Council's interest in participating in the review. Request followed up with Department on 8/10/24 and assurance received that the project team will be in contact with Council.	General Manager
20%	18/12/2023	29/02/2024	12/23.9.1.265 Indigenous name for St Patricks Head – Clr J Drummond	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That Council support the Indigenous name for St Patricks Head, which is lumeragenena wuggelena according to the Department of Natural Resources and Environment Tasmania.</p>	Initial response received from PWS. Council's approach to dual naming has been raised as part of the Reconciliation Action Plan process with the discussion being about an all encompassing approach rather than adhoc naming	General Manager

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
90%	18/12/2023	31/01/2024	12/23.9.3.267 Community landscape plan or policy for our townships – Deputy Mayor K Chapple	<p>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</p> <p>That Council develop a community park / garden landscape plan / and or policy for our townships.</p>	A draft policy has been reviewed by the Management Team. Clr Chapple is currently reviewing the document to ensure that it meets the intent of the Notice of Motion raised, prior to the draft policy being reviewed by the broader council.	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS 2022

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
35%	21/02/2022	01/05/2025	02/22.16.5.39 - Management of Freshwater Resources and Water Quality	Council show leadership on freshwater management arrangements and seek input and advice from state water managers and independent experts on freshwater management arrangements and development initiatives in Tasmania, and their adequacy for ensuring the ecologically sustainable use and development of freshwater systems and resources in Break O'Day.	Freshwater water resources and water quality management issues in the state and for Break O'Day are an on-going topic for Council's NRM Committee. Opportunities will be sought to brief Council in the first half of 2025 on developments in management of them by Tasmanian Government agencies and bodies.	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

01/25.8.0 PETITIONS

Nil

01/25.9.0 NOTICES OF MOTION

01/25.9.1 St Mary's Exhibition Building FAQ submissions and closing date – Clr Johnstone

MOTION:

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

That council 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.

SUBMISSION IN SUPPORT OF MOTION:

Over the past number of weeks, I have been approached by many interested and engaged members of our community about the relevance and the difficulty of a number of the questions in the FAQ.

Council has asked people answer and ensure all questions are covered in their submissions. In addition, at the December meeting of Council a number of interested community members ask public questions about the St Mary's Exhibition Building and one question related directly to the FAQ submissions. I believe it would be beneficial and proper for the Council to accept all submissions as valid. The council has taken time to prepare this written consultation and many in the community will take the time to write a submission which takes time and energy.

Therefore, I would suggest that all submissions be accepted as valid to assist Council in its deliberations on the future of the St Mary's Exhibition Building.

The St Mary's Exhibition Building FAQ was opened or first promoted on the Break O'Day Facebook page on Thursday 28 November 2024 and was available on the BOD website. The closing date for submissions is currently Monday 27 January 2025. This period includes the 2 weeks of Christmas and New Year and the long weekend at the end of January.

As we would be all aware, many, dare I say most of our residents and community including ourselves are busy with preparation for the Christmas, New Year period. Many of us are intra or interstate with our families, or very consumed, as we all are preparing for this Tasmania wide

holiday season. It is not a time to be writing submissions to Council I would attest. As such I think it would be prudent in recognition of the holiday season for the Council to extend the closing date for receiving submission to Monday 10 February 2025.

01/25.10.0 COUNCILLOR’S QUESTIONS ON NOTICE

Nil

01/25.11.0 COUNCILLOR’S QUESTIONS WITHOUT NOTICE

Regulation 29 of the Local Government (Meeting Procedures) Regulations 2005 specifies that in putting a Question Without Notice a Councillor must not offer an argument or opinion, draw any inference or make any imputations except so far as may be necessary to explain the question.

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

01/25.12.0 MAYOR’S & COUNCILLOR’S COMMUNICATIONS

01/25.12.1 Mayor’s Communications for Period Ending 20 January 2025

16.12.2024	Hobart	– Brief meeting with Premier Rockliff
18.12.2024	MS Teams	– Meeting with Deputy Premier Guy Barnett to discuss Council’s concerns and major projects planned
08.01.2025	St Helens	– Australia Day Awards Committee meeting
17.01.2025	St Helens	– Meeting with Ms Rebecca White MP and General Manager John Brown
20.01.2025	St Helens	– Council Meeting

01/25.12.2 Councillor’s Reports for Period Ending 20 January 2025

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

- Break O’Day Chamber of Commerce and Tourism – Deputy Mayor Kristi Chapple
- NRM Special Committee – Clr Janet Drummond
- East Coast Tasmania Tourism (ECTT) – Clr Barry LeFevre
- Mental Health Action Group – Clr Barry LeFevre
- Access and Inclusion Advisory Committee – Clr Janet Drummond
- Bay of Fires Master Plan Steering Committee – Clr Ian Carter

01/25.13.0 BUSINESS AND CORPORATE SERVICES

01/25.13.1 Corporate Services Department Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update on activities of the Business and Corporate Service Department since the previous Council Meeting.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

Investments

Below are the investments to date for the 2024 – 2025 Financial Year. At the moment the interest rates for term deposits have fallen to just below 5% mark, however Council is receiving special Local Government rates for its Online Saver account which is earning approximately \$8,000 - \$10,000 on average per month (depending on the balance in this account) therefore Council Officers are monitoring the interest rates for term deposits for all banks closely before making any fixed term investments.

Date Rolled Over	Maturing	Term (Months)	Principle Amount	Interest	Total Amount	Interest Rate	Bank	STATUS
01.02.24	01.07.24	5	1,000,000.00	20,188.49	\$ 1,020,188.49	4.88%	CBA	MATURED
02.04.24	01.08.24	4	1,000,000.00	15,779.73	\$ 1,015,779.73	4.76%	CBA	MATURED
21.09.23	20.09.24	12	2,000,000.00	106,200.00	\$ 2,106,200.00	5.31%	CBA	MATURED
20.03.24	21.10.24	7	1,000,000.00	28,568.49	\$ 1,024,250.00	4.85%	CBA	MATURED
10.11.23	08.11.24	12	1,000,000.00	53,951.78	\$ 1,053,951.78	5.41%	CBA	MATURED
19.04.24	19.12.24	8	1,000,000.00	32,555.62	\$ 1,032,555.62	4.87%	CBA	MATURED
09.05.24	09.01.25	8	1,000,000.00	34,000.00	\$ 1,034,000.00	5.10%	Bendigo	CURRENT
30.08.24	29.01.25	5	1,000,000.00	20,750.00	\$ 1,020,750.00	4.98%	Westpac	CURRENT
09.05.24	07.02.25	9	1,500,000.00	57,600.00	\$ 1,557,600.00	5.12%	Bendigo	CURRENT
26.08.24	26.02.25	6	3,000,000.00	72,600.00	\$ 3,072,600.00	4.84%	Bendigo	CURRENT
01.07.24	01.03.25	8	1,000,000.00	34,666.67	\$ 1,034,666.67	5.20%	Bendigo	CURRENT

11.09.24	11.03.25	6	1,000,000.00	24,650.00	\$ 1,024,650.00	4.93%	Bendigo	CURRENT
01.07.24	01.04.25	9	1,000,000.00	39,000.00	\$ 1,039,000.00	5.20%	Bendigo	CURRENT
04.10.24	03.04.25	6	1,500,000.00	37,350.00	\$ 1,537,350.00	4.98%	Bendigo	CURRENT
02.08.24	02.05.25	9	1,500,000.00	56,812.50	\$ 1,556,812.50	5.05%	Bendigo	CURRENT
19.12.24	23.06.25	6	1,500,000.00	37,771.23	\$ 1,537,771.23	5.05%	Bendigo	CURRENT
			\$21,000,000.00	\$ 672,444.51	\$21,668,126.02			

Rates Summary - 31 December 2024

	2024/2025		2023/2024	
Rates Brought Forward	%	\$	%	\$
Outstanding Rate Debtors		813,964.84		695,682.00
Less Rates in Credit		-296,603.81		-271,007.13
Net Rates Outstanding at 30 June 2024	3.63	517,361.03	3.39	424,674.87

Rates and Charges Levied	95.76	13,649,766.51	96.06	12,025,740.76
Interest and Penalty Charged	0.61	86,991.60	0.55	69,185.95
Total Rates and Charges Demanded	100.00	13,736,758.11	100.00	12,094,926.71

Less Rates and Charges Collected	66.45	9,472,003.98	68.90	8,625,930.86
Less Credit Journals and Supp Credits	1.37	195,785.15	1.11	138,644.31
Remissions and Discount	4.50	642,047.04	4.88	610,760.55
Unpaid Rates and Charges 31 December 2024	27.67	3,944,282.97	25.11	3,144,265.86

Remissions and Discounts	2024/2025	2023/2024
Early Payment Discount	120,610.75	116,914.18
Pensioner Rebates	521,436.29	493,846.37
	642,047.04	610,760.55

Number Rateable Properties	6,883	6,866
Number Unpaid Rateable Properties	3,278	2,932
% Not fully paid	47.62	42.70

Right to Information (RTI) Requests

One

132 and 337 Certificates

	132	337
December 2024	40	23
November 2024	49	16
December 2023	30	12

Debtors/Creditors as at 9 January 2025

DEBTORS INFORMATION

Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD 24/25	Month	YTD 23/24
46	\$ 64,161.24	356	44	439

CREDITORS INFORMATION

Payments Made

Current			Previous Year	
Month	Mth Value	YTD 24/25	Month	YTD 23/24
301	\$ 1,424,026.57	1707	256	1856

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 December 2024 be received:

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

INTRODUCTION:

Presented to Council are the monthly financial statements.

PREVIOUS COUNCIL CONSIDERATION:

Council considers financial reports on a monthly basis.

OFFICER'S REPORT:

The financial statements as shown below show the financial position of Council as at 31 December 2025.

Profit and Loss

Break O'Day Council

For the 6 months ended 31 December 2024

Account	Actual YTD	Budget YTD	Budget Variance YTD	Budget Variance % YTD	Annual Budget	Notes
Trading Income						
Rates	13,551,682	13,385,406	166,276	1%	13,385,406	
User Fees	719,051	749,581	(30,530)	-4%	1,481,549	
Operating Grants	727,632	1,454,058	(726,426)	-50%	4,335,240	1
Interest & Investment Income	403,287	332,872	70,415	21%	1,133,512	2
Contributions	50,207	5,382	44,825	833%	10,765	
Other Revenue	50,496	46,956	3,540	8%	93,907	
Total Trading Income	15,502,355	15,974,255	(471,900)	-3%	20,440,379	
Gross Profit	15,502,355	15,974,255	(471,900)	-3%	20,440,379	
Capital Grants						
Grants - Commonwealth Capital	149,837	150,000	(163)	0%	1,495,767	
Grants - Roads to Recovery	332,660	284,860	47,800	17%	854,579	
Grants - State Capital	543,023	150,000	393,023	262%	720,000	
Total Capital Grants	1,025,520	584,860	440,660	75%	3,070,346	3
Other Non Operating Income						
Net Gain/Loss on Disposal of Assets	13,293	0	13,293	0%	100,000	
Total Other Non Operating Income	13,293	0	13,293	0%	100,000	
Total Non Operating Revenue	1,038,813	584,860	453,953	78%	3,170,346	
Operating Expenses						
Employee Costs	3,037,466	3,228,246	(190,780)	-6%	6,511,003	
Materials & Services	3,884,516	4,743,184	(858,668)	-18%	8,689,785	4
Interest	60,887	59,094	1,793	3%	143,732	
Depreciation	2,449,665	2,405,940	43,725	2%	4,811,927	
Other Expenses	155,483	147,108	8,375	6%	294,210	
Total Operating Expenses	9,588,017	10,583,572	(995,555)	-9%	20,450,657	
Operating Net Profit	5,914,338	5,390,683	523,655	10%	(10,278)	
Net Profit (Including Non Operating Revenue)	6,953,152	5,975,543	977,609	16%	3,160,068	
Work in Progress						
Capital Work in Progress	2,427,239	0	2,427,239	0%	0	
Total Work in Progress	2,427,239	0	2,427,239	0%	0	

Notes

- Operating grants are down \$726k (50%) on budget YTD, which primarily relates to receiving of the 24/25 Financial Assistance Grants in the prior financial year.
- Interest & Investment Income is \$70k (21%) higher than budget YTD, which is due to timing of matured investments.
- Capital grants are \$441k higher than budget YTD, which is predominantly due to grant funds carried forward from the prior year and higher levels of RTR funding than expected.
- Materials and services are \$859k (18%) 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 December 2024

Account	31-Dec-24	30 June 2024
Assets		
Current Assets		
Cash & Cash Equivalents	3,575,309	4,725,768
Investments	12,000,000	9,500,000
Trade & Other Receivables	4,145,261	1,206,440
Inventory	80,621	78,421
Other Assets	2,838	2,838
Total Current Assets	19,804,029	15,513,467
Non-current Assets		
Trade and Other Receivables	14,392	14,392
Property, Plant & Equipment	226,244,146	228,698,313
Right of Use Asset	760,143	760,143
Intangible Assets	8,303	20,918
Investment in Water Corporation	35,744,578	35,744,578
Other Investments	30,000	30,000
Mineral Resources Bond	151,500	0
Total Non-current Assets	262,953,061	265,268,344
Westpac Term Deposit	1,000,000	0
Total Assets	283,757,090	280,781,811
Liabilities		
Current Liabilities		
Trade & Other Payables	798,891	1,114,574
Contract Liabilities	0	1,029,936
Lease Liability	58,498	58,498
Interest Bearing Loans & Borrowings	2,469,736	2,605,557
Provisions	885,062	885,062
Trust Funds and Deposits	491,861	561,053
Total Current Liabilities	4,704,049	6,254,681
Non-current Liabilities		
Lease Liabilities	701,645	701,645
Interest Bearing Loans & Borrowings	993,986	993,986
Provisions	871,026	871,026
Total Non-current Liabilities	2,566,656	2,566,656
Total Liabilities	7,270,705	8,821,338
Net Assets	276,486,385	271,960,473
Equity		
Accumulated Surplus	49,738,316	45,212,403
Reserves	226,748,070	226,748,070
Total Equity	276,486,385	271,960,473

Statement of Cash Flows
Break O'Day Council
For the 6 months ended 31 December 2024

Account	YTD	2024
Operating Activities		
Receipts from customers	953,099	1,412,395
Receipts from rates	10,124,950	11,824,140
Receipts from Operational Grants	729,808	3,566,931
Contributions	52,118	264,095
Interest received	209,287	947,098
Dividends received	194,000	465,600
Payments to employees	(3,175,490)	(6,005,239)
Payments to suppliers	(4,326,594)	(7,577,566)
Finance Costs	(75,071)	(252,112)
Cash receipts from other operating activities	603,427	391,066
Cash payments from other operating activities	(2)	(2)
Net Cash Flows from Operating Activities	5,289,532	5,036,406
Investing Activities		
Payment for property, plant and equipment	(2,583,964)	(5,019,611)
Payment for investments	(3,500,000)	(884,134)
Capital Grants received	276	2,255,298
Mineral Resources Bond	(151,500)	0
Net Cash Flows from Investing Activities	(6,235,187)	(3,648,447)
Financing Activities		
Proceeds of trust funds and deposits	(68,982)	(171,476)
Repayment of loans	(135,821)	(2,267,279)
Repayment of lease liabilities	0	(42,522)
Net Cash Flows from Financing Activities	(204,804)	(2,481,276)
Net Cash Flows	(1,150,459)	(1,093,318)
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	4,725,768	5,819,086
Net change in cash for period	(1,150,459)	(1,093,318)
Cash and cash equivalents at end of period	3,575,309	4,725,768

Break O'Day Council				
Capital Works 2024-2025				
For the 6 months ended 31 December 2024				
Project Details	YTD @ 31/12/2024	Estimated Carried Forward 30/06/2024	New Budget Items	Budget Estimates 2024/2025
Plant & Equipment				
Replace 1358 H66ZW - Kia Sportage	37,519	40,000	-	40,000
Replace 1404 - K70GB Works Operations Manager	50,112		50,000	50,000
Replace 1374 - I65JH Animal Control Vehicle	40,271		40,000	40,000
Replace 1269 - Coastal Crew truck	-		170,000	170,000
Replace 1099 - Mack truck	-		300,000	300,000
Vehicle Management Tracking System	-	30,000		30,000
Small Plant - VARIOUS	27,846		45,000	45,000
Emergency Evacuation Generator & Trailer (Grant Funded)	364			
Replace 1360 - Dmax 4x4 Crew Cab with HIHAB lift	-		60,000	60,000
Replace 1226 - WTS Ute	-		35,000	35,000
Replace 1022 - Small tipper truck	-		140,000	140,000
Replace Turf mower	24,959		27,000	27,000
Waste collection truck	-		400,000	400,000
Total Plant & Equipment	181,071	70,000	1,267,000	1,337,000
Furniture & IT				
Total Furniture & IT				-
Buildings				
Fingal Community Shed (Old Tas Hotel)	156,071	50,000		50,000
St Marys Indoor & Evacuation Centre	861,158	150,000	250,000	400,000
Portland Hall Upgrades	-	10,000	10,000	20,000
Scamander Sports Complex	67,028		80,000	80,000
Council Chambers additions and improvements	16,754	20,000	10,000	30,000
Falmouth - New Toilet design	-		10,000	10,000
Falmouth Community Centre - Internal Alterations	-		5,000	5,000
Pyengana Recreation Ground Improvements	-			-
Binalong Bay - Village Green BBQ Replacements	3,688		60,000	60,000
Memorial Park Toilet Block Replacement	-		15,000	15,000
Water Fountains (memorial Park plus other locations)	3,853		15,000	15,000
Marine Rescue Building Renovations	-			
Service Tasmania Replace Carpet & Repaint	16,480			
St Marys Sports Complex - Small Shed & Security System	24,010		30,000	30,000
St Helens Sports Complex - Athletics Building	-	48,589		48,589
History Room Upgrades	11,231		12,000	12,000
Total Buildings	1,160,271	278,589	497,000	775,589
Parks, Reserves & Other				
Special Project: Scamander Coastal Hazards Project	408	98,349	128,151	226,500
Rec trails strategy implementation - stage 1	-		100,000	100,000
Fingal Youth Playground/recreation hub	14,064	345,767		345,767
Pump Track/s	370,305	150,000		150,000
Playground equipment replacement program	-	44,378	5,622	50,000
Dog exercise area St Helens Improvements	-	1,913	3,087	5,000
St Marys Dog Park	-	6,546	13,454	20,000
St Helens Cemetery Master Plan improvements	194		50,000	50,000
Feasibility Study Aquatic Centre & Hydro Pool	-			
St Helens Rec Ground water meters	-		20,000	20,000
Totals Parks, Reserves & Other	384,970	646,953	320,314	967,267
Roads - Streetscapes				
Cecilia Street/Georges Bay Esplanade junction	13,863	37,500		37,500
Quail St Parking Bay	-	50,000		50,000
Total Streetscapes	13,863	87,500	-	87,500
Roads - Footpaths				
Footpath - segment replacement various locations	15,476		30,000	30,000

Project Details	YTD @ 31/12/2024	Estimated Carried Forward 30/06/2024	New Budget Items	Budget Estimates 2024/2025
Project Details				
Parkside Foreshore Footpath	12,192			
Lindsay Parade to Sunny Bank Close	-		30,000	30,000
Binalong Bay Footpaths internal thoroughfares	-		100,000	100,000
Total Footpaths	27,668		160,000	160,000
Roads - Resheeting				
24/25 Road Resheeting to be confirmed	-		510,000	510,000
Total Resheeting	-		510,000	510,000
Roads - Reseals				
St Marys - Story Street Esk Main Road to Groom Street	-	55,084		55,084
24/25 Reseals TBC	-		500,000	500,000
Totals Reseals	-	55,084	500,000	555,084
Roads - Construction, Digouts & Other				
Digouts and road edge remediation to be allocated	141		250,000	250,000
Circassian/Medeas Sts Intersection	180,854			
Road Network - Sign Replacement	10,897		25,000	25,000
LRCI Program - Phase 4 Projects	-			
- LRCI 4: Rehabilitation of Alexander Street - Cornwall	5,644		300,000	300,000
- LRCI 4: Ansons Bay Road Sealing	90,200	223,438	126,562	350,000
- LRCI 4: Gray Road - Pathway Extension	75		50,000	50,000
Scamander Avenue - Pedestrian Footpath Improvements	5,813			
Sealing of Tasman Highway, Seymour LCRI4	205	-		
Shoulder Widening, St Columba Falls Rd - LCRI4	15,060			
Upper Scamander Road, Scamander (Flood Oct 2022)	675			
Mangana Road - Rehabilitation/reconstruction	210,835	-	300,000	300,000
Totals - Roads Construction, Digouts & Other	520,400	223,438	1,051,562	1,275,000
Totals Roads & Footpaths	561,931	366,022	2,221,562	2,587,584
Bridges				
B2293 - Cecilia St	17,242	156,785		156,785
B7027 - Mathina Plains Road	-	40,000	10,000	50,000
Culvert 5539 - Mathinna Road	-	40,000		40,000
Lower Germantown Road B1675	18,093			
B1243 Binns Road	3,947			
B1245 Clelands Road	3,777			
St Columba Falls Road (B1605)	394			
B2809 - Argyle St - replacement	5,783		294,192	294,192
Total Bridges	49,236	236,785	304,192	540,977
Stormwater				
Minor stormwater Jobs	47,091		150,000	150,000
Treloggens Track Stormwater	95			
Osprey Drive	-	10,000		10,000
Beaumaris Ave to Tasman Highway SW pipe	7,269		30,000.00	30,000.00
Penelope Street	24,152	76,002	16,479	92,481

Project Details	YTD @ 31/12/2024	Estimated Carried Forward 30/06/2024	New Budget Items	Budget Estimates 2024/2025
Aulichs Lane, St Marys	-		80,000	80,000
Tully Street / Northern end of Cecilia St Stormwater System Upgrade	1,463		70,000	70,000
SD Victoria Street, Fingal	- 21,658			
Total Stormwater	58,411	86,002	346,479	432,481
Waste Management				
Ansons Bay WTS - Bulk Bin Loading Ramp Upgrade	-		30,000	30,000
Scamander WTS - Waste Compactor	5,116	10,000	50,000	60,000
Scamander WTS - Inert Landfill study	26,233	2,976	157,024	160,000
Total Waste Management	31,349	12,976	237,024	250,000
	-			
Total Capital	2,427,239	1,697,327	5,193,571	6,890,898

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 & local Tasmanians and a few overseas tourists from France, New Zealand
- Getting a lot of phone calls about the possibilities of camping availability over Christmas and New Year and also daily phone calls and face to face enquiries to see if there is any available camp sites in the Bay of Fires
- Lots of questions regarding walking tracks in the Bay of Fires as a lot of information online is very confusing, this is an ongoing question every year.
- In the process of producing a Local Town Map for St Helens

The History Room Curator Report:

- **Stats** 2024 - Entry \$ 4 083.85
 Dons/Sales 2 684.20
 Total \$ 6 768.05 (Fifth highest income since 2011)
 Visitation 1444 (Sixth highest visitation since 2009)
 Volunteer hours remain consistent & comparable with past years
- **Tours:** Chinese New Year tour booked for 29 Jan 2025

Statistics:

Door Counts

Month/Year	Visitor Numbers	Daily Average	History Room
December 2012	3,130	104.3	101
December 2013	3,598	119.9	133
December 2014	4,609	148.7	158
December 2015	4,439	147.9	81
December 2016	3,368	112.2	95
December 2017	2,939	97.9	60
December 2018	3,145	104.8	104
December 2019	3,152	105.07	112
December 2020	1,409	46.97	49
December 2021	1,301	43.37	39
December 2022	2,692	86.83	99
December 2023	2,963	95.58	87
December 2024	3,005	96.93	72

Revenue 2023/2024

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

Revenue 2024/2025

Month	VIC Sales	HR Entry	HR Donations/Sales
July	3,418.19	150.00	91.20
August	3,740.70	0	177.55
September	4,581.03	288.00	412.25
October	7,359.22	338.00	390.25
November	8,828.24	546.85	335.30
December	8,093.19	302	89.85
January			
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

01/25.14.0 WORKS AND INFRASTRUCTURE

01/25.14.1 Works and Infrastructure Report

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

Works Operations – General

Ansons Bay WTS	<ul style="list-style-type: none">• Capping of Ansons Bay WTS – Asbestos contaminated area completed in December. Contamination matter with the regulator is now closed.
Boat Ramps	<ul style="list-style-type: none">• Monthly inspections and cleaning undertaken.
Road Network	<ul style="list-style-type: none">• Maintenance grading of roads in Seymour, Falmouth, Cornwall and Lottah.• Guidepost and traffic signs replaced.
Town & Parks	<ul style="list-style-type: none">• Mowing/ground maintenance.• Garden/tree maintenance and weeding.• Footpath maintenance and repairs.• Routine playground inspections.• Assistance provided to Community Services with placement of Welcome to Town signage and installation of Christmas decorations and lights prior to the Festive Season.
MTB	<ul style="list-style-type: none">• Routine track maintenance.

November/December 2024 Storm Event	<ul style="list-style-type: none"> Damage Estimate to road network is \$345,000. Remediation works in progress. Natural Disaster Relief Notification submitted to State Government. Waiting on response. The event has had a negative impact on our resource allocation and attending to other priority matters.
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Asset Management

Traffic counters have recently been placed on Ansons Bay Road and Nth Ansons Bay Road for collection of vehicle movements as part of road usage monitoring program.

Over the Christmas period St Helens Pt Road (2 counters) and Gardens Road (2 counters) were installed to collect road movement data over the busy season.

One traffic counter placed on Honeymoon Pt Road to collect traffic volumes over the Christmas period as per request by resident.

Routine playground inspections are ongoing as per policy requirements. St Helens foreshore and Stieglitz playgrounds are also scheduled for equipment painting over the summer period.

Class 1, 2, 4 and 5 footpath inspections completed in December as per schedule.

Waste Management – General Information

General/Commercial & Industrial Waste (MSW) to Copping Landfill													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	YTD
2024/25 (T)	222	224	167	240	224	TBA							1,077
2023/24 (T)	187	232	224	214	240	274	361	233	228	301	222	185	2,901
Difference	35	-8	-57	36	-16								

Kerbside Comingled Recyclables Collection – JJ’s Waste													
Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
2024/25 (T)	43	41	40	56	48	56							284
2023/24 (T)	49	45	49	38	45	58	55	50	57	47	54	50	597
Difference	-6	-4	-9	18	3	-2							

St Helens WTS: Green waste mulch (coarse and fine grade materials) is available for purchase Monday – Friday.

CAPITAL WORKS

Activity	Update
Alexander Street Rehabilitation - Cornwall	In-progress. The project is a part funded Local Road and Community Infrastructure Program project. The project includes stormwater improvements and rehabilitation of existing sections of road pavement and resealing. Stormwater components have been ordered and contractor availability to be confirmed - February commencement of works,
Ansons Bay Road - Sealing	In-progress. The project is a part funded Local Road and Community Infrastructure Program project, that commenced in November 2024 with completion due prior to June 30, 2025. The projects scope includes pavement storm water drainage improvements, pavement preparation, and sealing the next 1,500m of road from the end of seal (north of Priory) just beyond Charlies Marsh.
Storm water – Penelope Street	Installation of new stormwater main rescheduled to Feb/Mar 2025 to enable ground conditions to improve over the summer period.
Bridge 2293 – Cecilia Street	Design completed and precast superstructure components have been manufactured. Abutment works and bridge installation pending arrival of bridge barrier components. Bridge 2293 replacement will occur prior to Bridge 1675 being replaced.
Bridge 1675 – Lower German Town Road	Design completed and precast superstructure components have been manufactured. Abutment works and bridge installation pending arrival of bridge barrier components and completion of Bridge 2293 works.
Bridge 2809 Argyle Street, Mangana	In-progress. Pre-cast components manufactured. Onsite works to commence mid-February.
Scamander WTS – Waste Compactor	In-progress.
Scamander Inert Landfill Development	In-progress.
2024-2025 Road Resealing	In-progress until end of March 2025.

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

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

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:**Dog Registrations**

Item	YTD ⁽¹⁾ Dec 2024	YTD ⁽¹⁾ Dec 2023
Dogs Registered	1310	1,385
Dog registrations pending	116	55
Total	1426	1440
Dogs – Registered	91.86%	96.1%

Note ⁽¹⁾ YTD refers to the current month of financial year 1 July to 30 June.

Summary Reporting Period December 2024

Category/Area	Binalong Bay, The Gardens, Ansons	Fingal, Mathinna	Falmouth, 4 Mile	Seymour, Denison	Beaumaris, Diana B	Scamander	St Helens, Stieglitz Pyengana	St Marys, Cornwall	REPORTING PERIOD TOTAL	2024- 2025 YTD
Dog - Attack on a person (Serious)									0	2
Dog - Attack on another animal (Serious)									0	1
Dog – Attack on another animal (Minor)	1								1	1
Dog – Attack on a person (Minor)									0	2
Dog - Declared Dangerous									0	2
Dog - Dangerous Dogs Euthanized									0	0
Dog - Barking						1	1		2	18
Dog - Chasing a person									0	2
Dog - Impounded									0	4
Dog - in Prohibited Area									0	2
Dog - Lost Dogs Reported									0	1
Dog - Rehomed/kennel for rehoming									0	0
Dog - Wandering/at large		1	1						2	9
Verbal Warnings	3			1	1	1			5	15
Notice Issued - Unregistered Dog									0	5
Notice Issued - Caution Notice			2			2			4	7
Notice Issued - Infringement Notice									0	4
Infringement Notice - Disputes							1		1	3
Infringement Notice - Revoked									0	0
Written Letter - Various matters to Dog	1						4	1	6	23
Patrols - Township/Urban Areas			2				2		4	31
Patrols - Beaches/Foreshore	3		2	2	2	4	4		17	55
Kennel Licence - Issued									0	2
Other - Cat complaints									0	0
Other - Livestock									0	2
Other - Poultry									1	2
Other - RSPCA intervention									0	1
TOTAL	8	1	7	3	3	8	12	1	43	186

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

01/25.15.0 COMMUNITY DEVELOPMENT

01/25.15.1 Community Services Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

The Community Services team approaches all our work through a lens of access and inclusion and we advocate for this in the networks and meetings that we participate in both internally and externally.

2024 – 2025 Community, Council Events, Programs and Initiatives

Community Services	2024-2025 Budget	Paid out on request
Community Grants	30,000	
Youth Services	8,000	
Misc Donations & Events	7,500	
School Prizes	1,000	\$1,000
Community Event Funding		
Seniors Day	3,000	\$2,400
Australia Day Event	5,000	
Swimcart	1,000	
St Helens Athletic Carnival	2,500	\$2,500
Carols by Candlelight	1,600	
Australia Day Event (including Woodchopping)	15,000	1,500.00
Fingal Valley Coal Festival	2,000	

Pyengana Endurance Ride -	500	
St Helens Game Fishing Comp	2,000	
Wellbeing Festival	3,500	\$3,500
Marketing Valley Tourism	2,500	
Volunteer Week	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	\$2,500
International Disability Day Events	1,000	\$1,000
Mental Health Week	500	
BODRA Winter Lights – name change from Barn Dance	2,000	
Suicide Prevention	1,000	1,000.00
Pyengana Easter Carnival	1,000	
Mannalargenna Day	2,500	2,500.00
Christmas Donations	6,000	
Council Sponsorship		
Funding for BEC Directory	2,000	
St Helens Marine Rescue	3,000	
Business Enterprise Centre (BEC)	28,000	12,727.27
Neighbourhood House Tasmania – Conference Sponsorship		5,000.00
Welcome to Town Christmas Signs	1,500	

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

Reconciliation Action Plan (RAP)

Council received two (2) expressions of interest to deliver a piece of art work which will be incorporated into the Reconciliation Action Plan. Due to a conflict of interest with the one of the committee members, Council staff are working with a member of our aboriginal community to join the group to assess the applications. The art work will consider the past, the present and the future.

Bay of Fires Master Plan

The consultants, Hansen Partnership have launched the community engagement portal – information can be found on Council’s website and social media. On the portal is also access to a survey for people to answer and an additional way to provide feedback as the development of this masterplan will be informed by the views of those who live in and around or visit this area. There will also be a number of additional ways that everyone can engage in the process as the consultants move through the process of developing the Bay of Fires Master Plan. The survey is open to the end of January, 2025. Council has hard copies of the Survey -if this is the preferred way for the community to engage in this project.



STAY UP TO DATE WITH THE BAY OF FIRES MASTERPLAN.

The Bay of Fires Masterplan is an important project – its ambition is to set in place a roadmap for how the (sometimes competing) objectives for this special area can be balanced and what the priorities for investment in infrastructure should be.

The increase in tourism to the area offers significant economic benefits but can also negatively impact on sensitive natural, scenic and cultural values, as well as on local amenity. A Masterplan allows all the 'bits of the puzzle' to be put together and aims to ensure that decisions made by council, state government, the community and others looking to invest in the area are informed by and consistent with the plan.

Importantly, the development of the Masterplan will be informed by the views of those who live in and around or visit this area – so look out for opportunities to get and stay involved.



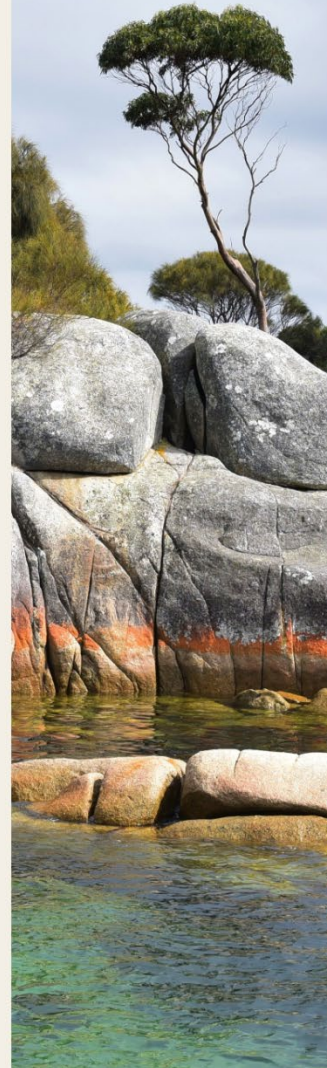
Want to have your say? Fill out the survey through the QR code above or:
Via the project portal at <https://bayoffiresmasterplan.org/> OR
Via Survey Monkey at <https://www.surveymonkey.com/r/bayoffiresmasterplan>

Prefer a hard copy? Contact Break O'Day Council to request one and complete the survey offline.

Survey submissions close Friday 31 January 2025.



HAVE
YOUR
SAY



Management Plan – Hub4Health

Council staff have recently met with the consultant who is in the final stages of delivering this Plan. A report will be prepared for Council when the Plan is received from the consultant.

Pump Track Project

The Pump track at the Flagstaff Trailhead was opened on Saturday 14 December, 2024 by Deputy Premier Guy Barnett.



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.

January 2025

- 1 – New Years Day Races – St Marys Recreation Grounds
- 5-10 – Scripture Union – Kids Holiday program – Portland Hall
- 18 – St Helens Flower Show – Portland Hall
- 18 – St Helens Dragon Boat event – Georges Bay, St Helens
- 18 – St Helens Athletic Carnival – St Helens Recreation Grounds
- 22- Basketball Tasmania Clinic – Bendigo Bank Community Stadium
- 24 – Summer Celebration – St Marys Recreation Grounds
- 25 – Woodchopping Event – St Helens Foreshore
- 26 – Australia Day Ceremony – Portland Hall

Australia Day 2025

This year's Australia Day Ambassador is Vicki Purnell. Vicki started a project called Bride's Blossoms and Blessings at the end of 2013 to ensure that every miscarried and stillborn baby in Tasmania was clothed and farewelled with respect and dignity after her good friend, Anna Connelly, gave birth to a stillborn baby girl called Bridie.

Vicki's project has grown to support those with dementia, women undergoing treatment for gynaecological cancer and women and children at a local women's shelter. She is also an advocate for women's health and as gynaecological cancer survivor she is a presenter in the Survivors

Teaching Students program which aims to raise awareness of the symptoms of ovarian and gynaecological cancers amongst the next generation of health professionals.

She was recognised for her volunteer work by being named the 2019 Local Hero for Tasmania and was awarded an Order of Australia Medal (OAM) on Australia Day 2022.



2025 Australia Day Awards Ceremony

Mayor Mick Tucker
cordially invites you
to celebrate

Australia Day

26 January, 2025
at the Portland Hall, St Helens
Commencing at 11 am

With Special Guest Vicki Purnell,
Australia Day Ambassador

RSVP by Monday 20 January, 2025
6376 7900 or email community.services@bodc.tas.gov.au



Learner Driver Mentor Program

The Get In2Gear Program hours are down a little this month due to the Christmas and new year period. 2 learners graduated in December.

Total on-road hours – 50 Hours

Total Mentors - 6

Learner in car - 26

Waiting list – 2

Graduated – 2

Community Wellbeing Project

The Wellbeing Certificate will be offered again in 2025 starting in March. Dates to be confirmed.

No further report as staff member on annual leave

Youth

No further report as staff member on annual leave

Health and Wellbeing

No further report as staff member on annual leave

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

- Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.
- Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community.

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

01/25.16.0 DEVELOPMENT SERVICES

01/25.16.1 Development Services Report

ACTION	INFORMATION
PROPONENT	Department
OFFICER	Development Services Coordinator
FILE REFERENCE	031\013\003\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER’S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various activities which have been dealt with by the Development Services Department since the previous Council meeting.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER’S REPORT:

KEY DEPARTMENT STRATEGIC OR OPERATIONAL MATTERS

1. Recruitment process for Environmental Health Officer Vacancy

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	4	5	4	6	2	1							22	
Permitted	1	4	1	8	1	1							16	
Discretionary	14	6	8	5	9	10							52	
Amendment	4	2	2	3	1	2							14	
Strata	1					2							3	
Final Plan		2	1			2							5	
Adhesion														
Petition to Amend Sealed Plan			1		1								2	
Boundary Rectification														
Exemption														
Total applications	24	19	17	22	14	18							114	242

Ave Days to Approve Nett *	21.8 7	20.21	22.94	17.18	46	22.1 6							25.06	
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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:

December 2024

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
195-2021 AMEND	St Helens	Minor Amendment to Planning Permit	S56	2	2
200-2024	Binalong Bay	Dwelling	S57	43	42
018-2024 STRATA	St Helens	2 Lot Strata Development	STRATA	20	20
033-2024	St Helens	32 x Shipping Containers for Storage, Signage & Additional Crossover	S57	42	41
209-2024	St Helens	2 Lot Subdivision (CT107563/16) & Consolidation of Lots	S57	44	42
195-2024	Four Mile Creek	Construction of a Dwelling & Shed AND Visitor Accommodation - Additional Use of Visitor Accommodation for the Dwelling	S57	43	42
187-2024	Akaroa	Additional Use for Visitor Accommodation	S58	32	11
179-2024	Binalong Bay	Retrospective Approval of Shed	S57	85	35
263-2023 FINAL	The Gardens	Final Plan of Survey - 2 Lot Boundary Adjustment	FINAL	14	14
305-2022 STRATA	St Helens	2 Lot Strata Plan	STRATA	161	0
184-2023 FINAL	Stieglitz	Final Plan of Survey - 2 Lot Subdivision	FINAL	18	18
155-2024	Ansons Bay	Demolition of an Existing Shed and Construction of a New Shed	S57	30	29
107-2023	St Helens	Multiple Dwellings (x6) and Associated Works	S57	475	19
230-2024	Stieglitz	Lean -To	NPR	1	0
174-2024	Binalong Bay	Shed	S57	95	24
223-2024	Binalong Bay	Alterations and Additions to a Dwelling and Change of Use of Carport to a Rumpus Room	S57	35	27
083-2024 AMEND	Akaroa	Minor Amendment to Planning Permit	S56	7	7
151-2024	Scamander	Dwelling	S57	27	26

TOTAL 18

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

Strategic Planning Projects in the 2024/2025 financial year

Description	Percentage Complete	Current Update
Scamander/Beaumaris Township Structure Plans - Develop Project Brief and engage consultancy to undertake the work.	20%	The Project Brief is being considered by Council at its meeting on 20 January 2025.
Break O'Day Council Land Use Strategy 2015 - Project Brief to be developed for implementation	10%	<p>Review of the Land Use Strategy has been completed.</p> <p>Review of Low Density Residential and Rural Living land has commenced. Currently on hold as we progress the Structure Plan and Industrial Land use study.</p>
Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy.	20%	<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>Phase 1 State of Play first draft report has been received for review by the Regional Planning Group.</p> <p>Feedback to consultants is currently occurring.</p>
Industrial Land Use Study - Complete the 'Scoping Study' and progress the study to identify future demand, land analysis, constraints and opportunities.	30%	The Project Brief is being considered by Council at its meeting on 20 January 2025.

BUILDING PROJECTS REPORT

Projects Completed in the 2024/2025 financial year

Description	Location	Updates
Old Tasmanian Hotel Site – New Community Shed	20 Talbot Street, Fingal	Completed November 2024 

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

Description	Location	Updates
Building upgrades	St Marys Railway Station	<ul style="list-style-type: none"> Repainting identified as priority which has commenced however completion delayed pending availability of contractor.
St Marys Indoor & evacuation Centre	St Marys Sports Complex	<ul style="list-style-type: none"> Contractual works completed; Formal opening currently being scheduled for February 2025.
New Toilet Addition & Further Design work	Scamander Sports Complex	<ul style="list-style-type: none"> Final fit-off underway; Scheduled for completion prior to end of January 2025;
Air-conditioning upgrades & completion of external painting	Council Office	<ul style="list-style-type: none"> External Signage & Repainting Upgrades complete; Pending expert advice in relation to required air-conditioning upgrades. Internal lighting upgrades currently being quoted.
Small storage shed & Security System installation	St Marys Sports Centre	<ul style="list-style-type: none"> Security system upgrades now completed; Store Shed design to be determined in consultation with committee

New Water Refill Stations	Various Locations, including Memorial Park	<ul style="list-style-type: none"> • Memorial Park Installation Completed; • Works to commence on new installation at Lions park, St Helens; • Further installation planned at Fingal park. • Other locations to be confirmed.
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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.
Re-Roof and Weather proofing of athletics building	St Helens Sports Complex	<ul style="list-style-type: none"> • Next phase of works pending outcomes of St Helens Sports Complex Masterplan consultation.
Community Consultation, Design & Development Approval Phase – Public Toilet	Falmouth Township	<ul style="list-style-type: none"> • Community engagement phase to commence as priority in conjunction with consultant designer who has now been appointed. • Consultation phase scheduled to occur from Mid-Late January 2025.
Internal Alterations – Design only.	Falmouth Community Centre	<ul style="list-style-type: none"> • Community engagement phase to commence as priority in conjunction with consultant designer who has now been appointed. • Consultation phase scheduled to occur from Mid-Late January 2025.
Demolition & Construction of New Public BBQ Facility and Associated work	Village Green, Binalong Bay	<ul style="list-style-type: none"> • Approved location determined by Council at November Council Meeting. • Works scheduled to commence post Easter break 2025.
Community Consultation, Design & Development Approval Phase – Public Toilet Replacement	Memorial Park, St Helens	<ul style="list-style-type: none"> • Community engagement phase to commence as priority in conjunction with consultant designer who has now been appointed; • Consultation phase to occur subsequent to Falmouth projects.

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

<h2 style="margin: 0;">Building Services Approvals Report</h2> <h3 style="margin: 0;">December 2024</h3>
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No.	BA No.	Town	Development	Value
1.	2024/00144	Ansons Bay	Alterations & Addition – New store and changeroom - Fire Station	\$60,000.00
2.	2024/00022	St Marys	Retrospective Approval - Studio, Carport & Shipping Container	\$30,000.00
3.	2024/00137	Falmouth	New Dwelling	\$531,000.00
4.	2024/00204	Gray	Alterations & Additions to Dwelling	\$110,000.00
5.	2024/00146	Stieglitz	New Shed	\$54,000.00
6.	2015/00222	St Helens	New (Dwelling) & Reactivation (Studio) including associated decks	\$144,000.00
7.	2022/00311-UNIT 2	St Helens	New Dwelling, Deck & Retaining walls	\$368,000.00
8.	2022/00311-UNIT 1	St Helens	New Dwelling, Deck & Retaining walls	\$368,000.00
9.	2024/00198	Stieglitz	New Spa & fencing	\$10,000.00
10.	2024/00177	Beaumaris	New Dwelling	\$250,000.00
11.	2024/00166	Stieglitz	New Shed with Amenities	\$70,000.00
12.	2024/00232	Scamander	Plumbing only – ablution block	N/A

ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2023/2024	2024/2025
	\$13,424,209.00	\$18,663,142.00

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2023	2024
	December	\$2,403,000.00	\$1,995,000.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2023/2024	2024/2025
	December	86	69

ENVIRONMENTAL REPORT

Description	Updates
NRM Committee	<p>A field trip to Kings Park by Council’s NRM Committee on 3 December was forced indoors by wet weather. Aboriginal Community representative Fay Harding led a discussion focused on personal Aboriginal cultural awareness and perspectives, beginning by sharing her heritage and experience as an Aboriginal woman.</p>
Dog Management	<p>The Parks and Wildlife Service is yet to provide feedback on their authorising on Reserves they managed the same new dog access (zones) in the revised Dog Management Policy (2024). As the old (2018) dog zones expire in mid-January 2025 and extension of them is impractical, Council decided in December to Declare the dog zones described in its revised 2024 Policy. Those come into force from 15 January 2025 following a Public Notice published on 11 January.</p>  <p>Staff will now work with PWS staff on implementation while co-authorisation by PWS remains outstanding and prepare for new joint signage later in the year.</p>
Flood Risk Management	<p>Debrief meeting on the 2 December flood event at St Marys with Regional Emergency Management staff of the State Emergency Service discussed flood emergency and evacuation alerts. Council and the SES will work further on coordinating flood warning messaging for the St Marys community.</p>
Cat Management	<p>Over 25 cats and their owners are benefiting from Council’s subsidised desexing and microchipping for Break O’Day cats. The offer ended prior to Christmas and was supported by funding from the Tasmanian Government’s Cat Management Plan, through the Northern Regional Cat Management Strategy. The funding is also providing equipment needed for cat population management – work to reduce a significant stray and roaming problem at Weldborough is intended for the cooler months this year.</p>

PUBLIC HEALTH REPORT

Immunisations

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

MONTH	2024/2025		2023/2024	
	Persons	Vaccinations	Persons	Vaccinations
July - December	5	5	19	20
January - June	0	0	153	154
TOTAL	5	5	172	174

Sharps Container Exchange Program as at 9 January 2025

Current Year	Previous Year
YTD 2024/2025	YTD 2023/2024
34	40

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Strategy

- Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.
- Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
COUNCIL MEETING DATE	20 January 2025
OFFICER	D. Szekely, Senior Town Planner
FILE REFERENCE	21/2375
ASSOCIATED REPORTS AND DOCUMENTS	Project Brief – Industrial Land Study

OFFICER’S RECOMMENDATION:

Development Services release the Project Brief – Industrial Land Study publicly to obtain expressions of interest after consideration and feedback from Council.

INTRODUCTION:

Internally, Development Services has completed an Industrial Land Scoping Study to assist in documenting the state of play for Break O’Day’s Industrial land supply. The purpose of the Scoping Study was as a precursor to more in-depth analysis of Industrial land in the context of available supply, known demand and ability to influence aspirational goals of improving opportunities for employment. To this end, the attached Project Brief is aimed at completing this work.

PREVIOUS COUNCIL CONSIDERATION:

Nil

OFFICER’S REPORT:

The proposed project brief for the Industrial Land Study is attached for consideration and discussion. An aspirational goal of identifying adequate ‘Industrial’ land is that the Break O’Day municipality can increase the diversity of employment types and provide for significant economic and community benefits including job creation, investment and entrepreneurship. The attached project brief is provided for the consideration of Council. Any edits required by Council will be incorporated prior to the release of the project brief for consultancy submissions.

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Key Focus Area

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

Break O Day Annual Plan 2024 – 2025

Actions:

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.

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:

To be determined

VOTING REQUIREMENTS:

Simple Majority

Request for Quotes

Industrial Land Study



Draft Version: 2 – Date: 25/09/2024

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Introduction

Break O’Day Council is inviting consultants to submit quotations, capability statements and proposed timelines for the ~~development~~ preparation of an Industrial Land Study. The study should primarily identify a forward supply of industrial land within the Break O’Day Local Government Area.

For the purposes of this project brief, Industrial Land refers to land that would satisfy Guideline No. 1 Local Provisions Schedule (LPS): zone and code application for the:

1. **General Industrial Zone;** and
2. **Light Industrial Zone.**
3. **Particular Purpose Zone**

The concept should also be broadened to land that would support ~~the application of a Particular Purpose Zone to achieve~~ mixed uses that have a relationship to providing opportunities for employment that take advantage of emerging economies for creative industries, small-scale manufacturers and technology-oriented start-up businesses.

An aspirational goal of identifying adequate and appropriate ‘industrial’ land is that the Break O’Day municipality can increase the diversity of employment sectors ~~types~~ and provide significant economic and community benefits including job creation, investment and entrepreneurship.

References to Industrial Land within this brief should be interpreted in this context and reflect the need to think creatively in terms of land within the municipality contributing to increasing the diversity of employment in the area.

Industry in Break O’Day

The municipality has two defined Industrial Precincts within St Helens and Fingal that supports a diverse range of industries that service the Break O’Day area and beyond. The Industrial Land Study will consider the adequacy of these precincts, potential opportunities and identify additional land within the municipality, which may include other settlement localities, to meet the needs and aspirations of the community.

In terms of Industry sector outputs, significant contributors include Construction (14.8%), Manufacturing (14.7%) and Agriculture/Forestry/Fishing (13.9%). Industries that have significant capacity to deliver broad based economic benefits to the region include Construction and Agriculture/Forestry/Fishing.

Key propulsive sectors of the Break O’Day economy, in descending order from most significant are:

Industry Sectors	Total
Construction	4
Agriculture, Forestry & Fishing	4
Manufacturing	2
Health Care & Social Assistance	2
Accommodation & Food Services	2
Electricity, Gas, Water & Waste Services	1
Transport, Postal & Warehousing	1
Arts & Recreation Services	1
Rental, Hiring & Real Estate Services	1
Retail Trade	1
Mining	1
Financial & Insurance Services	0
Public Administration & Safety	0
Wholesale Trade	0
Education & Training	0
Professional, Scientific & Technical Services	0
Administrative & Support Services	0
Other Services	0
Information Media & Telecommunications	0

Source: REMPLAN Economy Report – Key Propulsive Sectors

Source: [REMPLAN Economy](#) 7 May 2024

Additionally, Manufacturing and Mining are important contributors to regional exports.

Strategic Direction / Land Use Strategy Review

Council commissioned a Land Use Studies Review which was completed in January 2023. The study provided a performance and progress review against current strategic planning documents, adopted policies and the drivers of social and economic change. The study was commissioned as a tool to inform future strategic planning with the key aim of considering growth potential in Break O’Day.

In relation to employment land and supply, the study found that there is latent potential to accommodate further growth on existing industrial land with opportunities to re-develop and sub-divide to create additional smaller bespoke parcels. This however relies on existing landowners to realise this potential and does not preclude the requirement for Council to identify a forward supply of land.

Identification of land

Any investigation of additional land for industry and employment purposes is not limited to the two previously described zoned precincts and should consider the municipality as a whole. Council is concurrently developing a Scamander – Beaumaris Structure Plan and opportunities within the Scamander settlement should also be considered in conjunction with the remainder of the local government area.

A forward supply of industrial land is important in ensuring sufficient land is available to support new or expanded activities and incentivise diversity within industry. The objective is to place the Break O’Day local government area in the best position, in terms of industrial land supply, to meet demand, to provide opportunities for emerging or expanding sectors and entrepreneurship, to support its residents in terms of liveability and well-being and to promote sustainable development.

Diverse and sustainable industry relies on choice and flexibility in terms of location, freedom of operation, land size, access to services, resources and transport networks.

Any forward supply of industrial land should recognise the regional context of the municipality, a desire to explore regional innovation and entrepreneurial opportunities that will enable the municipality to meet the needs and aspirations of its business community and allow it to serve its wider community. For these reasons, the Industrial Land Study will closely align with the strategic direction of the Economic Development Strategy in terms of broader considerations such as fostering community well-being, and environmental sustainability as critical links to economic development and the land supply that serves the same.

It is expected that the Industrial Land Study will take account of the alignment between industrial land, infrastructure, services and regulation and how this incentivises:

- Regional innovation;
- Entrepreneurial opportunities;
- ~~Community well-being;~~
- Environmental sustainability.

Related Break O’Day Initiatives

- Economic Development Strategy Review
- Review of Land Use Strategy 2015
- Scamander / Beaumaris Structure Plan draft
- Industrial Land Scoping Study

Related State Government Initiatives

- Statewide industrial land study, Tasmania- pending.
- Review of the Northern Tasmania Regional Land Use Strategy- pending
- Tasmanian Freight Survey 2021-2022- pending
- Local Government Review – possible East Coast Council and how does that affect this work – pending.
- Tasman Highway Corridor Strategy- pending

Project Objectives

The objective of this consultancy is to provide comprehensive advice on future industrial land requirements for the Break O’Day local government area.

The consultancy must consider demand across sectors, regional and local comparative advantages, relationship to infrastructure networks and services, and local planning considerations.

SCOPE OF WORK REQUIRED

The scope of work for the study is broken into four (4) segments. Submissions based on this project brief should address all four parts.

In summary Council seeks to understand our existing industrial land users and how well they are being serviced. Naturally this would lead into an understanding of existing constraints and potential opportunities for improvement. Additionally, we seek to understand what opportunities there might be for our municipality to expand our industrial base to explore emerging or expanding opportunities within sectors. This clearly involves an element of investigation into economic drivers and diversification potential. Once we understand the existing and potential opportunities, a detailed land supply analysis is required that will identify the land supply required for our industrial sector. Finally, we are seeking advice on the best approach to achieve study findings. This is expected to be an analysis and recommendations regarding:

- Amendments to Planning instruments required;
- Incentive mechanisms for brownfield conversion, mixed use, densification etc;

Part 1

Economic Drivers & Diversification Investigation

This section aims to clearly identify the customer base (demand), existing and potential, for Industrial land within the Break O’Day municipality. Scope of work may include the following; however, Council would be pleased to review alternative approaches:

- Overview of existing Industrial areas in the Break O’Day local government area and relevant freight systems and routes;
- Trends affecting the type of industrial land required and its location (district centre) relevant to a local government area;
- How well are the needs of existing industrial land users being met? What are the limitations and constraints affecting existing users and how can these be addressed?
- Characteristics and requirements of different types of industrial uses, including emerging industries.
- Analysis of future industrial demand by sector; including bespoke, small-scale manufacturers, creative industries, commercial and technology-oriented start-up businesses. Opportunities to increase the diversity of employment types in the St Helens Industrial Estate or other identified areas.
- Analysis of existing industrial areas (industrial estates, extractive industries) including size, activities, relationship to freight supply chains (access to Tasman Highway upgrade requirements) and infrastructure, any vacant and under-utilised land, constraints and potential future opportunities. Latent potential to accommodate

further growth / vacant and under-utilised land. Additionally, when considering infrastructure within existing industrial areas a SWOT analysis to identify opportunities for the precincts to function more efficiently and successfully, should be considered. The outcome of the analysis will include recommendations and possible solutions.

Part 2

Land Supply Investigation

Part 2 of the Study will concentrate on identifying potential opportunities for Industrial land supply. This will consolidation of existing areas and expansion of land supply if required.

- Identify opportunities within existing Industrial land precincts for brownfield conversion and consolidation;
- Identify the location and extent of industrial land required to meet future demand across townships. As part of this process the successful consultant will be required to design and facilitate two (2) workshops with relevant Council staff as part of the identification of future industrial land.

Part 3

Regulatory Environment – Instruments – Incentives

Council requires recommendations on the regulatory pathway to successfully implement the findings of the study. This may include:

- Recommendations in terms of amendments to the Break O’Day Local Provisions Schedule;
- Incentive mechanisms;
- Policy formation
- Further mechanisms e.g. precinct plans

Part 4

Stakeholder Engagement

- Develop a stakeholder engagement strategy to guide consultation on data, analysis, and recommendations. Direct consultation will be required with businesses within the St Helens and Fingal Industrial Estates. A limited survey has previously been carried out as part of the Industrial Land Scoping Study and will be made available to the appointed consultant.

Break O’Day Supplied Information

DESCRIPTION	COMMENT
Local Provisions Schedule – Break O’Day	Electronic Copy
Economic Development Strategy	Electronic Copy
St Helens and Surrounds Structure Plan	Electronic Copy
St Helens Structure Plan – Background Report 2013	Electronic Copy
Land Use Strategy 2015	Electronic Copy

Land Use Studies Review 2023	Electronic Copy
Industrial Land Scoping Study – Break O’Day	Electronic Copy

Deliverables and Report Schedule

- Inception Meeting and Revised Project Scope:
- Stakeholder engagement Report;
- Council Workshops x 2 (in person);
- The consultant will be required to provide a draft and final report, fully addressing the scope of the consultancy;

Assumptions and Constraints

The Break O’Day Council, through an Industrial Land Study, can assist in facilitating and incentivising existing and emerging industries to be successful and prosperous and contribute to the liveability and well-being of the Break O’Day business and wider community.

It is unrealistic to rely on existing landowners within the Industrial Estates to realise and activate the latent potential to accommodate further growth in existing industrial land.

The community and local organisations will be interested and willing to participate.

Key stakeholders will be invested and supportive.

Terms of Engagement

Break O’Day Council may award a contract for the whole or part of a quotation. The Council is not bound to award a contract for the lowest quotation or any quotation.

Each quotation shall remain in force until the relevant consultant expressly notified Council in writing that its quotation has been withdrawn.

Where Break O’Day Council accepts a quotation, the consultant shall execute such documentation as the Council requires to bring a contract into being. No contractual obligation shall exist until all parties have executed a contract.

Fees and Conditions of Payment

The consultant shall be engaged on a fixed fee basis. The fee will be inclusive of all fees, expenses, and disbursements for carrying out the work.

Contact

For more information in relation to the project, please contact the Senior Town Planner and/or Economic Development Officer via email:

- Deb Szekely (Senior Town Planner) – deb.szekely@bodc.tas.gov.au
- Economic DO – To be advised.

Deadline

Expressions of Interest are to be submitted via email to admin@bodc.tas.gov.au by close of business, Monday 17 February 2025.

ACTION	DECISION
COUNCIL MEETING DATE	20 January 2025
OFFICER	D. Szekely, Senior Town Planner
FILE REFERENCE	23/13725
ASSOCIATED REPORTS AND DOCUMENTS	Project Brief – Scamander- Beaumaris Structure Plan

OFFICER’S RECOMMENDATION:

Development Services release the brief publicly to attract quotations for services specified in the brief.

INTRODUCTION:

The project brief was considered by Council at a Workshop in October 2024. The revised brief is provided to Council for further consideration prior to release for submissions.

PREVIOUS COUNCIL CONSIDERATION:**Council Workshop 2 October 2023****Council Meeting 26 June 2023****06/23.17.2.158**Moved: Clr. B. LeFevre / Seconded: Clr. I. Carter

That the 2023-2024 Annual Plan be adopted.

CARRIED UNANIMOUSLY**OFFICER’S REPORT:**

A Discussion Paper was previously presented to Council at its workshop on 2 October, 2023. The discussion paper set out the purpose of a Structure Plan and how it was considered such a plan was necessary for the Scamander (including Upper Scamander) and Beaumaris settlements.

The Project Brief has been prepared to invite consultants to prepare the Scamander – Beaumaris Structure Plan. Following Council consideration and any required amendments, the project brief will be released for submissions to be received by Council.

STRATEGIC PLAN & ANNUAL PLAN:

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

Goal

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

Key Focus Area

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

Break O Day Annual Plan 2024 – 2025

Actions:

3.1.1.3 Scamander/Beaumaris Township Structure Plans - Develop Project Brief and engage consultancy to undertake the work.

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:

To be determined

VOTING REQUIREMENTS:

Simple Majority

REQUEST FOR QUOTES FOR:

Scamander / Beaumaris Structure Plan

Preparation of Structure Plan for the settlements of Scamander and Beaumaris within the local government area of Break O'Day.



Version: 2 – Date: 25/09/2024

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Overview

Break O'Day Council requires a qualified and experienced consultancy to prepare a settlement structure plan for the settlements of Scamander and Beaumaris within the Break O'Day local government area. Scamander refers to the settlement of Scamander and Upper Scamander.

The Break O'Day Council must consider its strategic planning position in relation to the impending Tasmanian Planning Policies, the review of the Northern Tasmania Regional Land Use Strategy and its own strategic documents contained within the Municipal Management Plan. The development of a Scamander – Beaumaris Structure Plan will provide relevant and meaningful input into the review of the Northern Tasmania Region Plan and provide a response to the following intents:

1. Provide the finer grain planning to manage these settlements and guide the sustainable development of the Scamander – Beaumaris settlements;
2. Clearly articulate Council and the communities' vision for the future land use and development within Scamander and Beaumaris over the next fifteen (15) years;
3. Identify required amendments (if any) to the Break O'Day Local Provisions Schedule and provide the strategic evidence for the same.

Participation in the Tasmanian Planning System review process and in combination with the release of the 2021 Census Data and the Northern Tasmania Residential Demand and Supply Study, it has highlighted the need to take a closer look at the Scamander (including Upper Scamander) and Beaumaris settlements. Further consideration needs to be given to up-to-date population, demographic, economic and employment data and projections for the study area.

Scamander has now overtaken St Marys in terms of population and now accounts for 11.9% of the Break O'Day area. In combination with Beaumaris and Upper Scamander, this represents just over 18% of the Break O'Day local government area population. Additional demographic data that supports strategic planning within these settlements includes data sets concerning median age, people who moved address in the last 5 years, couples with families and lone person households. Statistics demonstrating a level of change occurring within these settlements and concerning demographic, economic and employment data and projections need to be considered further to properly plan for the liveability of these settlement and identify any relevant trends.

A Structure Plan is able to contribute as a growth management tool to better understand changes noticed within a settlement and what these implications may have on services, infrastructure and land use. Furthermore, a Structure Plan and the process of developing the same, facilitates the development of the settlement vision, articulates the settlement strategy as well as identifying how and when this can be achieved (implementation strategy). There are currently unanswered questions with regard to the need for additional residential, commercial or industrial areas within the study area as well as its wider role within the municipality and the function it serves within the Break O'Day municipality.

The preparation of the Scamander – Beaumaris Structure Plan will be informed by the "Structure Plan Guidelines" prepared by the State Planning Office, in November 2022.

Section A – Quote Conditions

1. Request for Quotes

- 1.1 The Council seeks Quotes from Respondents for the provision of the Services.
- 1.2 Prices quoted are to be on a lump sum basis, with schedule of payments at key milestones.
- 1.3 All prices for the Services are to be fixed price with a schedule for any additional work that may be required. Quoted prices must **include** GST and all applicable levies, duties, taxes and charges.
- 1.4 The Respondent must submit:
 - 1.4.1 A fee proposal (itemised) to undertake the requirements outlined in the brief;
 - 1.4.2 Timeframes for the provision of the Structure Plan and Implementation Plan;
 - 1.4.3 Details of insurance currently held or to be extended to provide cover for Services;
 - 1.4.4 Execution of quote as Company or Individual;
 - 1.4.5 The qualifications and experience of the team of people, which would be assigned to undertake the consultancy;
 - 1.4.6 The capacity of the consultant/team to undertake this proposal;
 - 1.4.7 The proposed project methodology in some detail, to be adopted to undertake the consultancy;
 - 1.4.8 Details of any key assumptions and/or omissions in the proposal; and
 - 1.4.9 A detailed timetable and proposed approach to the project. The consultant must prepare and include in this submission a Gantt chart identifying the relevant timing of stages.
 - 1.4.10 Identify variation and or project extension unit rates and related charges;
 - 1.4.11 Provide a declaration of any actual, perceived or potential conflict of interest and how any conflict of interest which exists or may arise will be managed.
- 1.5 **Conflict of Interest**
 - 1.5.1 The Respondent must identify any actual or potential conflicts of interest with any current and ongoing matters that relate to land use planning matters concerning the Scamander and Beaumaris settlements.
- 1.6 **Electronic Lodgement of Quotes**
 - 1.6.1 Quotes must be lodged electronically via the Council's email address at admin@bodc.tas.gov.au before the Closing Date Monday XX XXXX 2024 at 12:00PM;
 - 1.6.2 Quotes lodged by other means will not be considered;
 - 1.6.3 Quotes received after the Closing Date will NOT be considered.

2. Acceptance of Quote

- 2.1 The Respondent agrees that the Quote remains open for a minimum period of 60 days after the Closing Date.

- 2.2 This RFQ, together with the Council's written acceptance of the Quote and the issue of an official Council purchase order, constitute the contract between the Council and the successful Respondent.

3. No Legal Requirement

The issue of this RFQ or any response to it does not commit, obligate or otherwise create a legal requirement on the Council to acquire the Services from a Respondent.

4. Council's Rights

The Council reserves the right to:

- 4.1 amend, vary, supplement or terminate this RFQ at any time;
- 4.2 accept or reject any Quote;
- 4.3 negotiate with any service provider on all or any part of the Services to be supplied pursuant to this RFQ;
- 4.4 postpone or abandon this RFQ;
- 4.5 accept or reject any Quotes;
- 4.6 accept all or part of any Quote;
- 4.7 negotiate or not negotiate with one or more Respondents;
- 4.8 discontinue negotiations with any Respondent; and
- 4.9 include the Respondents' names in Council reports and make them public.

Section B – Specifications

5. Scope of Work

- 5.1 **Preparation of the Scamander – Beaumaris Structure Plan will aim to provide a response to the following:**
 - 5.1.1 Define the strategic planning area (see Section C);
 - 5.1.2 What will the settlements look like in 15 years in terms of settlement hierarchy, identity (role and function) and character;
 - 5.1.3 What size population should be planned for in terms of projection and aspiration;
 - 5.1.4 Identify and investigate the residential, commercial and industrial and/or mixed-use land supply;
 - 5.1.5 In terms of agreed future settlement type and role and function of the future settlement, identify (a) any relevant local area objectives and (b) character statements and (c) the projected spatial requirements (supply and demand) for land allocated for residential, commercial and industrial and/or mixed-use land supply;
 - 5.1.6 How will we manage natural hazards and climate change;
 - 5.1.7 Where will we locate possible future economic drivers including tourism and what are the most appropriate economic drivers for this locality;
 - 5.1.8 Consider and resolve questions relating to the study area supporting an activity centre. In terms of settlement hierarchy should there be a 'centre'? This is a critical consideration, and any response should clearly detail justification of the response. If identified as a future direction, identification of the 'centre' must be expanded on in terms of location, boundaries, purpose, identity, character, role etc. Is it relevant to strengthen the public realm by activating an activity centre in the study area and if so how (urban design and built form)?
 - 5.1.9 What is the role and function of Scamander and Beaumaris in relation to each other and other settlements within the Break O'Day local government area.
 - 5.1.10 Identification of relevant Scenic Protection Area(s) and landscape connectivity – coastal to hinterland corridors (coastal catchments).
 - 5.1.11 Coastal Values / Natural Values – Compilation of a succinct description of the natural values of the study area, and particularly the coastal values of the area. Particular attention is to be given to lagoon and waterway connections within the coastal zone and how the management of these values are incorporated into the structure plan. Further engagement between Council and the successful consultant will occur to further define this important piece of work.
 - 5.1.12 Identification of preferred settlement characteristics in terms of
 - 5.1.12.1 road network,
 - 5.1.12.2 passive transport and walkability,
 - 5.1.12.3 activity centres,
 - 5.1.12.4 infrastructure implications
 - 5.1.12.5 residential densities and dwelling diversity
 - 5.1.12.6 affordable and social housing
 - 5.1.12.7 community infrastructure
 - 5.1.12.8 settlement approaches – design, aesthetics, visual, green infrastructure
 - 5.1.12.9 streetscape and landscape features

- 5.1.12.10 open space and recreation areas (social infrastructure)
- 5.1.12.11 well-being and liveability
- 5.1.12.12 important landmarks and/or natural features e.g. Scamander River
- 5.1.12.13 Hazards e.g. coastal erosion / coastal inundation / flooding;
- 5.1.12.14 Crown land / State land
- 5.1.12.15 Council infrastructure – inert landfills, waste transfer stations, stormwater
- 5.1.13 Specific planning interventions for consideration
- 5.1.14 Recommended Implementation Strategy
 - 5.1.14.1 Implementation through key measures including actions and timing that relate to an implementation program.
 - 5.1.14.2 Relationship to and implications for the review of the Northern Tasmania Regional Land Use Strategy (NTRLUS).**
- 5.1.15 Spatial mapping.

5.2 Additional Key Outputs

To prepare the Scamander – Beaumaris Structure Plan, additional key outputs will be required.

5.2.1 Background Report

- Township Profile;
 - Location
 - Structure and Character
 - Transport and Access
 - Infrastructure
- Community and Population Profile
- Natural Features / Natural Hazards / Climate Change;
- Cultural Features;
- Land Uses;
- Economy of the Region;
- Employment opportunities;
- Strategic context.

5.2.2 Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis:

- State and regional matters;
- Natural values / Scenic values
- The community
- Community facilities
- Movement Network
- Infrastructure
- Heritage
- Town Centre

- Coastal Values – natural, scenic, recreational, identity etc
- Residential Land Uses
- Industrial / Commercial / Mixed Land Uses
- Rural and rural lifestyle land uses.

The background report and SWOT analysis should provide a local area snapshot and identify clear trends, issues, pressures, constraints and opportunities will inform the Structure Plan.

5.2.3 Community Views Report:

- Initial engagement
- Public drop in sessions
- Submissions
- Record of consultation and recommendations

6. Deliverables

6.1 The following deliverables are expected:

	Deliverable	Timing
6.1.1	Project Gantt Chart	
6.1.2	Stakeholder (Community and Key Stakeholder) Engagement Program <ul style="list-style-type: none">- Electronic- Social Media- Written- Surveys- Community Information Sessions	
6.1.2	Background Report	
6.1.3	SWOT Analysis	
6.1.4	Community Views Report including how the same has been incorporated into the draft report	
6.1.5	Draft Structure Plan	
6.1.6	Final Structure Plan	

7. Client Engagement and Stakeholder & Community Engagement

Please note that Council has adopted a Community Engagement Strategy, and any engagement program should reflect the adopted strategy. It is expected that any engagement is a mix of accessible communication mediums, such as written, electronic, dynamic web-based, and responds to varying digital accessibility in the community.

Client Engagement- the following should be provided for:

- Inception meeting and monthly progress review meetings with Council representatives- TEAMS;
- Consultation (electronically) as necessary, with council officers to understand the current situation, studies underway and clarify data as needed.
- Meeting with Council Officers to discuss Background Report, SWOT Analysis and obtain feedback - TEAMS

- Attendance at Workshop to present -Background Report, SWOT Analysis and obtain Councillor feedback and input;
- Meeting with Council Officers to discuss draft Structure Plan - TEAMS
- Attendance at Workshop to present draft Structure Plan and obtain Councillor feedback

Provision should be made for additional consultation upon request of the client quoted separately or at an hourly rate.

Stakeholder Engagement – Community and Key Stakeholders

To successfully deliver the Structure Plan in which a shared vision has been reached, community and stakeholder engagement is a foundation piece of the project. To this end, any response to the RFQ should include a Communication and Stakeholder (Community and Key Stakeholders) strategy.

8. Submission Requirements

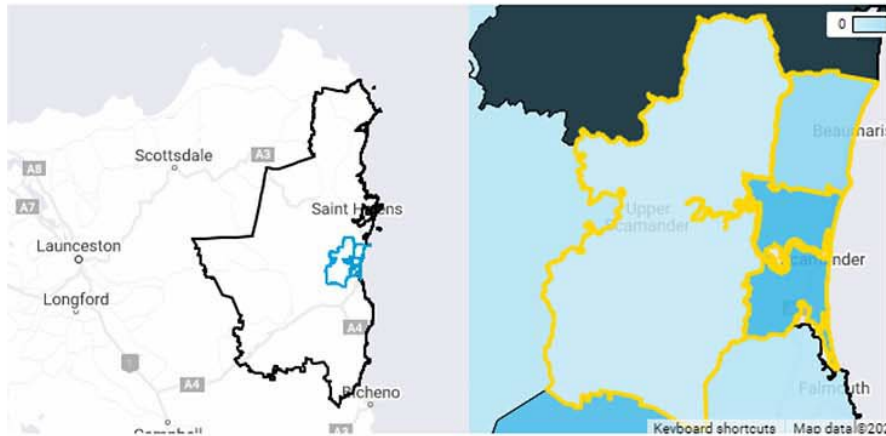
- 8.1 Submissions are sought proposing a methodology with fees proposal to complete the work. Submissions shall contain the following:
 - 8.1.1 The qualifications and experience of the team of people who will undertake the consultancy.
 - 8.1.2 The capacity of the consultant/team to undertake this proposal.
 - 8.1.3 The staging and tasks list in this RFQ to structure the fee proposal.
 - 8.1.4 The proposed project methodology in some detail, to be adopted to undertake the consultancy.
 - 8.1.5 Details of any key assumptions and/or omissions in the proposal.
 - 8.1.6 A detailed timetable and proposed approach to the project. The consultant must prepare and include in this submission a Gantt chart identifying the relevant timing of stages.
 - 8.1.7 Fee proposal and schedule of hourly rates.

- 8.2 Submissions can also include additional information as the consultant believes necessary, which may assist in completing the study, or that assists in understanding the capability of the consultant to undertake work.

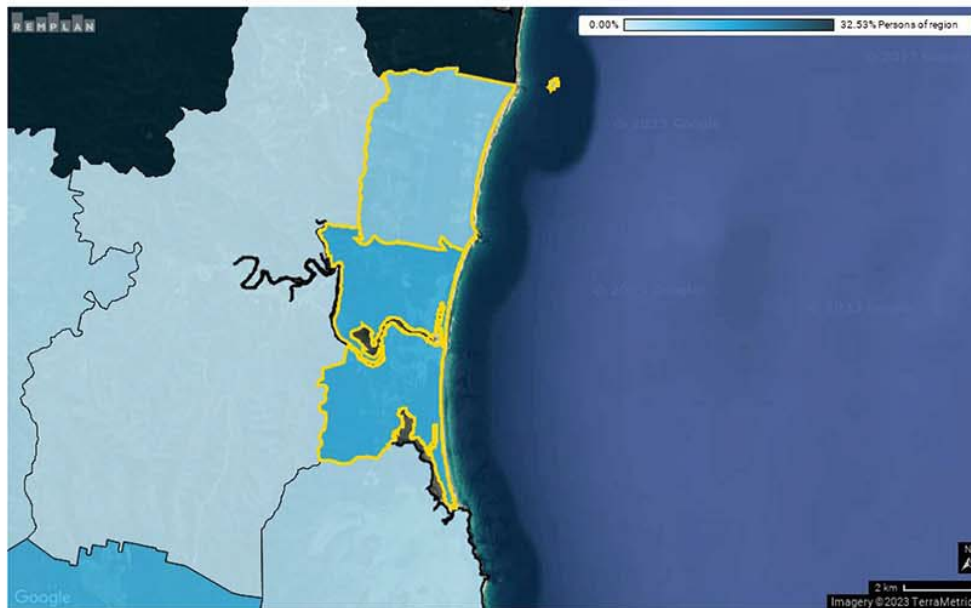
Section C – Additional Information

PLANNING AREA

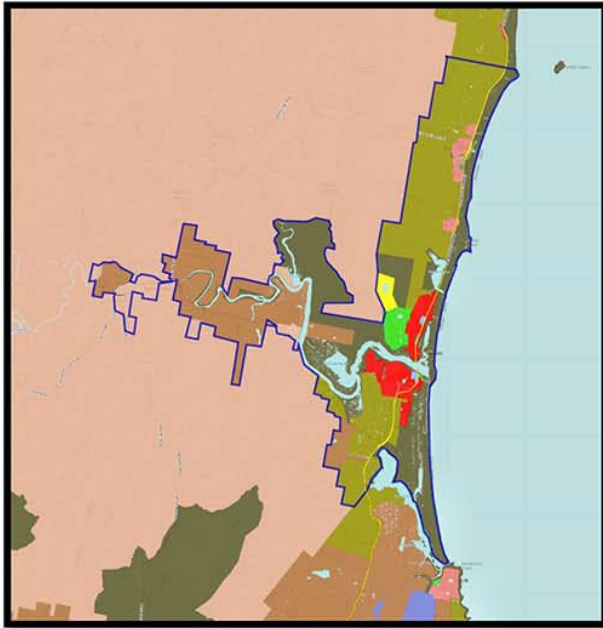
The bounds of the planning area will be determined during the project inception. However, the following diagrams provide a starting point for consideration.



Inclusive Option: Upper Scamander, Scamander, Beaumaris.



Exclusive Option: Scamander / Beaumaris



Restricted Option: Upper Scamander, Scamander, Beaumaris.

For more information in relation to the project, please contact the Senior Town Planner, Deborah Szekely, via email: deb.szekely@bodc.tas.gov.au.

Deadline

Expressions of interest are to be submitted, via email, to admin@bodc.tas.gov.au by close of business Monday 17 February 2025.

01/25.17.0 GOVERNANCE

01/25.17.1 General Manager's Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\012\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the General Manager's report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various matters which are being dealt with by the General Manager and with other Council Officers where required.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

Meeting and Events attended:

17.12.2024	MS Teams	– Future of Local Government Review, meeting with Office of Local Government and Councils in relation to the information provided regarding examination of future boundary arrangements and the process to progress.
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Meetings & Events Not Yet Attended:

15.01.2025	MS Teams	– Break O'Day Council Emergency Management Preparedness, meeting with consultants engaged at the State level to assess Council's preparedness and skills.
15.01.2025	St Helens	– Parks & Wildlife Service, meeting with Steve Towner (Parks & Reserves Manager – North East) to discuss a range of local issues including maintenance of PWS roads, local infrastructure and projects, as well as St Columba Falls track situation.
16.01.2025	St Helens	– Easy Tiger Official Opening Event
17.01.2025	St Helens	– Meeting with Ms Rebecca White MP and Mayor Tucker
20.01.2025	St Helens	– Council Meeting

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

Brief Updates:

Future of Local Government Review

Following the release of the State Government’s response to the Future of Local Government Review Report, the Office of Local Government as part of implementing the outcomes from the response are following through on potential investigations in relation to future arrangements of Council boundaries. They have previously outlined a three step process and they are now firming up the elements which would form the basis for the initial step with Councils. These elements are likely to be a Framework; Underlying Principles; and a process road map. It is expected that the content of these elements will become clearer over the next couple of months and that the Office of Local Government will potentially visit Councils to discuss the process and these elements.

Communications Report

TOPIC	ACTIVITY	PROGRESS
GENERAL COMMS	BODC Website	<ul style="list-style-type: none"> • The Lighthouse – Open every Wednesday 11-1pm at Anglican Hall. • Bushfire Ready Challenge. • BODRA – Summer Celebration 24 January at St Marys Recreation Ground 4-7pm. • A Burst of Summer Flower Show – 18 January at Portland Hall. Public viewing 12-4pm. Cost \$2 entry. • North East Axemen’s Woodchopping Event – 25 January at St Helens Foreshore 9.30-5pm.
SOCIAL MEDIA	Break O’Day Council	<ul style="list-style-type: none"> • 2025 Australia Day Awards Ceremony – 26 January at Portland Hall commencing 11am. All welcome. RSVP 20 January. • Recycle Coach – Waste tips and promotion for Recycle Coach App. • Free Green Waste disposal every Sunday at St Helens, St Marys and Scamander Waste Transfer Stations until 23 February 2025. Find out the times the stations are open here: www.bodc.tas.gov.au/property/waste/ • Mulch for sale \$12.00m2 at the St Helens Waste Transfer Station. Monday-Friday 10-3.30pm.
	Shared Social Media Posts	<ul style="list-style-type: none"> • Fishing Clinic St Helens – 20 January 2-4pm. Book at www.fishing.tas.gov.au

		<ul style="list-style-type: none"> • Tasmania Fire Service – Are you bushfire ready? Bushfire plan. • St Helens Library – School Holiday Program: Minecraft hunt. • St Helens Library – School Holiday Activity: Cubing demonstration. • Break O’Day Christmas Festivities – St Helens Christmas Parade. • St Marys Christmas Eve Celebrations – St Marys Christmas Party. • Fingal Valley Neighborhood House Inc. – Fingal Valley Christmas Parade. • RACT 6060 installation – Reminder of the 6060 lives lost on Tassie's roads in the past 100 years.
COMMUNITY ENGAGEMENT	Break O’Day Council	<ul style="list-style-type: none"> • St Marys Art Project Survey – Ideas to help develop signage for the new Multi-Purpose and Evacuation Centre in St Marys. Visit www.bodc.tas.gov.au Community consultation – 14 January at St Marys Sports Complex 3-5pm • St Marys Exhibition Building – FAQ and submission. Visit www.bodc.tas.gov.au/community-consultation. Submissions close 27 January 2025.
EMAIL DATABASES	Continuing to develop	Continuing to collect email addresses for the newsletter and township databases. This has been going well with all the consultation underway, which is used as an opportunity to promote our EDMs.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
DA 2023/00184 15 Parnella Drive, Stieglitz	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
DA 2023/00263 1253 Gardens Road, The Gardens	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
Schools, Colleges and Trade Training Centres - Tasmanian Government and Department of Education and Young People	Affixing Common Seal	Education Casual Hire Agreement	Number 21 – Miscellaneous Powers and Functions to the General Manager

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

DATE	DOCUMENT	ADDRESS	PID OR DA
02.12.2024	337 Certificate	78 Cecilia Street, St Helens	6793654
02.12.2024	337 Certificate	15 Beaumaris Avenue, Beaumaris	6787369
02.12.2024	337 Certificate	40 Parnella Drive, Stieglitz	7391040
03.12.2024	337 Certificate	1 Tully Street (CT72097/3), St Helens	6795705
03.12.2024	337 Certificate	10 Heather Place, St Helens	2566585
05.12.2024	337 Certificate	Lot 2 Quail Street, St Helens	1482435
05.12.2024	337 Certificate	9 Cameron Street, St Marys	6401593
09.12.2024	337 Certificate	25480 Tasman Highway (CT187600-2), St Helens	1968996
09.12.2024	337 Certificate	Harefield Road (CT102026-2), St Marys	9359859
09.12.2024	337 Certificate	134 Tully Street (CT144446-8), St Helens	2802293
09.12.2024	337 Certificate	8 Susan Court, St Helens	2282697
10.12.2024	337 Certificate	Lot 5 Lower German Town Road, St Marys	2563907
11.12.2024	337 Certificate	6 Freshwater Creek, Beaumaris	7768303
11.12.2024	337 Certificate	1-3 Halcyon Grove, St Helens	1496976
12.12.2024	337 Certificate	13 Cobrooga Drive, St Helens	2282515
13.12.2024	337 Certificate	24 Annabel Drive, St Helens	9748282
13.12.2024	337 Certificate	342 Gardens Road, Binalong Bay	6807729
13.12.2024	337 Certificate	32-36 Legge Street, Fingal	6411492
16.12.2024	337 Certificate	9 Champ Street, Seymour	2175349
16.12.2024	337 Certificate	Elizabeth Street (CT203485-12), Mangana	6413615
18.12.2024	337 Certificate	31 Pringle Street, Scamander	1851122
19.12.2024	337 Certificate	10 Annabel Drive, St Helens	9806672
23.12.2024	337 Certificate	19457 Tasman Highway, Seymour	6408875

Tenders and Contracts Awarded:

Tender Closing Date	Description of Tender	Awarded To
Friday 15 November 2024	Contract 030\001\144 Drilling, Blasting, Crushing, Blending and Stockpiling of Gravel at Halfway Hill Quarry and Merry Creek Quarry	Fieldwicks Crushing & Screening

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

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

IN CONFIDENCE

01/25.18.0 CLOSED COUNCIL

01/25.18.1 Confirmation of Closed Council Minutes – Council Meeting 16 December 2024

01/25.18.2 Outstanding Actions List for Closed Council

01/25.18.3 Closed Council Item Pursuant to Section 15(2)D of the Local Government (Meeting Procedures) Regulations 2015 - Quotations for Solar Lighting – Georges Bay Foreshore St Helens

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

01/25.19.0 MEETING CLOSED

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

.....
MAYOR

.....
DATE