



**NORTHERN  
MIDLANDS  
COUNCIL**

# **MINUTES**

**Ordinary Meeting of Council**

**Monday, 18 September 2017**

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



MINUTES OF THE MEETING OF THE NORTHERN MIDLANDS COUNCIL HELD AT THE COUNCIL CHAMBERS,  
LONGFORD AT 5.05PM ON MONDAY, 18 SEPTEMBER 2017

### 270/17 ATTENDANCE

#### 1 PRESENT

Mayor Downie, Deputy Mayor Goss, Cr Adams, Cr Calvert, Cr Goninon, Cr Lambert, Cr Polley AM

#### In Attendance:

Mr Jennings – General Manager, Miss Bricknell – Corporate Services Manager (to 8.50pm), Mrs Bond – Community & Development Manager (to 8.50pm), Mr Leigh McCullagh – Works Manager (to 8.50pm), Mr Godier – Senior Planner (to 8.41pm), Ms Lucie Copas – Executive & Communications Officer (to 6.07pm), Mrs Eacher – Executive Assistant (to 8.50pm)

#### 2 APOLOGIES

Cr Gordon, Cr Knowles OAM

### 271/17 TABLE OF CONTENTS

|        |   |      |
|--------|---|------|
| 270/17 | ATTENDANCE  | 1138 |
| 1      | PRESENT   | 1138 |
| 2      | APOLOGIES   | 1138 |
| 271/17 | TABLE OF CONTENTS   | 1138 |
| 272/17 | DECLARATIONS OF ANY PECUNIARY INTEREST OF A COUNCILLOR OR CLOSE ASSOCIATE | 1140 |
| 273/17 | CONFIRMATION OF MINUTES   | 1140 |
| 1      | ORDINARY COUNCIL MEETING – 21 AUGUST 2017                                 | 1140 |
| 2      | CONFIRMATION OF MINUTES OF COMMITTEES                                     | 1140 |
| 3      | RECOMMENDATIONS OF SUB COMMITTEES   | 1141 |
| 274/17 | DATE OF NEXT COUNCIL MEETING 16 OCTOBER 2017                              | 1141 |
| 275/17 | INFORMATION ITEMS   | 1142 |
| 1      | COUNCIL WORKSHOPS/MEETINGS HELD SINCE THE LAST ORDINARY MEETING           | 1142 |
| 2      | MAYOR'S COMMUNICATIONS  | 1142 |
| 3      | PETITION  | 1142 |
| 4      | CONFERENCES & SEMINARS: REPORT ON ATTENDANCE BY COUNCIL DELEGATES         | 1143 |
| 5      | 132 & 337 CERTIFICATES ISSUED   | 1143 |
| 6      | ANIMAL CONTROL  | 1143 |
| 7      | HEALTH ISSUES   | 1144 |
| 8      | CUSTOMER REQUEST RECEIPTS   | 1144 |
| 9      | GIFTS & DONATIONS (UNDER SECTION 77 OF THE LGA)                           | 1144 |
| 10     | ACTION ITEMS: COUNCIL MINUTES   | 1144 |
| 11     | KEY ISSUES BEING CONSIDERED: MANAGERS' REPORTS                            | 1148 |
| 12     | RESOURCE SHARING SUMMARY FROM 01 JULY 2016                                | 1154 |
| 13     | VANDALISM   | 1154 |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



|                                    |  |      |
|------------------------------------|--|------|
| 14                                 | YOUTH PROGRAM UPDATE: SEPTEMBER 2017   | 1154 |
| 15                                 | STRATEGIC PLANS UPDATE   | 1155 |
| 16                                 | ANIMAL CONTROL UPDATE  | 1158 |
| 17                                 | TASMANIAN YOUTH LOCAL GOVERNMENT   | 1158 |
| 276/17                             | ALGA NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS: ATTENDANCE   | 1159 |
| 277/17                             | HUMAN RESOURCES POLICY: SMOKE FREE WORKPLACE POLICY  | 1161 |
| 278/17                             | LOCAL GOVERNMENT REFORM: NORTHERN REGION SHARED SERVICES   | 1163 |
| 279/17                             | HISTORICAL RECORDS AND RECOGNITION: SERVICE OF COUNCILLORS   | 1168 |
| 280/17                             | MONTHLY REPORT: DEVELOPMENT SERVICES   | 1171 |
| 281/17                             | POLICY REVIEW: RESPONSIBLE CAT OWNERSHIP   | 1176 |
| 282/17                             | FUNDING REALLOCATION REQUEST: RHYTHM X ACTION PARK   | 1179 |
| 283/17                             | LAND USE PLANNING AND APPROVALS AMENDMENT (MAJOR PROJECTS) BILL 2017   | 1182 |
| 284/17                             | PERTH MAIN STREET – ANNUAL PLANTINGS   | 1187 |
| 285/17                             | PUBLIC QUESTIONS & STATEMENTS  | 1191 |
| 1                                  | PUBLIC QUESTIONS   | 1191 |
| 286/17                             | COUNCIL ACTING AS A PLANNING AUTHORITY   | 1192 |
| 2                                  | STATEMENTS   | 1192 |
| PLAN 2                             | P17-207 - 29 Church Street, ROSS   | 1192 |
| 287/17                             | PLANNING APPLICATION P17-207 29 CHURCH STREET, ROSS  | 1194 |
| 288/17                             | COUNCIL ACTING AS A PLANNING AUTHORITY – CESSATION   | 1210 |
| 289/17                             | WILLIAM STREET RESERVE, PERTH: RIVER MAINTENANCE   | 1211 |
| 290/17                             | TOOMS LAKE: TOILET AMENITIES   | 1215 |
| 291/17                             | STATE ROADS MAINTENANCE  | 1218 |
| 292/17                             | MONTHLY FINANCIAL STATEMENT  | 1221 |
| 293/17                             | NOMENCLATURE – NAMING OF NEW STREET: EFFRA COURT, PERTH (OFF EDWARD STREET)  | 1225 |
| 294/17                             | PUBLIC WIFI SITE – PERTH   | 1228 |
| CON – ITEMS FOR THE CLOSED MEETING |  | 1230 |
| 295/17                             | INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL  | 1230 |
| 296/17                             | APPLICATIONS BY COUNCILLORS FOR LEAVE OF ABSENCE   | 1230 |
| 297/17 (1)                         | PERSONNEL MATTERS  | 1230 |
| 297/17 (2)                         | INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL  | 1230 |
| 297/17 (3)                         | MATTERS RELATING TO ACTUAL OR POSSIBLE LITIGATION TAKEN, OR TO BE TAKEN, BY OR INVOLVING THE COUNCIL OR AN EMPLOYEE OF THE COUNCIL | 1230 |
| 297/17 (4)                         | INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL  | 1230 |
| 297/17 (5)                         | PROPOSALS FOR THE COUNCIL TO ACQUIRE LAND OR AN INTEREST IN LAND OR FOR THE DISPOSAL OF LAND                                       | 1230 |
| 298/17                             | INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL  | 1230 |
| 299/17                             | INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL  | 1230 |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



|        |  |      |
|--------|--|------|
| 300/17 | CMCA MEMBER ONLY RV PARK PROPOSAL – CAMPBELL TOWN  | 1231 |
| 301/17 | INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL  | 1231 |
| 302/17 | NORTHERN MIDLANDS LAND USE & DEVELOPMENT STRATEGY - TENDER APPROVAL  | 1231 |
| 303/17 | INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL  | 1232 |
| 304/17 | MATTERS RELATING TO ACTUAL OR POSSIBLE LITIGATION TAKEN, OR TO BE TAKEN, BY OR INVOLVING THE COUNCIL OR AN EMPLOYEE OF THE COUNCIL | 1232 |
| 305/17 | PERSONNEL MATTERS  | 1232 |

Council RESOLVED to note the withdrawal of item PLAN 1 from the Agenda.

### 272/17 DECLARATIONS OF ANY PECUNIARY INTEREST OF A COUNCILLOR OR CLOSE ASSOCIATE

Section 8 sub clause (7) of the *Local Government (Meeting Procedures) 2005* require that the Chairperson is to request Councillors to indicate whether they have, or are likely to have a pecuniary interest in any item on the Agenda.

Nil received.

### 273/17 CONFIRMATION OF MINUTES

#### 1 ORDINARY COUNCIL MEETING – 21 AUGUST 2017

##### DECISION

Cr Polley/Cr Calvert

The Minutes of the Ordinary Meeting of the Northern Midlands Council held at the Council Chambers, Longford on Monday, 21 August 2017 be confirmed as a true record of proceedings.  
Carried unanimously

#### 2 CONFIRMATION OF MINUTES OF COMMITTEES

Minutes of meetings of the following Committees were circulated in the Attachments:

|       | Date       | Committee  | Meeting  |
|-------|------------|--|----------|
| i)    | 12/07/2017 | Morven Park Management & Development Association Inc.          | Ordinary |
| ii)   | 26/07/2017 | Cressy Local District Committee                                | Ordinary |
| iii)  | 27/07/2017 | Avoca, Royal George & Rossarden Local District Committee       | Ordinary |
| iv)   | 01/08/2017 | Campbell Town District Forum                                   | Ordinary |
| v)    | 01/08/2017 | Evandale Community Centre & Memorial Hall Management Committee | Ordinary |
| vi)   | 09/08/2017 | Morven Park Management & Development Association Inc.          | Ordinary |
| vii)  | 09/08/2017 | Longford Local District Committee                              | Ordinary |
| viii) | 13/08/2017 | Devon Hills Residents Committee                                | AGM      |
| ix)   | 19/08/2017 | Liffey Hall Management Committee                               | Ordinary |
| x)    | 05/09/2017 | Evandale Community Centre & Memorial Hall Management Committee | Ordinary |
| xi)   | 05/09/2017 | Campbell Town District Forum                                   | Ordinary |
| xii)  | 06/09/2017 | Ross Local District Committee                                  | Ordinary |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### DECISION

Cr Lambert/Cr Adams

That the Minutes of the Meetings of the above Council Committees be received.

Carried unanimously

### **3 RECOMMENDATIONS OF SUB COMMITTEES**

**NOTE:** *Matters already considered by Council at previous meetings have been incorporated into INFO 10: Officer's Action Items.*

#### **Campbell Town District Forum**

At the meeting of the Campbell Town District Forum on 1 August 2017 the following motions were put and carried unanimously:

- a) *The existing Bridge Street gate entrance to the Campbell Town Pool be retained.*
- b) *The existing kiosk at the Campbell Town Pool be retained.*

#### **Officer's Comment:**

A Planning Permit has been issued (P17-126) for the construction of a new multi-purpose facility including, changerooms, function areas, gym and kiosk adjacent to the existing clubrooms at the Campbell Town War Memorial Oval. Upon completion of the new facility, the existing clubrooms will be removed. Tenders will be advertised shortly for the construction of the new facility.

The planning documents as advertised and approved do not include the removal of the existing Bridge Street gate entrance to the Campbell Town Pool, nor, do they include the removal of the existing kiosk.

The intention of the new facility is to allow its use for not only users of the football ground, but also the Campbell Town Swimming Pool, with access to the pool being through the new facility. Pool users will be expected to use the changerooms, toilets and kiosk in the new facility.

Concern has been raised by the Campbell Town Swimming Pool Committee of Management that they will need to man the kiosk and gate takings from within the new facility and not at the pool. As it stands, it is a requirement of Council's insurer that lifeguards guard the pool and not participate in the manning of the kiosk or gate takings, this must be done by volunteers.

On this basis, there will be no greater onus on the Campbell Town Swimming Pool Committee to man the kiosk and take gate takings, than already exists. An alternative has been suggested of an honesty box at the entrance of the pool if there are no volunteers to man the kiosk and take gate takings.

#### **Officer's Recommendation:**

That Council note the motions of the Campbell Town District Forum and proceed with the development at the Campbell Town War Memorial Oval as planned.

### DECISION

Cr Polley/Cr Adams

That Council note the motions of the Campbell Town District Forum and proceed with the development at the Campbell Town War Memorial Oval as planned.

Carried unanimously

**274/17 DATE OF NEXT COUNCIL MEETING**  
**16 OCTOBER 2017**

Mayor Downie advised that the next Ordinary Council Meeting would be held at the Northern Midlands Council Chambers at Longford at 5.00pm on Monday, 16 October 2017.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 275/17 INFORMATION ITEMS

#### 1 COUNCIL WORKSHOPS/MEETINGS HELD SINCE THE LAST ORDINARY MEETING

Responsible Officer: Des Jennings, General Manager

The General Manager advised that the following workshops/ meetings had been held.

| Date Held  | Purpose of Workshop  |
|------------|--|
| 04/09/2017 | <b>Council Workshop</b><br>Discussion: <ul style="list-style-type: none"> <li>Shared Services Study / Benchmarking 3</li> <li>TasWater – Longford Sewage Treatment Plant Upgrade</li> <li>Australia Day</li> <li>Quarry Application</li> <li>Draft Planning Directive No. 6 – Exemption and Standards for Visitor Accommodation in Planning Schemes</li> <li>Cressy/Ross Swimming Pool Master Plans</li> </ul> |
| 11/09/2017 | <b>Council Workshop</b><br>Discussion: <ul style="list-style-type: none"> <li>Municipal Land Use Strategy</li> </ul>   |
| 21/08/2017 | <b>Council Workshop</b><br>Discussion: <ul style="list-style-type: none"> <li>Council Meeting Agenda items</li> </ul>  |

#### 2 MAYOR'S COMMUNICATIONS

Mayor's Communications for the period 22 August 2017 to 18 September 2017 are as follows:

| Date  | Activity   |
|---|--|
| 22 August 2017                                      | Attended Chairman's Shareholder Briefing (north) for Hydro Tasmanian, Launceston                       |
| 23 August 2017                                      | Civic Reception Launceston City Council, Launceston  |
| 25 August 2017                                      | Attended Woolmers Built Heritage Forum, Longford   |
| 28 August 2017                                      | Attended Inspiring Positive Futures Charter Signing, Campbell Town District High School, Campbell Town |
| 29 August 2017                                      | Telephone meeting with LGAT  |
| 31 August 2017                                      | Elizabeth Macquarie Irrigation Trust meeting, Campbell Town  |
| 31 August 2017                                      | Consecration of Rector for Campbell Town & Oatlands, Campbell Town                                     |
| 4 September 2017                                    | Attended Council Workshop, Longford  |
| 5 September 2017                                    | Telephone meeting with LGAT  |
| 7 September 2017                                    | Attended Inspiring Positive Futures Charter Signing, Cressy District High School, Cressy               |
| 8 September 2017                                    | Attended meeting re Local Government issues, Hobart  |
| 11 September 2017                                   | Attended community meeting re emergency services, Avoca  |
| 11 September 2017                                   | Attended special Council workshop, Longford  |
| 13 September 2017                                   | Attended Campbell Town Urban Design & Traffic Strategy Community Consultation session                  |
| 14 September 2017                                   | Presented to Legislative Enquiry into TasWater Ownership, Hobart                                       |
| 14 September 2017                                   | Attended farewell to Robert Dobrzynski, Launceston   |
| 18 September 2017                                   | Attended Council workshop and meeting, Longford  |
| Attended to email, phone, media and mail inquiries. |  |

#### 3 PETITION

##### 1 PURPOSE OF REPORT

In accordance with the Vision, Mission and Values of Council as identified in the *Council's Strategic Plan 2007-2017* and the *Local Government Act 1993*, S57 – S60, provision is made for Council to receive petitions tabled at the Council Meeting.

##### 2 OFFICER'S COMMENT

In relation to the receipt of petitions, the following provisions of the *Local Government Act 1993*, Part 6 - Petitions, polls and public meetings, S57 and S58, should be noted:

###### Section 57. Petitions

- (1) A person may lodge a petition with a council by presenting it to a councillor or the general manager.
- (2) A person lodging a petition is to ensure that the petition contains –
  - (a) a clear and concise statement identifying the subject matter; and

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



- (b) a heading on each page indicating the subject matter; and
- (c) a brief statement on each page of the subject matter and the action requested; and
- (d) a statement specifying the number of signatories; and
- (e) the full printed name, address and signature of the person lodging the petition at the end of the petition.

### 58. Tabling petition

- (1) A councillor who has been presented with a petition is to –
  - (a) table the petition at the next ordinary meeting of the council; or
  - (b) forward it to the general manager within 7 days after receiving it.
- (2) A general manager who has been presented with a petition or receives a petition under subsection (1)(b) is to table the petition at the next ordinary meeting of the council.
- (3) A petition is not to be tabled if –
  - (a) it does not comply with section 57; or
  - (b) it is defamatory; or
  - (c) any action it proposes is unlawful.
- (4) The general manager is to advise the lodger of a petition that is not tabled the reason for not tabling it within 21 days after lodgement.

### 3 Petitions Received

Nil

## 4 CONFERENCES & SEMINARS: REPORT ON ATTENDANCE BY COUNCIL DELEGATES

### 1 PURPOSE OF REPORT

To provide an opportunity for Councillors and the General Manager to report on their attendance at recent conferences/seminars.

In accordance with Council's Strategic Plan 2007-2017 (2012/13 Revision), Part 1 – Governance, the core functions are:

- Support Council with governance advice and effective leadership, review and implement organisational values through day to day operations, effective communication, community consultation and advocacy, issues identification, strategic and corporate planning, annual reports, public and private resource sharing, induction of elected members, provision of legal advice, human resources management and liaise with representative bodies.
- Support Council with sound financial advice and management, and generate funds without burdening the community. Rates administration, budgeting and reporting, debt collection, taxation, asset registers and depreciation, receipts and payments, wages and salaries, loans and investments, records management, information technology, and customer service.

### 2 CONFERENCES AND SEMINARS

Nil

## 5 132 & 337 CERTIFICATES ISSUED

|     | No. of Certificates Issued 2017/2018 year |     |      |     |     |     |     |     |     |     |     |      |       | Total     |
|-----|---|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-------|-----------|
|     | Jul                                       | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total | 2016/2017 |
| 132 | 103                                       | 70  |      |     |     |     |     |     |     |     |     |      | 173   | 752       |
| 337 | 29  | 47  |      |     |     |     |     |     |     |     |     |      | 76    | 388       |

## 6 ANIMAL CONTROL

| Item                                | Income/Issues<br>2016/2017 |                | Income/Issues<br>for August 2017 |               | Income/Issues<br>2017/2018 |               |
|-------------------------------------|----------------------------|----------------|----------------------------------|---------------|----------------------------|---------------|
|                                     | No.                        | \$             | No.                              | \$            | No.                        | \$            |
| Dogs Registered                     | 3,673                      | 88,802         | 2,383                            | 54,934        | 2,892                      | 64,106        |
| Dogs Impounded                      | 72                         | 5,423          | 6                                | 528           | 10                         | 655           |
| Euthanized                          | 3                          | -              | -                                | -             | -                          | -             |
| Re-claimed                          | 63                         | -              | 6                                | -             | 8                          | -             |
| Re-homed/To RSPCA                   | 6                          | -              | -                                | -             | 2                          | -             |
| New Kennel Licences                 | 5                          | 345            | 3                                | 210           | 5                          | 350           |
| Renewed Kennel Licences             | 65                         | 2,772          | -                                | -             | 66                         | 2,838         |
| Infringement Notices (paid in full) | 77                         | 13,203         | 17                               | 2,621         | 27                         | 4,212         |
| Legal Action                        | 1                          | 3,500          | -                                | -             | -                          | -             |
| Livestock Impounded                 | 2                          | 673            | 2                                | 95            | 2                          | 95            |
| <b>TOTAL</b>                        |                            | <b>114,718</b> |                                  | <b>58,389</b> |                            | <b>72,257</b> |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 7 HEALTH ISSUES

#### Immunisations

The *Public Health Act 1997* requires that Councils offer immunisations against a number of diseases. The following table will provide Council with details of the rate of immunisations provided through Schools. Monthly clinics are not offered by Council; however, parents are directed to their local General Practitioner who provides the service.

| MONTH            | 2015/2016 |             | 2016/2017 |             | 2017/2018 |             |
|------------------|-----------|-------------|-----------|-------------|-----------|-------------|
|                  | Persons   | Vaccination | Persons   | Vaccination | Persons   | Vaccination |
| July-September   | 31        | 31          | 43        | 49          | 82        | 82          |
| October-December |           |             | 46        | 52          |           |             |
| January-March    | -         | -           | -         | -           |           |             |
| April-June       | -         | -           | 16        | 45          |           |             |

Immunisations are provided by the Longford Surgery during 2017 and have included Meningococcal.

#### Other Environmental Health Services

Determine acceptable and achievable levels of environmental and public health by ongoing monitoring, inspection, education and, where necessary, by applying corrective measures by mutual consent or application of legislation.

Ensure safe standards of food offered for sale are maintained.

| Investigations/Inspections  | 2014/2015 | 2015/16 | 2016/17 | 2017/18 |
|-----------------------------|-----------|---------|---------|---------|
| Notifiable Diseases         | 2         | 5       | 4       | 0       |
| Inspection of Food Premises | 118       | 154     | 75      | 20      |

Notifiable Disease investigations are carried out by the Department of Health and Human Services, with only significant outbreaks directed to Council to assist with investigations. However, due to the prompt and thorough investigating by Council Environmental Health Officers, the Department now directs more cases for Council to investigate.

Food premises are due for inspection from 1 July each year. The number of inspections in the table above is the total number carried out since 1 July 2017. 10 inspections were undertaken in August.

### 8 CUSTOMER REQUEST RECEIPTS

| Operational Area    | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
|---------------------|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Animal Control      | -    | -   |      |     |     |     |     |     |     |     |     |      |
| Building & Planning | -    | -   |      |     |     |     |     |     |     |     |     |      |
| Community Services  | -    | -   |      |     |     |     |     |     |     |     |     |      |
| Corporate Services  | 2    | -   |      |     |     |     |     |     |     |     |     |      |
| Governance          | -    | -   |      |     |     |     |     |     |     |     |     |      |
| Waste               | -    | -   |      |     |     |     |     |     |     |     |     |      |
| Works (North)       | 13   | 5   |      |     |     |     |     |     |     |     |     |      |
| Works (South)       | 3    | -   |      |     |     |     |     |     |     |     |     |      |

### 9 GIFTS & DONATIONS (UNDER SECTION 77 OF THE LGA)

| Date                          | Recipient                          | Purpose                            | Amount          |
|-------------------------------|------------------------------------|------------------------------------|-----------------|
|                               | Council wages and plant            | Assistance to Campbell Town SES    | \$19            |
| 15-Aug-17                     | Campbell Town District High School | Chaplaincy                         | \$1,500         |
| 15-Aug-17                     | Campbell Town District High School | Inspiring Positive Futures Program | \$8,000         |
| 15-Aug-17                     | Cressy District High School        | Inspiring Positive Futures Program | \$8,000         |
| <b>School Bursary Program</b> |                                    |                                    |                 |
| 15-Aug-17                     | Lucy Carr                          | Bursary Program 2017               | \$500           |
|                               |                                    | <b>TOTAL DONATIONS</b>             | <b>\$18,019</b> |

### 10 ACTION ITEMS: COUNCIL MINUTES

| Date       | Min. Ref. | Details                                | Action Required   | Officer                         | Current Status                                   | Expected Date of Completion |
|------------|-----------|--|---|---------------------------------|--|-----------------------------|
| 20/02/2017 | 43/17     | Campbell Town War Memorial Oval Multi- | That 2. a management committee, representative of the various user groups, be established | Community & Development Manager | Discussions held with other Council's re similar |                             |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



| Date       | Min. Ref. | Details  | Action Required   | Officer                         | Current Status  | Expected Date of Completion |
|------------|-----------|--|---|---------------------------------|---|-----------------------------|
|            |           | Function Centre Design                                     |   |                                 | arrangements. In progress.                                      |                             |
| 26/06/2017 | 199/17    | CMCA Member Only RV Park Proposal – Campbell Town          | 1) That the matter be deferred. 2) That Council officers a) consult with Kentish Council in relation to the Railton Park; b) establish figures on self-contained and CMCA visitor numbers to the 2 caravan parks in the council area; c) ensure the use of the dump point remain available to all users; d) refer the matter to the Government authority in relation to competitive neutrality; e) establish whether not-for-profit or commercial lease; and e) report back to Council  | Community & Development Manager | Report to September Council meeting.                            |                             |
| 17/07/2017 | 218/17    | Confirmation Of Minutes - Campbell Town District Forum     | The Campbell Town District Forum recommend Council approach the Department of State Growth to consider implementing more adequate measures to improve road safety in foggy conditions.  | Community & Development Manager | Letter to be sent.  |                             |
| 17/07/2017 | 218/17    | Confirmation Of Minutes - Campbell Town District Forum     | The Campbell Town District Forum request Council to consider improving safety for pedestrians crossing the highway from outside the Campbell Town District High School to the War Memorial Oval precinct.   | Community & Development Manager | Letter sent to Minister.  |                             |
| 20/03/2017 | 86/17     | Draft Animal Management By-Law                             | That Council refer this matter to a workshop for further discussion and that council send through suggested changes to the responsible Council Officer.   | Community & Development Manager | To be discussed at Council workshop prior to report to Council. |                             |
| 15/05/2017 | 158/17    | Northern Midlands Council Youth Services                   | That Council * Consider a 0.5 EFT Youth Development Officer allocation in 2017/18 budget; * Maintains its existing youth services for the 2017/2018 financial year; * Allocate \$1,000 toward completing a community survey on the provision of Youth Services in the municipality and development of a Youth Strategy; and * Hold a workshop to consider - the survey results, Council's Youth Strategy, consult with other Youth Development Officer's and resource sharing options.  | Community & Development Manager | Report to September Council meeting.                            |                             |
| 21/08/2017 | 262/17    | Policy Review: Overnight Camping - Self Contained Vehicles | That Council: 1. Endorse Honeysuckle Banks, Evandale as a free overnight stay area for self-contained vehicles from November to April, subject to the issuing of appropriate permits for the area. 2. Endorse Morven Park, Evandale as a free overnight stay area for self-contained vehicles during the annual Evandale Village Fair, subject to the issuing of appropriate permits for the area. 3. Adopt the Recreational Vehicles – Development and Management of Facilities and rescind the existing Overnight Camping – Self Contained Vehicles Policy.   | Community & Development Manager | Policy manual updated.  |                             |
| 20/02/2017 | 50/17     | Proposed Purchase of Drone                                 | Council approve the budget allocation for the shared program for the 2017 – 2018 budget to cover training, licensing and operator certificate on the basis of a joint sharing agreement, insurance and policy with the George Town Council.   | Community & Development Manager | Agreement signed. Training in progress.                         |                             |
| 17/07/2017 | 232/17    | Tasmanian Youth Local Government                           | Council support the 2017 Tasmanian Youth Local Government by: a) Sponsoring two participants at a cost of \$90, plus \$50 for transport, total \$140 each to attend; b) Writing to students in the Northern Midlands Council seeking applications; c) Nominate Cr Knowles, Cr Lambert and Cr Calvert to assess the applications; and d) Choose a maximum of two participants based on the following criteria: Must be a resident of the Northern Midlands; Must be available on 30 September and 1, 14 and 15 October to attend the conferences; Must demonstrate a passion to improve the Northern Midlands community; or Have made a contribution to improve the Northern Midlands community. | Community & Development Manager | No applications received.                                       |                             |
| 26/06/2017 | 188/17    | Accelerated Local Government Capital Program (ALGCP)       | That a further report be presented to the July Council meeting detailing costs associated with the installation of solar systems in Council facilities.   | General Manager                 | Matter in progress.   |                             |
| 26/06/2017 | 202/17    | Conara Park Master Plan                                    | That Council i) does not progress the development of a master plan for the Conara Park site; and ii) formally approaches the Department of State Growth   | General Manager                 | Investigation initiated.  |                             |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



| Date       | Min. Ref. | Details  | Action Required  | Officer             | Current Status   | Expected Date of Completion |
|------------|-----------|--|--|---------------------|--|-----------------------------|
|            |           |  | to fund the relocation of the playground to an alternate identified site within the township.  |                     |  |                             |
| 8/12/2014  | 329/14    | Economic Development   | That Council facilitate meetings with the local businesses in each of the towns to explore business opportunities and other matters of interest.   | General Manager     | To be progressed as an element of the development of the Economic Development Strategy.  |                             |
| 26/06/2017 | 187/17    | Longford Railway Bridge – Illawarra Road   | That i) the matter be deferred until the budget is set; and ii) Council write to the Minister of Transport advising of the 150 year anniversary of the bridge in 2021 and enquire whether there are any plans to recognise that milestone. iii) Council contact light rail in both Evandale and Launceston and advise 150 year anniversary of the bridge in 2021 and enquire as to whether they would be interested in being involved in the recognition of the milestone. | General Manager     | Correspondence sent. Further report to be presented once advice is received from Minister for Transport. Evandale Light Rail has advised that they would like to participate. Report to be prepared. |                             |
| 20/02/2017 | 45/17     | Mill Dam Reserve, Longford   | That Council ii) Engage with JBS Swift and the Parks and Wildlife Service to collaborate with the undertaking of a plan of the Mill Dam which takes into consideration that the area is flood prone and local knowledge  | General Manager     | Listed for consideration in the Longford Plan.   |                             |
| 20/02/2017 | 45/17     | Mill Dam Reserve, Longford   | That Council iii) Engage a consultant to review Council's strategy; to assist with the consolidation of Council's position on all Council Public River Reserve lands on-going management and function into the future.   | General Manager     | Listed for consideration in the Longford Plan.   |                             |
| 26/06/2017 | 196/17    | Perth Link Road: Illawarra Road Access   | That Council not support a request to StateRoads to include an additional single access into West Perth from Illawarra Road.   | General Manager     | StateRoads advised.  |                             |
| 17/07/2017 | 226/17    | Priority Projects  | That Council endorse the following identified five (5) Priority Projects: Woolmers Bridge Renewal Project, Perth Structure Plan, Campbell Town Main Street Urban Design & Traffic Management Strategy, TRANSLink (consolidated projects), Evandale Road Upgrade Project (from Breadalbane via Leighlands Road to Midland Highway).   | General Manager     | Priority Projects briefing document in progress.   |                             |
| 21/08/2017 | 248/17(3) | Recommendations Of Sub Committees<br>- Perth Local District Committee<br>- Perth Link Road | That Council convey the concerns raised by the Perth Local District Committee to the Department of State Growth, as follows: That Council request Department of State Growth to undertake a safety audit as a matter of urgency (taking into consideration all users – vehicles and pedestrians) on the sections of road which have been opened.   | General Manager     | Letter sent 23/8/17.   |                             |
| 17/07/2017 | 227/17    | Request from Longford Local District Committee: Longford Community Centre Proposal         | That Council investigate the existing facilities and utilisation of buildings within Longford, taking into account the suggestions from the Longford Local District Committee.   | General Manager     | Project brief prepared, fee offers called.   |                             |
| 21/08/2017 | 255/17    | State Roads Maintenance  | That a report on possible works and options be considered by Council.  | General Manager     | Report to September Council meeting.   |                             |
| 20/02/2017 | 37/17     | Tasmanian Electoral Boundaries Changes   | That Council i) formally respond to the Initial Redistribution Proposal; and ii) invite The Hon. Greg Hall MLC and The Hon. Tania Rattray MLC to the next Council workshop to make a presentation.   | General Manager     | Matter discussed at 4 September workshop. No further action.   |                             |
| 21/08/2017 | 254/17    | NRM North: Association Representation  | That Council confirm the appointment of: Cr Mary Knowles as its Representative; and Cr Dick Adams to the NRM Steering Committee; and Cr Goninon be appointed as proxy.   | Executive Assistant | NRM advised 22/8/17.   |                             |
| 15/05/2017 | 144/17    | Confirmation of Minutes - Recommendations<br>- Ross Local District Committee               | That Council note and investigate the following recommendation/s of the Ross Local District Committee: The Ross Local District Committee request the Northern Midlands Council to consider fortnightly collection of green waste bins in 2017/2018 budget. And That Council's investigations include introduction of the service to the whole community and that Ross be considered as a possible trial site.  | Engineering Officer | Report to October Council meeting.   |                             |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



| Date       | Min. Ref. | Details  | Action Required  | Officer                    | Current Status  | Expected Date of Completion |
|------------|-----------|--|--|----------------------------|---|-----------------------------|
| 21/08/2017 | 248/17(3) | Recommendations Of Sub Committees<br>- Perth Local District Committee<br>- Beautification of Perth | That Council officers investigate further options for the planting of annuals in appropriate locations in the Main Street, Perth.  | Works Manager              | Report to September Council meeting.                                      |                             |
| 21/08/2017 | 248/17(3) | Recommendations Of Sub Committees<br>- Perth Local District Committee<br>- William Street Reserve  | That a report be prepared for Council to consider further action in regard to the following recommendation of the Perth Local District Committee: That the Perth Local District Committee encourage Council to prioritise (before summer) the clearing of the willows at the frontage of the new gazebo structure at William Street Reserve and the removal of debris from the swimming hole.  | Works Manager              | Report to September Council meeting.                                      |                             |
| 15/05/2017 | 150/17    | Campbell Town Urban Design and Traffic Management Strategy   | That Council accept in principle the Campbell Town Urban Design and Traffic Management Strategy and release the Strategy for public comment once the required editing changes have been made.  | Project Officer            | Community forum scheduled for 13/09/2017.                                 |                             |
| 19/09/2016 | 244/16    | Confirmation of Minutes - Northern Midlands Economic Development Committee                         | That Council note and investigate the following recommendation/s of the Northern Midlands Economic Development Committee: 1. That a Tas Motor Sports representative be invited to present at a forthcoming Council Workshop and our committee members be invited to join the workshop for this presentation. ...   | Project Officer            | Discussed at 4 September workshop, no further action required.            |                             |
| 19/09/2016 | 244/16    | Confirmation of Minutes - Northern Midlands Economic Development Committee                         | That Council note and investigate the following recommendation/s of the Northern Midlands Economic Development Committee: ... 2. That Council prepare an information sheet that provides rural businesses wanting to provide accommodation for itinerant workers with an understanding of the planning requirements/ regulations involved. ...   | Project Officer            | In progress.  |                             |
| 15/05/2017 | 149/17    | Council's Social Recovery Plan   | That Council adopt the Northern Midlands Social Recovery Plan and undertake a community education campaign to get the message about the Plan and its operation out widely across the Northern Midlands.  | Project Officer            | Community education campaign to be planned.                               |                             |
| 21/08/2017 | 263/17    | Longford Recreation Ground 2030 Masterplan   | That Council: i) accept the Longford Recreation Ground 2030 Master Plan; ii) consider funding components of the Master Plan in forthcoming Council budgets, and request Council Officers to seek to secure external grants to assist with the implementation of the Master Plan.   | Project Officer            | Complete.   |                             |
| 15/05/2017 | 153/17    | Longford Village Greens Playground Redevelopment: Stage Three                                      | That Council, with regards to Stage Three of the Longford Village Green playground: i) Approves the replacement of the liberty swing with one of the alternative swing sets (with Model B being the preferred option if Australian Standards can be met); and ii) Approves an application being made to the Tasmanian Community Fund for cash assistance with the implementation of Stage Three of the playground development. iii) Assist Mrs Bell to seek additional funding, possibly through the disability sector, toward the cost of the disability swing. | Project Officer            | Swing options being investigated. Report to October 2017 council meeting. |                             |
| 26/06/2017 | 177/17    | Confirmation of Minutes - Perth Local District Committee   | That Council note and investigate the following recommendation/s of the Perth Local District Committee: That the Perth Local District Committee wishes to ensure that Wifi access is available to Perth, if not through the State Government process, then through the Council process.  | Corporate Services Manager | Report to September Council meeting.                                      |                             |
| 21/08/2017 | 253/17    | Draft Bylaw: Placement of Shipping Containers  | That, in accordance with s.156 of the Local Government Act 1993, Council resolves that it intends to make the proposed Placement of Shipping Containers By-Law No. 1 of 2017 to regulate the placement of shipping containers in the Northern Midlands municipality.   | Senior Planner             | In progress.  |                             |
| 21/08/2017 | 252/17    | JBS Longford Abattoir Operations   | That Council advise JBS Australia and the EPA that as the Land Use Planning & Approvals Act 1993 and the Northern Midlands Interim Planning Scheme 2013 do not regulate the amount of production at the  | Senior Planner             | Advice sent.  |                             |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



| Date       | Min. Ref. | Details                        | Action Required  | Officer        | Current Status  | Expected Date of Completion |
|------------|-----------|--------------------------------|--|----------------|---|-----------------------------|
|            |           |                                | abattoir, a development application is not required for the increase in production.  |                |   |                             |
| 20/02/2017 | 58/17     | Land Use and Development Brief | That council endorse the brief and call for tenders in accordance with Council's Code of Tendering and Procurement.        | Senior Planner | Report to September Council meeting.  |                             |
| 10/04/2017 | 120/17    | Perth Structure Plan           | That Council endorse the Perth Structure Plan and draft amendments to the planning scheme be prepared.                     | Senior Planner | Meetings held with TasWater and landowners. Awaiting finalisation of Perth link road alignment. |                             |
| 20/03/2017 | 93/17     | Truck Parking – Council Land   | That suitable sites for truck parking be determined by Council officers and the matter be discussed at a Council Workshop. | Senior Planner | Discussed at July workshop. Options to be considered. Report to October Council meeting.        |                             |

### LONG TERM ACTIONS

| Date       | Min. Ref. | Details   | Action Required   | Officer                         | Current Status  | Expected Date of Completion |
|------------|-----------|---|---|---------------------------------|---|-----------------------------|
| 21/09/2015 | 249/15    | Tom Roberts: Proposed Interpretation and Grave Upkeep | That Council: i) endorse the proposal for Tom Robert's interpretation at Longford and/or Christ Church Illawarra, and ii) enter into negotiations with Christ Church with regard to the upkeep of Tom Robert's grave.   | Community & Development Manager | Seeking approval of design from descendants. Funding allocated in 2017/18 budget, to be prioritised.                |                             |
| 18/05/2015 | 125/15    | Glenorchy City Council Re: Council Reform             | That Council defer any action on this request from Glenorchy City Council awaiting the outcome of current benchmarking project with neighbouring councils.  | General Manager                 | No further action to be taken. Shared Services report to September Council meeting.                                 |                             |
| 16/03/2015 | 63/15     | Longford Horse Association                            | Approves expenditure of a maximum of \$2,000 from the Economic Development Committee budget to fund a consultant to review the proposed Longford Horse Trail to identify opportunities and restraints; and report back to Council.  | General Manager                 | Project brief prepared, fee offers called.  |                             |
| 20/04/2015 | 105/15    | Northern Midlands Towns Entrance Statements           | That Council authorises officers to investigate the cost to design and implement entrance statements for: a) Avoca; b) Campbell Town; c) Cressy; d) Evandale; e) Longford; f) Perth; g) Ross; and list within the draft 2015/2016 budget for consideration  | General Manager                 | Cressy and Ross - complete. Avoca DA on exhibition. Other town entrance statements for future budget consideration. |                             |
| 23/01/2017 | 09/17     | Street Trees Programme                                | That Council ... ii) undertake a survey and provide report on the existing services and available space to plant trees in accordance with the tree planting strategy (as listed in this report) for the main streets of Northern Midlands townships; and iii) engage a landscape architect or suitably qualified person to develop a Stage 1 Main Street Tree Program for the municipality. | Works Manager                   | In progress.  |                             |

*Matters that are grey shaded have been finalised and will be deleted from these schedules*

## 11 KEY ISSUES BEING CONSIDERED: MANAGERS' REPORTS

### 1. GOVERNANCE

#### a. Governance – Meetings/Conferences

- Council meetings:
  - Ordinary meeting 21 August
- Council Workshop:
  - 7 August
  - 21 August
- Executive Management Team:
  - 16 August
- Staff Meeting
  - 8 July
  - 22 July
- Community meetings:
  - Nil

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



| Committee Meetings                       |   |   |                  |        |          |          |       |      |             |       |
|--|---|---|------------------|--------|----------|----------|-------|------|-------------|-------|
| 2017/18 Meetings Attended - year to date |   |   |                  |        |          |          |       |      |             |       |
| No. of meetings attended                 | 6 |   |                  |        |          |          |       |      |             |       |
|  | 5 |   |                  |        |          |          |       |      |             |       |
|  | 4 |   |                  |        |          |          |       |      |             |       |
|  | 3 |   |                  |        |          |          |       |      |             |       |
|  | 2 |   |                  |        |          |          |       |      |             |       |
|  | 1 |   |                  |        |          |          |       |      |             |       |
|  | 0 |   |                  |        |          |          |       |      |             |       |
|  |   | Avoca,<br>Royal<br>George,<br>Rossarden | Campbell<br>Town | Cressy | Evandale | Longford | Perth | Ross | Devon Hills | Other |

- Other Meetings:
  - Attended meeting with NTDC Board, presented on Council's Strategic Projects and Economic Development Strategy
  - Attended launch of shared services report
  - Met with Tourism Northern Tasmania
  - Attended Perth business community "have your say" session
  - Met with AFL Tasmania re Campbell Town Rec Ground Redevelopment
  - Met with ratepayers re planning matter
  - Attended breakfast meeting with Northern General Managers
  - Meeting with Phil Canning, Chair of Devon Hills Residents Committee
  - Attended Rotary Club of Evandale meeting and presented on Council's Strategic Projects
  - Met with State Growth re Perth Link Roads
  - Met with State Growth re truck/trailer parking.

### b. General Business:

- Health & Safety and Risk Management Review
- NBN Rollout
- Sub Regional Alliance
- Legal issues, leases and agreement reviews
- Interim Planning Scheme matters
- Road Construction
- Engineering Services
- Drainage issues & TRANSlink stormwater
- Road and Traffic matters
- Resource Sharing
- Animal Control matters
- Buildings
- Tourism
- Recruitment, staff separations/terminations/redundancies
- General human resource matters and management of the same
- Performance management and disciplinary matters as required
- Annual performance appraisal process
- Employee learning and development
- Development and implementation of Human Resources Policies and Procedures
- Management Agreements and Committee Administration
- Office improvements
- Media releases and news items
- Grant application administration and support letters
- Local District Committee project support
- Event management
- Emergency Management
- Strategic Plan
- Local Government Reform
- Newsletters
- General correspondence.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### c. NRM

- On-going facilitation of Mill Dam Action Group and partnership relationships.
- Customer Requests response, including but not limited to: Local District Committee's, Grant application support requests, weed complaint support requests.
- On-going collaboration with Department of Primary Industries Parks Water and Environment, with particular focus on bio-security regarding reported weed infestations.

## 2. COMMUNITY & DEVELOPMENT DEPARTMENT

### a. Animal Control/Compliance

- Respond and investigate complaints in respect to dog management, including issuing notices and fines, declaration of dangerous dogs, and attendance of Court hearings in respect to disputed dog matters
- Conduct routine dog patrols within the municipality
- Review and renew kennel licences within the municipality
- Conduct dog microchipping service
- Progressing municipal wide dog registration audit
- Respond and investigate complaints in respect to fire abatement, including inspections, issuing reminders and notices, engaging contractors to complete works, where required
- Undertake scheduled inspections and inspections arising from complaints regarding overhanging trees, issuing reminders and notices and engaging contractors to complete works, where required
- Conduct inspections of Council's free overnight camping facilities
- Installation of K9 Kube dog handling unit

### b. Community Services

- Tourism
  - Heritage Highway Tourism Region Association
    - Marketing activities, itineraries, newsletter and social media campaigns
    - Updating event directory
  - Providing support and information for all Northern Midlands Visitor Centres and provision of information to Regional Tourism organisations and tourism operators
- Northern Midlands Business Association
  - Coordinating Northern Midlands Visitor & Information Centre
- Media and communications
  - Preparation of monthly double page spread Council pages in Northern Midlands Courier
  - Preparation of weekly Council advert in Your Region, Examiner
  - Preparation of articles for the LGAT newsletter and Local Government Focus Magazine
  - Preparation of media releases, speeches and communications for website, newsletters and Facebook page
- Events
  - Liaising with various organisations and community groups regarding holding events within the Northern Midlands
  - Advertising events through Council's web and social media publications
  - Progressing organisation of the 2017 Emirates Melbourne Cup Tour
  - Commenced organization of 2018 Northern Midlands Council Australia Day event, including funding application
- War Memorials
  - Refurbishment of BL 15lb Mark I No. 788 Field Gun, Ross (in progress)
  - Completion of information brochures to commemorate Sergeant Lewis McGee VC (printed)
- Council Volunteer committees
  - Attendance at Local District Committee meetings and provide secretarial support
  - Liaising with Council's Management Committees
  - Maintaining Council's Volunteer Register
  - Requesting bi-monthly risk checklists be completed by facility committees of management
  - Liaising with booking officers regarding booking of Council facilities
- Citizenship ceremonies
- Emergency Management
- Health & wellbeing
  - Participating in the quarterly Northern Midlands Health Service Providers Forums, including

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



- participation on working group for Health Services Expo Site at Longford Show
- Member of the Northern Region Sport and Recreation Committee
- Progressing Council's End Men's Violence Against Women Campaign
- Special projects & funding
  - Awaiting outcome of applications to Building Better Regions Funding Stream for Ross Village Green development and TRANSLink Stormwater upgrade
  - Notified unsuccessful in funding application for Longford Village Green Playground and BBQ facility upgrade
  - Working with consultants to progress various master plans and community developments
  - Awaiting outcome of funding application for Woolmers Lane Bridge renewal

### c. Environmental Health

- Monitoring air, noise and water quality as required
- Advising in respect to development applications, as required
- Investigating reported breaches of environmental health matters
- Issuing food licences and conducting inspections
- Responding to general enquiries from the public on health matters
- Issuing Place of Assembly licences for events, as required
- Engaged local medical practice to undertake school immunisations in 2017
- Investigating environmental incidents, as required
- Investigating notifiable diseases, as required
- Drone pilot licence training

### d. Policy

- Review and update of Council's Policy Manual
- Delegations register review
- Public Interest Disclosures Act Procedures
- Ongoing review of work programs and standard operating procedures.
- Regular planning and building assessment unit meetings.
- By-Law preparation.

### e. Building.

- Plumbing and building inspections and assessments, as required
- Update of workflows and procedures to ensure compliance with new legislation
- Application for Permit Authority submitted for Building & Compliance Officer, awaiting approval

### f. Planning

- Participation in the Launceston Gateway Precinct Master Plan project working group.
- Participation in Regional Planning Scheme issues.
- Attendance at State Planning Provisions hearings.
- Consideration of Planning Directives.
- Consideration of proposed planning legislative amendments.
- Ongoing review of procedures.
- Management of Perth Structure Plan project.
- NMC Land Use Strategy.
- Response to enquiries and development opportunities.
- Amendments to interim scheme.
- Assessment of development proposals.
- Liaison with appellants and RMPAT regarding Planning Appeals.

### g. Compliance

- Commencement of thorough review of all outstanding compliance issues.

## 3. CORPORATE SERVICES

### a. Customer Service

- Member of the National Local Government Customer Service Network.
- Service Tasmania contract for customer services in Campbell Town.
- Policy reviews and feedback review.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### **b. Finance**

- Rates and dog licence issue & collection, valuation maintenance and adjustments, supplementary valuations, street numbering, electronic receipting & direct debit systems, interest and penalty.
- Pension rebates claims and maintenance, classification for two rebate maximums, verification of data.
- Sundry Debtors, and aging account review.
- Creditor payments and enquiries. ABN administration. Electronic Ordering and committals.
- Payroll, ETP calculations, payroll tax, child support, maternity leave, PAYG & annual summaries, superannuation, salary sacrifice, Workplace Legislation changes, EB provisions, salary reviews, staff training, leave accrual adjustments, leave loading calculations, Councillor allowances and expenses, Workers Compensation claims and payments, Award adjustments, sundry HR and policy issues.
- Debt Collection services, and issue Debt summons/warrants.
- Budget adjustments, End of Year Financials, KPI return, Asset Management, Fleet Hire, Long Term Financial Planning, Audit and Annual Report. Related Party Disclosure procedure introduced.
- Grants Commission information, sundry grant reporting and auditing. Committee financial management support and auditing.
- Stimulus loan funding applications, administration and repayment procedures.
- Property ownership, licences and leases, aged care unit tenancy, unclaimed monies register, Public Land Register, and sports centre management support.
- Records Management, archives, scanning and disposal process, new resident's information, council information policies and procedures.
- Banking & Investments, borrowings administration. Direct Debit, Ezidebit, BPay Billing etc. and setup alterations.
- Rate System issues, 2017/18 Rating and Budget issues, General Finance, ABS Data Collection, and Grant Funding issues, Tax issues including GST, PAYG, FBT, Fuel & Land Tax, ATO Creditor information and Northern Finance committee.
- Cemetery management, onsite map display and website databases.
- Roads to Recovery work schedules, mapping, quarterly and annual reports.
- Childcare financial reporting, audit, budgets & fee schedule reconciliations. Service support and account issues. Additional Perth School After School Care service reference group. Setup Cressy School After School Care service. Review replacement of BBF funding in 2018/19.
- General accounting, customer service, feedback survey, correspondence and reports.
- Audit & Audit committee procedures, processes and support.
- Waste Transfer Station Management issues, kerbside waste collection contract issues and special clean-up service.
- General Office support and attendance of meetings, reports, emails & phone enquiries.
- Tooms Lake & Lake Leake ownership transfers, caretaker support, licence fee review issues, and contract issues.
- Street lighting contract & aurora pole reporting and maintenance.
- Community events and Special Projects support/funding.
- Light Fleet Management.
- LG Benchmarking Project.
- Master plan development assistance where required.

### **c. Risk Management**

- Risk Management register review.
- Safety management and reporting.
- Drug & alcohol testing administration.
- Contractor and volunteer management/induction/audits.
- SDS Register and database.
- Plant risk assessments.
- Swimming pool risk management.
- Emergency Management meetings, EM Plan reviews, Emergency Risk Register, Strategic Fire Plan meetings, Emergency desktop exercise planning and general administration issues.

### **d. Insurance**

- Insurance renewals and policy maintenance.
- Risk Register review and audits.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### e. Information Technology

- Server and desktop maintenance, and server upgrade analysis.
- New computer setup and minor upgrades of other IT equipment.
- Open Office Software upgrades and enhancement requests.
- GIS maintenance and training.
- Disaster Recovery & IT backup maintenance.
- New and old Council Websites, and Town / Local District Committee website maintenance and upgrades.
- Infonet system maintenance.
- ApproveTas maintenance and training/setup of new Open Office Town Planning replacement implementation.
- Cemetery database maintenance.
- Office telephone system maintenance & mobile phone plan review.
- Sundry database creation and maintenance.
- Mobile device applications implementation, and remote access logins.
- Building security systems maintenance.
- Microsoft software maintenance.
- Maintain photocopiers and printers.
- Advanced IT security implementation and training.
- WiFi network and hotspots.
- Fleet tracking.
- ECM maintenance & training.
- Delegations software implementation.
- Audio system improvements in community facilities.

### 4. WORKS & INFRASTRUCTURE

#### a. Asset Management

- New asset information collection and verifications– ongoing.
- Programmed inspections of flood levee and associated infrastructure – ongoing.

#### b. Traffic Management

- Liaising with Department of State Growth to resolve traffic issues within municipality.
- Traffic counts on roads throughout the municipality – ongoing.

#### c. Development Work

- 4 Lot Pegasus subdivision Ross at practical completion.
- Stage 2 of Holliejett subdivision (3 lots) in Edward Street, Perth has reached practical completion.
- 4 Lot Unathi subdivision at practical completion.
- 7 lot Dixon subdivision, Pultney Street, Longford at practical completion
- Stage one of 21 lot Shervan subdivision in Seccombe Street subdivision at practical completion
- 3 Lot Shervan subdivision in Mulgrave Street at Practical completion

#### d. Waste Management

- Input into Regional Waste Management discussions – ongoing.
- Regular safety audits of all sites – ongoing.

#### e. Tenders and Contracts

- Bridge 3725 on McShanes Road has been completed and Bridge 1300 on Rossarden Road is close to completion.

#### f. Flood levee

- Programmed monthly/ bi-monthly inspections of flood levee carried out by Works and Infrastructure staff.
- Comprehensive 5 yearly inspection by qualified Dam Engineer in currently progress, as required by State Government permit.

#### g. Engineering

- Input into Northern Regional Infrastructure group – ongoing.
- Hydraulic modelling of stormwater system in Western Junction Industrial Area – ongoing.
- Development of stormwater plans for all towns as required by the *Urban Drainage Act 2013* – ongoing.
- Input into heavy vehicles and bridge working group with Department of State Growth and other Councils –

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



ongoing.

### h. Capital works

- N/A

## 12 RESOURCE SHARING SUMMARY FROM 01 JULY 2016

Prepared by: *Martin Maddox, Accountant/Executive Officer*

Resource sharing summary for the period 1 July 2016 to 30 June 2017 was circulated in the Attachments.

## 13 VANDALISM

Prepared by: *Jonathan Galbraith; Engineering Officer*

| Incident                    | Location | Estimated Cost of Damages |                  |             |
|-----------------------------|----------|---------------------------|------------------|-------------|
|                             |          | August 2017               | Total 2017/18    | August 2016 |
| Nil                         |          | Nil                       |                  | Nil         |
| <b>TOTAL COST VANDALISM</b> |          | <b>Nil</b>                | <b>\$ 21,000</b> | <b>Nil</b>  |

## 14 YOUTH PROGRAM UPDATE: SEPTEMBER 2017

Prepared by: *Amanda Bond, Community & Development Manager*

Council contracts Longford and Launceston PCYCs to provide youth programs in Evandale, Perth and Longford.

Attendance figures for the month are:

Perth – 3rd = 10, 10th = 13, 17th = 12, 24th 10 and 31st = 10 – TOTAL = 58

Evandale – 4th = 25, 11th = 9, 18th = 11 and 24th = 13 - TOTAL = 58

Unfortunately figures for Longford were not provided in time for the preparation of the Agenda.

A summary of the program activities is provided below:

Perth – The last month has seen the consistent attendance numbers continue. The behaviour overall has generally been of an acceptable standard. The physical activities were well received and most were active participants.

Evandale – The weather played its part after a big turnout on the first week. Much colder and damp days followed on, and kept some of the regulars away. Those present throughout the month continued to enjoy the program, which was a combination of indoor and outdoor sessions.

Council also contracts National Joblink (NJL) to provide youth mentoring programs at Cressy and Campbell Town District High Schools, during school terms (five hours per fortnight per school). The programs provided to each school are tailored to the needs of the school.

An update was not provided by NJL regarding Campbell Town for this month in time for inclusion in the September Agenda.

This month at Cressy District High School NJL focused on the following areas:

- providing support at Cressy District High School by aiding classroom teachers and providing one on one assistance with the students;
- assisting in the Grade 7 classrooms with their Wednesday morning Mathematics class;
- assisting in the Grade 8 Classroom where the aim is to ensure students stay focused on their studies before they go off to Wednesday sport;
- preparing the Grade 10's to sit their L1's.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 15 STRATEGIC PLANS UPDATE

Prepared by: Lorraine Green, Project Officer

#### STRATEGIC PLANS SPREADSHEET CURRENT AS OF 11 SEPTEMBER 2017

| Strategic Plans<br>By Location & Consultant  | Start<br>Date     | Completion<br>Date           | Current Status  |
|--|-------------------|------------------------------|---|
|  | (contract signed) | (report accepted by Council) |   |
| <b>Blessington</b>   |                   |                              |   |
| <b>Feasibility Study: Investment in Ben Lomond Skifield Northern Tasmania</b><br>(TRC Tourism) | Jun-15            | Nov-15                       | <ul style="list-style-type: none"> <li>a) Ongoing collaboration with Parks and Wildlife Services and other key stakeholders to progress implementation of report recommendations</li> <li>b) Potential private investor showing interest</li> </ul>   |
| <b>Campbell Town</b>   |                   |                              |   |
| <b>War Memorial Oval Precinct</b>  |                   |                              |   |
| a) Development Plan (Jeff McClintock)  | Apr-14            | Dec-14                       | Council requested assessment of the viability of the Multi-Function Centre  |
| b) Financial & Economic Analysis Report (Strategy 42 South)                                    | Jun-15            | Dec-15                       | <ul style="list-style-type: none"> <li>Appendix to the report requested: resultant 'Indicative Financial Analysis of Multi-Function Centre' discussed at Feb 2016 Council Workshop</li> <li>National Stronger Regions Fund application lodged Mar 2016 seeking \$750,000 towards Multi-Function Centre</li> <li>Election commitment by Liberal Govt to fund Multi-Function Centre \$750,000. Advice received Sept 16 that election commitment would be funded through the Community Development Programme. Advised 9 Jan 2017 that Federal Minister has signed the release of the funds. Draft funding agreement reviewed and returned 18 Jan 2017.</li> <li>Oct 16: Council engaged Philip Lighton Architects to undertake the detailed design work for the precinct: draft concepts received Dec 2016. Reviewed by Stakeholder Group and presented at February Council workshop. On agenda for Feb 2017 Council Meeting.</li> <li>Oct 2016: request to Guy Barnett MP for advice re opportunities to access state govt funding</li> <li>Oct 2016: application lodged with Sport and Recreation Tas for \$80,000 towards oval improvements: outcome unsuccessful</li> <li>17 Jan 2017: Council advised state govt has approved \$1,000,000 for the Multi-Function centre through the Northern Economic Stimulus Package</li> <li>Nov 2016: Council contracted JMG to design and document the new oval lighting. 17 Jan 2017: Northern Economic Stimulus package funding secured to upgrade oval lighting</li> <li>Dec 2016: Request to Philp Lighton Architects for a layout plan &amp; concept sketches for improvements around the cenotaph &amp; a display area in entrance to the Multi-Function Centre. Plans received Jan 2017 and state budget submission made for \$158,000 to fund the cenotaph precinct upgrade</li> <li>Feb 2017 Council resolved to proceed with the regional size facility. Draft plans received March 2017 and has been signed off by GM</li> <li>Development Application P17-126 received on 8 May 2017.</li> <li>June 2017 – notified that detailed design work is 91% completed.</li> <li>Public consultation advertised.</li> <li>Funding applications to TCF and Sport &amp; Recreation Tas being prepared for relocation of tennis courts to Oval precinct.</li> <li>AFL Business Case for oval improvements being prepared</li> <li>Building permit anticipated mid-September.</li> </ul> |
| <b>CBD Urban Design and Traffic Management Strategy</b>  | May-16            |                              | <ul style="list-style-type: none"> <li>GHD presented to Council 28 Nov 2016 Workshop on outcome of community consultation: discussed changes required to draft strategy: draft master plan due 6 April 2017</li> <li>Feb 2017: State Government budget submission made for matching funding for the implementation of the Main Street component of the urban design strategy</li> <li>Strategy adopted for consultation purposes at May 2017 meeting.</li> <li>Public consultation session scheduled for 13 September 2017.</li> </ul>  |
| <b>Cressy</b>  |                   |                              |   |
| <b>Swimming Pool Master Plan</b><br>(Loop Architecture)  | Dec 15?           | June-17                      | <ul style="list-style-type: none"> <li>Draft Master Plan received May 2016: structural assessment approved Aug 2016</li> <li>Final plan received June 2017.</li> </ul>  |
| <b>Recreational Ground Master Plan</b>   | Feb-17            |                              | <ul style="list-style-type: none"> <li>Quotes for development of the Master Plan received from Lange Design and JMG. On Council Feb 2017 Meeting agenda - closed council</li> </ul>   |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



| Strategic Plans<br>By Location & Consultant  | Start<br>Date | Completion<br>Date | Current Status   |
|--|---------------|--------------------|--|
| (Lange Design)   |               |                    | <ul style="list-style-type: none"> <li>17 Jan 2017: confirmation that the state govt has approved \$220,000 for the ground upgrade through the Northern Economic Stimulus Package</li> <li>Feb 2017: Lange Design and Loop Architecture contracted to develop the master plan. Anticipated completion date mid-August 2017.</li> <li>Draft concept plan and cost estimates received August 2017.</li> </ul>  |
| <b>Evandale</b>  |               |                    |  |
| <b>Honeysuckle Banks</b>   |               |                    |  |
| a) Master Plan (Jeff McClintock)   | Oct-15        | -                  | <ul style="list-style-type: none"> <li>Draft master plan released for community consultation Jan 16: discussed at council workshop &amp; need for the plan to be reviewed in light of frequent flooding of the reserve.</li> </ul>   |
| b) Review of Master Plan (Lange Design)  | Oct-16        | May-17             | <ul style="list-style-type: none"> <li>Draft plan received: presented at Feb 2017 Council Workshop: Lange Design requested to revise the plan. Revised plan received 9 March 2017.</li> <li>At May 2017 Council meeting, Council                             <ul style="list-style-type: none"> <li>i) accepted in principle the Honeysuckle Banks Plan;</li> <li>ii) consider funding the minor works components of the plan in future Council budgets, and</li> <li>iii) request Council Officers to seek to secure external grants to assist with the implementation of the full plan.</li> </ul> </li> </ul>   |
| <b>Morven Park Master Plan</b><br>(Lange Design)   | Nov-16        |                    | <ul style="list-style-type: none"> <li>Work underway</li> <li>17 Jan 2017: Northern Economic Stimulus Package funding secured for the oval lighting upgrade</li> <li>March 2017 assisted with application for solar panels on clubrooms</li> <li>Draft concept plan and cost estimates submitted August 2017.</li> </ul>   |
| <b>Longford</b>  |               |                    |  |
| <b>Community Sports Centre Master Plan</b>   | Feb-15        | Jun-15             | <ul style="list-style-type: none"> <li>June 2016: application requesting \$504,722 GST excl. lodged with State Government Regional Revival Program including a business plan. Advised Sept 2016 application was unsuccessful</li> <li>17 Jan 2017: Council advised State Govt has approved \$1,000,000 for the centre upgrade through the Northern Economic Stimulus Package</li> </ul>  |
| <b>Visitor Appeal Study</b><br>(Bill Fox and Associates)   | Jan-15        | Jun-15             | <ul style="list-style-type: none"> <li>Recommendations implemented include the establishment of a local business &amp; tourism group, development of a destination playground, upgrading of lighting &amp; displays at Visitor Information Centre at JJs, and development of a Place Activation Plan</li> </ul>  |
| <b>Place Activation Plan</b><br>(Village Well)<br>(Accompanying Traffic Issues report by MRCagney) | Sep-15        | Jan-16             | <ul style="list-style-type: none"> <li>Recommendations implemented include establishment of an Activation Team to lead the change, and employment of a Project Champion 1 day/week Feb-Sept 2016 to assist the Activation Team with development of Longford brand logo, Longford tourist tear-off map and street beautification</li> </ul>   |
| <b>CBD Urban Design Strategy</b>   | May-16        |                    | <ul style="list-style-type: none"> <li>Site Investigation Report completed October 2016.</li> <li>Community Information Gathering Workshop held 7 December 2016. Draft Urban Design Strategy being prepared.</li> </ul>  |
| (Lange Design and Loop Architecture)   |               |                    | <ul style="list-style-type: none"> <li>Parklet design &amp; plans approved June 2017.</li> <li>Draft Urban Design Strategy adopted May, for further consultation.</li> <li>Draft urban design guidelines developed.</li> <li>Community consultation session 6 September 2017.</li> </ul>   |
| <b>Recreation Ground Master Plan</b><br>(Lange Design)   | Dec-15        | Nov-16             | <ul style="list-style-type: none"> <li>External funding sources being pursued.</li> <li>17 Jan 2017: Council advised State Govt has approved \$550,000 for the Ground Amenities Upgrade through the Northern Economic Stimulus Package. Tenders close 15 March 2017</li> <li>Nov 16: Council contracted JMG to design and document new oval lighting. 17 Jan 2017 Northern Economic Stimulus Package funding secured to fund the oval lighting upgrade</li> <li>Draft Master Plan submitted Nov 2016; discussed at Council's 6 Feb 2017 Workshop.</li> <li>Draft master Plan submitted to August 2017 Council meeting.</li> <li>Council resolved at June 2017 Council meeting to make application under the SGALGCP for upfront loan funding of an additional \$550,000 to complete Stage 1 of the Recreation Ground redevelopment.</li> <li>Application being prepared to SRT for \$80,000 towards the redevelopment</li> </ul> |
| <b>Village Green</b>   |               |                    | <ul style="list-style-type: none"> <li>Jan 2017: costings &amp; plans being developed for Village Green Upgrade including new BBQ shelter, picnic furniture &amp; stage 2 of play space.</li> <li>March 2017 Council submitted an application to the state govt Community Infrastructure Fund for 50% of the cost of stage 2 of the playground and to be allocated \$106,530.50) in the 2017/18 budget. Application not successful</li> <li>At May 2017 Council meeting, Council resolved, with regards to Stage Three</li> </ul>  |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



| Strategic Plans<br>By Location & Consultant   | Start<br>Date | Completion<br>Date | Current Status  |
|---|---------------|--------------------|---|
|   |               |                    | <p>of the Longford Village Green playground:</p> <ul style="list-style-type: none"> <li>i) Approves the replacement of the liberty swing with one of the alternative swing sets (with Model B being the preferred option if Australian Standards can be met); and</li> <li>ii) Approves an application being made to the Tasmanian Community Fund for cash assistance with the implementation of Stage Three of the playground development.</li> <li>iii) Assist Mrs Bell to seek additional funding, possibly through the disability sector, toward the cost of the disability swing.</li> </ul> <ul style="list-style-type: none"> <li>September 2017: Stage 2 being implemented.</li> </ul>  |
| <b>Woolmers Bridge</b>  |               |                    | <ul style="list-style-type: none"> <li>Jan 2017: Lange Design contracted to develop landscape concept plan and landscape construction documents</li> <li>Application submitted for the Bridge Renewal Program. Outcome anticipated late October 2017.</li> <li>12 tonne load limit placed on structure on 6 June.</li> </ul>  |
| <b>Perth</b>  |               |                    |   |
| <b>Recreation Ground Master Plan</b><br>(Lange Design)  | Jul-15        | Oct-16             | <ul style="list-style-type: none"> <li>External funding sources being pursued</li> <li>17 Jan 2017: Northern Economic Stimulus Package funding secured for the oval lighting upgrade</li> </ul>   |
| <b>Community Centre Development Plan,</b><br>(Loop Architecture)<br>addressing collective & shared<br>functions with adjacent Primary School<br>& Recreation Ground | Oct-15        |                    | <ul style="list-style-type: none"> <li>Briefing notes from key stakeholder sessions received 25 Feb 2016</li> <li>Draft concept plans submitted to Council</li> <li>Draft concepts to be directed to workshop in September 2017.</li> </ul>   |
| <b>Town Structure Plan</b><br>(GHD)   |               |                    | <ul style="list-style-type: none"> <li>Community feedback on draft plan closed 18 November 2016. Two design strategy options submitted.</li> <li>Perth Structure Plan adopted by Council on 10 April 2017.</li> <li>Session for Perth business owners/managers held 15 August 2017.</li> </ul>  |
| <b>Sheepwash Creek Open Space Plan</b><br>(Lange Design, GHD Woodhead)  |               |                    | <ul style="list-style-type: none"> <li>Contract with NRM North signed December 2016 to access funds through National Landcare Program Investment in Tamar River Recovery Plan</li> <li>Dec 2016: West Perth Flood Mitigation Working Group established</li> <li>Draft concept plans received from GHD Woodhead</li> <li>Lange Design requested to prepare Water Sensitive Urban Design (WSUD) for the open space on eastern side of subdivision.</li> <li>On-site works commenced.</li> </ul>   |
| <b>Ross</b>   |               |                    |   |
| <b>Swimming Pool Master Plan</b><br>(Loop Architecture)   | Dec-15        | June-17            | <ul style="list-style-type: none"> <li>Draft Master Plan received May 2016: structural assessment approved August 2016</li> <li>Final plan received June 2017</li> <li>Final report to be presented to workshop September 2017.</li> </ul>  |
| <b>Village Green Master Plan</b><br>(Lange Design, Loop Architecture)   | Jun-16        | Dec-16             | <ul style="list-style-type: none"> <li>Council accepted Master Plan in principle at 12 December 2016 Council Meeting.</li> <li>13 Jan 2017: cost estimate for design and documentation, tender process and project management received from JMG</li> <li>17 Jan 2017: Council advised State Govt has approved \$300,000 for the implementation of the Master Plan through the Northern Economic Stimulus package</li> <li>Feb 2017: Application lodged with the Building Better Regions Fund for \$237,660 to enable the master plan to be implemented in its entirety. Application unsuccessful.</li> <li>Feb 2017: Lange Design and Loop Architecture contracted to manage the implementation of the master plan</li> <li>Concept design presented to Council workshop on 8 May.</li> </ul> |
| <b>Western Junction</b>   |               |                    |   |
| <b>Launceston Gateway Precinct Master Plan</b><br>Freight Demand Analysis Report (SGS)<br>Master Plan   | Oct-15        | May-16             | <ul style="list-style-type: none"> <li>Council approved the preparation of a brief for the precinct master plan at the Sept 2016 Council Meeting</li> </ul>   |
| <b>Translink Stormwater Upgrade Project</b>   |               |                    | <ul style="list-style-type: none"> <li>Applications lodged with National Stronger Regions Fund 2015 &amp; 2016: unsuccessful</li> <li>Application submitted Feb 2017 to the Building Better Regions Fund for \$2,741,402 (total project cost is \$5,482,805: council's contribution is \$1,525,623 and the Woolstons \$1,215,780). Application unsuccessful.</li> </ul>   |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 16 ANIMAL CONTROL UPDATE

Prepared by: Tammi Axton, Animal Control Officer

**Kennel Licences** – renewals have been coming in and licences are being re issued.

**Registration Audit of the Municipality** – the registration audit is coming along well and most of the dogs identified as unregistered have now been registered. Infringements are being issued for the ones that are not.

**Attacks** – there have not been any attacks since the article was placed in the Country Courier and flyers were dropped into mail boxes.

**Microchipping** – 23 dogs were microchipped in August.

**Impounded dog** – 6 dogs were impounded in August

### 17 TASMANIAN YOUTH LOCAL GOVERNMENT

Council at its July Council meeting considered a request from the Tasmanian Youth Local Government Association (TYGA) to sponsor two students from the Northern Midlands to participate in the 2017 Youth Local Government conference.

Council decided (minute reference: 232/17):

*Council support the 2017 Tasmanian Youth Local Government by:*

- a) Sponsoring two participants at a cost of \$90, plus \$50 for transport, total \$140 each to attend;*
- b) Writing to students in the Northern Midlands Council seeking applications;*
- c) Nominate Cr Knowles, Cr Lambert and Cr Calvert to assess the applications; and*
- d) Choose a maximum of two participants based on the following criteria:*
  - Must be a resident of the Northern Midlands;*
  - Must be available on 30 September and 1, 14 and 15 October to attend the conferences;*
  - Must demonstrate a passion to improve the Northern Midlands community; or*
  - Have made a contribution to improve the Northern Midlands community.*

*Carried unanimously*

Subsequently Council officers circulated information on the conference to the following schools:

- Campbell Town District High School
- Capstone College
- Cressy District High School
- Kings Meadows High School
- Launceston Church Grammar School
- St Patricks College
- Scotch Oakburn College

It was requested that applications be submitted by 25 August 2017.

Council received no applications for attendance at the Tasmanian Youth Local Government conference.

### DECISION

*Cr Calvert/Cr Lambert*

*That the Information items be received.*

*Carried unanimously*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 276/17 ALGA NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS: ATTENDANCE

Responsible Officer: Des Jennings, General Manager

Report prepared by: Gail Eacher, Executive Assistant

#### 1 PURPOSE OF REPORT

The purpose of the report is to consider the attendance of Councillors at the ALGA National Local Roads and Transport Congress 2017 to be held in Albany, Western Australia from 6 to 8 November.

#### 2 INTRODUCTION/BACKGROUND

The 2016 ALGA National Local Roads and Transport Congress was held in Toowoomba, Queensland Council authorised Cr Adams to attend the conference with Council meeting the normal cost of attendance.

ALGA President, Mayor David O'Loughlin, has provided the following overview in relation to this year's event:

*Every year local government nationally spends around 25 cents in every dollar on local roads and transport. With that level of investment, local governments, without question, have a major stake in the future of Australia's transport systems and networks.*

*The challenges ahead suggest that all levels of government need to be smarter than we currently are and do more to ensure that our transport infrastructure is fit for purpose. If nothing changes, it is estimated that the cost of congestion will reach around \$30 billion by 2030, and freight is expected to double by 2030 and treble by 2050.*

*As a nation, there needs to be a serious discussion between all levels of government on how our roads and transport systems are managed and funded and local government must be at the table.*

*Our challenges are very real and very immediate. In the bush, the capacity of regional economies is constrained by underfunded maintenance and unsafe road conditions, a lack of support for regional transport planning, increased pressure on our infrastructure renewal budgets, all compounded by the ever-increasing freight task.*

*In the city, councils face many of these challenges as well as a range of emerging issues such as:*

- providing electric car charging stations
- smart parking systems
- autonomous/driverless cars
- ever increasing congestion.

*Local Government's role in recognising and resolving these issues is significant. Together, working in partnership with our State and Federal colleagues, we can identify solutions to all challenges.*

*If you or your teams want to know how to improve your community's roads and infrastructure, if you want to access the latest technology, to be inspired by the best in the business, and to speak directly to our federal decision makers, this is the local government conference for you.*

*I look forward to seeing you at ALGA's National Local Roads and Transport Congress this year, from 6-8 November 2017 in Albany WA.*

#### 3 FINANCIAL AND RESOURCE IMPLICATIONS

The 2017/18 budget allocation for Training, Conferences and Seminars for Councillors is \$17,410. Approximately \$5,200 has been expended to date, with \$12,210 of the allocation still being available.

Cost of full registration before 29 September is \$890.

Return flights to/from Perth WA range from \$800 to \$1,500 return

Rex flies to and from Albany from Perth with prices from approximately \$600 return

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



Accommodation is available from \$200 to \$290 per night.

#### 4 POLICY IMPLICATIONS

Provisions is made in Council's adopted Policy No. 4 "Councillors Allowances, Travelling and Other Expenses" for attendance at conferences and seminars. The policy provisions are as follows:

##### 6. CONFERENCES & SEMINARS

*Council will make a budget allocation each year to reimburse delegates registration, travel costs and accommodation expenses (excluding 'mini-bar' expenses). Partners will be reimbursed for meals at state conferences and the 'major dinner' at Federal conferences.*

*The budget will be allocated to the following conferences*

*LGAT & LGMA conference to be attended by up to 6 councillors*

*ALGA conference attended by Mayor & Deputy Mayor*

*Australian Roads conference attended by 1 councillor*

*'Other' conferences and seminar sessions as approved.*

*Attendance to all conferences, seminars and training sessions with a cost in excess of \$100 are to be in compliance with a resolution of the Council, except on emergency situations, where approval must be given by a unanimous approval from Council Executive.*

*Following attendance of a conference by any councillor, a report must be submitted to Council setting out the relevance to local government, and the benefits that can be further investigated by Council. Where two or more councillors attend a conference, a joint report may be submitted.*

#### 5 ATTACHMENTS

Conference Programme.

#### RECOMMENDATION

It is recommended that Cr ..... be authorised to attend the 2017 ALGA National Local Roads and Transport Congress in Albany, Western Australia.

#### DECISION

Cr Polley/Cr Lambert

It is recommended that Cr Goss be authorised to attend the 2017 ALGA National Local Roads and Transport Congress in Albany, Western Australia.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 277/17 HUMAN RESOURCES POLICY: SMOKE FREE WORKPLACE POLICY

File: 15/013; 2/03/01/01  
Responsible Officer: Des Jennings, General Manager  
Report prepared by: Samantha Dhillon, People & Culture Business Partner

#### 1 PURPOSE OF REPORT

The purpose of this report is to provide Council with the newly developed Human Resources Policy that has been incorporated into the Human Resource Policy Manual.

#### 2 INTRODUCTION/BACKGROUND

The newly written Smoke Free Workplace Policy was developed, using the LGAT policy of the same name as the basis and incorporating specifics from the *Public Health Act 1997 (TAS)* and *Work Health & Safety Act 2012 (TAS)*.

This policy provides guidelines for workers and other persons in the workplace with regards to smoking. For example, workers and other persons can only smoke during rest or meal breaks, so long as they are not smoking within any Council workplace and/or within three metres of any other person. In addition to this, smokers must ensure they are a minimum of three metres away from any door and ten metres away from any window, air conditioning inlet or similar openings.

#### 3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Workforce Standards  
Core Strategies:
  - ♦ People & Culture Framework generates professionalism

#### 4 POLICY IMPLICATIONS

It is important that Council continues to build on the Human Resources Policy Manual to ensure all subject matters are covered, which in turn will provide a basis and guide for Management and employees to refer to, as and when needed. It is also imperative that all Human Resource Policies are reviewed regularly so that they remain current and reflective of contemporary practices and any applicable legislation.

#### 5 STATUTORY REQUIREMENTS

The following legislation is applicable to the Smoke Free Workplace Policy:

- *Age Discrimination Act 2004 (Cth)*
- *Anti-Discrimination Act 1998 (TAS)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Fair Work Act 2009 (Cth)*
- *Local Government Act 1993 (TAS)*
- *Public Health Act 1997 (TAS)*
- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Work Health & Safety Act 2012 (TAS)*
- *Workers Rehabilitation & Compensation Act 1988 (TAS)*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 6 FINANCIAL IMPLICATIONS

N/a.

### 7 RISK ISSUES

As Council has a responsibility to maintain a safe and healthy workplace for workers and other persons in the workplace, it is important to establish some rules and guidelines to ensure others health and safety is not put at risk through exposure to smoking. It is therefore the intention of the People & Culture Business Partner to implement strategies (such as this policy) that Council can use to limit, manage and control the risks associated with smoking in the workplace.

### 8 CONSULTATION WITH STATE GOVERNMENT

N/a.

### 9 COMMUNITY CONSULTATION

N/a.

### 10 OPTIONS FOR COUNCIL TO CONSIDER

N/a.

### 11 OFFICER'S COMMENTS/CONCLUSION

Having a clear and concise suite of Human Resource Policies and Procedures is vital in any organisation as it is these documents that provide a framework and guidance for Managers and employees if there is an issue in the workplace.

This new policy has been provided to Council for information only and the Officer requests that they be received.

### 12 ATTACHMENTS

12.1 Smoke Free Workplace Policy

#### RECOMMENDATION 1

That Council receive this information.

#### DECISION

Cr Calvert/Cr Adams

That Council receive this information.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 278/17 LOCAL GOVERNMENT REFORM: NORTHERN REGION SHARED SERVICES

Responsible Officer: Des Jennings, General Manager

Report prepared by: Des Jennings, General Manager

#### 1 PURPOSE OF REPORT

The northern region benchmarking and shared services investigation has now been completed by KPMG on behalf of the eight (8) Councils in the northern region and the State Government. The report will now be considered by the Councils as the first step towards implementation of the opportunities identified.

#### 2 INTRODUCTION/BACKGROUND

Council, at its meetings in April, July, August and September 2015 and February and March 2016 have formally resolved the following:

20 April 2015: Minute Reference 101/15:

*Cr Polley/Cr Goss*

*That*

- i) Council agrees to collaborate with the councils of Meander Valley and West Tamar in a benchmarking exercise of financial and service delivery measures utilising the services of an independent consultant.*
- ii) the General Manager be authorised to engage a project consultant with local government experience.*

*Carried unanimously*

20 July 2015: Minute Reference 191/15:

*Cr Adams/Cr Knowles*

*That Council authorise the Mayor to enter into discussions with all Tasmanian Councils that express an interest in respect to potential benchmarking and resource sharing initiatives.*

*Carried unanimously*

17 August 2015: Minute Reference 218/15

*Cr Polley/Cr Goninon*

*That the Council*

- i) endorse engagement in a benchmarking project involving councils in northern Tasmania which establishes a standardised evidence base providing comparative data on both quantitative and qualitative aspects of operations and identifies areas of potential for resource sharing and other collaboration between councils;*
- ii) support the tender process for the feasibility study being open to consultants that are not included on the list of four consultants identified on the Tender Panel;*
- iii) the General Manager be authorised to appoint a consultant with suitable local government experience; and*
- iv) authorise the General Manager to report back to the September council meeting on a way forward, if no progress has been made on the benchmarking project involving other councils.*

*Carried unanimously*

21 September 2015: Minute Reference 257/15

*Cr Knowles/Cr Goss*

*That*

- i) the General Manager continue to participate in discussions with the councils to achieve a collaborative approach to the regional benchmarking project.*
- ii) the fee offer from CT Managerial Group be noted and a decision on the matter be held in abeyance.*

*Carried unanimously*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



15 February 2016: Minute Reference 35/16

**Cr Knowles/**

*That the General Manager continue to participate in discussions with the councils to achieve a collaborative approach to the regional benchmarking project.*

*The motion lapsed for want of a seconder*

**Cr Adams/Cr Goninon**

*That the Mayor and General Manager meet with representatives of the northern councils to ascertain their position on amending the resource sharing modelling project to include modelling of amalgamation options.*

*Carried*

**Voting for the motion:**

*Mayor Downie, Deputy Mayor Goss, Cr Adams, Cr Calvert, Cr Goninon, Cr Gordon, Cr Lambert*

**Voting against the motion:**

*Cr Knowles*

21 March 2016: Minute Reference 73/16

**Cr Polley/Cr Knowles**

*That Council:*

- i) Endorse the Project Brief: Investigation of Shared Services Model;*
- ii) Authorise the Mayor and General Manager to sign a Memorandum of Understanding; and*
- iii) Formally advise Minister Peter Gutwein of Council's decision.*

*Carried unanimously*

Over the last six (6) months, Council's management team have been participating actively in the provision of information and review of data enabling the benchmarking and shared services project to progress. The project operated within the parameters of the Minister for Planning and Local Government who stated that the following must be met before an amalgamation proposal will be considered. Amalgamations must:

- be in the interest of rate payers;
- improve the level of services for communities;
- preserve and maintain local representation; and
- ensure that the financial status of the entities is strengthened.

These parameters were taken into account in relation to the Terms of Reference for the Project were signed off by the eight Councils and State Government comprising:

The required outcomes of the consultancy were identified as:

- 1 *Review the base data utilised to establish Council KPIs as identified in the Tasmanian Auditor General's report to ensure that the specific base data establishes a consistent comparison for each Council.*
- 2 *Benchmark each Council's KPIs as identified in the Tasmanian Auditor General's report, in addition to any other KPIs considered relevant, for example this should include key measures of operational efficiency such as:*
  - 2.1 *Human resource management;*
  - 2.2 *Corporate service function (financial management, reporting, compliance, rates);*
  - 2.3 *Asset management planning, service levels, condition assessment and engineering;*
  - 2.4 *Asset maintenance;*
  - 2.5 *Animal management;*
  - 2.6 *Planning and development;*
  - 2.7 *Procurement;*
  - 2.8 *Waste management;*
  - 2.9 *Public and environmental health;*
  - 2.10 *Emergency management; and*
  - 2.11 *Information technology systems (security, software and hardware).*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



- 3 *Identify the services provided by each Council and to what level these services are provided including any relevant contextual information on service differentials.*
- 4 *Compare the services identified in point 3 and conduct comparison with the benchmark base line identified in point 2.*
- 5 *Provide an analysis of the future demographic profile of the region – current and projected to 2025, for example:*
  - 5.1 *age;*
  - 5.2 *population;*
  - 5.3 *population per square kilometre; and*
  - 5.4 *economic growth and tourism.**and include any major changes in service delivery needs.*
- 6 *Make recommendations on where improvements/efficiencies can be made in each area of each Council.*
- 7 *Recommend resource sharing/service collaboration opportunities including*
  - 7.1 *the services that could be regionalised and how;*
  - 7.2 *the potential for cost savings, service improvements and efficiency improvements to council operations, and any other stakeholders;*
  - 7.3 *the potential for improved risk management;*
  - 7.4 *other potential financial benefits and impacts from a shared service delivery model;*
  - 7.5 *the impacts on employment numbers, potential improvements in staff skills and potential impacts on existing employment arrangements including Enterprise Agreements; and*
  - 7.6 *appropriate governance arrangements.*
- 8 *Develop an evaluation framework which includes baseline data, benchmarks and performance indicators (identified in the area outlined in 2 as a minimum) for evaluating the success of the services. The framework should also include the ability to assess the improvement to the ongoing viability of the councils involved.*

### 3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Lead –
  - Leaders with Impact  
Core Strategies:
    - ♦ Manage – Management is efficient and responsive
  - Money Matters  
Core Strategies:
    - ♦ Efficiency in resource sharing and Council reform
  - Best Business Practice & Compliance  
Core Strategies:
    - ♦ Council complies with all Government legislation
    - ♦ Continuous improvement is embedded in staff culture
- People –
  - Lifestyle – Strong, Vibrant, Safe and Connected Communities  
Core Strategies:
    - ♦ Communicate – Communities speak & leaders listen
    - ♦ Participate – Communities engage in future planning

### 4 POLICY IMPLICATIONS

N/a

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 5 STATUTORY REQUIREMENTS

*Local Government Act 1993.*

### 6 FINANCIAL IMPLICATIONS

The total cost of the report was \$180,540, of which the State Government contribution was \$90,270 and Northern Midlands Council contribution was \$9,327.

### 7 RISK ISSUES

It is critical that Council formally receives the report and agrees to support the establishment of governance arrangements to progress the outcomes of the report.

If Council fails to receive the report and to support the next steps, Council risks:

- Not being party to further discussions with our regional Council neighbours.
- Ongoing collaboration with our Local Government partners and the State Government.
- Showing a lack of leadership on the part of the Northern Midlands Council.
- Possible opportunities to realise efficiencies.

### 8 CONSULTATION WITH STATE GOVERNMENT

Once Council has officially received the report a letter of confirmation will be forwarded to the Minister.

As the Minister for Local Government initiated the discussion on local government reform, it is important that the councils keep the Minister for Planning and Local Government, the Hon. Peter Gutwein MP, informed on the progress of the Shared Services Project.

Alex Tay, the Chief Executive Officer for the Division of Local Government, attended the regular meetings and reported to the Minister.

### 9 COMMUNITY CONSULTATION

Community consultation would be integral in determining an outcome from the service review and benchmarking project. Outcomes from this project will be utilised to inform future strategic discussion with the community.

Local government faces increasingly demanding and complex community expectations with limited resources and competing demands, it is critical that councils find new ways to plan and deliver services so that local government is sustainable and able to flourish. Strategic collaboration and partnerships are ways that councils can respond to these challenges.

### 10 OPTIONS FOR COUNCIL TO CONSIDER

Options available to Council:

- To take no further action,
- or
- Participate in activities to identify, plan and implement opportunities to undertake shared initiatives at a whole-of-region or sub-regional level.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 11 OFFICER'S COMMENTS/CONCLUSION

The consultancy has now been completed by KPMG with the final step involving the formal release of the condensed Report, on Friday 4 August 2017. Council received a presentation by KPMG on 4 September 2017 which provided Councillors with an opportunity to discuss with KPMG the outcomes of their report and observations from the process.

It is important to keep the project moving forward and as such we now progress to the more detailed work which is outlined in the Implementation section of the Report with a focus on a Common IT Service Structure (or Platform). To enable this to occur it is also important that appropriate Governance arrangements are established.

Further, the following decision of Council (minute number 125/15 - 18 May 2015) has been held in abeyance awaiting the outcome of the Shared Services Project:

*That Council defer any action on this request from Glenorchy City Council awaiting the outcome of current benchmarking project with neighbouring councils.*

Subsequently it is now believed opportune, with Council now finalising the acceptance of the Shared Services Study Report, that Council agree to take no further action on this matter at this time.

### 12 ATTACHMENTS

12.1 Northern Tasmanian councils Shared Services Study – Condensed Report – July 2017

#### RECOMMENDATION 1

That the matter be discussed.

#### RECOMMENDATION 2

That Council:

- A)
  - i) Receive the Northern Tasmanian Councils – Shared Services Study Report prepared by KPMG.
  - ii) Support the establishment of governance arrangements to progress the outcomes of the Report.
  - iii) Participate in activities to identify, plan and implement opportunities to undertake shared initiatives at a whole-of-region or sub-regional level.
- B) at this time, take no further action regarding minute no. 125/15.

#### DECISION

Cr Polley/Cr Goninon

That the matter be discussed.

Carried unanimously

Cr Polley/Cr Goss

That Council:

- A)
  - i) Receive the Northern Tasmanian Councils – Shared Services Study Report prepared by KPMG.
  - ii) Support the establishment of governance arrangements to progress the outcomes of the Report.
  - iii) Participate in activities to identify, plan and implement opportunities to undertake shared initiatives at a whole-of-region or sub-regional level.
- B) at this time, take no further action regarding minute no. 125/15.
- C) set up a committee of Council (councillors) to progress shared services options for the Northern Midlands.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 279/17 HISTORICAL RECORDS AND RECOGNITION: SERVICE OF COUNCILLORS

*Responsible Officer:* Des Jennings, General Manager

*Report prepared by:* Gail Eachar, Executive Assistant

#### 1 PURPOSE OF REPORT

The purpose of this report is to provide design and detail information in relation to the Northern Midlands Council honour board display and pricing.

#### 2 INTRODUCTION/BACKGROUND

It has been established that honour boards, listing the names (and dates) of Wardens were on display at both the Campbell Town, Longford and Ross municipal offices prior to amalgamation on 2 April 1993. The honour board for Evandale is yet to be located.

A record of Councillor appointments in relation to the Northern Midlands Council is maintained on Council's website.

This matter discussed at the 10 April Council meeting, at which time it was resolved to hold discussions at a workshop. Discussions at the 3 July Council Workshop determined the following actions to be the best way forward:

- Display existing plaques of former wardens in the glass enclosed area at the front of the Council Chambers when complete.
- Display a new honour board of Northern Midlands Council mayors.
- Display a photograph/photographs of current Councillors.
- Archive historic photographs and create a photo book for display.
- Report to Council with design and pricing.

Think Big Printing and the Longford Mens Shed were contacted to provide estimates to print/manufacture the Northern Midlands Council honour board, in the same style as that of the Longford Municipality wardens honour roll.

#### 3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Lead –
  - Leaders with Impact
  - Core Strategies:
    - ♦ Communicate – Connect with the community
    - ♦ Lead – Councillors represent honestly with integrity
    - ♦ Manage – Management is efficient and responsive
- People –
  - Sense of Place – Sustain, Protect, Progress
  - Core Strategies:
    - ♦ Council nurtures and respects historical culture

#### 4 POLICY IMPLICATIONS

N/a

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 5 STATUTORY REQUIREMENTS

N/a

### 6 FINANCIAL IMPLICATIONS

The Longford Mens Shed has provided an estimate of \$190.00 to construct, stain and varnish a new Northern Midlands Council honour board for Mayors. The Mens Shed is unable to undertake the printing of the logo and names.

Think Big Printing has provided an estimate of \$515.90 (excl. GST) to supply, design and print to 19mm ply board and includes provision for 3 names/dates and logo to be applied.

No costs have been determined in relation to the following:

- Photograph/photographs of current Councillors – professional printing and framing costs.
- Archiving of historic photographs.
- Production of a photo book of historic photographs for display – professional production and display costs.

### 7 OPTIONS FOR COUNCIL TO CONSIDER

Councillors may wish to or not to progress this project.

### 8 OFFICER'S COMMENTS

It is recommended that Council officers

- i) progress the manufacture of Northern Midlands Council honour board, in the same style as that of the Longford Municipality wardens honour roll.
- ii) the following should be progressed and costs determined when the glass enclosed area at the front of the Council Chambers is nearing completion:
  - Photograph/photographs of current Councillors – professional printing and framing.
  - Archiving of historic photographs.
  - Production of a photo book of historic photographs for display.

Think Big has indicated that they would be able to apply printing to an honour board manufactured by the Longford Mens Shed, but would need to collaborate with the Mens Shed prior to commencement of manufacture in order to ensure processes were compatible.

### 9 ATTACHMENTS

Information and estimate provided by Think Big  
Longford honour board

### RECOMMENDATION 1

That the matter be discussed.

### RECOMMENDATION 2

That Council,

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



- i) progress the manufacture of Northern Midlands Council honour board, in the same style as that of the Longford Municipality wardens honour roll; and
- ii) progress the following when the glass enclosed area at the front of the Council Chambers is nearing completion:
  - Photograph/photographs of current Councillors – professional printing and framing.
  - Archiving of historic photographs.
  - Production of a photo book of historic photographs for display.

### DECISION

Cr Polley/Cr Goss

That the matter be discussed.

Carried unanimously

Cr Calvert/Cr Polley

That Council,

- i) progress the manufacture of Northern Midlands Council honour board, in the same style as that of the Longford Municipality wardens honour roll; and
- ii) progress the following when the glass enclosed area at the front of the Council Chambers is nearing completion:
  - Photograph/photographs of current Councillors – professional printing and framing.
  - Archiving of historic photographs.
  - Production of a photo book of historic photographs for display.
- iii) invite Northern Midlands inaugural Mayor, Kenneth von Bibra, to unveil the honour board.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 280/17 MONTHLY REPORT: DEVELOPMENT SERVICES

Responsible Officer: Amanda Bond, Community & Development Manager

#### 1 PURPOSE OF REPORT

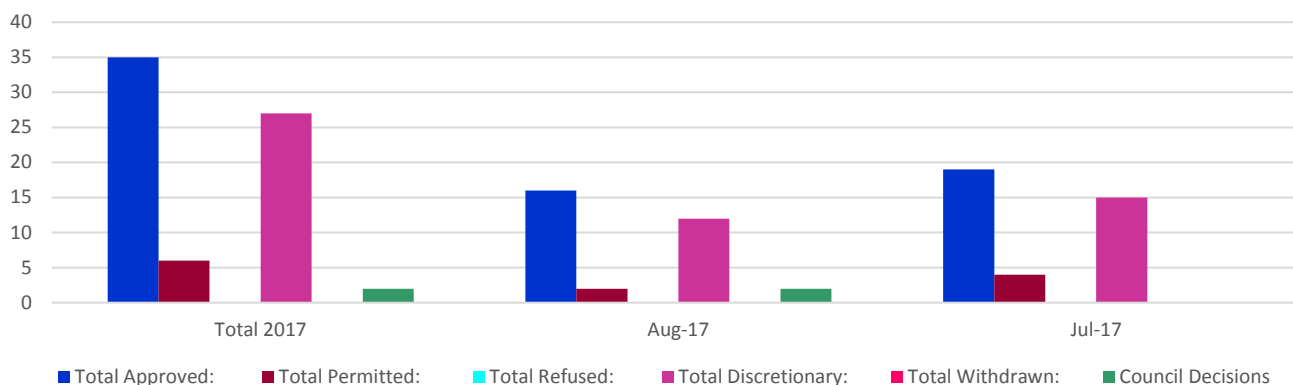
The purpose of this report is to present the Development Services activities as at the month end.

#### 2 DEVELOPMENT SERVICES REPORTING

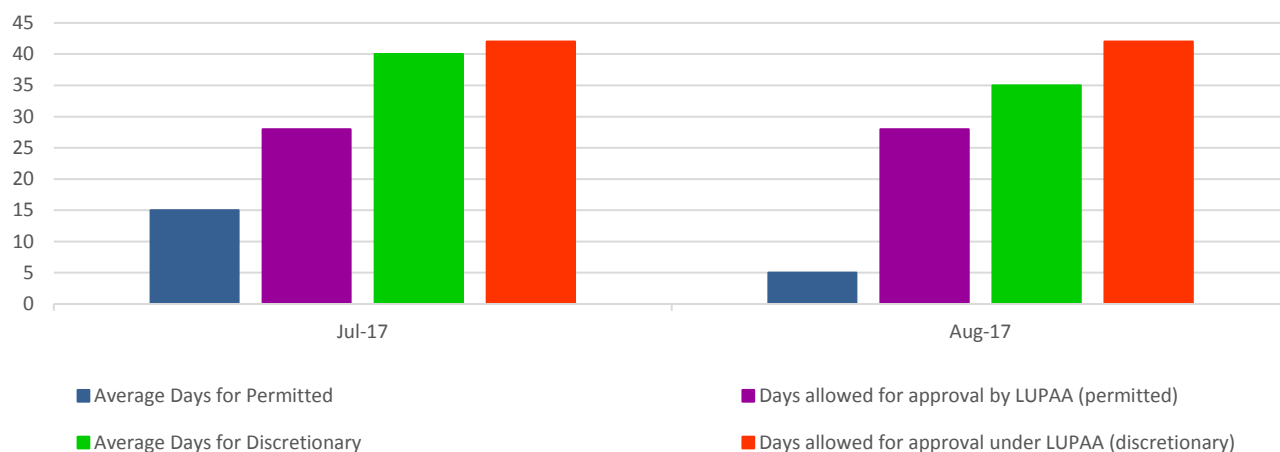
##### 2.1 Planning Decisions

|  | Total | Aug-17 | Jul-17 |
|--|-------|--------|--------|
| Total Approved:                        | 35    | 16     | 19     |
| Total Permitted:                       | 6     | 2      | 4      |
| Average Days for Permitted             |       | 5      | 15     |
| Days allowed for approval by LUPAA     |       | 28     | 28     |
| Total Exempt under IPS:                | 0     | 0      | 0      |
| Total Refused:                         | 0     | 0      | 0      |
| Total Discretionary:                   | 27    | 12     | 15     |
| Average Days for Discretionary:        |       | 35     | 40     |
| Days allowed for approval under LUPAA: |       | 42     | 42     |
| Total Withdrawn:                       | 0     | 0      | 0      |
| Council Decisions:                     | 2     | 2      | 0      |

Planning Applications Processed - year to date



Planning Applications - Processing Days - year to date



# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



| Project                            | Details  | Address  | Applicant                        | No of LUPAA days | Perm / Disc / Exempt |
|------------------------------------|--|--|----------------------------------|------------------|----------------------|
| <b>DELEGATED DECISIONS</b>         |  |  |                                  |                  |                      |
| P17-037                            | Demolition of existing dwelling, 16-space carpark, 1.8m steel palisade security fencing, signage, height reduction of Police Station brick wall & facade upgrade of Council Chambers (Heritage Precinct) | 13 & 15 Smith Street & 31 George Street, LONGFORD                                    | Northern Midlands Council        | 39               | D                    |
| P17-118                            | Sign Denoting Translink Precinct (within ANEF contour)   | Evandale Road (opposite #81), WESTERN JUNCTION                                       | Northern Midlands Council        | 18               | D                    |
| P17-126                            | Replace grandstand with club rooms, amenities & function space, relocate grandstand roof to create shelter shed adjacent to pool, carpark, retaining wall, tree removal & cenotaph refurbishment         | 57 High Street, CAMPBELL TOWN  | Philp Lighton Architects         | 41               | D                    |
| P17-133                            | Multiple dwellings x2 behind existing dwelling (vary lot size, side [E] setback) & new access  | 68 Frederick Street, PERTH   |                                  | 35               | D                    |
| P17-146                            | Signage on external wall of Longford Library (heritage-listed place in heritage precinct)  | 55 Wellington Street, LONGFORD   | Launceston LINC                  | 41               | D                    |
| P17-155                            | 2-lot subdivision  | 1 King Street, CRESSY  | PDA Surveyors                    | 34               | D                    |
| P17-158                            | Shed (21m x 12m, apex 7.9m) (vary setbacks in rural zone & within 50m of railway) - heritage-listed place  | 8 Stieglitz Street, AVOCA  | Wilkin Design & Drafting Pty Ltd | 42               | D                    |
| P17-163                            | Dwelling addition (sunroom) - heritage-listed place  | 'Egleston', 1726 Macquarie Road, CAMPBELL TOWN                                       | Design to Live                   | 36               | D                    |
| P17-173                            | Dwelling additions & alterations (vary [W] side setback & building envelope)   | 14 Lewis Street, LONGFORD  | Wilkin Design & Drafting (obo)   | 42               | D                    |
| P17-182                            | Change of use - farm cottage to visitor accommodation  | 411 Bryants Lane, DEDDINGTON   | A and C Phillips                 | 37               | D                    |
| P17-183                            | Dwelling Addition  | 65 Devon Hills Road, DEVON HILLS   | P & D O'Donoghue                 | 8                | P                    |
| P17-185                            | Shed 6m x 6m (vary rear [E] setback to 1.5m)   | 3 Thames Court, PERTH  | J De Ruiter                      | 28               | D                    |
| P17-190                            | Additions & alterations to existing dwelling and shed (vary side [E & W] setbacks)   | 26 Arthur Street, EVANDALE   | MGA Design                       | 23               | D                    |
| P17-191                            | Eucalypt Harvesting  | Macquarie Road, CAMPBELL TOWN  | Forico Pty Ltd                   | 3                | P                    |
| <b>COUNCIL DECISIONS</b>           |  |  |                                  |                  |                      |
| P17-166                            | Perth Link Roads Roadworks (bypass) & associated works   | Midland Hwy, Illawarra Rd & adjoining properties, including: CT151007/1 & ORS, PERTH | Department of State Growth (DSG) | 42               | C                    |
| P17-175                            | Garage (12m x 7m, apex 4.57m) & attached lean-to (8m x 5m) - vary side [w] and rear [n] setbacks   | 12A Elizabeth Street, PERTH  | D Shephard                       | 42               | C                    |
| <b>COUNCIL DECISIONS - REFUSAL</b> |  |  |                                  |                  |                      |
| <b>RMPAT DECISIONS</b>             |  |  |                                  |                  |                      |
| P17-069                            | Alterations and additions to heritage-listed building in heritage precinct (within 50m of railway)   | 27 High Street, EVANDALE   | A Powell & A Armstrong           | 42               | D                    |
| <b>TPC DECISIONS</b>               |  |  |                                  |                  |                      |
|                                    |  |  |                                  |                  |                      |

## 2.2 Matters Awaiting Decision by TPC & RMPAT

| TPC | TASMANIAN PLANNING COMMISSION   |
|-----|---|
| IPS | Northern Midlands Interim Planning Scheme 2013 – effective date 1.6.13. Interim Scheme amended by TPC to correct errors, anomalies, and inconsistencies raised in representations on the Northern Midlands Interim Planning Scheme 2013, effective 4 August 2017. |
| TPS | Tasmanian Planning Scheme – State Planning Provisions (SPP). The SPPs came into effect on 2 March 2017 as part of the Tasmanian Planning Scheme. They will have no practical effect until Local Provisions Schedule (LPS) is in effect in a municipal area.       |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017

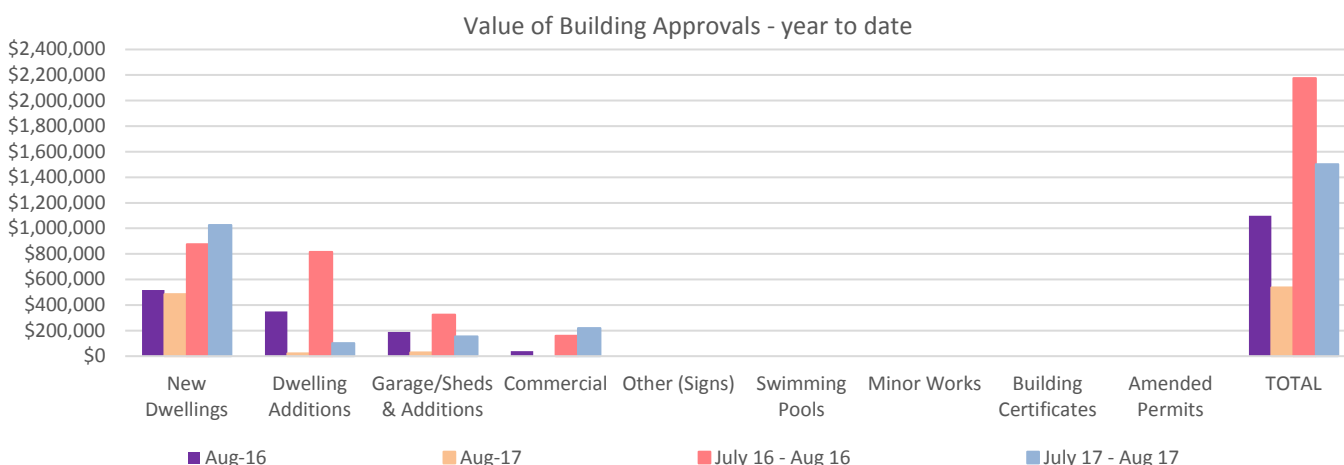
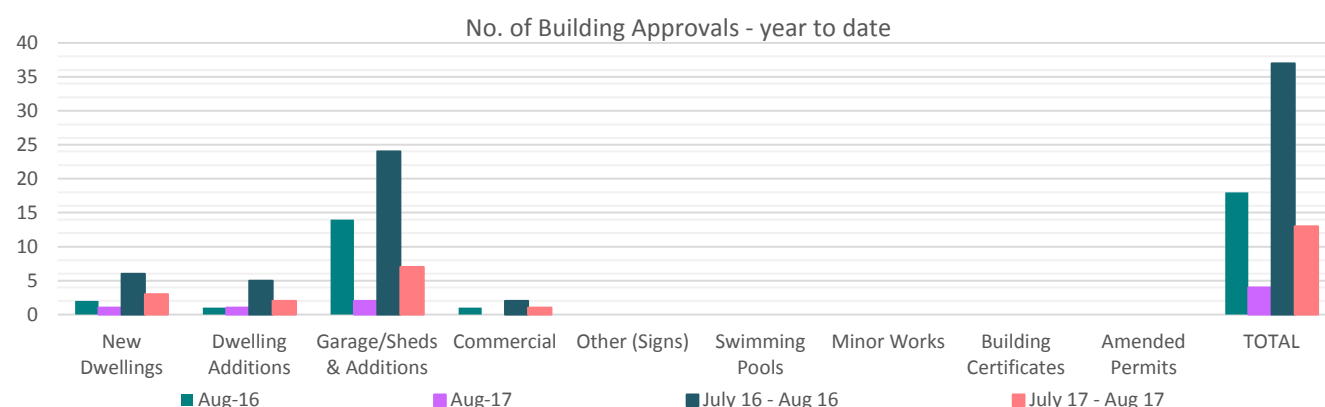


|              |   |
|--------------|---|
| 01/17        | Rezone part of 6-8 Bridge St, Ross to Local Business, and use as Shop. Draft amendment advertised. No representations received. TPC advised.                  |
| <b>RMPAT</b> | <b>RESOURCE MANAGEMENT AND PLANNING APPEAL TRIBUNAL</b>   |
| P17-166      | Perth Link Road – Appeal against condition. Preliminary conference held 12/9/17. Hearing set for 1 and 2 November 2017 should the matter fail to be mediated. |

### 2.3 Building Approvals

The following table provides a comparison of the number and total value of building works for 2016/17 and 2017/18.

|                          | YEAR - 2016 - 2017 |                  |                  |                  | YEAR - 2017 - 2018 |                |                  |                  |
|--------------------------|--------------------|------------------|------------------|------------------|--------------------|----------------|------------------|------------------|
|                          | Aug-16             |                  | July 16 - Aug 16 |                  | Aug-17             |                | July 17 - Aug 17 |                  |
|                          | No.                | Total Value      | No.              | Total Value      | No.                | Total Value    | No.              | Total Value      |
|                          |                    | \$               |                  | \$               |                    | \$             |                  | \$               |
| New Dwellings            | 2                  | 517,127          | 6                | 875,142          | 1                  | 486,000        | 3                | 1,025,805        |
| Dwelling Additions       | 1                  | 350,000          | 5                | 815,032          | 1                  | 21,000         | 2                | 101,000          |
| Garage/Sheds & Additions | 14                 | 190,429          | 24               | 324,809          | 2                  | 30,000         | 7                | 155,600          |
| Commercial               | 1                  | 40,000           | 2                | 160,000          |                    |                | 1                | 220,000          |
| Other (Signs)            |                    |                  |                  |                  |                    |                |                  |                  |
| Swimming Pools           |                    |                  |                  |                  |                    |                |                  |                  |
| Minor Works              |                    |                  |                  |                  |                    |                |                  |                  |
| Building Certificates    |                    |                  |                  |                  |                    |                |                  |                  |
| Amended Permits          |                    |                  |                  |                  |                    |                |                  |                  |
| <b>TOTAL</b>             | <b>18</b>          | <b>1,097,556</b> | <b>37</b>        | <b>2,174,983</b> | <b>4</b>           | <b>537,000</b> | <b>13</b>        | <b>1,502,405</b> |
| <b>Inspections</b>       |                    |                  |                  |                  |                    |                |                  |                  |
| Building                 | <b>27</b>          |                  | <b>50</b>        |                  | <b>1</b>           |                | <b>5</b>         |                  |
| Plumbing                 | <b>18</b>          |                  | <b>48</b>        |                  | <b>14</b>          |                | <b>31</b>        |                  |



# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 2.4 Planning and Building Compliance – Permit Review

Council's Building & Compliance Officer commenced working at Northern Midlands Council on 23 August 2017. Officer has commenced a comprehensive review of all outstanding compliance issues. Attention has been focused on illegal works where there is a safety concern, for example, illegal dwelling or swimming pool.

A program of review has been established and the following areas are scheduled to be actioned in the coming month:

- Tooms Lake shack sites
- Shipping containers

Below is a table of inspections and action taken since the commencement of the Building & Compliance Officer on 23 August 2017.

#### Planning permit reviews

|  | This Month | 2017/2018 |
|--|------------|-----------|
| Number of Inspections                            | 1          | 1         |
| Property owner not home or only recently started |            |           |
| Complying with all conditions / signed off       |            |           |
| Not complying with all conditions                |            |           |
| Re-inspection required                           |            |           |
| Enforcement Notices issued                       |            |           |
| Enforcement Orders issued                        |            |           |
| No Further Action Required                       | 1          | 1         |

#### Building permit reviews

|  | This Month | 2017/2018 |
|--|------------|-----------|
| Number of Inspections                            | 6          | 6         |
| Property owner not home or only recently started |            |           |
| Complying with all conditions / signed off       |            |           |
| Not complying with all conditions                |            |           |
| Re-inspection required                           | 1          | 1         |
| Building Notices issued                          |            |           |
| Building Orders issued                           |            |           |
| No Further Action Required                       | 5          | 5         |

#### Illegal works - Building

|  | This Month | 2017/2018 |
|--|------------|-----------|
| Number of Inspections                                | 15         | 15        |
| Commitment provided to submit required documentation | 3          | 3         |
| Re-inspection required                               | 8          | 8         |
| Building Notices issued                              |            |           |
| Building Orders issued                               |            |           |
| No Further Action Required                           | 4          | 4         |

#### Illegal works - Planning

|  | This Month | 2017/2018 |
|--|------------|-----------|
| Number of Inspections                                | 13         | 13        |
| Commitment provided to submit required documentation | 3          | 3         |
| Re-inspection required                               | 8          | 8         |
| Enforcement Notices issued                           |            |           |
| Enforcement Orders Issued                            |            |           |
| No Further Action Required                           | 2          | 2         |

### 3 STRATEGIC PLAN 2007/2017

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Progress – Economic Health and Wealth – Grow and Prosper
    - Strategic Project Delivery – Build Capacity for a Healthy Wealthy Future
- Core Strategies:
- ♦ Strategic, sustainable, infrastructure is progressive
- A Land Use and Development Strategy to direct growth*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



- Economic Development – Supporting Growth and Change  
Core Strategies:
  - ♦ Towns are enviable places to visit, live and work
- People – Culture and Society – A Vibrant Future that Respects the Past
  - Sense of Place – Sustain, Protect, Progress  
Core Strategies:
    - ♦ Planning benchmarks achieve desirable development
    - ♦ Council nurtures and respects historical culture
    - ♦ Developments enhance existing cultural amenity
- Place – Nurture our Heritage Environment
  - Environment – Cherish and Sustain our Landscapes  
Core Strategies:
    - ♦ Meet environmental challenges
  - History – Preserve and Protect our Built Heritage for Tomorrow
    - ♦ Our heritage villages and towns are high value assets
- Core Departmental Responsibilities
  - Planning and Development

#### 4 STATUTORY REQUIREMENTS

##### 4.1 *Land Use Planning & Approvals Act 1993*

The planning process is regulated by the *Land Use Planning & Approvals Act 1993*, section 43 of which requires Council to observe and enforce the observance of its planning scheme.

##### 4.2 *Building Act 2016*

The *Building Act 2016* requires Council to enforce compliance with the Act.

#### 5 RISK ISSUES

Overall Council currently has a good reputation throughout the development community and that people are aware of the need for building approvals. Inconsistent decision making would place this reputation at risk.

Council strives to ensure that the planning scheme meets expectations of community. Ongoing changes driven by the State despite public exhibition may not always further this aim.

#### 6 COMMUNITY CONSULTATION

Discretionary applications are placed on public notification in accordance with Section 57 of the *Land Use Planning & Approvals Act 1993*.

#### 7 OFFICER'S COMMENTS/CONCLUSION

Planning approval timelines for processing of discretionary applications is 35 days (40 days last month) (42 days allowed by LUPAA).

There were 13 building approvals valued at \$1,502,405 (year to date) for 2017/2018, compared to 37 building approvals valued at \$2,174,983 (year to date) for 2016/2017.

#### RECOMMENDATION

That the report be noted.

#### DECISION

Cr Adams/Cr Lambert

That the report be noted.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 281/17 POLICY REVIEW: RESPONSIBLE CAT OWNERSHIP

File: 44/001/001  
Responsible Officer: Amanda Bond, Community & Development Manager  
Report prepared by: Amanda Bond, Community & Development Manager

#### 1 PURPOSE OF REPORT

The purpose of this report is to seek Council's approval to revoke the Responsible Cat Ownership Policy and adopt a plan of action in response to the Tasmanian Cat Management Plan 2017-2022, released by the State Government.

#### 2 INTRODUCTION/BACKGROUND

The Northern Midlands Council adopted its Responsible Cat Ownership Policy on 15 October 2007 (Minute Reference: 325/07). The Policy was most recently reviewed on 18 July 2011 (Minute Reference 188/11).

The policy is essentially comprised of a set of guidelines and suggestions on how to be a responsible cat owner. The policy also provides a commitment of Council to plan and carry through community education programs promoting responsible cat ownership, and provide cat microchipping sessions.

Council does not have an officer trained in microchipping sessions, and to the knowledge of the writer Council has not undertaken a cat microchipping session in accordance with the policy.

The governing legislation with regard to cat ownership is the *Cat Management Act 2009*. The Act specifies the requirements of cat owners to microchip and desex their cats, and also stipulates the regulations by which people can breed cats.

The *Cat Management Act* is enforced by the State Government. The Act does not cover the regulation of feral cats, however, management of feral cats is intended to be addressed through the proposed *Biosecurity Act*, the draft of which closed to public consultation on 2 June 2017.

The Tasmanian Cat Management Plan 2017-2022 identifies seven objectives and a range of performance indicators to achieve those objectives. It is proposed, pursuant to the plan, the State Government be responsible for the implementation of the Plan, and administering the applicable legislation. The Plan states "Local government will have responsibility for enforcement of the relevant legislative instruments in their municipalities to the degree they consider necessary or relevant and can resource."

At present the Northern Midlands Council does not have a budget allocation for the enforcement of the relevant legislative instruments.

An area where Council can assist at present is to educate the community with regard to best practice management of cats, to meet Objectives 1, 2 and 4 of the Tasmanian Cat Management Plan.

#### 3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Lead –
    - Leaders with Impact
- Core Strategies:

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



- ♦ Communicate – Connect with the community
- Best Business Practice & Compliance  
Core Strategies:
  - ♦ Council complies with all Government legislation
- People –
  - Lifestyle – Strong, Vibrant, Safe and Connected Communities  
Core Strategies:
    - ♦ Communicate – Communities speak & leaders listen
    - ♦ Participate – Communities engage in future planning
- Place –
  - Environment – Cherish & Sustain our Landscapes  
Core Strategies:
    - ♦ Cherish & sustain our landscapes
    - ♦ Meet environmental challenges

#### 4 POLICY IMPLICATIONS

It is critical Council has in place up to date and relevant policies. The release of the Tasmanian Cat Management Plan is a timely reminder for Council to review and consider its position regarding cat management.

#### 5 STATUTORY REQUIREMENTS

##### 5.1 Legislation

*Cat Management Act 2009*

*Tasmanian Cat Management Plan 2017-2022*

#### 6 FINANCIAL IMPLICATIONS

Council can increase public awareness regarding the appropriate management of cats with no additional financial cost, other than application of existing staff time.

#### 7 RISK ISSUES

Council receives complaints from time to time about its position and action Council is taking with respect to enforcing cat management. It is prudent for Council to consider its responsibilities and take action, within its means, to meet the objectives of the Tasmanian Cat Management Plan.

#### 8 CONSULTATION WITH STATE GOVERNMENT

The State Government sought comment on the draft Cat Management Plan in 2016. The Northern Midlands Council made a submission with regard to the draft document on 23 May 2017.

#### 9 COMMUNITY CONSULTATION

The Tasmanian Cat Management Plan 2017-2022 was released for public consultation prior to finalisation. The Draft Biosecurity Bill was released for public consultation in April 2017. The Northern Midlands Council made submission with regard to the Bill in conjunction with Southern Midlands Council and LGAT.

#### 10 OPTIONS FOR COUNCIL TO CONSIDER

To revoke its existing Responsible Cat Ownership Policy and implement a public awareness campaign on responsible cat ownership, or not.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 11 OFFICER'S COMMENTS/CONCLUSION

The issue of stray and feral cats is a problem which is raised from time to time with Council. Being a rural community the diseases carried by feral cats have a significant impact on farm livestock, not to mention native fauna.

### 12 ATTACHMENTS

- 12.1 Policy – Responsible Cat Ownership
- 12.2 Tasmanian Cat Management Plan – Summary
- 12.3 Tasmanian Cat Management Plan 2017-2022

### RECOMMENDATION 1

That Council discuss this matter.

### RECOMMENDATION 2

That Council:

- a) revoke the policy Responsible Cat Ownership;
- b) commence a campaign through Council's existing social and hard copy media channels to raise awareness of responsible cat ownership; and
- c) consider further action pursuant to the Tasmanian Cat Management Plan or other relevant legislation, where applicable.

### DECISION

Cr Adams/Cr Goss

That Council:

- a) revoke the policy Responsible Cat Ownership;
- b) commence a campaign through Council's existing social and hard copy media channels to raise awareness of responsible cat ownership; and
- c) consider further action pursuant to the Tasmanian Cat Management Plan or other relevant legislation, where applicable.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 282/17 FUNDING REALLOCATION REQUEST: RHYTHM X ACTION PARK

Responsible Officer: Amanda Bond, Community & Development Manager

Report prepared by: Lucie Copas, Executive and Communications Officer

#### 1 PURPOSE OF REPORT

The purpose of this report is to seek a decision from Council to repurpose funding approval. International Entertainment Production Pty Ltd ("IEP") has requested Council reallocate the \$5,000 funding allocation for the 2017 Rhythm X event toward development of infrastructure at the planned Rhythm X Action Park. The park is to be located adjacent to the existing track at Symmons Plains, Tasmania.

#### 2 INTRODUCTION/BACKGROUND

In 2015 the Northern Midlands Council agreed to sponsor the Rhythm X Supercross Event at Symmons Plains. Council allocated \$20,000 over a three-year period. The first event held in November 2016 was allocated \$10,000 and a further \$5,000 in year 2 and \$5,000 in year 3.

The decision of Council made at its meeting on 18 April 2016, Minute Reference:

*Cr Polley/Cr Lambert*

*That Council contribute \$10,000 toward the 2016 Rhythm X Supercross event at Symmons Plains, and a further \$5,000 in year 2 and \$5,000 year 3.*

*Carried*

Supercross is a motorbike racing event over a man-made course that includes a number of jumps and tight twists and turns. Due to other racing events being held very close to planned Rhythm X event, the decision was made to cancel this year's second event. IEP are planning to build an action park adjacent to the existing Rhythm and Supercross track and are requesting council approve a redistribution of sponsorship funding from the event to this project.

The current track has received a lot of praise and attention from large industry stakeholders who have described it as one of the best tracks in Australia. With the implementation of the new action park this will allow IEP a point of difference and will also encourage further community engagement outside of planned events.

The first event which was held in November 2016, attracted national crowds and positive worldwide attention. The proposal to reallocate approved funds is outlined in the attached presentation, however, in summary, Council would receive in return for its contribution, the following:

- Symmons Plains and the Northern Midlands region would become the number one dirt bike training facility in Australia for all levels of riders
- Media coverage and attention would be extensive both on a national and international level
- The Action Park would increase public travelling to the venue throughout the year which would increase the profile of the venue, region and provide an increased economic impact
- The park would cater for Supercross, Motocross, Endurocross and Rhythm racing for all ages and levels which would make it the only facility in Australia
- The Action Park would increase the ability to host International and Australian titles in all forms of the sport as well as state and local competitions

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



- The park would be solely run and managed by Rhythm X Action Pty Ltd and therefore would require no extra personnel or resources from Northern Midlands Council or Motorcycling Tasmania
- Other large events such as V8 Supercars held at the venue will see this type of addition as a major option for further entertainment
- Northern Midlands Council would be able to leverage the aspect of actively helping to develop community in motorsport in Tasmania
- It would exponentially increase foot traffic and audience in the region
- Northern Midlands Council would become a major stakeholder in the dirt bike industry

### 3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Progress -
  - Economic Development – Supporting Growth & Changes
    - New & expanded small business is valued
    - Support new businesses to grow capacity & service
    - Towns are enviable places to visit, live & work

### 4 POLICY IMPLICATIONS

Council has agreed to sponsor the event. Reallocation of the funds may result in setting precedent to similar requests.

### 5 STATUTORY REQUIREMENTS

N/A

### 6 FINANCIAL IMPLICATIONS

The funding amount that IEP originally requested was \$25,000. The final Council decision approved for contributions to the creation of this event for \$20,000 over a three-year period. In the first year Council contributed \$10,000 towards the event with a further \$5,000 in year 2 and \$5,000 in year 3.

Council may be requested to make contributions to the event in future years to encourage economic development.

Should Council agree to repurpose the approved contribution, Council would be contributing towards further economic development and further opportunity for this event to become a widely successful event in the Northern Midlands which has the potential to attract local, national and global attention.

### 7 RISK ISSUES

It is understood there are planning approval requirements for the tracks to be constructed on the land. IEP have met with Council's planning department to progress applications for the relevant approvals required.

### 8 CONSULTATION WITH STATE GOVERNMENT

Events Tasmania committed financially to the event over a three-year period.

It was suggested to IEP in 2016 that neighbouring Councils, for example, City of Launceston are approached to

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



support the event also, as they will also receive benefit from the event by way of increased visitors to the area.

### 9 COMMUNITY CONSULTATION

Council is not aware of any community consultation that has occurred with regard to the proposed expanded facility.

### 10 OPTIONS FOR COUNCIL TO CONSIDER

Council has the following options to consider:

- a) Repurpose approved contribution of \$5,000 toward the proposed action park; or
- b) withdraw its funding commitment for 2017.

### 11 OFFICER'S COMMENTS/CONCLUSION

Advice from IEP is that this will be the first facility of its kind to be developed in the Northern Midlands region. It will result in the largest multipurpose supercross track in Australia being built in the Northern Midlands.

### 12 ATTACHMENTS

#### 12.1 Presentation

#### RECOMMENDATION 1

That the matter be discussed by Council.

#### RECOMMENDATION 2

That the council agree or disagree to reallocate the \$5,000 originally approved to sponsor the 2017 Rhythm X event, to International Entertainment Production Pty Ltd (IEP) to develop the Rhythm X Action Park.

#### DECISION

Cr Goninon/Cr Goss

That the matter be discussed.

Carried unanimously

Cr Polley/Cr Lambert

That the council agree to reallocate the \$5,000 originally approved to sponsor the 2017 Rhythm X event, to International Entertainment Production Pty Ltd (IEP) to develop the Rhythm X Action Park.

Carried

#### **Voting for the motion:**

Mayor Downie, Cr Adams, Cr Calvert, Cr Lambert, Cr Polley

#### **Voting against the motion:**

Cr Goninon, Cr Goss

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 283/17 LAND USE PLANNING AND APPROVALS AMENDMENT (MAJOR PROJECTS) BILL 2017

*File:* 02/031  
*Responsible Officer:* Amanda Bond, Community & Development Manager  
*Report prepared by:* Paul Godier, Senior Planner

#### 1 PURPOSE OF REPORT

This report advises Council of State Government consultation on the draft Land Use Planning and Approvals Amendment (Major Projects) Bill 2017.

#### 2 INTRODUCTION/BACKGROUND

The State Government is undertaking consultation on the draft Land Use Planning and Approvals Amendment (Major Projects) Bill 2017. It has prepared a consultation paper and draft exposure Bill. Submissions on the draft Bill are invited by close of business on 2 October 2017.

#### 3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Lead –
  - Leaders with Impact  
Core Strategies:
    - ♦ Communicate – Connect with the community
    - ♦ Lead – Councillors represent honestly with integrity
    - ♦ Manage – Management is efficient and responsive
  - Best Business Practice & Compliance  
Core Strategies:
    - ♦ Council complies with all Government legislation

#### 4 POLICY IMPLICATIONS

No policy implications are identified.

#### 5 STATUTORY REQUIREMENTS

##### 5.1 Land Use Planning and Approvals Act 1993

This report considers draft changes to the Act through the Land Use Planning and Approvals Amendment (Major Projects) Bill 2017.

#### 6 FINANCIAL IMPLICATIONS

Financial implications are discussed in section 11 of this report.

#### 7 RISK ISSUES

No risk issues are identified.

#### 8 CONSULTATION WITH STATE GOVERNMENT

The State Government is undertaking consultation with local government.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 9 COMMUNITY CONSULTATION

The State Government is undertaking community consultation.

### 10 OPTIONS FOR COUNCIL TO CONSIDER

Council can comment on the draft Bill as per the recommendation, or make alternative comments.

### 11 OFFICER'S COMMENTS/CONCLUSION

The exposure Bill has been reviewed by Council's planners and C&D Manager. The following matters are raised for Council's consideration.

#### **60H. Eligibility criteria for declaration of major projects**

- (1) *A project is eligible to be declared to be a major project if, in the opinion of the Minister, the project has one or more of the following attributes:*
  - (a) *the project will make a significant financial or social contribution to a region or the State;*
  - (b) *the project is of strategic planning significance to a region or the State;*
  - (c) *the project will significantly affect the provision of public infrastructure, including, but not limited to, by requiring significant augmentation or alteration of public infrastructure;*
  - (d) *the project has, or is likely to have, significant, or potentially significant, environmental, economic or social effects;*
  - (e) *the approval or implementation of the project will require assessments of the project, or of a use, development or activity that is to be carried out under the project, to be made under 2 or more project-associated Acts or by more than one planning authority;*
  - (f) *the project warrants declaration as a major project.*
- (2) *For the purposes of subsection (1)(f), a project warrants declaration as a major project if, in the opinion of the Minister –*
  - (a) *the project is of such a scale or complexity, or has such characteristics, that a planning authority that, were the project not a major project, would be required to assess under this Act an application for a permit in relation to the project, is unlikely to have the capacity or capability to adequately carry out the assessment or to do so in a timely manner; or*
  - (b) *the determination by a planning authority of an application for a permit in relation to the project has been unreasonably delayed.*

#### **60I. Determination guidelines**

- (1) *The Commission may issue guidelines (determination guidelines) as to the matters to which the Minister is to have regard in determining whether to declare projects to be major projects.*
- (2) *Determination guidelines may only be issued under subsection (1) if they –*
  - (a) *are not inconsistent with this Act; and*
  - (b) *have been approved by the Minister.*

**COMMENT:** It is noted that eligibility criteria for major projects are included and that the Commission may issue guidelines as to the matters to which the Minister is to have regard in determining whether to declare projects to be major projects.

#### **60O. Appointment of members of panel**

- (1) *The Commission is to establish under section 60N a Panel in relation to a major project by appointing to be members of the Panel –*
  - (a) *a member of the Commission, or any other person nominated by the Commission, who is to be the chairperson of the Panel; and*
  - (b) *a person with the appropriate qualifications and experience who is nominated by the councils for the municipal areas that are within any regional areas in which part or all of the project is to take place; and*
  - (c) *a person who is not a member of the Commission and who, in the opinion of the Commission, has qualifications or experience that are relevant to the assessment of the project.*
- (2) *The person appointed under subsection (1)(a) must not be a person who is appointed to the Commission*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



- under section 5(1)(g) or (h) of the Tasmanian Planning Commission Act 1997.
- (3) A person has appropriate qualifications and experience for the purposes of subsection (1)(b) if the person has –
    - (a) qualifications or experience in land use planning, urban and regional development, commerce or industry; or
    - (b) practical knowledge of, and experience in, the provision of buildings or other infrastructure.
  - (4) A person may only be appointed to be a member of a Panel if the appointment of the person as a member is approved by the Minister.
  - (5) The Commission is to request the councils within all regional areas in which all or part of a project is to take place to together nominate, within 21 days after receiving the request, a person for the purposes of subsection (1)(b).
  - (6) If the councils have not nominated a person within 21 days after receiving a request to do so, the Commission may appoint a person for the purposes of subsection (1)(b), even though the person has not been nominated by the councils, if the person satisfies the requirements of subsections (3) and (4).
  - (7) The Commission may at any time revoke the appointment of a member of a Panel and, subject to subsection (4), appoint under subsection (1) another person in the place of the member.
  - (8) If the Commission is of the opinion that the scale, specialist nature or complexity of a major project makes it desirable to do so, the Commission may appoint to be members of the Panel, in addition to the persons appointed under subsection (1), not more than 2 other persons.
  - (9) A person appointed under subsection (8) in relation to a project is to be a person who has the qualifications and experience that the Commission thinks appropriate to assist in the assessment of the project.

**COMMENT:** It is noted that the draft legislation allows councils to nominate a panel member for the assessment of major projects.

### **60XM. Notification and exhibition of project**

- (1) The Panel must give notice, of the public exhibition of a major project, in the Gazette and in a newspaper that is published, and circulates generally, in Tasmania.
  - (2) The Panel must give notice under subsection (1) within 14 days after preparing under section 60XL the draft assessment report in relation to the major project.
  - (3) A notice under subsection (1), in addition to any other matters required by the regulations to be contained in it –
    - (a) is to name a place where a copy of –
      - (i) the assessment guidelines in respect of the major project; and
      - (ii) the major project impact statement in relation to the major project; and
    - (iii) the draft assessment report in relation to the major project – will be available for inspection by the public during normal business hours during the period specified in the notice, which is not to be a period that ends less than 42 days after the notice is published; and
    - (b) is to specify that representations in relation to the major project may be made to the Panel during the period specified in the notice in accordance with paragraph (a); and
    - (c) is to specify the address, and an electronic address, to either of which a representation may be made.
  - (4) After the Panel gives notice in accordance with subsection (1), the Panel, and the planning authority for any land on which part or all of the major project is to take place, must arrange, in the prescribed manner, the public exhibition of –
    - (a) the assessment guidelines in respect of the major project; and
    - (b) the major project impact statement in relation to the major project; and
    - (c) the draft assessment report in relation to the major project – at the place, and during the period, specified in the notice.
  - (5) If a period referred to in this section includes any days on which the offices of the Commission are closed during its normal business hours, that period is to be extended by the number of those days.
  - (6) A person must not, within the period specified in the notice under subsection (1), obscure or remove a notice given under subsection (1) that is displayed on the land to which the notice relates.
- Penalty: Fine not exceeding 10 penalty units.
- (7) The Commission must place on the Commission's principal website, for the period of the public exhibition –
    - (a) notice of the public exhibition of a major project; and
    - (b) a copy of –

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



- (i) the assessment guidelines in respect of the major project; and
- (ii) the major project impact statement in relation to the major project; and
- (iii) the draft assessment report in relation to the major project.

**COMMENT:** The public exhibition requirements are not clear. This has been confirmed through discussion with the Planning Policy Unit of the Tasmanian Planning Commission whose initial advice is that the intent seems to be to replicate the exhibition requirements that exist for Projects of Regional Significance – newspaper notification and displaying a notice on site. Projects of Regional Significance do not require notification of adjoining landowners and occupiers.

With regard to major projects, Council might wish to comment that notification be in the manner of planning applications and scheme amendments – advertised in a daily newspaper circulating generally in the relevant area; given to the owners and occupiers of all properties adjoining the subject land; and displayed on the subject land.

### **60XX. Process for determining conditions or restrictions to be imposed on major project permits**

- (1) In deciding under section 60XW whether to impose conditions or restrictions on a major project permit to be granted in relation to the major project, the Panel must consider –
  - (a) any representations made under section 60XO(1) in relation to such conditions or restrictions; and
  - (b) any notice given under subsection (3) in relation to the major project.
- (2) At least 28 days before granting under section 60XU(1)(a) a major project permit on which a condition or restriction is imposed under section 60XW, the Panel must provide to the following persons a copy of the conditions or restrictions that it proposes to impose on the major project permit:
  - (a) the proponent for the project;
  - (b) the planning authority for the land to which the permit is to relate;
  - (c) the State Service Agencies that the Panel believes have an interest in the project;
  - (d) each participating regulator in relation to the major project to which the permit relates;
  - (e) the Corporation within the meaning of the Water and Sewerage Corporation Act 2012;
  - (f) if all or part of the land is in Wellington Park – the Wellington Park Management Trust.
- (3) A person may, within 14 days of receiving under subsection (2) a copy of a proposed condition or restriction in respect of a proposed major project permit, set out, by notice to the Panel –
  - (a) any objections the person may have to the proposed condition or restriction; and
  - (b) any other conditions or restrictions that the person thinks ought to be specified on the proposed major project permit.
- (4) If a person, in a notice under subsection (3), objects to a proposed condition or restriction that is required, under section 60XW(2), to be specified in the permit –
  - (a) the Panel must forward a copy of the objection to the participating regulator who required in the participating regulator's final advice under section 60XR(1) the condition or restriction to be imposed or in relation to whose requirement the condition or restriction was imposed under section 60XW(2)(b); and
  - (b) the participating regulator may, if it thinks fit, within 14 days after receiving the copy, by notice to the Panel, amend the participating regulator's final advice under section 60XR(1); and
  - (c) subsection (2) does not apply in relation to a condition or restriction proposed to be imposed on a major project permit that is, before the condition or restriction is imposed, altered pursuant to an amendment of the participating regulator's final advice in accordance with paragraph (b).

**COMMENT:** This requires notice of conditions to be given to the planning authority and allows the planning authority to object to conditions or advise of other conditions it thinks ought to be specified.

### **60YM – Planning Authority to enforce planning conditions**

Once the permit has taken effect, responsibility for monitoring and enforcing planning related conditions on the permit transfers to the relevant planning authority.

**COMMENT:** This is not different to the planning authority's responsibility to monitor and enforce conditions on permits it issues. However, it is considered that the planning authority needs to assess whether the conditions are reasonable and to do so needs to assess the proposal. This is allowed for by section 60YC. There is a cost associated with assessing the proposal. The legislation allows the EPA and

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



the THC to charge assessment fees and should also allow the planning authority to an assessment fee.

### 12 ATTACHMENTS

#### 12.1 Land Use Planning & Approvals Amendment (Major Projects) Bill 2017 Consultation Paper

#### RECOMMENDATION 1

That the matter be discussed.

#### RECOMMENDATION 2

It is recommended that Council provide a submission on the draft Bill stating that:

- The legislation needs to be clear on what public exhibition is required. Section 60XM (1) states that the Panel must give notice of the public exhibition of a major project in a newspaper that is published, and circulates generally, in Tasmania. Section 60XM (4) states that the planning authority must arrange in the prescribed manner the public exhibition, but it is not clear what the prescribed manner is. Section 60XM (6) indicates that exhibition includes a notice on the subject land.
- Public exhibition should be:
  - Advertised in a daily newspaper circulating generally in the area in which the project is to take place.
  - Displayed on the land to which the project relates on a notice in a size not less than A4 and as near as possible to each public boundary.
  - Given by notice to the owners and occupiers of all properties adjoining the subject land.
- As the planning authority will be responsible for monitoring and enforcing planning conditions, the planning authority needs to assess if the conditions are reasonable. The legislation should allow the planning authority to charge an assessment fee.

#### DECISION

Cr Goninon/Cr Adams

That the matter be discussed.

Carried unanimously

Cr Goninon/Cr Polley

It is recommended that Council provide a submission on the draft Bill stating that:

- The legislation needs to be clear on what public exhibition is required. Section 60XM (1) states that the Panel must give notice of the public exhibition of a major project in a newspaper that is published, and circulates generally, in Tasmania. Section 60XM (4) states that the planning authority must arrange in the prescribed manner the public exhibition, but it is not clear what the prescribed manner is. Section 60XM (6) indicates that exhibition includes a notice on the subject land.
- Public exhibition should be:
  - Advertised in a daily newspaper circulating generally in the area in which the project is to take place.
  - Displayed on the land to which the project relates on a notice in a size not less than A4 and as near as possible to each public boundary.
  - Given by notice to the owners and occupiers of all properties adjoining the subject land.
- As the planning authority will be responsible for monitoring and enforcing planning conditions, the planning authority needs to assess if the conditions are reasonable. The legislation should allow the planning authority to charge an assessment fee.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 284/17 PERTH MAIN STREET – ANNUAL PLANTINGS

Responsible Officer: Leigh McCullagh, Works Manager

Report prepared by: Leigh McCullagh, Works Manager

#### 1 PURPOSE OF REPORT

The purpose of the report is to provide information to Councillors in relation to the proposed planting of annuals in the Main Street of Perth.

#### 2 INTRODUCTION/BACKGROUND

At the 1 August meeting of the Perth Local District Committee the beautification of Perth was considered, and a recommendation made to Council.

The Committee's recommendation, as well as Officer's comments and recommendation were received by Council at the 21 August Council meeting, as follows:

*That Council note the disappointment of the Committee that the planting of annuals in the Main Street of Perth had not occurred and that the plantings be undertaken as a matter of urgency.*

##### Officer's Comment:

After 2 years the tree roots are established, the soil is hard and nutrients depleted. Annual plantings at the base of street trees have proved to be unsuccessful in the third year of planting.

##### Officer's Recommendation:

That

- 1) no further action be taken in relation to the following recommendation of the Perth Local District Committee:

*That Council note the disappointment of the Committee that the planting of annuals in the Main Street of Perth had not occurred and that the plantings be undertaken as a matter of urgency.*

And;

- 2) That plantings of annuals occur for two years only, when new avenues of street trees are planted in Perth main street.

At which time the following was the decision of Council:

##### DECISION

*Cr Lambert/Cr Gordon*

*That Council officers investigate further options for the planting of annuals in appropriate locations in the Main Street, Perth.*

*Carried unanimously*

Council officers contacted Leon Lange (Lange Design) and Mark Hay (Allan's Nursery Prospect) for comment in regard to this proposal. The information received suggested that Council not plant annuals at the base of the *Acer Fairview Flames* and Elm trees that line the northern entrance to Perth, as the trees would be at risk from any disturbance around the established tree root system. These trees were planted in approximately 2010/11 and as such the cement surrounds will contain tree roots right from the trunk of the tree to the outer edges of the cement casing, digging or severing these roots would put the health of the trees at risk.

Potted colour or bloomers are annual plants that require fertilising and more maintenance than the trees require at present.

Trees require a great deal of nutrients and moisture to survive and flourish; and annuals thrive when there is no competition for nutrients and moisture.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



In the first year following the planting of the trees, the annuals flourished as the street trees were in shock as they had been kept in the nursery environment and planted into a harsh environment. After the first season, the trees adapted to their situation and started to send feeder roots out where ever possible.

During the second season, the annuals started to show signs of poor growth, low flowering, and were stunted. This was due to the competition with the trees and feeder roots invading the space.

Once a tree of any genus has become established, it is incredibly difficult to grow plants immediately surrounding the trunk.



### 3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Lead –
  - Leaders with Impact  
Core Strategies:
    - ♦ Communicate – Connect with the community
    - ♦ Manage – Management is efficient and responsive
  - Money Matters  
Core Strategies:
    - ♦ Budgets are responsible yet innovative
    - ♦ Improve community assets responsibly and sustainably
- Progress –
  - Economic Development – Supporting Growth & Changes
    - ♦ Towns are enviable places to visit, live & work
- People –
  - Lifestyle – Strong, Vibrant, Safe and Connected Communities  
Core Strategies:
    - ♦ Participate – Communities engage in future planning

### 4 POLICY IMPLICATIONS

N/a

### 5 STATUTORY REQUIREMENTS

N/a

### 6 FINANCIAL IMPLICATIONS

If the Committee or interested residents wished to maintain the plantings, Council's financial commitment in terms of labour would be minimal and involve the purchase of pots and the placing thereof, as well as plantings

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



on an annual or bi-annual basis. However, if the plantings and maintenance of annuals was to be undertaken by Council the cost would be considerably higher as the pots would require regular watering.

### 7 RISK ISSUES

Risk issues relate to:

- the placement and location of pots;
- in the event that annuals are planted at the base of the trees, the health of the trees would be at risk from any disturbance around the established tree root system.

### 8 CONSULTATION WITH STATE GOVERNMENT

N/a

### 9 COMMUNITY CONSULTATION

At the 1 August meeting of the Perth Local District Committee the beautification of Perth was considered, and a recommendation made to Council.

The Committees recommendation, as well as Officer's comments and recommendation were received by Council at the 21 August Council meeting, as follows:

*That Council note the disappointment of the Committee that the planting of annuals in the Main Street of Perth had not occurred and that the plantings be undertaken as a matter of urgency.*

#### Officer's Comment:

After 2 years the tree roots are established, the soil is hard and nutrients depleted. Annual plantings at the base of street trees have proved to be unsuccessful in the third year of planting.

#### Officer's Recommendation:

That 1) no further action be taken in relation to the following recommendation of the Perth Local District Committee:

*That Council note the disappointment of the Committee that the planting of annuals in the Main Street of Perth had not occurred and that the plantings be undertaken as a matter of urgency.*

And; 2) That plantings of annuals occur for two years only, when new avenues of street trees are planted in Perth main street.

At which time the following was the decision of Council:

#### DECISION

*Cr Lambert/Cr Gordon*

*That Council officers investigate further options for the planting of annuals in appropriate locations in the Main Street, Perth.*

*Carried unanimously*

### 10 OPTIONS FOR COUNCIL TO CONSIDER

Council can either

- put the planting of annuals on hold pending finalisation of the Perth Structure Plan, to allow for a cohesive approach to Perth's Main Street streetscape.

OR

- direct Council officers to engage with the Perth Local District Committee, businesses and interested persons with regard to the planting of annuals in pots and to seek a way forward in regard to the maintenance thereof.

### 11 OFFICER'S COMMENTS/CONCLUSION

Perth's streetscape is being considered as part of the Perth Structure Plan, Council may wish to put the

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



planting of annuals in the Main Street of Perth on hold pending finalisation of the Plan which would allow for a cohesive approach to Perth's Main Street streetscape.

The planting of annuals in tree surrounds will put the health of the newly established street trees at risk. It is however suggested that plantings of annuals occur for a maximum of two years when new avenues of street trees are planted in Perth main street.

Council officers could progress discussions with the Perth Local District Committee in relation to the planting of annuals in pots. It is suggested that the Committee be encouraged to take ownership of such a project and engage with the local businesses, garden club or other interested persons and seek assistance in the maintenance of potted annuals, including watering and weeding. If support from the Committee and community is forthcoming, Council could progress permits and purchase pots, plants, etc., and place the pots in suitable identified locations.



### RECOMMENDATION 1

The matter to be discussed

### RECOMMENDATION 2

That

- i) That Council direct officers to engage with the Perth Local District Committee in relation to the planting of annuals in pots;

AND

- ii) That the Committee be encouraged to take ownership of the project and engage with local businesses, garden club or other interested persons with regard to the potted annuals and to seek a way forward in regard to the maintenance thereof.

OR

- iii) the planting of annuals be put on hold pending finalisation of the Perth Structure Plan, to allow for a cohesive approach to Perth's Main Street streetscape.

### DECISION

Cr Goninon/Cr Adams

That the matter be discussed.

Carried unanimously

Cr Polley/Cr Lambert

That Council progress the planting of appropriate annuals at the entrance to Perth as was done previously.

Carried unanimously

*Mayor Downie adjourned the meeting for the meal break at 6.07pm, at which time Miss Copas left the meeting.*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



*Mayor Downie reconvened the meeting after the meal break at 6.46pm.*

### 285/17 PUBLIC QUESTIONS & STATEMENTS

Regulation 31 of the *Local Government (Meeting Procedures) Regulations 2015* relates to the provision of Public Question Time during a Council meeting. Regulation 31(7) of the Regulations stipulates that “a Council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.”

Public question time is to commence immediately after the meal break at approximately 6:45pm and is to be conducted in accordance with the following guidelines:

- At each Council Meeting up to 20 minutes, or such longer period as Council may determine by resolution at that meeting, is to be provided for persons at the meeting to ask questions.
- A person seeking to ask a question must firstly identify himself or herself by stating their name and the town they reside in.
- If more than one person wishes to ask a question, the Mayor is to determine the order in which those questions are asked
- Questions must be directed to the Mayor who shall answer or direct the question to the appropriate Councillor or Council Officer. A question will be answered if the information is known otherwise taken on notice and responded to in writing within 10 working days. Questions should preferably be in writing and provided to the General Manager 7 days prior to the Council Meeting.
- A person is entitled to ask no more than 2 questions on any specific subject. If a person has up to two questions on several subjects, the Mayor may defer those questions until other questions have been asked and refer back to that person only if time permits.
- Each speaker is limited to a maximum of 3 minutes.

### 1 PUBLIC QUESTIONS

*No questions were forthcoming from the gallery.*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 286/17 COUNCIL ACTING AS A PLANNING AUTHORITY

Section 25 (1) of the Local Government (meeting procedures) Regulations require that if a Council intends to act at a meeting as a Planning Authority under the *Land Use Planning and Approvals Act 1993*, the Chairperson is to advise the meeting accordingly.

#### DECISION

Cr Goninon/Cr Lambert

That the Council intends to act as a Planning Authority under the *Land Use Planning and Approvals Act 1993* for Agenda item PLAN 2.

Carried unanimously

## 2 STATEMENTS

### PLAN 2 P17-207 - 29 Church Street, ROSS

#### Leonie Dennis (proponent)

Ms Dennis provided and read the following statement:

*"... I am a resident of Ross and the owner of 29 Church Street, the property referred to in this Planning Application (P17-207).*

*"There are 3 matters raised in representations received by council that we wish to address:*

*"Firstly: the reference to 'colour'. The car in question is a classic 1977 Volkswagen Kombi van and yes it is purple. It is one of our vehicles and is a mode of transport just like our Range Rover – which is green. Both these cars will be parked on our property regardless of whether our business is trading there or not. The suggestion in representation #3 that 'storing ... behind the existing building when not in use' is ridiculous.*

*"Secondly: the reference to operating our business from one of 'many vacant buildings in Ross'. We have made enquiries regarding one such building and to set up a part time business would not be viable, when the landlord is asking \$400 per week plus outgoings plus GST and having to sign into a 3 by 3 year lease.*

*"Thirdly: being 'sympathetic to the visual aesthetic of the village'. We have provided Council with photos of our business set up. The marquee is set well back from the footpath alongside our existing dwelling and is by no means intrusive. As a resident of Ross we do not wish to detract from the ambiance of the village. Furthermore when we are open and trading we operate with minimal signage – none of which is a permanent fixture, unlike other businesses in the street. We have photographs of various signage, flags and A frames from other businesses that are all present on Church Street and we are more than happy to provide these to Council.*

*"Our application for 'change of use' for our property does not in any way affect the beauty or character of the village.*

- 'The Kombi Kitchen' is a 'pop up/pull down' temporary business not a permanent structure;*
- The car is our mode of transport;*
- We trade under a marquee.*

*"When we are not trading, there would be no evidence of the business' existence –*

- the marquee;*
- any tables and chairs;*
- all signage such as A frame and flag*

*would all be removed. The car will remain in our driveway.*

*"It is not our intention to trade as a 7 day operation – far from it. We would trade 1 or 2 days a week during the warmer months or when Ross is hosting an event, such as the Ross Marathon.*

*"In finishing, we purchased our property in Ross with the intention of bringing the rundown 1910 federation house and gardens back to life, with the end result being a beautiful federation home in a historic village. We too take great pride in where we live and how our home is presented. Our ability to earn an income from our unique*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



*business will enable us to put money into the improvement of the property and therefore improvement of the appearance of another character home in the main street of the village.*

*“It was the history, heritage and beauty of Ross that drew us there and it is this village that we have chosen to make our home. We have nothing but respect for the village and its environs and would appreciate the same in return.”*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 287/17 PLANNING APPLICATION P17-207 29 CHURCH STREET, ROSS

File Number: 400600.34; CT22258/1  
Responsible Officer: Amanda Bond, Community and Development Manager  
Report prepared by: Erin Boer, Planning Officer

#### 1 INTRODUCTION

This report assesses an application for 29 Church Street, Ross for the use of property for food services operating from mobile food van & ancillary signage (vary parking, heritage precinct).

#### 2 BACKGROUND

|  |                                   |
|--|-----------------------------------|
| <b>Applicant:</b><br>J and L Dennis                      | <b>Owner:</b><br>J and L Dennis   |
| <b>Zone:</b><br>Local Business                           | <b>Codes:</b><br>Heritage code    |
| <b>Classification under the Scheme:</b><br>Food services | <b>Existing Use:</b><br>Dwelling  |
| <b>Deemed Approval Date:</b><br>27-Sep-2017              | <b>Recommendation:</b><br>Approve |

#### Discretionary Aspects of the Application

- Vary provision of off-street parking (Reliance on the performance criteria of the Car Parking and Sustainable Transport Code).
- Reliance on the performance criteria of the Signs & Heritage Codes.

**Planning Instrument:** *Northern Midlands Interim Planning Scheme 2013*

#### Preliminary Discussion

Prior to submission of the application, the applicant held discussions with Council officers regarding application requirements and provided the relevant information accordingly.

Site from Church Street, Ross



# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 3 STATUTORY REQUIREMENTS

The proposal is an application pursuant to section 57 of the *Land Use Planning & Approvals Act 1993* (ie a discretionary application). Section 48 of the *Land Use Planning & Approvals Act 1993* requires the Planning Authority to observe and enforce the observance of the Planning Scheme. Section 51 of the *Land Use Planning & Approvals Act 1993* states that a person must not commence any use or development where a permit is required without such permit.

### 4 ASSESSMENT

#### 4.1 Proposal

It is proposed to:

- Use of property for food services operating from mobile food van & ancillary signage.

#### Site Plan



#### Elevations (set up at subject site)



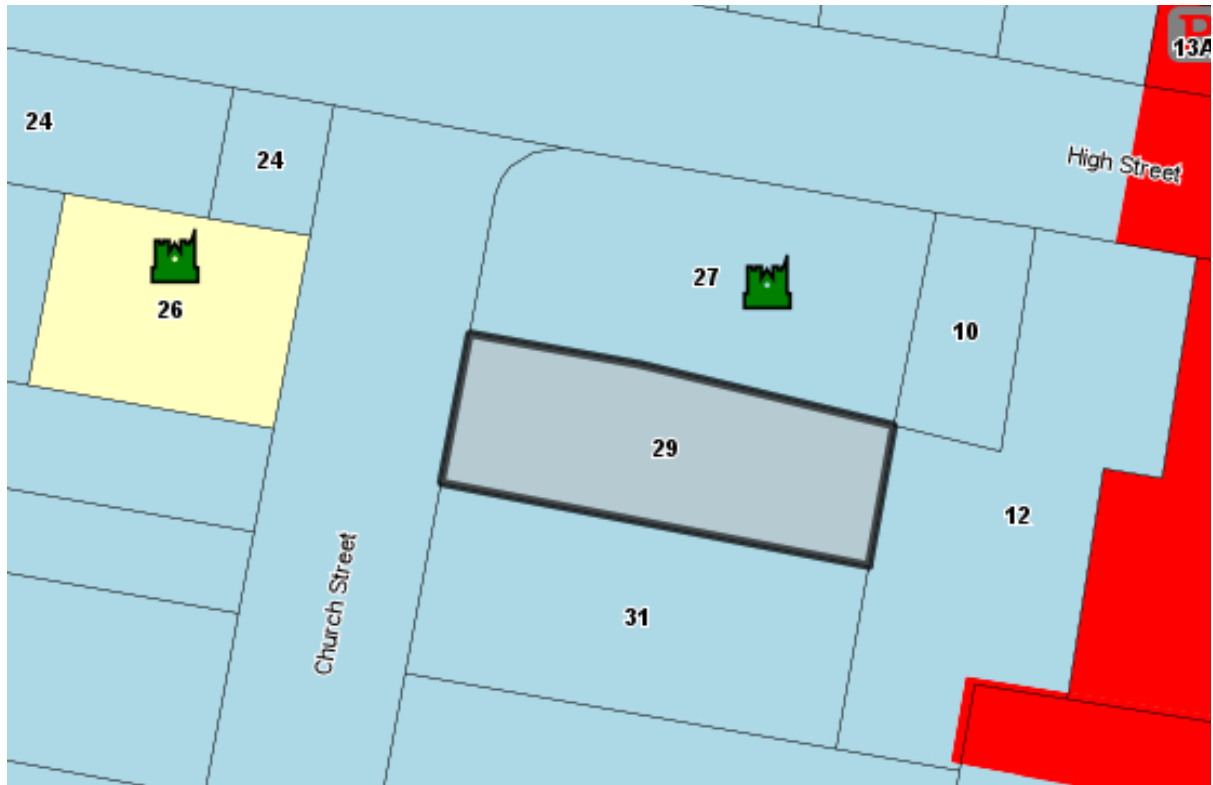
# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 4.2 Zone and land use

#### Zone Map –Local Business



The land is zoned *Local Business*, and is subject to the *Heritage Code & Heritage Precinct Specific Area Plan*, although there are no applicable development standards.

The relevant Planning Scheme definition is:

|                      |  |
|----------------------|--|
| <i>Food services</i> | <i>use of land for preparing or selling food or drink for consumption on or off the premises. Examples include a cafe, restaurant and take-away food premises.</i> |
|----------------------|--|

Food services is Permitted (Permit Required) in the zone.

### 4.3 Subject site and locality

The author of this report carried out a site visit on the 18<sup>th</sup> August 2017. The subject site consists of a 1792m<sup>2</sup> Local Business zoned lot, which currently contains an existing dwelling. The site is level and rectangular shaped, with frontage to Church Street, which is the dominant commercial area of Ross.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017

Aerial photograph of area



Photographs of subject site



#### 4.4 Permit/site history

There is no relevant permit history for the site.

#### 4.5 Representations

Notice of the application was given in accordance with Section 57 of the *Land Use Planning & Approvals*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



Act 1993. A review of Council's Records management system after completion of the public exhibition period revealed that representations (attached) were received from:

- Candy Hurren, no address supplied.
- Michael McCartney, 27 Church Street, Ross
- Christine Robinson, 7 Bridge Street, Ross
- Gwyneth Jenkinson, 29 Waterloo Street, Ross

Representations were also received from Jeanette Draper & Keith Draper; however, they were received after the exhibition period had closed.

The matters raised in the representations are outlined below followed by the planner's comments.

### Issue 1

- Representors feel that the proposal is inappropriate within the Ross Heritage Precinct, due to the appearance and colours proposed.

#### Planner's comment:

There is no development proposed as part of this proposal (other than temporary signage), the application is limited to the use of *food services*, which is a permitted use within the zone. The applicant proposes to operate out of a mobile food van which is a registered vehicle and can be parked on the applicant's property or the road at any time. The colour of this vehicle is not a planning concern, as it is a non-permanent structure. An ancillary pop-up gazebo, which is also a non-permanent structure, will also form part of the setup.

In the applicant's response to the representations, it is noted: "*Our trading is of a temporary nature and when not trading, there would be no "evidence" of our business' existence*". The applicant does not propose to operate on a permanent basis, rather, they intend to take advantage of the peak tourist season and events in town which promote increased pedestrian traffic along Church Street.

### Issue 2

- The food business should be located in established buildings within the commercial precinct of Ross.

#### Planner's comment:

Due to the in-consistent nature of the proposal, servicing periods of 'peak demand', the applicant's do not intend to operate on a permanent year-round basis, and therefore, do not require a shop front. The planning scheme does not require the use Food Services to be located within a building.

## 4.6 Referrals

The only referral required was as follows:

#### **Heritage Adviser**

Council's Heritage Advisor, David Denman, reviewed the application on the 8<sup>th</sup> September 2017. Mr Denman made the following comments regarding the application:

*This proposal does not involve any permanent development. The only concern I have is with the proposed colour scheme. It would be more appropriate for the colours associated with the operation to be more complimentary with the traditional heritage colour pallet. If the bright violet colour was substituted with Indian Red or a strong Ochre colour, it would still be prominent, but more in keeping with the Heritage Streetscape. I recommend a condition that the colour scheme be reconsidered and approved by Council prior to commencing the use.*

The application was also referred to the Ross Local District Committee for information. No comment was made in response to the application.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 4.7 Planning Scheme Assessment

| GENERAL RESIDENTIAL ZONE   |
|--|
| ZONE PURPOSE   |
| <p><i>20.1.1 Zone Purpose Statements</i></p> <p><i>20.1.1.1 To provide for business, professional and retail services which meet the convenience needs of a local area.</i></p> <p><i>20.1.1.2 To limit use and development that would have the effect of elevating a centre to a higher level in the retail and business hierarchy. Limits are imposed on the sizes of premises to ensure that the established hierarchy is not distorted.</i></p> <p><i>20.1.1.3 To maintain or improve the function, character, appearance and distinctive qualities of each of the identified local business centres of Avoca, Cressy, Evandale and Ross and to ensure that the design of development is sympathetic to the setting and compatible with the character of each of the local business centres in terms of building scale, height and density.</i></p> <p><i>20.1.1.4 To minimise conflict between adjoining commercial and residential activities.</i></p> <p><i>20.1.1.5 To ensure that vehicular access and parking is designed so that the environmental quality of the local area is protected and enhanced.</i></p> <p><i>20.1.1.6 To provide for community interaction by encouraging developments such as cafes, restaurants, parks and community meeting places.</i></p> |
| <p><b>Assessment:</b> The proposal meets the zone purpose. The development is consistent with the village retail hierarchy of the town and meets the convenience needs the local area.</p>   |

| LOCAL AREA OBJECTIVES  |
|--|
| <p><i>To consolidate growth within the existing urban land use framework of Avoca, Cressy, Evandale, and Ross.</i></p> <p><i>In Evandale and Ross to manage development in the Local business zone so as to conserve and enhance the quality of the Heritage Precincts in these villages.</i></p> <p><i>To ensure developments within street reservations contribute positively to the Heritage Precincts.</i></p> |
| <p><b>Assessment:</b> No 'development' is proposed, with the exception of signage, which will be removed when the use is not active.</p>   |

### 20.2 Use Table

| Permitted     |               |
|---------------|---------------|
| Use Class     | Qualification |
| Food Services |               |

| USE & DEVELOPMENT STANDARDS |
|-----------------------------|
|-----------------------------|

### 20.3 Use Standards

#### 20.3.1 Amenity

| <p>Objective</p> <p>To ensure that the use of land is not detrimental to the amenity of the surrounding area in terms of noise, emissions, operating hours or transport.</p> |   |
|--|---|
| Acceptable Solutions   | Performance Criteria  |
| <p>A1 Commercial vehicles (except for visitor accommodation and recreation) must only operate between 6.00am and 10.00pm Monday to Sunday.</p>                               | <p>P1 Commercial vehicles (except for visitor accommodation and recreation) must not unreasonably impact on the amenity of any adjoining General Residential and Urban Mixed Use zones, having regard to:</p> <ul style="list-style-type: none"> <li>a) traffic, the hours of delivery and despatch of goods and materials; and</li> <li>b) hours of operation; and</li> <li>c) light spill.</li> </ul> |
| <p>Complies with A1. No commercial vehicle movements are required.</p>   |   |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



|  |   |
|--|---|
| <p>A2.1 Noise levels at the boundary of the site with any adjoining land must not exceed:</p> <ul style="list-style-type: none"> <li>a) 50dB(A) day time; and</li> <li>b) 40dB(A) night time; and</li> </ul> <p>A2.2 Noise levels in habitable rooms of nearby sensitive uses must not exceed 5dB(A) above background.</p> | <p>P2 Noise must not cause unreasonable loss of amenity to nearby sensitive uses.</p> |
| <p>Complies with A2.1 &amp; A2.2. The use is not anticipated to be a high noise generating activity and will not be operating late at night.</p>   | <p>N/a</p>  |

### 20.4 Development Standards

#### 20.4.1 Siting, Design and Built Form

| <p>Objective<br/>To ensure that development is visually compatible with surrounding area.</p>   |   |
|---|---|
| Acceptable Solutions  | Performance Criteria  |
| <p>A1 The entrance of a building must:</p> <ul style="list-style-type: none"> <li>a) be clearly visible from the road or publicly accessible areas on the site; and</li> <li>b) provide a safe access for pedestrians.</li> </ul> | <p>P1 No performance criteria.</p>  |
| <p>N/a – no building is proposed.</p>   | <p>N/a</p>  |
| <p>A2 Building height must not exceed:</p> <ul style="list-style-type: none"> <li>a) 8m; or</li> <li>b) 1m greater than the average of the heights of buildings on immediately adjoining lots.</li> </ul>                         | <p>P2 Building height must:</p> <ul style="list-style-type: none"> <li>a) be consistent with the local area objectives if any, and</li> <li>b) have regard to the streetscape and the desirability of a greater setback for upper floors from the frontage; and</li> <li>c) avoid unreasonable levels of overshadowing to public places or adjoining properties.</li> </ul>   |
| <p>N/a – no building is proposed.</p>   | <p>N/a</p>  |
| <p>A3.1 Buildings must be:<br/>the same as or less than the setback of an immediately adjoining building.</p> <p>A3.2 Extensions or alterations to existing buildings must not reduce the existing setback.</p>                   | <p>P3 Building setbacks must:</p> <ul style="list-style-type: none"> <li>a) provide for enhanced levels of public interaction or public activity; and</li> <li>b) ensure the efficient use of the site; and</li> <li>c) be consistent with the established setbacks within the immediate area and the same zone; and</li> <li>d) be consistent with the local area objectives, if any; and</li> <li>e) provide for emergency vehicle access.</li> </ul> |
| <p>N/a – no building is proposed.</p>   | <p>N/a</p>  |

#### 20.4.2 Subdivision

N/a – no subdivision is proposed.

| CODES   |                            |
|---|----------------------------|
| E1.0 BUSHFIRE PRONE AREAS CODE                  | N/a                        |
| E2.0 POTENTIALLY CONTAMINATED LAND              | N/a                        |
| E3.0 LANDSLIP CODE                              | N/a                        |
| E4.0 ROAD AND RAILWAY ASSETS CODE               | N/a                        |
| E.5.0 FLOOD PRONE AREAS CODE                    | N/a                        |
| E6.0 CAR PARKING AND SUSTAINABLE TRANSPORT CODE | See code assessment below. |
| E7.0 SCENIC MANAGEMENT CODE                     | N/a                        |
| E8.0 BIODIVERSITY CODE                          | N/a                        |
| E9.0 WATER QUALITY CODE                         | N/a                        |
| E10.0 RECREATION AND OPEN SPACE CODE            | N/a                        |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



|  |                            |
|--|----------------------------|
| E11.0 ENVIRONMENTAL IMPACTS & ATTENUATION CODE | N/a                        |
| E12.0 AIRPORTS IMPACT MANAGEMENT CODE          | N/a                        |
| E13.0 LOCAL HISTORIC HERITAGE CODE             | See code assessment below. |
| E14.0 COASTAL CODE                             | N/a                        |
| E15.0 SIGNS CODE                               | See code assessment below. |

### ASSESSMENT AGAINST E6.0 CAR PARKING & SUSTAINABLE TRANSPORT CODE

#### E6.6 Use Standards

##### E6.6.1 Car Parking Numbers

Objective: To ensure that an appropriate level of car parking is provided to service use.

| Acceptable Solutions   | Performance Criteria   |
|--|--|
| <p>A1 The number of car parking spaces must not be less than the requirements of:</p> <p>a) Table E6.1; or</p> <p>b) a parking precinct plan contained in Table E6.6: Precinct Parking Plans (except for dwellings in the General Residential Zone).</p> | <p>P1 The number of car parking spaces provided must have regard to:</p> <p>a) the provisions of any relevant location specific car parking plan; and</p> <p>b) the availability of public car parking spaces within reasonable walking distance; and</p> <p>c) any reduction in demand due to sharing of spaces by multiple uses either because of variations in peak demand or by efficiencies gained by consolidation; and</p> <p>d) the availability and frequency of public transport within reasonable walking distance of the site; and</p> <p>e) site constraints such as existing buildings, slope, drainage, vegetation and landscaping; and</p> <p>f) the availability, accessibility and safety of on-road parking, having regard to the nature of the roads, traffic management and other uses in the vicinity; and</p> <p>g) an empirical assessment of the car parking demand; and</p> <p>h) the effect on streetscape, amenity and vehicle, pedestrian and cycle safety and convenience; and</p> <p>i) the recommendations of a traffic impact assessment prepared for the proposal; and</p> <p>j) any heritage values of the site; and</p> <p>k) for residential buildings and multiple dwellings, whether parking is adequate to meet the needs of the residents having regard to:</p> <p>i) the size of the dwelling and the number of bedrooms; and</p> <p>ii) the pattern of parking in the locality; and</p> <p>iii) any existing structure on the land.</p> |

Comment:

Relies on performance criteria P1. No parking is proposed for the development, as it is proposed to service pedestrian traffic passing the frontage of the property. The road adjacent to the property is wide enough to accommodate parked vehicles on both sides (parallel and 90 deg parking), in addition to two-way traffic. The proposed use will not be a 'destination space', nor will people access the site for extended periods of time. Even if parking were to be provided, it is unlikely it would be used, due to the nature of the operation. Sufficient parking to accommodate the residential use will be retained.

**Table E6.1: Parking Space Requirements**

| Use   | Parking Requirement   |   |
|---|---|---|
|   | Vehicle   | Bicycle                                     |
| <b>Residential:</b>                                   |   |   |
| <b>Food services</b><br>(restaurant, cafe, take-away) | 1 space per 15m <sup>2</sup> net floor area +<br>6 queuing spaces for drive-through | 1 space per 75m <sup>2</sup> net floor area |

##### E6.6.2 Bicycle Parking Numbers

Objective: To encourage cycling as a mode of transport within areas subject to urban speed zones by ensuring safe, secure and convenient parking for bicycles.

| Acceptable Solutions | Performance Criteria |
|----------------------|----------------------|
|----------------------|----------------------|

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



|   |  |    |   |
|---|--|----|---|
| A1.1  | Permanently accessible bicycle parking or storage spaces must be provided either on the site or within 50m of the site in accordance with the requirements of Table E6.1; or | P1 | Permanently accessible bicycle parking or storage spaces must be provided having regard to the:                   |
| A1.2  | The number of spaces must be in accordance with a parking precinct plan contained in Table E6.6: Precinct Parking Plans.   | a) | likely number and type of users of the site and their opportunities and likely preference for bicycle travel; and |
|   |  | b) | location of the site and the distance a cyclist would need to travel to reach the site; and                       |
|   |  | c) | availability and accessibility of existing and planned parking facilities for bicycles in the vicinity.           |
| <p>Comment:</p> <p>Relies on performance criteria P1. No parking is proposed for the development, as it is proposed to service pedestrian traffic passing the frontage of the property. People will not access the site for extended periods of time; therefore, bicycle parking is not considered necessary.</p> |  |    |   |

### E6.6.3 Taxi Drop-off and Pickup

| Objective: To ensure that taxis can adequately access developments.   |                             |
|---|-----------------------------|
| Acceptable Solutions  | Performance Criteria        |
| A1 One dedicated taxi drop-off and pickup space must be provided for every 50 car spaces required by Table E6.1 or part thereof (except for dwellings in the General Residential Zone). | P1 No performance criteria. |
| <p>Comment:</p> <p>N/a</p>  |                             |

### E6.6.4 Motorbike Parking Provisions

| Objective: To ensure that motorbikes are adequately provided for in parking considerations.                    |                             |
|--|-----------------------------|
| Acceptable Solutions   | Performance Criteria        |
| A1 One motorbike parking space must be provided for each 20 car spaces required by Table E6.1 or part thereof. | P1 No performance criteria. |
| <p>Comment:</p> <p>N/a</p>   |                             |

### E6.7 Development Standards

#### E6.7.1 Construction of Car Parking Spaces and Access Strips

| Objective: To ensure that car parking spaces and access strips are constructed to an appropriate standard.  |  |
|---|--|
| Acceptable Solutions  | Performance Criteria   |
| A1 All car parking, access strips manoeuvring and circulation spaces must be:   | P1 All car parking, access strips manoeuvring and circulation spaces must be readily identifiable and constructed to ensure that they are useable in all weather conditions. |
| a) formed to an adequate level and drained; and   |  |
| b) except for a single dwelling, provided with an impervious all-weather seal; and  |  |
| c) except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces.   |  |
| <p>Comment:</p> <p>N/a – no parking spaces will be provided, other than those provided for the existing single dwelling, which meet the requirements of A1.</p> |  |

#### E6.7.2 Design and Layout of Car Parking

| Objective: To ensure that car parking and manoeuvring space are designed and laid out to an appropriate standard.   |   |
|---|---|
| Acceptable Solutions  | Performance Criteria  |
| A1.1 Where providing for 4 or more spaces, parking areas (other than for parking located in garages and carports for dwellings in the General Residential Zone) must be located behind the building line; and | P1 The location of car parking and manoeuvring spaces must not be detrimental to the streetscape or the amenity of the surrounding areas, having regard to: |
| A1.2 Within the General residential zone, provision for turning must not be located within the front  | a) the layout of the site and the location of existing buildings; and   |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



|  |  |
|--|--|
| setback for residential buildings or multiple dwellings.   | b) views into the site from the road and adjoining public spaces; and<br>c) the ability to access the site and the rear of buildings; and<br>d) the layout of car parking in the vicinity; and<br>e) the level of landscaping proposed for the car parking.  |
| Comment:<br>A1.1 – N/a<br>A1.2 – N/a – Local Business zoned.   |  |
| A2.1 Car parking and manoeuvring space must:<br>a) have a gradient of 10% or less; and<br>b) where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction; and<br>c) have a width of vehicular access no less than prescribed in Table E6.2 and Table E6.3, and<br>A2.2 The layout of car spaces and access ways must be designed in accordance with <i>Australian Standards AS 2890.1 - 2004 Parking Facilities, Part 1: Off Road Car Parking</i> . | P2 Car parking and manoeuvring space must:<br>a) be convenient, safe and efficient to use having regard to matters such as slope, dimensions, layout and the expected number and type of vehicles; and<br>b) provide adequate space to turn within the site unless reversing from the site would not adversely affect the safety and convenience of users and passing traffic. |
| Comment:<br>N/a – no parking spaces will be provided, other than those provided for the existing single dwelling, which meet the requirements of A2.1 & A2.2.  |  |

**Table E6.2: Access Widths for Vehicles**

| <i>Number of parking spaces served</i> | <i>Access width (see note 1)</i> | <i>Passing bay (2.0m wide by 5.0m long plus entry and exit tapers) (see note 2)</i> |
|--|----------------------------------|---|
| <i>1 to 5</i>                          | <i>3.0m</i>                      | <i>Every 30m</i>  |

### E6.7.3 Car Parking Access, Safety and Security

| Objective: To ensure adequate access, safety and security for car parking and for deliveries.   |   |
|---|---|
| Acceptable Solutions  | Performance Criteria  |
| A1 Car parking areas with greater than 20 parking spaces must be:<br>a) secured and lit so that unauthorised persons cannot enter or;<br>b) visible from buildings on or adjacent to the site during the times when parking occurs. | P1 Car parking areas with greater than 20 parking spaces must provide for adequate security and safety for users of the site, having regard to the:<br>a) levels of activity within the vicinity; and<br>b) opportunities for passive surveillance for users of adjacent building and public spaces adjoining the site. |
| Comment:<br>N/a   |   |

### E6.7.4 Parking for Persons with a Disability

| Objective: To ensure adequate parking for persons with a disability.   |   |
|--|---|
| Acceptable Solutions   | Performance Criteria  |
| A1 All spaces designated for use by persons with a disability must be located closest to the main entry point to the building. | P1 The location and design of parking spaces considers the needs of disabled persons, having regard to:<br>a) the topography of the site;<br>b) the location and type of relevant facilities on the site or in the vicinity;<br>c) the suitability of access pathways from parking spaces, and<br>d) applicable Australian Standards. |
| A2 One of every 20 parking spaces or part thereof must be constructed and designated for use by persons with disabilities in   | P2 The number of parking spaces provided is appropriate for the needs of disabled persons, having regard to:  |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



|   |   |
|---|---|
| accordance with <i>Australian Standards AS/NZ 2890.6 2009</i> .   | <ul style="list-style-type: none"> <li>a) characteristics of the populations to be served;</li> <li>b) their means of transport to and from the site; and</li> <li>c) applicable Australian Standards.</li> </ul> |
| <p>Comment:</p> <p>A1.1 – N/a - no parking spaces will be provided.</p> <p>P2 – No disabled parking is proposed to be provided, due to the temporary/removable nature of the proposal. The area proposed for food services will be accessible from the public footpath, which is accessible by those with a disability.</p> |   |

### E6.7.6 Loading and Unloading of Vehicles, Drop-off and Pickup

| Objective: To ensure adequate access for people and goods delivery and collection and to prevent loss of amenity and adverse impacts on traffic flows.   |  |
|--|--|
| Acceptable Solutions   | Performance Criteria   |
| <p>A1 For retail, commercial, industrial, service industry or warehouse or storage uses:</p> <ul style="list-style-type: none"> <li>a) at least one loading bay must be provided in accordance with Table E6.4; and</li> <li>b) loading and bus bays and access strips must be designed in accordance with <i>Australian Standard AS/NZS 2890.3 2002</i> for the type of vehicles that will use the site.</li> </ul> | <p>P1 For retail, commercial, industrial, service industry or warehouse or storage uses adequate space must be provided for loading and unloading the type of vehicles associated with delivering and collecting people and goods where these are expected on a regular basis.</p> |
| <p>Comment:</p> <p>N/a – food services.</p>  |  |

### E6.8 Provisions for Sustainable Transport

#### E6.8.1 Bicycle End of Trip Facilities

Not used in this planning scheme

#### E6.8.2 Bicycle Parking Access, Safety and Security

| <p>Objective:</p> <p>To ensure that parking and storage facilities for bicycles are safe, secure and convenient.</p>   |  |
|--|--|
| Acceptable Solutions   | Performance Criteria   |
| <p>A1.1 Bicycle parking spaces for customers and visitors must:</p> <ul style="list-style-type: none"> <li>a) be accessible from a road, footpath or cycle track; and</li> <li>b) include a rail or hoop to lock a bicycle to that meets <i>Australian Standard AS 2890.3 1993</i>; and</li> <li>c) be located within 50m of and visible or signposted from the entrance to the activity they serve; and</li> <li>d) be available and adequately lit in accordance with <i>Australian Standard AS/NZS 1158 2005 Lighting Category C2</i> during the times they will be used; and</li> </ul> <p>A1.2 Parking space for residents' and employees' bicycles must be under cover and capable of being secured by lock or bicycle lock.</p> | <p>P1 Bicycle parking spaces must be safe, secure, convenient and located where they will encourage use.</p>                 |
| <p>A2 Bicycle parking spaces must have:</p> <ul style="list-style-type: none"> <li>a) minimum dimensions of: <ul style="list-style-type: none"> <li>i) 1.7m in length; and</li> <li>ii) 1.2m in height; and</li> <li>iii) 0.7m in width at the handlebars; and</li> </ul> </li> <li>b) unobstructed access with a width of at least 2m and a gradient of no more 5% from a public area where cycling is allowed.</li> </ul>  | <p>P2 Bicycle parking spaces and access must be of dimensions that provide for their convenient, safe and efficient use.</p> |
| <p>Comment:</p> <p>N/a – no bicycle parking is proposed.</p>   |  |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### E6.8.5 Pedestrian Walkways

| Objective: To ensure pedestrian safety is considered in development      |   |
|--|---|
| Acceptable Solution  | Performance Criteria  |
| A1 Pedestrian access must be provided for in accordance with Table E6.5. | P1 Safe pedestrian access must be provided within car park and between the entrances to buildings and the road. |
| Comment:<br>Complies with A1.  |   |

**Table E6.5: Pedestrian Access**

| Number of Parking Spaces Required | Pedestrian Facility   |
|-----------------------------------|---|
| 1–10                              | No separate access required (i.e. pedestrians may share the driveway). [Note (a) applies].                              |
| 11 or more                        | A 1m wide footpath separated from the driveway and parking aisles except at crossing points. [Notes (a) and (b) apply]. |

#### Notes

- a) In parking areas containing spaces allocated for disabled persons, a footpath having a minimum width of 1.5m and a gradient not exceeding 1 in 14 is required from those spaces to the principal building.
- b) Separation is deemed to be achieved by:
  - i) a horizontal distance of 2.5m between the edge of the driveway and the footpath; or
  - ii) protective devices such as bollards, guard rails or planters between the driveway and the footpath; and
  - iii) signs and line marking at points where pedestrians are intended to cross driveways or parking aisles.

## ASSESSMENT AGAINST E13.0 LOCAL HISTORIC HERITAGE CODE

### E13.5 Use Standards

#### E13.5.1 Alternative Use of heritage buildings

| Objective<br>To ensure that the use of heritage buildings provides for their conservation. |   |
|--|---|
| Acceptable Solutions   | Performance Criteria  |
| A1 No acceptable solution.   | P1 Notwithstanding Clause 8.9, a permit may be granted for any use of a locally listed heritage place where: <ul style="list-style-type: none"> <li>a) it can be demonstrated that the proposed use will not adversely impact on the significance of a heritage place; and</li> <li>b) the amenity impacts of both the proposed use on the surrounding areas and from the surrounding area on the proposed use are considered acceptable; and</li> <li>c) a report by heritage professional states that it is necessary for conservation purposes or the continued maintenance of the building or where there is an overriding public benefit.</li> </ul> |
| N/a – no use of heritage buildings is proposed.  |   |

### E13.6 Development Standards

#### E13.6.1 Demolition – N/a

#### E13.6.2 Subdivision and development density -N/a

#### E13.6.3 Site Cover – N/a (no permanent building structures proposed)

#### E13.6.4 Height and Bulk of Buildings – N/a

#### E13.6.5 Fences – N/a

#### E13.6.6 Roof Form and Materials – N/a (no permanent building structures proposed)

#### E13.6.7 Wall materials – N/a (no permanent building structures proposed)

#### E13.6.8 Siting of Buildings and Structures – N/a (no permanent building structures proposed)

#### E13.6.9 Outbuildings and Structures – N/a

#### E13.6.10 Access Strips and Parking – N/a – no new access and parking proposed (parking available for residential use only).

#### E13.6.11 Places of Archaeological Significance – N/a

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



**E13.6.12 Tree and Vegetation Removal – N/a (any previous tree removal is exempt under clause E13.3.1 (f & g)).**

### E13.6.13 Signage

| <b>Objective</b><br>To ensure that signage is appropriate to conserve the historic heritage significance of local heritage places and precincts.                   |   |
|--|---|
| Acceptable Solutions   | Performance Criteria  |
| <b>A1</b> Must be a sign identifying the number, use, heritage significance, name or occupation of the owners of the property not greater than 0.2m <sup>2</sup> . | <b>P1</b> New signs must be of a size and location to ensure that: <ul style="list-style-type: none"> <li>a) period details, windows, doors and other architectural details are not covered or removed; and</li> <li>b) heritage fabric is not removed or destroyed through attaching signage; and</li> <li>c) the signage does not detract from the setting of a heritage place or does not unreasonably impact on the view of the place from public viewpoints; and</li> <li>d) signage does not detract from meeting the management objectives of a precinct identified in Table E13.1: Heritage Precincts, if any.</li> </ul> |
| Relies on Performance Criteria P1.   | Complies with P1 as follows: <ul style="list-style-type: none"> <li>a) no building features will be covered by proposed temporary signage.</li> <li>b) No heritage fabric will be removed as the building on site is not listed, and the signage is not attached to the building.</li> <li>c) The subject site is not a Heritage Listed place.</li> <li>d) The temporary and removeable nature of the signage will ensure values of the precinct will be retained.</li> </ul>   |

### E13.6.14 Maintenance and Repair – N/a

#### Table E13.1: Local Heritage Precincts

For the purpose of this table, Heritage Precincts refers to those areas listed, and shown on the Planning Scheme maps as Heritage Precincts.

|  |
|--|
| <b>Heritage Precincts –</b> <ol style="list-style-type: none"> <li>1. Evandale Heritage Precinct</li> <li>2. Ross Heritage Precinct</li> <li>3. Perth Heritage Precinct</li> <li>4. Longford Heritage Precinct</li> <li>5. Campbell Town Heritage Precinct</li> </ol>  |
| <b>Existing Character Statement - Description and Significance</b>   |
| <b>2 ROSS HERITAGE PRECINCT CHARACTER STATEMENT</b><br>The Ross Heritage Precinct is unique because it is the intact core of a nineteenth century townscape, with its rich and significant built fabric and the village atmosphere. Its historic charm, wide tree lined streets and quiet rural environment all contribute to its unique character. Its traditional buildings comprise simple colonial forms that are predominantly one storey, while the prominent elements are its significant trees and Church spires. Most commercial activities are located in Church Street as the main axis of the village, which directs attention to the War Memorial and the Uniting Church on the hill. The existing and original street pattern creates linear views out to the surrounding countryside. The quiet rural feel of the township is complemented by a mix of businesses serving local needs, tourism and historic interpretation. Ross' heritage ambience has been acknowledged, embraced and built on by many of those who live in or visit the village. |
| <b>Management Objectives</b>   |
| To ensure that new buildings, additions to existing buildings, and other developments which are within the Heritage Precincts do not adversely impact on the heritage qualities of the streetscape, but contribute positively to the Precinct.<br>To ensure developments within street reservations in the towns and villages having Heritage Precincts do not adversely impact on the character of the streetscape but contribute positively to the Heritage Precincts in each settlement.  |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### ASSESSMENT AGAINST E15.0 SIGNS CODE

#### E15.3 Definition of Terms Used in this Code

##### E15.3.1 In this Code, unless the contrary intention appears:

|                    |   |
|--------------------|---|
| <b>Banner Sign</b> | A sign affixed by rope, wire or hooks, constructed from material, vinyl, plastic or the like. |
|--------------------|---|

#### E15.5 Standards for Use or Development

##### E15.5.1 Third Party Signage

| <b>Objective: To ensure that signs relate to the site on which they are located.</b> |   |
|--|---|
| Acceptable Solutions   | Performance Criteria  |
| A1 Must only advertise goods and services available from the site.                   | P1 Shall be a Billboard Sign and consistent with the desired future character statements, if any. |
| Complies with A1.  | N/a   |

##### E15.5.2 Heritage Precincts

| <b>Objective</b><br>To ensure that the design and siting of signs complement or enhance the streetscape of Heritage Precincts. |  |
|--|--|
| Acceptable Solutions   | Performance Criteria   |
| A1 No acceptable solution  | P1 If within the Heritage Precincts Specific Area Plan, shall be consistent with the Character Statements.   |
| N/a  | The Character Statement for Ross do no refer explicitly to signage, but do note that commercial activity in Ross is concentrated to the Church Street area. The statements also note that the town is complemented by a mix of businesses serving local needs, tourism and historic interpretation. The intention of the proposed use is to service the tourism and local needs, with regard to food services. |

##### E15.5.3 Design and siting of signage

| <b>Banner Sign</b>  |  |
|---|--|
| Acceptable Solutions  | Performance Criteria   |
| A8 A banner sign must be located in the following zones: <ul style="list-style-type: none"> <li>General Business (no permit required); or</li> <li>Local Business (no permit required); or</li> <li>Village.</li> </ul>                           | P8 A banner sign located in the: <ul style="list-style-type: none"> <li>Light Industrial Zone; or</li> <li>General Industrial Zone</li> </ul> must demonstrate that: <ol style="list-style-type: none"> <li>no other form of permitted signage will meet the needs of the proprietor; and</li> <li>the sign does not dominate the streetscape and reflects the prevailing character of the area, in terms of shape, proportions and colours; and</li> <li>it does not conflict with the Zone Purpose as outlined in Part D of this planning scheme.</li> </ol> |
| Complies with A8. The site is zoned Local Business.   | N/a  |
| A9 A banner sign must: <ol style="list-style-type: none"> <li>not be erected for a period exceeding four weeks; and</li> <li>be attached to the front of a single building facade; and</li> <li>have a maximum area of 4m<sup>2</sup>.</li> </ol> | P9 No performance criteria   |
| Complies with A9.   | N/a  |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>a) The signs will be removed at the close of each trading session.</li> <li>b) Complies. The sign does not extend in front of multiple building facades.</li> <li>c) A condition may be applied to the permit to ensure signage does not exceed 4m2.</li> </ul> |  |
|--|--|

**NOTE:**

The A-frame sign on the footpath can be approved under Council's Freestanding Sign Bylaw, and does not form part of this approval.

| SPECIFIC AREA PLANS                        |                                   |
|--|-----------------------------------|
| F1.0 TRANSLINK SPECIFIC AREA PLAN          | N/a                               |
| F2.0 HERITAGE PRECINCTS SPECIFIC AREA PLAN | See Heritage Adviser's assessment |

### F2.5 Standards for Development

There are no relevant standards for development, as no development is proposed. There are no provisions in the Heritage Precinct Specific Area Plan relating to signage.

**development** includes –

- (a) the construction, exterior alteration or exterior decoration of a building; and
- (b) the demolition or removal of a building or works; and
- (c) the construction or carrying out of works; and
- (d) the subdivision or consolidation of land, including buildings or airspace; and
- (e) the placing or relocation of a building or works on land; and
- (f) the construction or putting up for display of signs or hoardings –

but does not include any development of a class or description, including a class or description mentioned in paragraphs (a) to (f), prescribed by the regulations for the purposes of this definition;

### F2.6 Use Standards

#### F2.6.1 Alternative Use of heritage buildings

| Objective<br>To ensure that the use of heritage buildings provides for their conservation. |  |
|--|--|
| Acceptable Solutions   | Performance Criteria   |
| A1 No acceptable solution.   | <p>P1 Notwithstanding Clause 8.9, a permit may be granted for any use of a building listed in table F2.1 where:</p> <ul style="list-style-type: none"> <li>a) it can be demonstrated that the proposed use will not adversely impact on the significance of a heritage place; and</li> <li>b) the amenity impacts of both the proposed use on the surrounding areas and from the surrounding area on the proposed use are considered acceptable; and</li> <li>c) a report by heritage professional states that it is necessary for conservation purposes or the continued maintenance of the building or where there is an overriding public benefit.</li> </ul> |
| N/a  | N/a – no alternative use of a heritage building is proposed by this application.   |

| SPECIAL PROVISIONS                              |     |
|---|-----|
| 9.1 Changes to an Existing Non-conforming Use   | N/a |
| 9.2 Development for Existing Discretionary Uses | N/a |
| 9.3 Adjustment of a Boundary                    | N/a |
| 9.4 Demolition                                  | N/a |
| 9.5 Subdivision                                 | N/a |

| STATE POLICIES                                      |
|---|
| The proposal is consistent with all State Policies. |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### OBJECTIVES OF LAND USE PLANNING & APPROVALS ACT 1993

The proposal is consistent with the objectives of the *Land Use Planning & Approvals Act 1993*.

### STRATEGIC PLAN/ANNUAL PLAN/COUNCIL POLICIES

*Strategic Plan 2017-2027*

*Statutory Planning*

## 5 FINANCIAL IMPLICATIONS TO COUNCIL

Not applicable to this application.

## 6 OPTIONS

Approve subject to conditions, or refuse and state reasons for refusal.

## 7 DISCUSSION

Discretion to refuse the application is limited to the variation to the parking provisions of the Car Parking and Sustainable Transport Code, and signage within the Heritage Precinct.

The applicant proposes to use their existing mobile food business setup to accommodate the tourism and local population during peak periods, and provide a variety of food services for the village of Ross.

The set-up will not be permanent, and will be set back from the property frontage, so as not to impact on the streetscape. Although the colour scheme of the set-up is bold, it matches the applicant's purple food van (Kombi Van), which heritage colours would not be able to achieve. The applicant has demonstrated in response to the representations that a number of other bold colour schemes are already present within the Church Street, along with similar signage.

Four valid representations were received during the public exhibition period and contained similar concerns relating to appearance and colours schemes of the business. As there are no permanent structures proposed, the development standards of the zones and codes do not apply. Provisions relating to appearance and colour schemes are contained within development standards; therefore, there are no applicable standards to assess against, which relate to the representors concerns.

The proposal will be conditioned to be used and developed in accordance with the proposal plans and additional conditions which relate to relevant provisions of the planning scheme may be applied to the permit.

## 8 ATTACHMENTS

- A) Application & plans
- B) Response from referral agency (Heritage Advisor)
- c) Representations & applicant's response

## RECOMMENDATION

That land at 29 Church Street, Ross be approved for use of property for food services operating from mobile food van & ancillary signage (vary parking, heritage precinct) in accordance with application P17-207, and subject to the following conditions:

### 1 Layout not altered

The use and development shall be in accordance with the endorsed plans numbered **P1 – P4** (*Location plan, Floor plan, site plan & photograph elevation*).

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 2 Removal when not in use

At the completion of each trading day, the mobile food business (including ancillary gazebo, signage and seating) must be packed away and stored where it will not be visible from the streetscape.

### 3 Signage

#### 3.1 Maximum size

The total area of banner signs must not exceed maximum area of 4m<sup>2</sup>.

#### 3.2 Footpath Trading Signage

The proposed A-Frame sign to be located on the footpath is not approved by this permit, and should be applied for under Council's Freestanding Sign bylaw.

### DECISION

Cr Polley/Cr Goninon

That the matter be discussed.

Carried unanimously

Cr Polley/Cr Calvert

That land at 29 Church Street, Ross be approved for use of property for food services operating from mobile food van & ancillary signage (vary parking, heritage precinct) in accordance with application P17-207, and subject to the following conditions:

#### 1 Layout not altered

The use and development shall be in accordance with the endorsed plans numbered **P1 – P4** (*Location plan, Floor plan, site plan & photograph elevation*).

#### 2 Removal when not in use

At the completion of each trading day, the mobile food business, i.e. ancillary gazebo, signage and seating, must be packed away and stored where it will not be visible from the streetscape.

#### 3 Signage

##### 3.1 Maximum size

The total area of banner signs must not exceed maximum area of 4m<sup>2</sup>.

##### 3.2 Footpath Trading Signage

The proposed A-Frame sign to be located on the footpath is not approved by this permit, and should be applied for under Council's Freestanding Sign bylaw.

Carried unanimously

## 288/17 COUNCIL ACTING AS A PLANNING AUTHORITY – CESSATION

### RECOMMENDATION

That the Council cease to act as a Planning Authority under the *Land Use Planning and Approvals Act 1993*, for the remainder of the meeting.

### DECISION

Cr Goninon/Cr Goss

That the Council cease to act as a Planning Authority under the *Land Use Planning and Approvals Act 1993*, for the remainder of the meeting.

Carried unanimously

*Mr Godier left the meeting at 6.53pm.*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 289/17 WILLIAM STREET RESERVE, PERTH: RIVER MAINTENANCE

Responsible Officer: Leigh McCullagh, Works Manager  
Report prepared by: Leigh McCullagh, Works Manager and  
Stewart Johnson, Work Health and Safety Officer

#### 1 PURPOSE OF REPORT

The purpose of this report is to advise Council of the ongoing concerns with maintaining William Street Reserve and the removal of Willow trees from the riverbank.

#### 2 INTRODUCTION/BACKGROUND

William Street Reserve provides people with access to natural river frontage for recreational purposes; however, there are risks associated with swimming and other activities in the river, so people access the water at their own risk. It should be noted that while a swimming pool is a controlled environment with life guards on duty to ensure the health and safety of patrons, a river has many risks involved.

There are designated swimming pools situated at Cressy (18 Kms from Perth) and Launceston (17.5 Kms from Perth).

The Committees recommendation, as well as Officer's comments and recommendation were received by Council at the 21 August Council meeting, as follows:

##### *a) William Street Reserve (meeting: 6 June 2017)*

*That the Perth Local District Committee encourage Council to prioritise (before summer) the clearing of the willows at the frontage of the new gazebo structure at William Street Reserve and the removal of debris from the swimming hole.*

##### *Officer's Comment:*

Although council leases and is responsible for the William Street Reserve, the Department of Primary Industries, Parks, Wildlife and Environment (DPIPWE) is not supportive of riverbank works that are unrelated to river-flow.

##### *Officer's Recommendation:*

That no further action be taken in relation to the following recommendation of the Perth Local District Committee:

*That the Perth Local District Committee encourage Council to prioritise (before summer) the clearing of the willows at the frontage of the new gazebo structure at William Street Reserve and the removal of debris from the swimming hole.*

At which time the following was the decision of Council:

##### **DECISION**

*Cr Lambert/Cr Knowles*

*That a report be prepared for Council to consider further action in regard to the following recommendation of the Perth Local District Committee:*

*That the Perth Local District Committee encourage Council to prioritise (before summer) the clearing of the willows at the frontage of the new gazebo structure at William Street Reserve and the removal of debris from the swimming hole.*

*Carried unanimously*

#### 3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



- Lead –
  - Leaders with Impact
  - Core Strategies:
    - ♦ Communicate – Connect with the community
    - ♦ Lead – Councillors represent honestly with integrity
    - ♦ Manage – Management is efficient and responsive
- People –
  - Lifestyle – Strong, Vibrant, Safe and Connected Communities
  - Core Strategies:
    - ♦ Caring, Healthy, Safe Communities – Awareness, education & service

#### 4 POLICY IMPLICATIONS

A number of towns in the Northern Midlands are located alongside river systems, in general Council only provides only basic maintenance to the general precinct and does not maintain the riverbanks. Maintenance of this river bank may set a precedent.

#### 5 STATUTORY REQUIREMENTS

Removal of vegetation within 30m of a watercourse requires planning approval under clause 6.3.1 of the Planning Scheme.

The land is held under licence by Council from the Department of Primary Industries, Parks, Wildlife and Environment (DPIPWE).

Works would require approval from Department of Primary Industries, Parks, Wildlife and Environment (DPIPWE) for works on Crown Land.

The request of the Perth Local District Committee has been discussed with DPIPWE Officers who have advised that

- under the licence Council is able to maintain the area,
- works should preferably not be undertaken within the watercourse,
- whilst Willows are classed as a weed, removal of trees and vegetation from the banks may cause erosion and damage to the reserve, which in turn would contribute to other hazardous conditions to users.

#### 6 FINANCIAL IMPLICATIONS

The removal of the willows and maintaining the river bank would be an added cost to Council. After the 2016 floods, the cost to Council to clean-up the Reserve was approximately \$8,250, excluding Council labour.

#### 7 RISK ISSUES

The rivers in the municipal area have historically been used for recreation, however, Council does not maintain or promote their use for recreation. Improvements to the area may create a false sense of safety.

William Street Reserve provides people with access to natural river frontage for recreational purposes, however there are risks associated with swimming and other activities in the river, people access the water at their own risk. It should be noted that whilst a swimming pool is a controlled environment with lifeguards on duty to ensure the health and safety of patrons, a river has many variables which are uncontrollable:

- **Water quality** – the river will always be subject to a certain amount of contamination from animal and human activity, in spite of regular testing the water quality will vary due to:

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



- Chemicals from farms / businesses i.e. spraying crops, fertilisers, faeces, soil erosion, poisons spilling into drains which enter the river.
- Dead animals and rotting vegetation.
- Sewage from human sources.
- Algal bloom in the summer months.
- **River conditions:**
  - Depth of the river will vary according to rainfall and drought conditions.
  - Swimming in a 'water hole' considered safe on one day due to depth and flow may become unsafe due to changing conditions without warning.
  - Flow rate will alter with rising and falling conditions.
  - Currents in the river are unpredictable and hazardous.
  - Snags and hazards under the water may not be visible.
  - New snags and submerged hazards may come into the recreational area without detection.

While Willows are classed as a weed, removal of trees and vegetation from the banks may cause erosion and damage to the reserve, which in turn contributes to other hazardous conditions to users.

### 8 CONSULTATION WITH STATE GOVERNMENT

The land is held under license by Council from the Department of Primary Industries, Parks, Wildlife and Environment (DPIPWE).

The request of the Perth Local District Committee has been discussed with DPIPWE Officers who have advised that

- under the licence Council is able to maintain the area,
- works should preferably not be undertaken within the watercourse,
- whilst Willows are classed as a weed, removal of trees and vegetation from the banks may cause erosion and damage to the reserve, which in turn would contribute to other hazardous conditions to users.

### 9 COMMUNITY CONSULTATION

Council received the following recommendation of the Perth Local District Committee (6 June meeting), which was considered at the 21 August Council meeting:

*That the Perth Local District Committee encourage Council to prioritise (before summer) the clearing of the willows at the frontage of the new gazebo structure at William Street Reserve and the removal of debris from the swimming hole.*

The decision of Council at that meeting was that Council officers prepare a report for the September meeting.

### 10 OPTIONS FOR COUNCIL TO CONSIDER

Council can opt to remove the willows as requested or take no further action.

### 11 OFFICER'S COMMENTS/CONCLUSION

It is the opinion of Council officers that Council should not undertake the requested action to remove the willows at William Street Reserve, for the following reasons:

- the risks associated with a designated swimming hole are not controllable.
- improvements to the area may create a false sense of safety and encourage recreational use.

That scheduled maintenance continue, including removal of damaged or broken limbs to keep the area tidy.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 12 ATTACHMENTS

#### 12.1 Photos

#### RECOMMENDATION 1

That the matter be discussed.

#### RECOMMENDATION 2

That Council

A) take action to remove the willows as requested.

or

- B) i) take no further action in regard to this request; and  
ii) continue with scheduled maintenance of the area, including removal of damaged or broken limbs to keep the area tidy.

#### DECISION

Cr Goninon/Cr Adams

That the matter be discussed.

Carried unanimously

Cr Adams/Cr Polley

That Council

- i) take no further action in regard to this request;  
ii) continue with scheduled maintenance of the area, including removal of damaged or broken limbs to keep the area tidy; and  
iii) inspect the jetty and ascertain responsibility for maintenance of the structure.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 290/17 TOOMS LAKE: TOILET AMENITIES

Responsible Officer: Leigh McCullagh, Works Manager

Report prepared by: Leigh McCullagh, Works Manager

#### 1 PURPOSE OF REPORT

The purpose of this report is to establish whether the toilet at Tooms Lake camp ground should be replaced.

#### 2 INTRODUCTION/BACKGROUND

A *Clivus Multrum* composting toilet was placed at Tooms Lake around 1994 by Council. This commercial unit requires servicing on a regular basis.

On a daily or weekly basis, biodegradable cleaners are to be used to clean the restroom and toilet fixtures. Bulking material is to be added via pedestals at approximately 2 litres per 10 toilet litres.

On a monthly basis, the non-biodegradable trash requires disposal. The faeces are to be analysed, ensuring it is moist and crumbly, not sodden and dry. Bulking material or liquid is to be added if the texture is not appropriate. The compost pile is to be levelled when it reaches 20-30cm from the base of the chute. Compost enhancing bacteria can be added if excess usage is expected, but this is an unknown.

On an annual basis, the venting system requires cleaning to remove any obstructions lodged inside the duct. The service fan requires cleaning to ensure continued functionality. Cleaning and flushing of the drain line by removing any debris is also required. Compost is required to be removed to ensure enough room is available for new material.

#### 3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Lead –
  - Leaders with Impact  
Core Strategies:
    - ♦ Communicate – Connect with the community
    - ♦ Lead – Councillors represent honestly with integrity
    - ♦ Manage – Management is efficient and responsive
  - Money Matters  
Core Strategies:
    - ♦ Budgets are responsible yet innovative
    - ♦ Improve community assets responsibly and sustainably
  - Workforce Standards  
Core Strategies:
    - ♦ Workplace Health & Safety is fully compliant

#### 4 POLICY IMPLICATIONS

Council provides public toilets in several locations across the municipal area; however, most have access to running water and electricity. These services are not available at Tooms Lake.

#### 5 STATUTORY REQUIREMENTS

Any public toilet facility provided by Council at Tooms Lake must be constructed and maintained in accordance with the requirements of the *Building Act 2016* and the Director of Building Control's Guidelines for On-site

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



Wastewater Management.

Replacement of the toilet facility, if substantially the same as the prior toilet facility, does not require development approval under clause 20(3A) of LUPAA.

### **6 FINANCIAL IMPLICATIONS**

The toilet was insured at replacement value of \$18,603.

Council would need to arrange and fund servicing of the toilet facility at the lake.

### **7 RISK ISSUES**

The Tooms Lake area is a water storage area in the upper part of the catchment and human activities should not be detrimental to this area.

On several occasions over the last 12 months vandalism has been reported at Tooms Lake. Between 26 June 2017 and 4 July 2017 the toilet was severely vandalised as a result of arson.

Constant maintenance is required to ensure the ongoing functionality of the Tooms Lake toilet system. Extreme usage cannot be forecast making future management of the site difficult and, as a result, may cause Council excessive costs in maintenance. Council must not place personnel at risk dealing with faeces on a regular basis.

### **8 CONSULTATION WITH STATE GOVERNMENT**

N/a

### **9 COMMUNITY CONSULTATION**

Several shack owners have contacted Council reporting vandalism and lack of supervision of the Tooms Lake reserve and infrastructure.

The fishing community called for replacement of the toilet facility prior to opening weekend of the fishing season. At the time of the opening of the season, a portaloo was placed in the vicinity of the vandalised toilet for a fixed period. This toilet has now been removed.

### **10 OPTIONS FOR COUNCIL TO CONSIDER**

Council has the option to replace or not replace the toilet facility at Tooms Lake campground.

### **11 OFFICER'S COMMENTS/CONCLUSION**

Council is investigating whether a concrete tank can be used instead of a plastic in ground tank to reduce the risk of vandalism to the toilet system should it be installed. Metal materials could be used to construct the shed above the tank to reduce fire risk.

### **12 ATTACHMENTS**

- 12.1 Information regarding *Clivus Multrum* composting toilet
- 12.2 Photos of vandalised toilet

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### RECOMMENDATION 1

That the matter be discussed

### RECOMMENDATION 2

That Council replace / not replace the toilet facility at Tooms Lake.

### DECISION

Cr Lambert/Cr Goss

That the matter be discussed.

Carried unanimously

Cr Lambert/Cr Adams

That Council replace the toilet facility at Tooms Lake.

### AMENDMENT

Cr Polley/Cr Goninon

That the matter be deferred to the next meeting until the cost of an appropriate facility replacement can be determined.

Carried unanimously

The amendment became the motion and was put and

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 291/17 STATE ROADS MAINTENANCE

Responsible Officer: Leigh McCullagh, Works Manager

Report prepared by: Leigh McCullagh, Works Manager

#### 1 PURPOSE OF REPORT

The purpose of this report is to identify opportunities to investigate a Memorandum Of Understanding (MOU) with the Department of State Growth in regard to road maintenance.

#### 2 INTRODUCTION/BACKGROUND

Council considered a report at the 21 August 2017 Council meeting, at which time the following was the decision of Council:

##### DECISION

*Cr Goninon/Cr Calvert*

*That a report on possible works and options be considered by Council.*

*Carried unanimously*

After past flood events, State Growth are slow to progress the opening of roadways due to lack of available resources.

In June 2016, after a major flood event, the Department of State Growth had Leighlands Road closed for an extended period of time (several weeks). In circumstances such as this, if Department of State Growth engineers were to assess the area and request Council personnel for assistance. Dependant on circumstances, Council may be in the position to assist and undertake remedial works to open roads as quickly and efficiently as possible to the standard required by StateRoads.

#### 3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Lead –
  - Leaders with Impact  
Core Strategies:
    - ♦ Lead – Councillors represent honestly with integrity
    - ♦ Manage – Management is efficient and responsive
  - Money Matters  
Core Strategies:
    - ♦ Efficiency in resource sharing and Council reform
  - Workforce Standards  
Core Strategies:
    - ♦ Emergency Management & Safety Plans work well

#### 4 POLICY IMPLICATIONS

N/a.

#### 5 STATUTORY REQUIREMENTS

N/a.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 6 FINANCIAL IMPLICATIONS

No financial implications exist with regard to entering into discussions, relevant financial implications would be identified through discussions.

Emergency works would be undertaken largely on a cost recovery basis.

The appointment of additional personnel may be required should Council expand its MOU with StateRoads to include road maintenance commitments on an ongoing basis.

### 7 RISK ISSUES

There are no risks identified in commencing discussions with StateRoads. Any risks identified prior to entering into an agreed MOU will need to be mitigated and reported to Council.

### 8 CONSULTATION WITH STATE GOVERNMENT

A MOU will need to be sought with the Department of State Growth to progress emergency works.

Council may wish to initiate discussions to explore with StateRoads the future possibility of providing assistance with their maintenance program.

### 9 COMMUNITY CONSULTATION

N/a.

### 10 OPTIONS FOR COUNCIL TO CONSIDER

To support or not support an approach to StateRoads to discuss the opportunity for Northern Midlands Council to undertake emergency maintenance works on State road infrastructure.

### 11 OFFICER'S COMMENTS/CONCLUSION

It is suggested that Council commence discussions toward formulating a MOU initially in regard to emergency works only. Council's staff have the capabilities to complete these kinds of repairs as previous infrastructure works have indicated. However, it should be noted that Council may not always have the capacity to assist in all emergency situations. Assistance provided would be subject to the extent of the emergency and the direct effect of that emergency on Council's labour and resources.

It should be noted that Council's road maintenance workforce is currently fully engaged with its road maintenance program and the appointment of additional personnel may be required should Council wish to expand its road maintenance commitments to assist StateRoads on an ongoing basis.

If Council was to agree to raising with StateRoads the entering into an agreed MOU to support the StateRoads maintenance program, officers of Council would approach StateRoads to initiate discussions to explore that possibility.

### 12 ATTACHMENTS

N/a.

### RECOMMENDATION 1

That the matter be discussed

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### RECOMMENDATION 2

That Council meet with StateRoads

- i) to initiate discussion on the possibility of Council taking-up emergency maintenance works on State road infrastructure.

And

- ii) to ascertain the possibility of Council providing road maintenance services on a contract basis in the future.

### DECISION

Cr Goninon/Cr Goss

That Council meet with StateRoads

- i) to initiate discussion on the possibility of Council taking-up emergency maintenance works on State road infrastructure.

and

- ii) to ascertain the possibility of Council providing road and other maintenance services on a contract basis in the future.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 292/17 MONTHLY FINANCIAL STATEMENT

File: Subject 24/023  
 Responsible Officer: Maree Bricknell, Corporate Services Manager  
 Report Prepared by: Maree Bricknell, Corporate Services Manager

#### 1 PURPOSE OF REPORT

The purpose of this report is to present the monthly financial reports as at 31 Aug 2017.

#### 2 INTRODUCTION/BACKGROUND

The Corporate Services Manager circulated a copy of the Monthly Financial Summary for the period ended 31 Aug 2017.

#### 3 ALTERATIONS TO 2016-17 BUDGET

Following a budget review of income and expenditure items the following alterations/variances are highlighted and explained:

##### SUMMARY FINANCIAL REPORT

For Month Ending: 31-Aug-17 2

##### A. Operating Income and Expenditure

|                                 | Budget        | Year to Date Budget | Actual        | (\$,000) | Target 100% | Comments                            |
|---------------------------------|---------------|---------------------|---------------|----------|-------------|-------------------------------------|
| Rate Revenue                    | -\$10,197,520 | -\$10,197,520       | -\$10,087,450 | -\$110   | 98.9%       |                                     |
| Recurrent Grant Revenue         | -\$4,143,153  | -\$690,526          | -\$833,565    | \$143    | 120.7%      |                                     |
| Fees and Charges Revenue        | -\$1,630,430  | -\$271,738          | -\$355,396    | \$84     | 130.8%      |                                     |
| Interest Revenue                | -\$449,430    | -\$74,905           | \$35,488      | -\$110   | -47.4%      | Accrued revenue adjustment included |
| Reimbursements Revenue          | -\$81,834     | -\$13,639           | -\$3,831      | -\$10    | 28.1%       |                                     |
| Other Revenue                   | \$8,848       | \$1,475             | \$281,915     | -\$280   | 117.2%      |                                     |
|                                 | -\$16,493,519 | -\$11,246,853       | -\$10,962,839 | -\$284   | 97.5%       |                                     |
| Employee costs                  | \$3,458,620   | \$576,437           | \$527,742     | \$49     | 91.6%       |                                     |
| Material & Services Expenditure | \$4,689,919   | \$781,653           | \$732,119     | \$50     | 93.7%       |                                     |
| Depreciation Expenditure        | \$5,327,756   | \$887,959           | \$887,556     | \$0      | 100.0%      |                                     |
| Government Levies & Charges     | \$687,512     | \$114,585           | \$5,392       | \$109    | 4.7%        |                                     |
| Councillors Expenditure         | \$192,960     | \$32,160            | \$6,909       | \$25     | 21.5%       |                                     |
| Other Expenditure               | \$1,192,699   | \$550,500           | \$579,928     | -\$29    | 105.3%      |                                     |
| Plant Expenditure Paid          | \$493,570     | \$82,262            | -\$40,808     | \$123    | -49.6%      |                                     |
|                                 | \$16,043,036  | \$3,025,556         | \$2,698,838   | \$327    | 89.2%       |                                     |
|                                 | -\$450,483    | -\$8,221,297        | -\$8,264,001  |          |             |                                     |
| Gain on sale of Fixed Assets    | \$0           | \$0                 | \$0           | \$0      | 0.0%        |                                     |
| Loss on Sale of Fixed Assets    | \$300,000     | \$50,000            | \$0           | \$50     | 0.0%        |                                     |
|                                 | -\$150,483    | -\$8,171,297        | -\$8,264,001  |          |             |                                     |
| Underlying (Surplus) / Deficit  | \$0           | \$0                 | \$0           |          |             |                                     |
| Capital Grant Revenue           | -\$2,740,765  | -\$456,794          | \$0           | -\$457   | 0.0%        |                                     |
| Subdivider Contributions        | -\$433,000    | -\$72,167           | 0             | -\$72    | 0.0%        |                                     |
| Capital Revenue                 | -\$3,173,765  | -\$528,961          | \$0           |          |             |                                     |
|                                 | \$0           |                     | \$0           |          |             |                                     |

##### Budget Alteration Requests

|   | Operating Budget | Capital   |
|---|------------------|-----------|
| - For Council authorisation by absolute majority            |                  |           |
| Public Open Space   |                  | -\$69,445 |
| Lfd - Victoria Square Playground Stage 2 Equipment Purchase |                  | \$69,445  |
| Solar Grant Revenue & Expenditure                           |                  | -\$29,080 |
| Lfd , Evandale & Perth Rec Clubrooms                        |                  | \$29,080  |
| Footpath - Smith Street                                     |                  | -\$14,000 |
| Footpath - Lfd George Street (Park to Smith)                |                  | \$14,000  |
| Fleet 14 - Upgrade Utility to Light Truck (above insurance) |                  | \$15,548  |
| Fleet 32 - Truck (additional budget)                        |                  | \$12,000  |

# MINUTES – ORDINARY MEETING

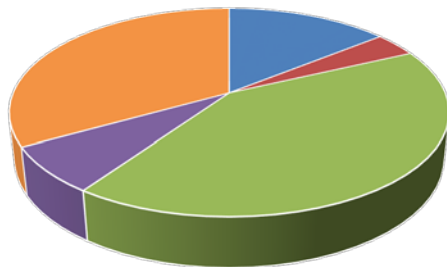
## 18 SEPTEMBER 2017



### B. Balance Sheet Items

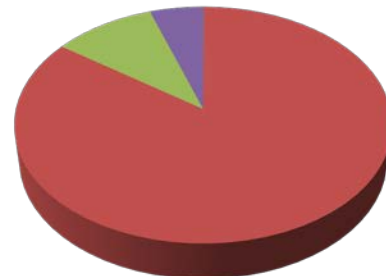
|   | Year to Date<br>Actual |                  | Monthly<br>Change |                   | Same time<br>last year | Comments |
|---|------------------------|------------------|-------------------|-------------------|------------------------|----------|
| <b>Cash &amp; Cash Equivalents Balance</b>        |                        |                  |                   |                   |                        |          |
| - Opening Cash balance                            | \$12,381,944           |                  | \$17,295,219      |                   |                        |          |
| - Cash Inflow                                     | \$11,820,679           |                  | \$5,550,048       |                   |                        |          |
| - Cash Payments                                   | -\$3,164,641           |                  | -\$1,807,284      |                   |                        |          |
| - Closing Cash balance                            | \$21,037,983           |                  | \$21,037,983      |                   |                        |          |
|   | -                      |                  | -                 |                   |                        |          |
| <b>Account Breakdown</b>                          |                        |                  |                   |                   |                        |          |
| - Trading Accounts                                | \$1,918,287            |                  |                   |                   |                        |          |
| - Investments                                     | \$19,119,696           |                  |                   |                   |                        |          |
|   | \$21,037,983           |                  |                   |                   |                        |          |
|   | -                      |                  |                   |                   |                        |          |
| <b>Summary of Investments</b>                     | Investment<br>Date     | Maturity<br>Date | Interest<br>Rate% | Purchase<br>Price | Maturity<br>Value      |          |
| Tasmanian Public Finance Corporation Call Account | 1/08/2017              | 31/08/2017       | 1.50              | \$5,201           | \$5,208                |          |
| CBA Call Account                                  | 22/08/2017             | 31/08/2017       | 1.40              | \$2,033,868       | \$2,034,570            |          |
| CBA   | 13/06/2017             | 11/09/2017       | 2.23              | \$1,000,000       | \$1,005,499            |          |
| CBA   | 13/06/2017             | 11/10/2017       | 2.35              | \$1,000,000       | \$1,007,726            |          |
| CBA   | 13/06/2017             | 11/10/2017       | 2.35              | \$500,000         | \$503,863              |          |
| ANZ   | 14/05/2017             | 14/11/2017       | 2.40              | \$1,348,828       | \$1,365,147            |          |
| CBA   | 22/08/2017             | 20/11/2017       | 2.14              | \$1,000,000       | \$1,005,277            |          |
| ANZ   | 8/06/2017              | 8/12/2017        | 2.40              | \$1,012,964       | \$1,025,153            |          |
| My State Financial                                | 25/12/2016             | 25/12/2017       | 2.85              | \$1,189,250       | \$1,223,144            |          |
| CBA   | 31/07/2017             | 29/01/2018       | 2.30              | \$1,000,000       | \$1,011,468            |          |
| CBA   | 2/08/2017              | 29/01/2018       | 2.30              | \$1,400,000       | \$1,415,879            |          |
| CBA   | 11/08/2017             | 7/02/2018        | 2.30              | \$1,500,000       | \$1,517,014            |          |
| Bass & Equitable                                  | 24/05/2017             | 24/05/2018       | 2.65              | \$629,584         | \$646,268              |          |
| Westpac   | 4/07/2017              | 4/07/2022        | 3.37              | \$5,500,000       | \$6,427,258            |          |
| Total Investments                                 |                        |                  |                   | \$19,119,696      | \$20,193,474           |          |

Investments by Institution



■ ANZ ■ B&E ■ CBA ■ MyState ■ Tascorp ■ Westpac

Total Investments by Rating  
(Standard & Poor's)



■ AA+ ■ AA- ■ BBB ■ Unrated

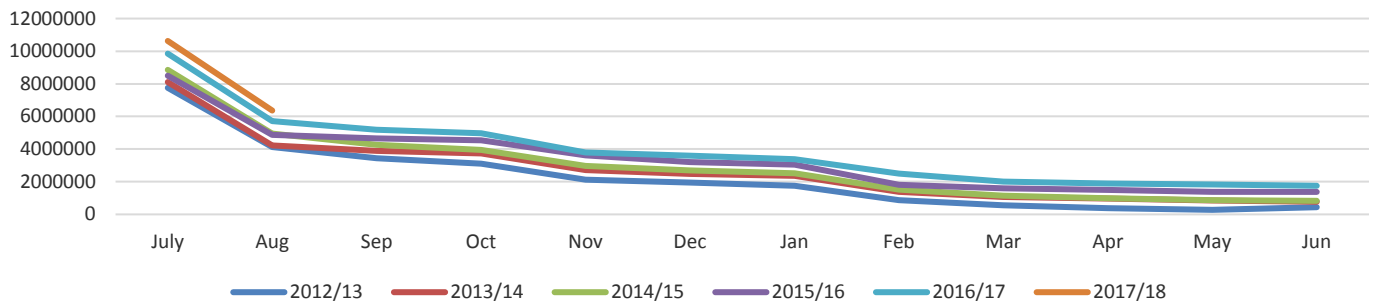
| Rate Debtors              | 2017/18      | % to Raised | Same Time<br>Last Year | % to Raised |  |
|---------------------------|--------------|-------------|------------------------|-------------|--|
| Balance b/fwd             | \$1,742,445  |             | \$1,365,785            |             |  |
| Rates Raised              | \$10,093,006 |             | \$9,630,306            |             |  |
|                           | \$11,835,451 |             | \$10,996,091           |             |  |
| Rates collected           | \$5,091,764  | 7.9%        | \$4,903,281            | 7.3%        |  |
| Pension Rebates           | \$437,473    | 4.2%        | \$416,783              | 4.1%        |  |
| Discount & Remissions     | \$40,421     | 0.1%        | \$34,267               | 4.1%        |  |
|                           | \$5,569,658  |             | \$5,354,331            |             |  |
| Rates Outstanding         | \$6,362,683  | 105.6%      | \$5,713,911            | 99.8%       |  |
| Advance Payments received | -\$96,890    | 0.5%        | -\$72,151              | 0.0%        |  |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



Rates Outstanding



### Trade Debtors

Current balance \$562,599

|                     |           |
|---------------------|-----------|
| - 30 Days           | \$489,594 |
| - 60 Days           | \$2,587   |
| - 90 Days           | \$29,635  |
| - More than 90 days | \$40,783  |

### Summary of Accounts more than 90 days:

|                             |        |                           |
|-----------------------------|--------|---------------------------|
| - Norfolk Plains Book sales | 711    | Paid by outlet as sold    |
| - Hire/lease of facilities  | 212    |                           |
| - Removal of fire hazards   | 7,258  |                           |
| - Dog Registrations & Fines | 29,515 | Sent to Fines Enforcement |
| - Sales                     | 500    | Arrangement to pay        |
| - Private Works             | 2,588  |                           |
| - Building / Planning Fees  | 0      |                           |

### C. Capital Program

|   | Budget       | Actual (\$,000) | Target #REF! | Comments             |
|---|--------------|-----------------|--------------|----------------------|
| Renewal                                   | \$9,134,540  | \$841,131       | 9%           |                      |
| New assets                                | \$7,611,300  | \$748,965       | 10%          |                      |
| Total                                     | \$16,745,840 | \$1,590,096     | 9%           |                      |
| Major projects:                           |              |                 |              |                      |
| - Woolmers Bridge Replacement             | \$2,830,000  | \$125,577       | 4%           | Documentation stage  |
| - Campbell Town Recreation Ground Complex | \$2,020,000  | \$96,915        | 5%           | Tender stage         |
| - Rossarden Road Bridge Replacement       | \$220,770    | \$75,053        | 34%          | Under construction   |
| - Royal George Bridge Replacement         | \$240,790    | \$139,921       | 58%          | Under construction   |
| - Barton Road Reconstruction              | \$1,130,000  | \$0             | 0%           | Scheduled early 2018 |
| - Longford Rec Ground Redevelopment       | \$1,100,000  | \$16,199        | 1%           | Concept design stage |
| - Public Toilet Replacements              | \$600,000    | \$112,600       | 19%          | Under construction   |
| - Ross Village Green Development          | \$300,000    | \$30,324        | 10%          | Design stage         |
| - Longford Sports Centre Extension        | \$1,000,000  | \$29,996        | 3%           | Documentation stage  |
| - Recreation Lighting                     | \$1,040,000  | \$25,751        | 2%           | Design stage         |

\* Full year to date capital expenditure for 2017/18 provided as an attachment.

Full Capital Report with End of Financial Year Report

### D. Financial Health Indicators

|   | Target     | Actual     | Variance | Trend |  |
|---|------------|------------|----------|-------|--|
| Financial Ratios                        |            |            |          |       |  |
| - Rate Revenue / Total Revenue          | 61.8%      | 92.0%      | -30.2%   | ↑     |  |
| - Own Source Revenue / Total Revenue    | 75%        | 92%        | -17.5%   | ↘     |  |
| Sustainability Ratio                    |            |            |          |       |  |
| - Operating Surplus / Operating Revenue | 0.9%       | 75.4%      | -74.5%   | ↘     |  |
| - Debt / Own Source Revenue             | 60.1%      | 73.3%      | -13.2%   | ↔     |  |
| Efficiency Ratios                       |            |            |          |       |  |
| - Receivables / Own Source Revenue      | 56.1%      | 56.4%      | -0.3%    | ↘     |  |
| - Employee costs / Revenue              | 21.0%      | 4.8%       | 16.2%    | ↗     |  |
| - Renewal / Depreciation                | 171.5%     | 94.8%      | 76.7%    | ↗     |  |
| Unit Costs                              |            |            |          |       |  |
| - Waste Collection per bin              | \$9.97     | \$3.72     |          | ↔     |  |
| - Employee costs per hour               | \$28.82    | \$22.86    |          | ↗     |  |
| - Rate Revenue per property             | \$1,460.75 | \$1,444.99 |          | ↔     |  |
| - IT per employee hour                  | \$3.17     | \$4.26     |          | ↘     |  |

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### E. Employee & WHS scorecard

|                                     | YTD     | This Month |  |
|-------------------------------------|---------|------------|--|
| Number of Employees                 | 82.0    | 81         |  |
| New Employees                       | 2       | 2          |  |
| Resignations                        | 1       | 0          |  |
| Total hours worked                  | 23083.5 | 13729      |  |
| Lost Time Injuries                  | 0       | 0          |  |
| Lost Time Days                      | 0       | 0          |  |
| Safety Incidents Reported           | 2       | 1          |  |
| Hazards Reported                    | 3       | 0          |  |
| Risk Incidents Reported             | 0       | 0          |  |
| Insurance claims - Public Liability | 0       | 0          |  |
| Insurance claims - Industrial       | 0       | 0          |  |
| Insurance claims - Motor Vehicle    | 0       | 0          |  |
| IT - Unplanned lost time            | 0       | 0          |  |
| Open W/Comp claims                  | 1       | 0          |  |

### 4 OFFICERS COMMENTS

Copies of the financial reports are also made available at the Council office.

### 5 ATTACHMENTS

- 5.1 Income & Expenditure Summary for period ending August 2017.
- 5.2 Capital Works Report to end August 2017.

### RECOMMENDATION

That Council

- i) receive and note the Monthly Financial Report for the period ending 31 August 2017.
- ii) authorise budget alterations as detailed in section 3A above.

### DECISION

Cr Goss/Cr Adams

That Council

- i) receive and note the Monthly Financial Report for the period ending 31 August 2017.
- ii) authorise budget alterations as detailed in section 3A above.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 293/17 NOMENCLATURE – NAMING OF NEW STREET: EFFRA COURT, PERTH (OFF EDWARD STREET)

*File:* 34/007 / P16-065  
*Responsible Officer:* Maree Bricknell, Corporate Services Manager  
*Report prepared by:* Natalie Horne, Records Management Officer

#### 1 PURPOSE OF REPORT

This report considers the naming of a new court created by a subdivision at Edward Street Perth.

#### 2 INTRODUCTION/BACKGROUND

A 16-lot subdivision has been developed off Edward Street Perth with 15 of the lots having access from a new cul de sac.

Three names were submitted:

1. Effra Court
2. Moselle Court
3. Westbourne Court

Effra, Moselle and Westbourne were selected as they are the names of rivulets which flow to the Thames river in London. Thames Court is on the opposite side of the new court. The names are also in keeping with the other names in the area drawn from names in England.

Meander Valley Council and Launceston City Council and the Nomenclature Board were asked if the names submitted conflicted with names within their municipality. No objections were received.

#### 3 STRATEGIC PLAN 2017-2027

The Strategic Plan 2017-2027 provides the guidelines within which Council operates.

- Lead –
  - Leaders with Impact  
Core Strategies:
    - ♦ Manage – Management is efficient and responsive
  - Best Business Practice & Compliance  
Core Strategies:
    - ♦ Council complies with all Government legislation
    - ♦ Excellent standards of customer service

#### 4 POLICY IMPLICATIONS

N/a

#### 5 STATUTORY REQUIREMENTS

Under the *Survey Coordination Act 1944*, urban roads which are wholly contained within a proclaimed town boundary, Council has authority to assign the names. If Council agrees to assign the name “Effra Court” for the road then the Council is to advise the Nomenclature Board Secretary within forty days of assigning the name.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 6 FINANCIAL IMPLICATIONS

It is accepted that the developer is responsible for installing street name signage associated with new roads.

### 7 RISK ISSUES

The Nomenclature Board's guiding principles for the assignment of place names state:

*Existing road names should not be duplicated within adjoining municipalities and ideally within the state. More critically they should not be duplicated within adjoining localities or suburbs (as recently gazetted for addressing purposes). Even the re-arrangement of the generic or type from say "Court" to "Place" may still result in potential misinformation and confusion to the user.*

### 8 CONSULTATION WITH STATE GOVERNMENT

If Council agrees to assign the name "Effra Court" for the road then the Council is to advise the Nomenclature Board Secretary within forty days of assigning the name.

### 9 COMMUNITY CONSULTATION

N/a

### 10 OPTIONS FOR COUNCIL TO CONSIDER

Council can agree / not agree to assign the name as requested.

### 11 OFFICER'S COMMENTS/CONCLUSION

Feedback suggests that assigning the name Effra Court to the new road would be supported.

### 12 ATTACHMENTS

12.1 Location Plans.

#### RECOMMENDATION 1

That the matter be discussed.

#### RECOMMENDATION 2

That Council assign the developer's preferred name Effra Court for the new road constructed off Edward Street, and that the Nomenclature Board be advised of the new name within 40 days.

#### DECISION

Cr Polley/Cr Goninon

That the matter be discussed.

Carried unanimously

Cr Polley/Cr Adams

That Council reject the developer's suggested name and suggest that the developer propose an alternate name, perhaps with indigenous or old family name links.

Lost

#### **Voting for the motion:**

Cr Adams, Cr Polley

#### **Voting against the motion:**

Mayor Downie, Cr Calvert, Cr Goninon, Cr Goss, Cr Lambert

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



Cr Goss/Cr Goninon

That Council

- i) assign the developer's preferred name Effra Court for the new road constructed off Edward Street, and that the Nomenclature Board be advised of the new name within 40 days.
- ii) develop guidelines for the naming of streets, with links to indigenous and old family names favoured.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 294/17 PUBLIC WIFI SITE – PERTH

*Responsible Officer:* Maree Bricknell, Corporate Services Manager

*Report prepared by:* Maree Bricknell, Corporate Services Manager & Ben Morrison, IT Systems Officer

#### 1 PURPOSE OF REPORT

The purpose of this report is to provide Council with information and seek consideration for the installation of a public WiFi location in the township of Perth.

#### 2 INTRODUCTION/BACKGROUND

The Perth Local District Committee has asked that Council once again consider the installation of a WiFi service within the township of Perth. This was previously considered in 2015 however it was not pursued as a high priority at that time.

It is now believed that the service would be well received both by the local community and visitors to the town.

A number of towns throughout the State have been provided with public WiFi under the State Government Program including Avoca, Campbell Town, Evandale, and Ross. Council provided public WiFi at Longford without external assistance.

Whilst all available funding through the State Government Public WiFi Program is now allocated, there is some scope for Telstra (on behalf of State Growth) to investigate requirements at the priority locations at Perth regarding the installation of public WiFi.

Discussions were held with stakeholders from the Perth Local District Committee who identified the Train Park or the Community Centre as the preferred locations as these areas are Council owned and central.

In terms of cost, advice received indicates that to rollout a public wireless hotspot in Perth it would cost approximately \$4,000-\$6,000 providing suitable internet connectivity (e.g. ADSL) and power is available at the site.

The ongoing costs would be minimal. The cost of powering the equipment would need to be covered by the current billpayer at the site; however, the amount would be negligible (estimated to be approximately \$11 per year). The cost of internet connectivity and ongoing management would be covered by the Department of State Growth under their current contract with Telstra until it expires in December 2019.

#### 3 STRATEGIC PLAN

The Strategic Plan 2017/2027 provides the guidelines within which Council operates.

#### 4 POLICY IMPLICATIONS

Council has successfully installed public WiFi in other townships.

#### 5 STATUTORY REQUIREMENTS

No planning permits/approvals are envisaged.

#### 6 FINANCIAL IMPLICATIONS

It is understood that the infrastructure would cost from \$4,000 to \$6,000.

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



The ongoing costs, both for internet connectivity and management, are expected to be negligible.

An allocation of \$15,000 was approved in the 2017/18 Capital Works Budget towards WiFi and CCTV technology for public areas.

### 7 RISK ISSUES

The risks will include:

- Responsibility for infrastructure and operating costs
- Access to inappropriate material on sites
- Downloading of excessive data
- Clear identification of the area covered by the service
- WiFi zone is inadequately identified to the community and visitors
- Cost escalates above budget amount.

### 8 CONSULTATION WITH THE STATE GOVERNMENT

Council has been in contact with the State Government Public WiFi program over the last two years, and successfully initiated hotspots in most townships throughout the municipal area.

### 9 COMMUNITY CONSULTATION

The Perth Local District Committee now have stronger support for the initiative.

### 10 OPTIONS FOR COUNCIL TO CONSIDER

There are two options for Council to consider:

- i) Endorse the proposal to fund the introduction and recurrent costs of a public WiFi service within Perth.
- ii) Reject the proposal.

### 11 OFFICER'S COMMENTS/CONCLUSION

It is recommended that council endorse the proposal to install a Perth public WiFi site.

#### RECOMMENDATION 1

That Council discuss this matter.

#### RECOMMENDATION 2

That Council agree to fund the installation of a public WiFi service in Perth, within the vicinity of the Community Centre or Train Park.

#### DECISION

Cr Goss/Cr Goninon

That the matter be discussed.

Carried unanimously

Cr Goss/Cr Polley

That Council agree to fund the installation of a public WiFi service in Perth, within the vicinity of the Community Centre or Train Park, subject to the provision of further information to be provided to the 2 October 2017 Council workshop. Information to be provided is to include usage of current free WiFi services available in the various towns.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### CON – ITEMS FOR THE CLOSED MEETING

#### DECISION

Cr Goninon/Cr Calvert

That Council move into the “Closed Meeting” with the General Manager, Corporate Services Manager, Community & Development Manager, Works Manager and Executive Assistant.

Carried unanimously

#### **295/17 INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL**

As per provisions of Section 15(2)(g) of the *Local Government (Meeting Procedures) Regulations 2015*.

*Table of Contents*

#### **296/17 APPLICATIONS BY COUNCILLORS FOR LEAVE OF ABSENCE**

As per provisions of Section 15(2)(h) of the *Local Government (Meeting Procedures) Regulations 2015*.

#### **297/17 (1) PERSONNEL MATTERS**

As per provisions of Section 15(2)(a) of the *Local Government (Meeting Procedures) Regulations 2015*.

#### **297/17 (2) INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL**

As per provisions of Section 15(2)(g) of the *Local Government (Meeting Procedures) Regulations 2015*.

*Management Meetings*

#### **297/17 (3) MATTERS RELATING TO ACTUAL OR POSSIBLE LITIGATION TAKEN, OR TO BE TAKEN, BY OR INVOLVING THE COUNCIL OR AN EMPLOYEE OF THE COUNCIL**

As per provisions of Section 15(2)(i) of the *Local Government (Meeting Procedures) Regulations 2015*.

*Correspondence Received*

#### **297/17 (4) INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL**

As per provisions of Section 15(2)(g) of the *Local Government (Meeting Procedures) Regulations 2015*.

*Action Items – Status Report*

#### **297/17 (5) PROPOSALS FOR THE COUNCIL TO ACQUIRE LAND OR AN INTEREST IN LAND OR FOR THE DISPOSAL OF LAND**

As per provisions of Section 15(2)(f) of the *Local Government (Meeting Procedures) Regulations 2015*.

*Land issues*

#### **298/17 INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL**

As per provisions of Section 15(2)(g) of the *Local Government (Meeting Procedures) Regulations 2015*.

*Stormwater matters*

#### **299/17 INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL**

As per provisions of Section 15(2)(g) of the *Local Government (Meeting Procedures) Regulations 2015*.

*Debtors*

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 300/17 CMCA MEMBER ONLY RV PARK PROPOSAL – CAMPBELL TOWN

As per provisions of Section 15(2)(g) of the *Local Government (Meeting Procedures) Regulations 2015*.  
*RV Park Proposal*

#### DECISION

Cr Calvert/Cr Adams

That the matter be discussed.

Carried unanimously

Cr Calvert/Cr Goss

That Council does not support the establishment of a CMCA Member Only RV Park at King Street Oval, Campbell Town.

Lost

#### **Voting for the motion:**

Cr Calvert, Cr Goss

#### **Voting against the motion:**

Mayor Downie, Cr Adams, Cr Goninon, Cr Lambert, Cr Polley

#### FORESHADOWED MOTION

Cr Polley

That if motion is lost, that Council supports the establishment of a CMCA Member Only RV Park at King Street Oval, Campbell Town.

Cr Polley/Cr Goninon

That Council

- i) supports the establishment of a CMCA Member Only RV Park at King Street Oval, Campbell Town and supports the lease of the land in accordance with the provisions of section 178 of the *Local Government Act 1993*.
- ii) makes the decision be released to the public.

Carried

#### **Voting for the motion:**

Mayor Downie, Cr Adams, Cr Goninon, Cr Lambert, Cr Polley

#### **Voting against the motion:**

Cr Calvert, Cr Goss

### 301/17 INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL

As per provisions of Section 15(2)(g) of the *Local Government (Meeting Procedures) Regulations 2015*.  
*Rates matters*

### 302/17 NORTHERN MIDLANDS LAND USE & DEVELOPMENT STRATEGY - TENDER APPROVAL

As per provisions of Section 15(2)(d) of the *Local Government (Meeting Procedures) Regulations 2015*.  
*Northern Midlands Land Use & Development Strategy - Tender Approval*

#### DECISION

Cr Adams/Cr Calvert

That the matter be discussed.

Carried unanimously

Cr Goninon/Cr Polley

That Council accept the tender from JMG Engineers & Planners to complete the Northern Midlands Land Use & Development Strategy, and that the decision be made available to the public.

Carried unanimously

# MINUTES – ORDINARY MEETING

## 18 SEPTEMBER 2017



### 303/17 INFORMATION OF A PERSONAL AND CONFIDENTIAL NATURE OR INFORMATION PROVIDED TO THE COUNCIL ON THE CONDITION IT IS KEPT CONFIDENTIAL

As per provisions of Section 15(2)(g) of the *Local Government (Meeting Procedures) Regulations 2015*.  
*Perth Link Road*

### 304/17 MATTERS RELATING TO ACTUAL OR POSSIBLE LITIGATION TAKEN, OR TO BE TAKEN, BY OR INVOLVING THE COUNCIL OR AN EMPLOYEE OF THE COUNCIL

As per provisions of Section 15(2)(i) of the *Local Government (Meeting Procedures) Regulations 2015*.

### 305/17 PERSONNEL MATTERS

As per provisions of Section 15(2)(a) of the *Local Government (Meeting Procedures) Regulations 2015*.

#### DECISION

Cr Goninon/Cr Lambert

That Council move out of the closed meeting.

Carried unanimously

Mayor Downie closed the meeting at 8.52pm.

MAYOR \_\_\_\_\_

DATE \_\_\_\_\_