

Meander Valley Council

W O R K I N G T O G E T H E R

# **ORDINARY AGENDA**

**COUNCIL MEETING**

**Tuesday 10 November 2015**

# **COUNCIL MEETING VISITORS**

Visitors are most welcome to attend Council meetings.

Visitors attending a Council Meeting agree to abide by the following rules:-

- Visitors are required to sign the Visitor Book and provide their name and full residential address before entering the meeting room.
- Visitors are only allowed to address Council with the permission of the Chairperson.
- When addressing Council the speaker is asked not to swear or use threatening language.
- Visitors who refuse to abide by these rules will be asked to leave the meeting by the Chairperson.

## **SECURITY PROCEDURES**

- Council staff will ensure that all visitors have signed the Visitor Book.
- A visitor who continually interjects during the meeting or uses threatening language to Councillors or staff, will be asked by the Chairperson to cease immediately.
- If the visitor fails to abide by the request of the Chairperson, the Chairperson shall suspend the meeting and ask the visitor to leave the meeting immediately.
- If the visitor fails to leave the meeting immediately, the General Manager is to contact Tasmania Police to come and remove the visitor from the building.
- Once the visitor has left the building the Chairperson may resume the meeting.
- In the case of extreme emergency caused by a visitor, the Chairperson is to activate the Distress Button immediately and Tasmania Police will be called.



PO Box 102, Westbury,  
Tasmania, 7303

Dear Councillors

I wish to advise that an ordinary meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on **Tuesday 10 November 2015 at 1.30pm.**

Greg Preece  
**GENERAL MANAGER**

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**Evacuation and Safety:**

At the commencement of the meeting the Mayor will advise that,

- Evacuation details and information are located on the wall to his right;
- In the unlikelyhood of an emergency evacuation an alarm will sound and evacuation wardens will assist with the evacuation. When directed, everyone will be required to exit in an orderly fashion through the front doors and go directly to the evacuation point which is in the car-park at the side of the Town Hall.

Agenda for an ordinary meeting of the Meander Valley Council to be held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 10 November 2015 at 1.30pm.

**PRESENT:****APOLOGIES:****IN ATTENDANCE:****CONFIRMATION OF MINUTES:**

Councillor xx moved and Councillor xx seconded, *“that the minutes of the Ordinary meeting of Council held on Tuesday 13 October, 2015, be received and confirmed.”*

**COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:**

Date :	Items discussed:
<b>27 October 2015</b>	<ul style="list-style-type: none"> <li>• <b>Tour To Sibelco</b></li> <li>• <b>NBN Co Presentation</b></li> <li>• <b>2016 Federal Election Priority Projects</b></li> <li>• <b>Notice Of Motion - Ashley Detention Centre – Future Use</b></li> <li>• <b>NBN Switch Cost Estimation</b></li> <li>• <b>Reid Street - Westbury</b></li> <li>• <b>Proposed William Street Bus Shelter</b></li> <li>• <b>Meander Primary School – Expressions Of Interest For Use Of The Facility</b></li> <li>• <b>Proposed Car Show - Deloraine</b></li> <li>• <b>Review Of Policy 63 – Environmental Compliance &amp; Enforcement</b></li> <li>• <b>Hadspen Urban Growth Area Infrastructure Provision Policy</b></li> <li>• <b>LGAT General Meeting</b></li> </ul>

## **ANNOUNCEMENTS BY THE MAYOR:**

### **13 October 2015**

Officially opened the symposium on Diabetes and Dementia - Westbury

### **21 October 2015**

LGAT breakfast series - Launceston

Beacon Foundation Business Partnership meeting - Launceston

Great Western Tiers Tourism Forum with Premier Will Hodgman - Deloraine

### **26 October 2015**

TasWater Industry Briefing - Launceston

### **27 October 2015**

Council Workshop, including tour of Sibelco – Westbury and Mole Creek

### **29 October 2015**

LGAT General Meeting - Bridgewater

Launch of Graeme Davis' Book "In Pioneers Footsteps" - Deloraine

### **30 October 2015**

Official Opening of Tasmanian Craft Fair - Westbury

### **6 November 2015**

Attended Tasmanian Tourism Industry Awards - Hobart

### **7 November 2015**

Officially opened Westbury Show - Westbury

### **8 November 2015**

Attended Westbury Champions Parade - 2015 Induction of Champions - Westbury

## **DECLARATIONS OF INTEREST:**

## **TABLING OF PETITIONS:**

### **No. 1**

A non-conforming petition has been received from seventeen residents of Westbury, against the proposed opening of Reid Street, Westbury, between Ritchie Street and Marriott Street.

The petition is non-conforming because there is no statement specifying the number of signatories.

This matter is to be considered by Council later in the meeting in a Notice of Motion by Councillor Ian Mackenzie.

### **Recommendation**

That Council receive and note the information of a non-conforming petition against the proposed opening of Reid Street, Westbury, between Ritchie Street and Marriott Street.

### **No. 2**

A non-conforming petition has been received from twenty-one residents of Westbury, against the proposed opening of Reid Street, Westbury between Ritchie Street and Marriott Street as an unnecessary cost to the Council to open a small section of road that will only benefit a small number of residents in the Meander Valley Municipality.

The petition is non-conforming because there is no statement specifying the number of signatories.

This matter is to be considered by Council later in the meeting in a Notice of Motion by Councillor Ian Mackenzie.

### **Recommendation**

That Council receive and note the information of a non-conforming petition against the proposed opening of Reid Street, Westbury, between Ritchie Street and Marriott Street as an unnecessary cost to the Council to open a small section of road that will only benefit a small number of residents in the Meander Valley Municipality.

# **PUBLIC QUESTION TIME**

## **General Rules for Question Time:**

Public question time will continue for no more than thirty minutes for 'questions on notice' and 'questions without notice'.

At the beginning of public question time, the Chairperson will firstly refer to the questions on notice. The Chairperson will ask each person who has a question on notice to come forward and state their name and where they are from (suburb or town) before asking their question(s).

The Chairperson will then ask anyone else with a question without notice to come forward and give their name and where they are from (suburb or town) before asking their question.

If called upon by the Chairperson, a person asking a question without notice may need to submit a written copy of their question to the Chairperson in order to clarify the content of the question.

A member of the public may ask a Council officer to read their question for them.

If accepted by the Chairperson, the question will be responded to, or, it may be taken on notice as a 'question on notice' for the next Council meeting. Questions will usually be taken on notice in cases where the questions raised at the meeting require further research or clarification. These questions will need to be submitted as a written copy to the Chairperson prior to the end of public question time.

The Chairperson may direct a Councillor or Council officer to provide a response.

All questions and answers must be kept as brief as possible.

There will be no debate on any questions or answers.

In the event that the same or similar question is raised by more than one person, an answer may be given as a combined response.

Questions on notice and their responses will be minuted.

Questions without notice raised during public question time and the responses to them will not be minuted or recorded in any way with exception to those questions taken on notice for the next Council meeting.

Once the allocated time period of thirty minutes has ended, the Chairperson will declare public question time ended. At this time, any person who has not had the opportunity to put forward a question will be invited to submit their question in writing for the next meeting.

## **Notes**

- Council officers may be called upon to provide assistance to those wishing to register a question, particularly those with a disability or from non-English speaking cultures, by typing their questions.
- The Chairperson may allocate a maximum time for each question, depending on the complexity of the issue, and on how many questions are asked at the meeting. The Chairperson may also indicate when sufficient response to a question has been provided.
- Limited Privilege: Members of the public should be reminded that the protection of parliamentary privilege does not apply to local government, and any statements or discussion in the Council Chamber or any document, produced are subject to the laws of defamation.

## **PUBLIC QUESTION TIME**

### **1. QUESTIONS TAKEN ON NOTICE – OCTOBER 2015**

#### **2.3 Barry Lee, Westbury**

Issues regarding purchase of 35 William Street, Westbury

1. Critical issue for the ratepayer.
2. Westbury Outline Development Plan 2013  
What approval has been made direct Council – owned.  
When did serious negotiations commence?  
Property inspection – poor, fair, good, asbestos on property
3. Library extensions  
Fire Brigade operations  
Other neighbours.
4. 2013 – until about 23/9/2015 @ 4.30 pm – 1<sup>st</sup> Council inspection  
Concerned ratepayer  
2<sup>nd</sup> offer refused  
Deposit paid  
Contracts signed.

#### ***Response by Greg Preece, General Manager***

1. ***It is accepted that this issue is important for Mr Lee, but Council also believes it is for the economic good of the broader Westbury community to own this property.***
2. ***The Westbury Outline Development Plan has been adopted by Council. Council considered the potential purchase of the property at the September workshop. Negotiations commenced on Tuesday 22 September 2015. Yes a property inspection was undertaken as no asbestos was identified. Property was deemed to be in good to fair condition.***
3. ***Future plans for the property will involve discussions with the Library, TasFire Service, local businesses and the neighbours.***
4. ***Council made a conditional offer on the property on 23 September, 2015,. Information from the real estate agent indicates that Mr Lee was aware of another offer having already been made when his offer was lodged with the estate agent.***

### **2. QUESTIONS WITHOUT NOTICE – NOVEMBER 2015**

# **COUNCILLOR QUESTION TIME**

## **1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – OCTOBER 2015**

### **1.1 Cr Bob Richardson**

In a recent publication of the Examiner an advertisement appeared, funded by Forestry Tasmania, Forico and SFM Forest Products.

The advertisement indicated the intention to recommence (aerial?) spraying of plantation forests.

The poisons to be used include: - alpha-cypermethrin;  
- and fipronil.

Can Councillors be provided with data sheets and any other scientific comments regarding potential side-effects?

Has alpha-cypermethrin been linked with deformities in amphibians and fish, in particular in relation to development of hermaphrodite features?

Will Council list this topic for consideration at the next Council workshop (prior to November)?

#### ***Response by Martin Gill, Director Development Services***

***Councillors were provided datasheets and other information about the side effects of Alpha-cypermethrin and Fipronil at the October Council workshop. Peer reviewed scientific studies indicate that alpha-cypermethrin is highly toxic to fish and aquatic animals. One study reported adverse effects on frog spawn.***

***The broader topic concerning use of pesticides and insecticides that contain Alpha-cypermethrin and Fipronil on plantation forests was discussed at the October Council workshop.***

### **1.2 Cr Andrew Connor**

At the last Council meeting I asked questions surrounding a meeting between councils on July 21st concerning amalgamations / shared services. The response was that amalgamation was not raised. Given the Mayor was chairing this meeting and had given an undertaking to me and others to raise the issue of amalgamations, why did he fail to do this when that was one of the key reasons for the meeting to be held?

#### ***Response by Mayor Craig Perkins***

***It was obvious that the scope of the meeting had changed and that there was no interest from the meeting to discuss amalgamation.***

## **2. COUNCILLOR QUESTIONS ON NOTICE – NOVEMBER 2015**

### **2.1 Cr Deborah White**

Cr Richardson's call for a review of Council funding of the Meander Valley Gazette, October Briefing Notes.

Cr Richardson maintains that there is a disproportionate amount of content in the Gazette from Deloraine, and that Westbury is under-represented.

Could the Communications Officer tell us:

1. Why there are more articles about Deloraine in the Gazette than from any other township of the Meander Valley?
2. Why there are more advertisements from Deloraine than other towns?
3. Why over half the events listed are from Deloraine groups?
4. How other towns could be encouraged to submit articles, event entries and advertisements?
5. About the distribution system and its reach?

Cr Richardson also maintains that ERAG has been hi-jacked by Deloraine personalities.

6. Could the Director of Economic Development clarify this by listing the names and town of residence of each member of the Committee?

### ***Response by Rick Dunn, Director Economic Development & Sustainability***

***In order to answer the following questions the Communications Officer spoke with the editor of the Gazette to clarify some points. Please note:- Council's financial contributions covers the cost of two pages, appearing regularly as a centre page spread (p 8&9)***

- 1. The number of articles about Deloraine varies each month. The paper relies heavily on contributions from the community for its articles. As the paper is 'housed' at the Deloraine Online Access Centre, the majority of the articles received are from the Deloraine area. The Gazette is aware of the need to ensure a wide coverage of articles and actively seeks articles from across Meander Valley. The Gazette is produced largely by volunteers. They recently recruited a volunteer journalist who lives in Prospect Vale to contribute articles from the eastern end of Meander Valley.***

2. **The number of Deloraine advertisements varies each month. The majority of the October issues ads, for example, were offering services Meander Valley-wide. The Gazette is in the process of engaging a person to actively seek out advertisers throughout Meander Valley on a commission basis.**
3. **The events list is generated from emails sent to [events@meandervalleygazette.com](mailto:events@meandervalleygazette.com) by members of the community. Many of the Deloraine events list are aimed at the wider Meander Valley Community – recent examples of these include the Western Tiers Film Society, Tasmanian Poetry Festival, Meander Valley Sings and the Tasmanian Craft Fair.**
4. **The Gazette actively contacts organisations throughout Meander Valley seeking articles, event entries and advertisements. The Gazette promotes the need for articles from time to time in the paper and includes details about contributions in the contacts column on page 2.**
5. **Salmat, a flyer delivery company, is contracted to deliver papers to Prospect Vale and Hadspen. Australia Post is delivering papers to all other localities. This may mean that if Australia Post delivers mail to an agent for collection and not a letterbox, the paper is also delivered to the agent for collection. The Gazette may be undelivered if a letterbox has a 'no junk mail' sticker attached. To overcome this, the Gazette produced and promoted the availability of a 'Please deliver the Meander Valley Gazette' waterproof stickers for residents and advised the distribution companies to be aware.**

<b>6. Name</b>	<b>Place Of Residence</b>
<b>Bevan Badcock</b>	<b>Westbury</b>
<b>Simon Bennett</b>	<b>Elizabeth Town</b>
<b>Colin Cook</b>	<b>Launceston</b>
<b>Robert Crews</b>	<b>Blackstone Heights</b>
<b>John Dare (Deputy Chair)</b>	<b>Mole Creek</b>
<b>Lyn Hayward</b>	<b>Weegen</b>
<b>Ian Howard</b>	<b>Reedy Marsh</b>
<b>Andrew Johnston</b>	<b>Exton</b>
<b>Mike Muller</b>	<b>Chudleigh</b>
<b>Leon Porter (Chair)</b>	<b>Exton</b>
<b>Laura Richardson</b>	<b>Deloraine</b>
<b>Cindy Watkins</b>	<b>Golden Valley</b>
<b>Nick Weare</b>	<b>Deloraine</b>
<b>Richard Millen (Secretary)</b>	<b>Launceston</b>

### **3. COUNCILLOR QUESTIONS WITHOUT NOTICE – NOVEMBER 2015**



## **DEPUTATIONS BY MEMBERS OF THE PUBLIC**

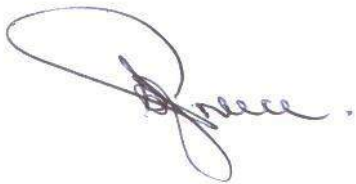
## **NOTICE OF MOTIONS BY COUNCILLORS**

DEV 3            USE OF PESTICIDES – CR BOB RICHARDSON  
INFRA 1        RENAMING OF REID STREET – CR IAN MACKENZIE

## CERTIFICATION

"I certify that with respect to all advice, information or recommendation provided to Council with this agenda:

1. the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation, and
2. where any advice is given directly to Council by a person who does not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person."



**Greg Preece**  
**GENERAL MANAGER**

"Notes: S65(1) of the Local Government Act requires the General Manager to ensure that any advice, information or recommendation given to the Council (or a Council committee) is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation. S65(2) forbids Council from deciding any matter which requires the advice of a qualified person without considering that advice."

## COUNCIL MEETING AS A PLANNING AUTHORITY

The Mayor advises that for items DEV 1 to DEV 2 Council is acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993*.

# **DEV 1 CHANGE OF USE (VISITOR ACCOMODATION) – 61 HAMPTONS ROAD, MEANDER**

## **1) Introduction**

This report considers the planning application PA\16\0025 for a Change of Use to Visitor Accommodation for land located at 61 Hamptons Road, Meander (CT 56123/1).

## **2) Background**

### **Applicant**

J Crosswell

### **Planning Controls**

The subject land is controlled by the Meander Valley Interim Planning Scheme 2013 (referred to in this report as the 'Scheme').

### **Development**

The proposal is to partially change the use of an existing dwelling and a nearby outbuilding to visitor accommodation, providing up to 2 bedrooms for visitor use. The dwelling will also continue to be used for a residential use.

The application includes signage at the frontage of the property on Hamptons Road. Apart from the proposed sign, no external works are proposed.

### **Site & Surrounds**

The subject property is 4.14ha in size and located approximately 700m to the West of the Huntsman Lake.

The land slopes downward from west to east. The title contains a dwelling and a number of residential outbuildings, and has been largely cleared for pasture.



**Photo 1: View of subject property and dwelling from intersection of Huntsman and Hamptons Road.**



**Photo 2: View of subject dwelling to be partially converted to visitor accommodation, viewed from internal driveway.**



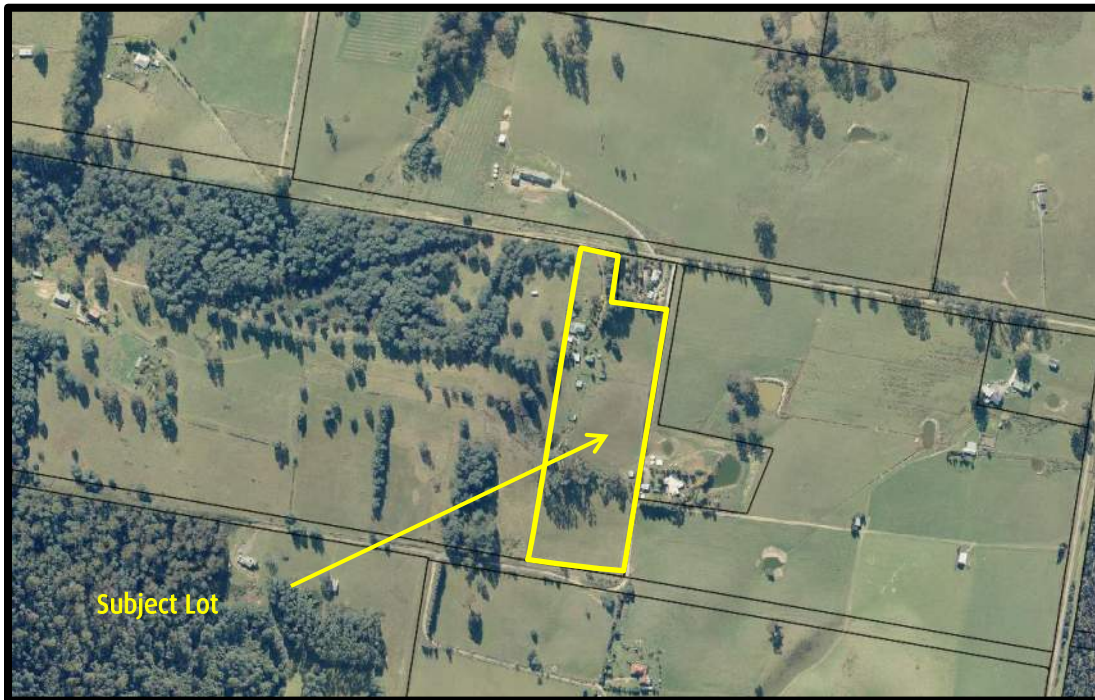


**Photo 3: Outbuilding to be converted to visitor accommodation, viewed from internal driveway.**



**Photo 4: Proposed signage, viewed from Hamptons Road.**

The immediate surrounding land use is residential on rural lifestyle allotments (see Figure 1 below).



**Figure 1: Aerial photo showing the subject property.**



**Figure 2: Aerial photo showing existing buildings to be used for visitor accommodation.**

**Statutory Timeframes**

Valid application:	13 September 2015
Advertised:	19 September 2015
Closing date for representations:	5 October 2015
Request for further information:	Not applicable
Information received:	Not applicable
Extension of time granted:	19 October 2015



Extension of time expires:  
Decision Due:

10 November 2015  
10 November 2015

### **3) Strategic/Annual Plan Conformance**

Council has a target under the Annual Plan to assess applications for discretionary uses within statutory timeframes.

### **4) Policy Implications**

Not Applicable

### **5) Statutory Requirements**

Council must process and determine the application in accordance with the Land Use Planning Approval Act 1993 (LUPAA) and its Planning Scheme. The application is made in accordance with Section 57 of LUPAA.

### **6) Risk Management**

Risk is managed by the inclusion of appropriate conditions on the planning permit.

### **7) Consultation with State Government and other Authorities**

Not Applicable

### **8) Community Consultation**

The application was advertised for the 14-day period required under legislation. Three representations were received (attached). The representations are discussed in the assessment below.

### **9) Financial Impact**

Not applicable.

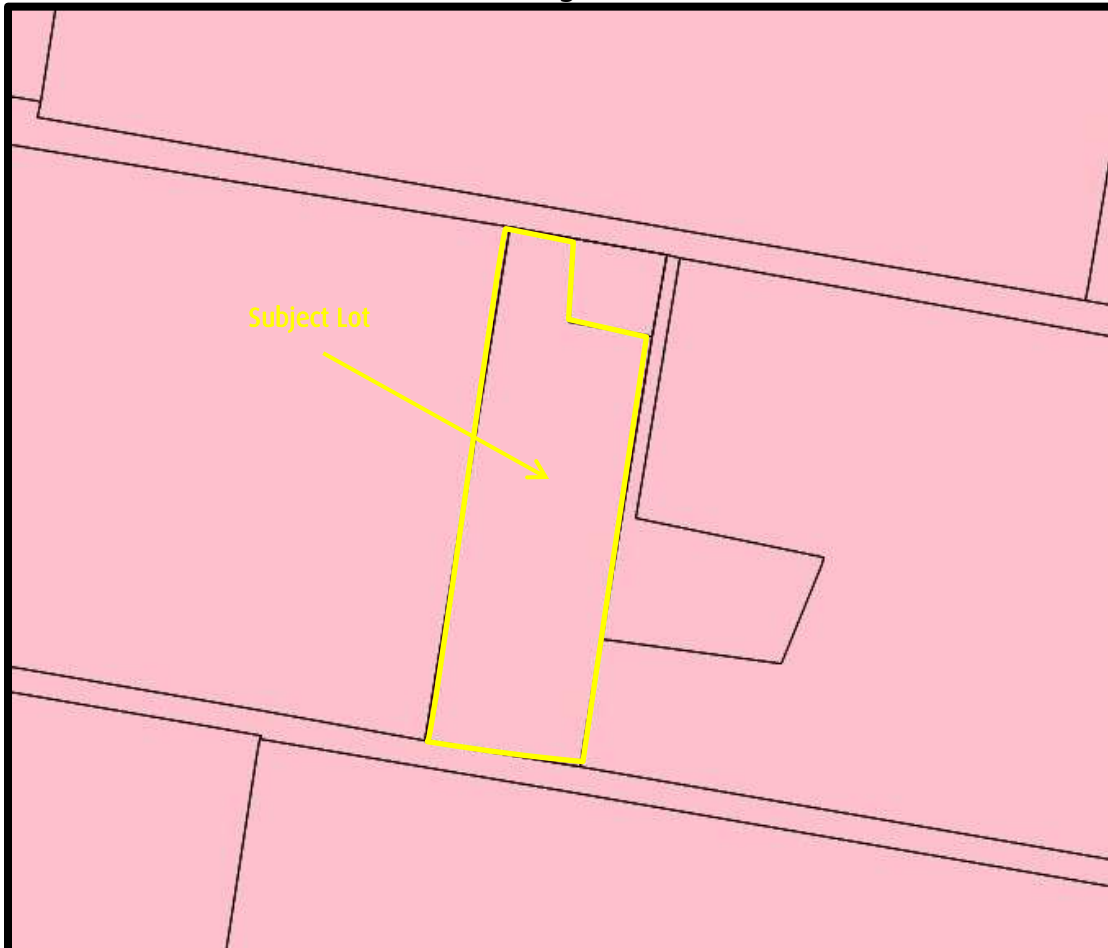
### **10) Alternative Options**

Council can either approve the development, with or without conditions, or refuse the application.

## 11) Officers Comments

### Zone

The subject property is zoned Rural Living (see Figure 2 below). The land surrounding the site is also located in the Rural Living Zone.



**Figure 3: Zoning of subject titles and surrounding land.**

### Use Class

In accordance with Table 8.2 the proposed Use Class is:

- Visitor Accommodation

In the Rural Living Zone, Visitor Accommodation use is specified in Section 13.2 – Rural Living Zone Use Table, as being *Discretionary*. The proposed use is also dependant on Performance Criteria to achieve Compliance. As such, it is subject to a Discretionary permit process.

### Applicable Standards

This assessment considers all applicable planning scheme standards.



In accordance with the statutory function of the State Template for Planning Schemes (Planning Directive 1), where use or development meets the Acceptable Solutions it complies with the planning scheme, however it may be conditioned if considered necessary to better meet the objective of the applicable standard.

Where use and development relies on performance criteria, discretion is used for that particular standard. To determine whether discretion should be exercised to grant approval, the proposal must be considered against the objectives of the applicable standard and the requirements of Section 8.10.

Being a Discretionary Use in the Zone, the proposal is first assessed against the Zone Purpose, Local Area Objectives and the Desired Future Character Statements.

A brief assessment against all applicable Acceptable Solutions of the Rural Living Zone and applicable Codes is then provided. This is followed by a more detailed discussion of any applicable Performance Criteria and the objectives relevant to the particular discretion.

**Rural Living Zone**

<b>13 Rural Living Zone</b>
<b>13.1 Zone Purpose</b>
<p><i>13.1.1.1 To provide for residential use or development on large lots in a rural setting where services are limited.</i></p> <p><i>13.1.1.2 To provide for compatible use and development that does not adversely impact on residential amenity.</i></p> <p><i>13.1.1.3 To provide for rural lifestyle opportunities in strategic locations to maximise efficiencies for services and infrastructure.</i></p> <p><i>13.1.1.4 To provide for a mix of residential and low impact rural uses.</i></p>
<p><b>COMMENT:</b>          The proposed development is consistent with the Zone Purpose.</p> <p>The land will continue to be used for residential purposes.</p> <p>Small scale visitor accommodation is considered to be compatible with the surrounding residential uses. The impacts of small scale visitor accommodation are generally consistent with those of a residential use. In this case the proposed accommodation units are within the existing dwelling and in an outbuilding within the curtilage of the dwelling. As such the impacts of additional people staying in this area will be similar to the current situation.</p>

The buildings to be converted for visitor accommodation are located more than 100m from the nearest dwelling. While additional impacts will be minimal, an existing vegetation screen of birches on the subject property and existing wattles along the west boundary of 55 Hamptons Road do provide an additional buffer between the dwelling and the proposed use.

The surrounding titles generally comprise rural lifestyle lots and all contain residential uses, with some resource development activities. Small scale visitor accommodation, within an existing dwelling will have similar impacts on resource development to the current residential use.

### **13.1.2 Local Area Objectives**

#### ***Meander***

- a) To retain an appropriate level of visibility of development through unobtrusive siting and design, including materials and finishes.*
- b) Where development is visible, ensure that materials are non-reflective and the design integrates with the landscape.*
- c) Provide for low impact increase in density in support of housing choice for Meander, whilst maintaining the distinction from the adjoining low density area and a low impact character when viewed from Huntsman Road.*
- d) The retention of vegetation, particularly on steeper slopes, is the preferred means to integrate and screen development to reduce the visual impact of buildings and access driveways from roads and neighbouring properties.*

#### **COMMENT:**

The application is for use only within existing buildings (excluding the proposed sign). The external appearance of the site will not be significantly altered as a direct result of the proposal. Views from adjoining titles or public land will be generally consistent with the existing views.

The proposed change of use is consistent with the Local Area Objectives.



**Photo 5: View of subject dwelling from Hamptons Road, showing existing vegetation screening around the dwelling.**

### 13.1.3 Desired Future Character Statements

#### ***Meander***

*a) The Huntsman Road/ Hampton's Road area is characterized by predominantly cleared, undulating land forms with some remnant vegetation and some forested slopes.*

*b) Residential development is visible from the road and neighbouring properties.*

*c) Development is to integrate into the landscape to maintain a low visual impact though materials, design and vegetation retention of planting.*

#### **COMMENT:**

The proposed use will be contained within existing buildings within an existing building cluster and will not result in visual changes to the rural landscape.

### **Compliance Assessment**

The following table is an assessment against the applicable standards of the Meander Valley Interim Planning Scheme 2013.

<b>13.0 Rural Living Zone</b>			
Scheme Standard		Comment	Assessment
<b>13.3.1 Amenity</b>			
A1	If for permitted or no permit required uses.	Visitor Accommodation is a Discretionary Use in the	Relies on Performance

		Rural Resource Zone.	Criteria.
A2	Commercial vehicles for discretionary uses must only operate between 7.00am and 7.00pm Monday to Friday and 8.00am to 6.00pm Saturday and Sunday.	No commercial vehicles proposed. The proposed visitor accommodation is small scale and will be serviced by the homeowner through normal domestic vehicle use.	Not applicable.
<b>13.3.2 Rural Living Character</b>			
A1	Use must: a) be for permitted or no permit required uses; or b) not exceed a combined gross floor area of 250m <sup>2</sup> over the site.	The proposed use will be contained within the existing dwelling and nearby outbuilding. Combined, the dwelling and outbuilding have a floor area of 164m <sup>2</sup> .	Complies

<b>E1 Bushfire-Prone Areas Code</b>			
	Scheme Standard	Comment	Assessment
<b>E1.5.1.1 Standards for Vulnerable Uses</b>			
A1	No acceptable solution.	Performance Criteria relate to vulnerable uses other than visitor accommodation. As such the standard is not applicable.	Complies
A2	Vulnerable uses must demonstrate bushfire protection measures, addressing the characteristic, nature and scale of the vulnerable use, the characteristics of its occupants and the bushfire-prone vegetation, which are incorporated into a bushfire hazard management plan, certified by an	An accredited bushfire practitioner has certified that there is a tolerable level of risk associated with the development and provisions for evacuation.	

	<p>accredited person or the TFS, that any risks associated with the use are tolerable, and that the plan provides for:</p> <ul style="list-style-type: none"> <li>- emergency evacuation plans including designated emergency meeting points, which provide protection to fire fighters and evacuees; and</li> <li>- information to staff, occupants and visitors on bushfire safety and evacuation procedures.</li> </ul>		
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#### **E4 Road and Railway Assets Code**

Scheme Standard	Comment	Assessment	
<b>E4.6.1 Use and road or rail infrastructure</b>			
A1	Sensitive use on or within 50m of a category 1 or 2 road,...	Not applicable	Not applicable.
A2	For roads with a speed limit of 60km/h or less ...	Not applicable	Not applicable
A3	For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic (AADT) movements at the existing access or junction by more than 10%.	The proposed visitor accommodation will increase the annual average daily traffic movements at the access by more than 10%.	Relies on Performance Criteria.

<b>E6 Car Parking and Sustainable Transport Code</b>			
Scheme Standard		Comment	Assessment
<b>E6.6.1 Car Parking Numbers</b>			
A1	The number of car parking spaces must not be less than the requirements of: a) Table E6.1	<p>The application proposes two accommodation units. As such the proposed use requires 2 parking spaces. The existing residential use also requires 2 parking spaces.</p> <p>Under cover parking for 2 cars is provided in the carport attached to the dwelling and within an existing outbuilding near the dwelling. There is sufficient space in the existing hardstand area to provide additional parking and manoeuvring for 2 vehicles.</p> <p>No development of car parking or access ways is proposed.</p>	Complies
<b>E6.6.3 Taxi Drop-off and Pickup</b>			
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).	There is sufficient space in the driveway and existing hardstand for taxi parking and manoeuvring.	Complies
<b>E6.6.4 Motorbike Parking Provisions</b>			
A1.1	One motorbike parking space must be provided for each 20 car spaces	There is sufficient space on the existing hardstand area and within the outbuildings on the title to provide for	Complies

	required by Table E6.1 or part thereof.	motorbike parking.	
--	---	--------------------	--

<b>E14 Signage Code</b>			
Scheme Standard		Comment	Assessment
<b>E14.6.6 Identification Sign</b>			
A1	<p>Identification Signs in all zones must:</p> <p>a) be the only Identification Sign for the premises; and</p> <p>b) not exceed 1 square metre in a residential zone or 2 square metres otherwise; and</p> <p>c) be affixed to a wall or fence; and</p> <p>d) not be illuminated other than by baffled lights; and</p> <p>e) not project more than 0.1 metre from the wall or fence.</p>	<p>The proposed sign is an existing identification sign at the front of the property, which has been altered to better reflect the proposed business. The proposed sign is the only identification sign on the property.</p> <p>The sign is 800mm by 200mm in area; 0.16m<sup>2</sup>.</p> <p>Is affixed to a gate post.</p> <p>Is not illuminated.</p>	Complies

## **Performance Criteria**

<b>Rural Living Zone</b>
<b>13.3.1 Amenity</b>
<p><b>Objective:</b></p> <p><i>To ensure that uses do not adversely impact upon the occupiers of adjoining and nearby residential uses.</i></p>
<p><b>Performance Criteria P1:</b></p> <p><i>The use must not cause or be likely to cause an environmental nuisance through emissions including noise, smoke, odour, dust and illumination.</i></p>

**COMMENT:**

The impacts caused by small scale visitor accommodation are generally consistent with those generated by a residential use. The application proposes to create an additional bedroom through the conversion of an outbuilding. This will give the dwelling a total of 3 bedrooms, two of which will be used for visitor accommodation. Environmental emissions are unlikely to substantially increase as a result of the proposed use and will be consistent with those of a 3 bedroom dwelling.

The development is consistent with the objective.

**Road and Railway Assets Code**

**E4.6.1 Use and road or rail infrastructure**

**Objective:**

*To ensure that the safety and efficiency of road and rail infrastructure is not reduced by the creation of new accesses and junctions or increased use of existing accesses and junctions.*

**Performance Criteria P3:**

*For limited access roads and roads with a speed limit of more than 60km/h:*

- a) access to a category 1 road or limited access road must only be via an existing access or junction or the use or development must provide a significant social and economic benefit to the State or region; and*
- b) any increase in use of an existing access or junction or development of a new access or junction to a limited access road or a category 1, 2 or 3 road must be for a use that is dependent on the site for its unique resources, characteristics or locational attributes and an alternate site or access to a category 4 or 5 road is not practicable; and*
- c) an access or junction which is increased in use or is a new access or junction must be designed and located to maintain an adequate level of safety and efficiency for all road users.*

**COMMENT:**

A traffic impact assessment prepared by a suitably qualified traffic engineer has been submitted with the application. The report demonstrates that, although vehicle movements will increase by more than 10%, no significant road safety impacts are foreseen. The surrounding road network is capable of accommodating the very small increase in vehicle movements (a peak of 14 movements per day) which is projected for the proposed visitor accommodation and existing dwelling.



While sight distances at the access do not meet the minimum requirements of Figure E4.7.4, they are considered to be acceptable for the particular conditions of Hamptons Road, including typical vehicle speed and low traffic volumes.

The proposed use will not compromise the safety and efficiency of the road network and is consistent with the Objective.

### **Representation**

Three representations were received during the advertising period (see attached documents). A number of the issues raised in the representations do not have a direct relationship with the application and do not relate to relevant planning considerations.

A summary of planning issues raised in the representation is as follows:

- General amenity conflicts, including noise and privacy. All three representations raise concerns that approval of the use will impose restrictions on the existing residential uses.
- Increased traffic on Hamptons Road.
- Vegetation Removal.

Other issues raised in the representations relate to ongoing disputes between neighbours. Many of these are civil matters and do not have any relevance to the proposed change of use.

### **COMMENT:**

#### Amenity Conflicts

The objections raise a number of concerns directly relating to residential amenity, particularly concerns that the proposed use will impose greater restriction on surrounding residential uses and a reduction in amenity. However, the proposed use is considered to be compatible with the surrounding residential uses.

The environmental emissions generated by small scale visitor accommodation such as that proposed are generally consistent with that of a single dwelling. The Environmental Management and Pollution Control Act 1994, establishes thresholds for reasonable levels for the production of noise and other emissions and can be used to regulate these activities if thresholds are exceeded.

The noise regulations and other provisions of the Environmental Management and Pollution Control Act 1994 also apply to the use of surrounding land and serve to protect the residential amenity of these properties. The surrounding residents can produce noise provided they are within the limitations, hours of use, volumes and duration, stated in the regulations. If Council receives a formal complaint relating to noise, it will be investigated to determine if that noise is unreasonable and if enforcement proceedings are required. Council cannot place restrictions on third party land as part of this planning application, nor can it enforce noise restrictions on adjoining landowners beyond those established in the Act.

The activities and noise which are reasonably expected to be generated by the surrounding residential properties, including low impact farming activities, are not considered to adversely impact the proposed visitor accommodation.

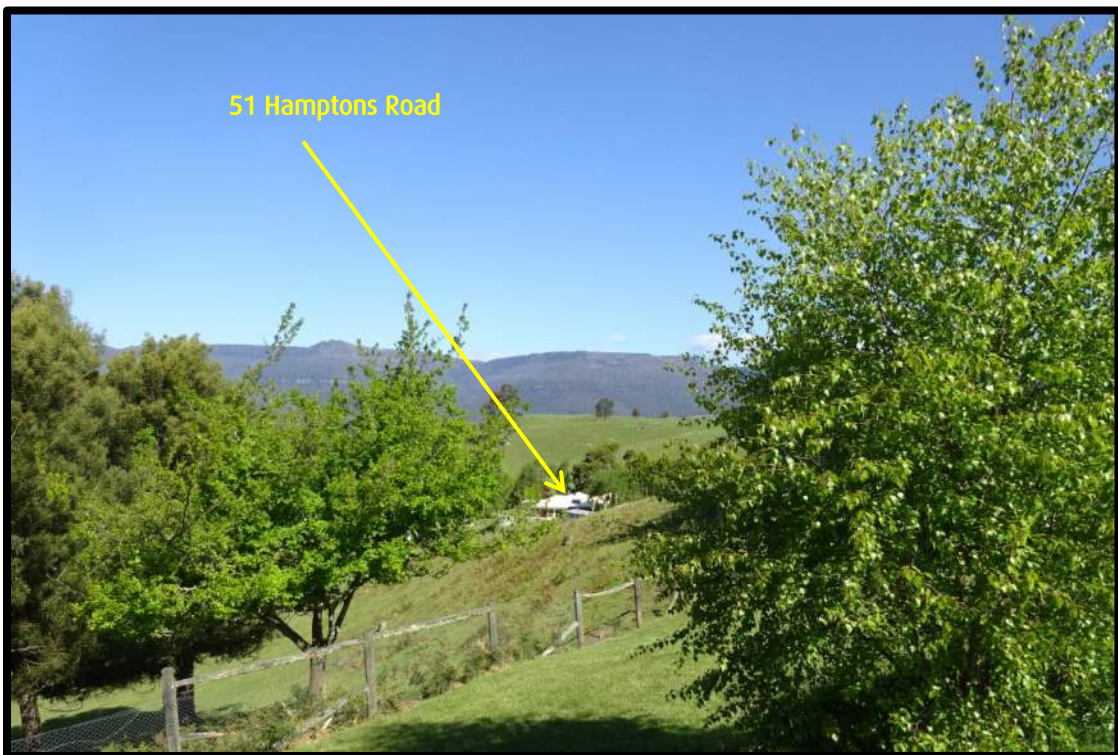
While it is not the landowner's role to police noise, Council does not have the ability to stop a landowner from approaching the neighbours with noise and amenity concerns. These issues are a Civil matter and not within Council's jurisdiction.

Noise issues relating to barking dogs are not a planning concern. Noise complaints relating to barking dogs are investigated by Council's General Inspector and to this date no dogs at any of the properties in the vicinity have been determined to be causing a nuisance as defined in the Dog Control Act 2000.

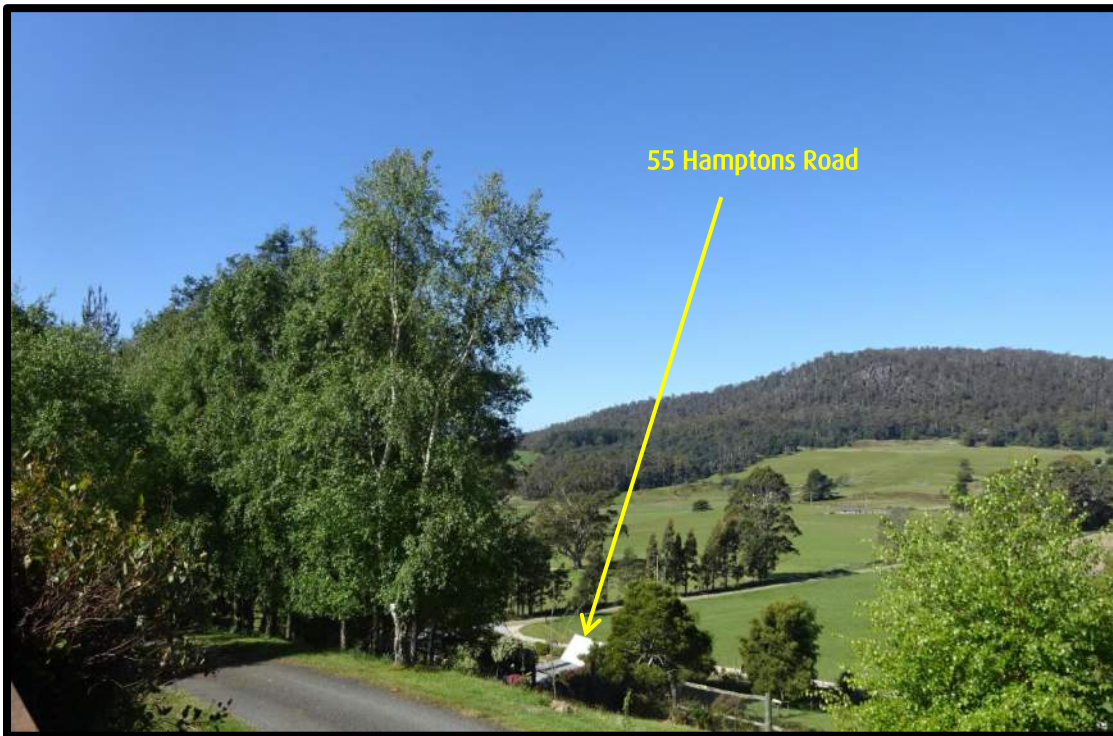
The privacy of adjoining landowners will not be unreasonably impacted by the proposed use. Although the use will result in strangers being frequent visitors to the site, the views of the adjoining properties are no different to those currently available to the landowner and her guests. It is also noted that the dwelling, visitor accommodation and principle private open space areas are more than 100m from the residences at 55 and 51 Hamptons Road. This separation, along with intermittent vegetation screening, is considered sufficient to mitigate direct views.



**Photo 6: View of 51 Hamptons Road from the principle private open space area of the subject dwelling and proposed visitor accommodation.**



**Photo 7: View of 51 Hamptons Road from the access to 61 Hamptons Road, showing distance separation.**



**Photo 8: View of 55 Hamptons Road from the principle private open space of 61 Hamptons Road, showing distance separation and vegetation screening.**

### Increased Traffic

The proposed use will increase traffic movements on Hamptons Road, however an additional 6 vehicle movements a day is not considered to be a substantial increase, considering the road provides access to 10 properties, all of which contain dwellings and generally have some agricultural functions. The applicant has submitted a traffic impact assessment prepared by a qualified traffic engineer, which demonstrates that the existing access is acceptable and that the additional vehicle movements will not compromise road safety or efficiency. Council's Infrastructure Officers consider the traffic impact assessment to be an adequate assessment of the road use and access conditions. An upgrade of the road is not considered warranted.

### Vegetation Removal

A number of mature silver wattles have been removed from the site to the east of the existing driveway.

Clause 6.3.2 of the planning scheme states, subject to conditions, that the planting, clearing or modification of vegetation for the landscaping and the management of vegetation within a garden, national park, public park or state-reserved land does not require a permit, provided the vegetation is not protected by permit condition, an agreement made under Part 5 of the Act, covenant or other legislation.

While the Zone Purpose does discuss retention of vegetation screening, the proposed use does not require vegetation removal. Vegetation removal is not considered as part of this application.

As an existing row of birch trees remains along the driveway, the level of vegetation screening between the dwelling and Huntsman Road has not been dramatically reduced. A large area of the dwelling and principle private open space areas have always been visible from Huntsman's Road and the adjoining properties.

### **Conclusion**

In conclusion, it is considered that the application for a change of use to Visitor Accommodation can be effectively managed by conditions and should be approved.

**AUTHOR:** Justin Simons  
TOWN PLANNER

### **12) Recommendation**

***That the application for a change of use and development for Visitor Accommodation for land located at 61 Hamptons Road, Meander (CT 56123/1) by J Crosswell, requiring the following discretions:***

- ***13.3.1 Amenity***
- ***E4.6.1 Use and road or rail infrastructure***

***be APPROVED, generally in accordance with the endorsed plans and subject to the following conditions:***

- 1. The use and/or development must be carried out as shown and described in the endorsed Plans:**
  - a) **Engineering Plus – Drawing Numbers 14915-A01, A02 & A03;**
  - b) **Rebecca Green & Associates – Bushfire Hazard Assessment report & Bushfire Hazard Management Plan – dated 30 July 2015;**
  - c) **Signage Plan, *Bonsmara Haven*;**

**to the satisfaction of the Council. Any other proposed development and/or use will require a separate application and assessment by Council.**

- 2. Prior to the commencement of the use, a certificate of compliance by an accredited person, must be submitted confirming all measures required**

**under the approved bushfire hazard management plan (prepared by Rebecca Green, 30 July 2015) are completed.**

- 3. The development approved by this permit must be maintained at all times in accordance with the endorsed Bushfire Hazard Management Plan.**
- 4. All signage is to be located within the boundary of the subject property.**

Note:

- 1. Registration as a Food Business under the Food Act 2003 may be required if food is provided as part of the proposed business. Please contact Council's Environmental Health Officer on (03) 6393 5320.**
- 2. Registration as a Private Water Supplier under the Public Health Act 1997 is required if drinking water is supplied to any premises used for commercial purposes including accommodation. Please contact Council's Environmental Health Officer on (03) 6393 5320.**
- 3. The application indicates that the existing on-site wastewater system will need to be upgraded to manage the additional wastewater load from the proposed visitor accommodation. Please note an application for a Special Plumbing Permit will be required to be submitted to Council prior to the commencement of any plumbing works.**
- 4. This permit does not imply that any other approval required under any other by-law or legislation has been granted. At least the following additional approvals may be required before construction commences:**
  - a) Building permit**
  - b) Plumbing permit**
  - c) Special plumbing permit**

**All enquiries should be directed to Council's Permit Authority on 6393 5322.**

- 5. This permit takes effect after:**
  - a) The 14 day appeal period expires; or**
  - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.**
  - c) Any other required approvals under this or any other Act are granted.**

6. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received at least 6 weeks prior to the expiration date.
7. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website [www.rmpat.tas.gov.au](http://www.rmpat.tas.gov.au).
8. If any Aboriginal relics are uncovered during works;
  - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
  - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au)); and
  - c) The relevant approval processes will apply with State and Federal government agencies.

## **DECISION:**



Sign has been done by Deloraine Signs.....overall size is 800 x 200 mm. Top line is 90 mm lettering Bottom line is 55 mm .....

*Bonsmara Haven*

Your Farm to Feel Good



# Bushfire Hazard Assessment Report & Bushfire Hazard Management Plan

61 Hamptons Road, Meander



**Prepared for (Client)**

Jan Crosswell

61 Hamptons Road

MEANDER TAS 7304

**Assessed & Prepared by**

Rebecca Green

Senior Planning Consultant & Accredited Bushfire Hazard Assessor

Rebecca Green & Associates

PO Box 2108 LAUNCESTON TAS 7250

Mobile: 0409 284 422

Version 1

30 July 2015

Job No: RGA-B211

## Executive Summary

The proposed development at 61 Hamptons Road, Meander, is subject to bushfire threat. A bushfire attack under extreme fire weather conditions is likely to subject buildings at this site to considerable radiant heat, ember attack along with wind and smoke.

The site requires bushfire protection measures to protect the buildings and people that may be on site during a bushfire.

These measures include provision of hazard management areas in close proximity to the buildings, implementation of safe egress routes, establishment of a water supply and construction of buildings as described in AS 3959-2009 Construction of Buildings in Bushfire Prone Areas.

Primary responsibilities identified within this report:

Occupier	<ul style="list-style-type: none"> <li>• Establish and maintain Hazard Management Areas as described in this report, including egress and access routes.</li> <li>• Install heat shield parallel to northwest boundary, adjacent to top of cutting.</li> <li>• Maintain adequate turning facilities for emergency vehicles on site, as described in this report.</li> <li>• Establish an independent dedicated water supply for fire fighting purposes (Existing).</li> <li>• Construct/modify building to meet <b>BAL 12.5</b> (AS3959-2009).</li> <li>• Develop an Emergency Evacuation Plan for the Visitor Accommodation Use.</li> </ul>
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## Schedule 1 – Bushfire Report

### 1.0 Introduction

The Bushfire Attack Level (BAL) Report and Bushfire Hazard Management Plan (BHMP) has been prepared for submission with a Planning Permit Application under the *Land Use Planning and Approvals Act 1993*; *Bushfire-Prone Areas Code* and/or a Building Permit Application under the *Building Act 2000 & Regulations 2004*.

The Bushfire Attack Level (BAL) is established taking into account the type and density of vegetation within 100 metres of the proposed building site and the slope of the land; using the simplified method in AS 3959-2009 Construction of Buildings in Bushfire Prone Areas; and includes:

- The type and density of vegetation on the site,
- Relationship of that vegetation to the slope and topography of the land,
- Orientation and predominant fire risk,
- Other features attributing to bushfire risk.

On completion of assessment, a Bushfire Attack Level (BAL) is established which has a direct reference to the construction methods and techniques to be undertaken on the buildings and for the preparation of a Bushfire Hazard Management Plan (BHMP).

### 1.1 Scope

This report was commissioned to identify the Bushfire Attack Level for the existing property. ALL comment, advice and fire suppression measures are in relation to compliance with *Bushfire-Prone Areas Code* of the Meander Valley Interim Planning Scheme 2013, the Building Code of Australia and Australian Standards, AS 3959-2009, *Construction of buildings in bushfire-prone areas*.

### 1.2 Limitations

The inspection has been undertaken and report provided on the understanding that:-

1. The report only deals with the potential bushfire risk, all other statutory assessments are outside the scope of this report.
2. The report only identifies the size, volume and status of vegetation at the time the site inspection was undertaken and cannot be relied upon for any future development.
3. Impacts of future development and vegetation growth have not been considered.

**No action or reliance is to be placed on this report; other than for which it was commissioned.**

### 1.3 Proposal

The proposal is for the change of use of an existing garage to a one bedroom B & B visitor accommodation building.

## 2.0 Site Description for Proposal (Bushfire Context)

### 2.1 Locality Plan



Figure 1: Location Plan of 61 Hamptons Road, Meander

### 2.2 Site Details

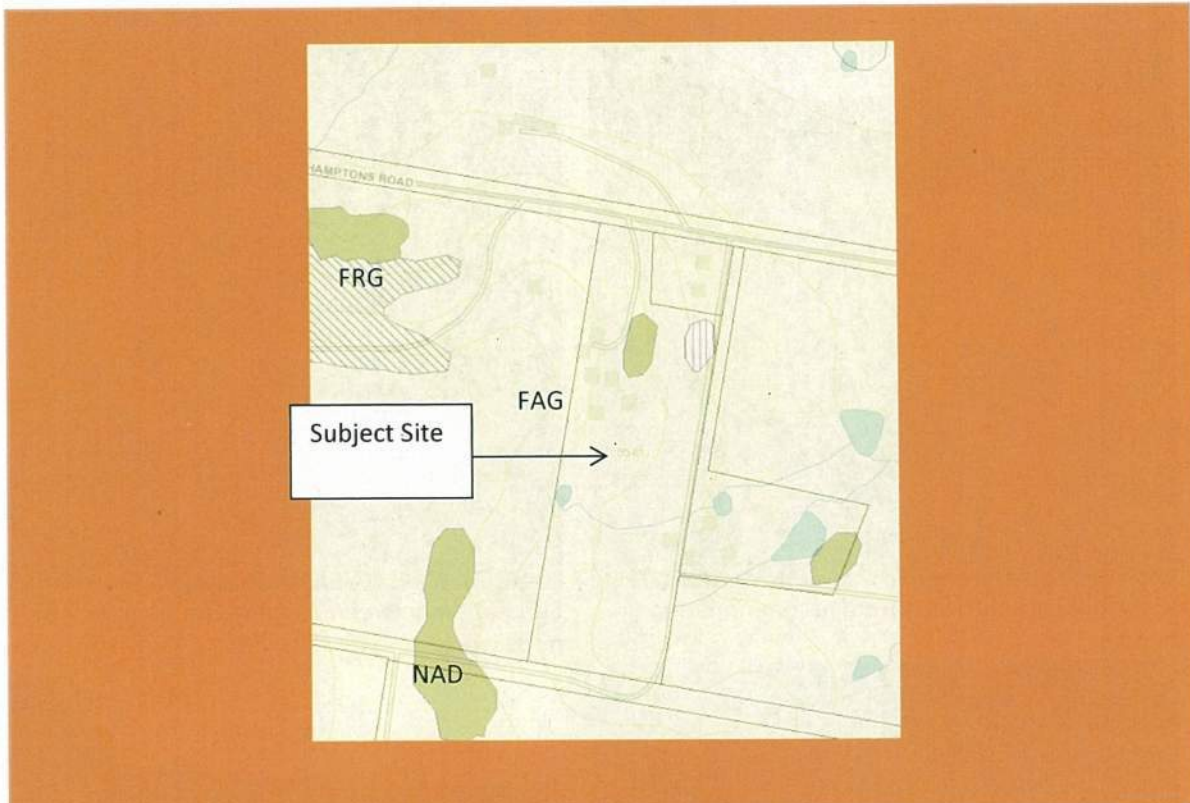
Property Address	61 Hamptons Road, Meander
Certificate of Title	Volume 56123 Folio 1
Owner	Jan Maree Crosswell
Existing Use	Residential
Type of Proposed Building Work	Visitor Accommodation
Water Supply	On-site for fire fighting purposes
Road Access	Street Frontage – Hamptons Road

### 3.0 Bushfire Site Assessment

#### 3.1 Vegetation Analysis

##### 3.1.1 TasVeg Classification

Reference to Tasmanian Vegetation Monitoring & Mapping Program (TASVEG) indicates the land in and around the property is generally comprising of varying vegetation types including:



Code	Species	Vegetation Group
FAG	<ul style="list-style-type: none"> <li>Agricultural land</li> </ul>	Agricultural, urban and exotic vegetation
NAD	<ul style="list-style-type: none"> <li>Acacia dealbata forest</li> </ul>	Non eucalypt forest and woodland
FRG	<ul style="list-style-type: none"> <li>Regenerating cleared land</li> </ul>	Agricultural, urban and exotic vegetation



3.1.2 Site & Vegetation Photos



View looking southwest from accommodation building



Separation between building and boundary to northwest



View looking northwest from accommodation building

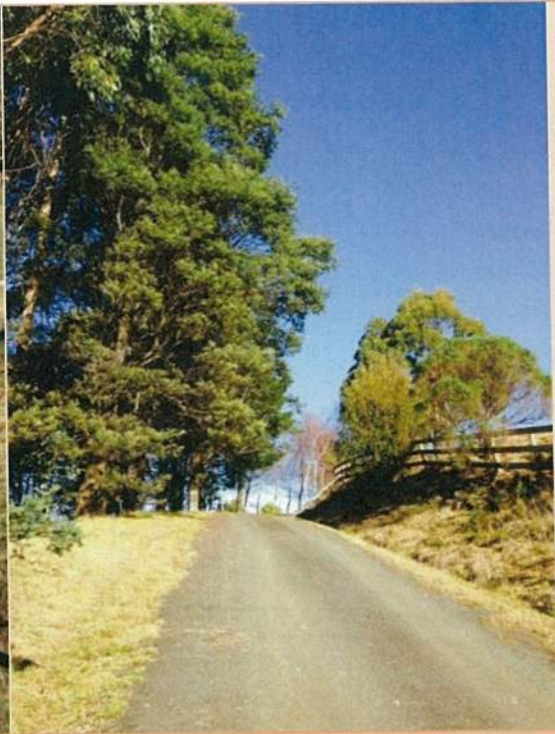


View looking northeast from house fence





View looking southeast from site



Existing access



View looking south west from dwelling to accommodation building



Existing water supply



### 3.2 BAL Assessment – Accommodation Building

Vegetation classification AS3959	North <input type="checkbox"/> North-East <input checked="" type="checkbox"/>	South <input type="checkbox"/> South-West <input checked="" type="checkbox"/>	East <input type="checkbox"/> South-East <input checked="" type="checkbox"/>	West <input type="checkbox"/> North-West <input checked="" type="checkbox"/>
Group A	<input type="checkbox"/> Forest	<input type="checkbox"/> Forest	<input type="checkbox"/> Forest	<input type="checkbox"/> Forest
Group B	<input type="checkbox"/> Woodland	<input type="checkbox"/> Woodland	<input type="checkbox"/> Woodland	<input type="checkbox"/> Woodland
Group C	<input type="checkbox"/> Shrub-land	<input type="checkbox"/> Shrub-land	<input type="checkbox"/> Shrub-land	<input type="checkbox"/> Shrub-land
Group D	<input type="checkbox"/> Scrub	<input type="checkbox"/> Scrub	<input type="checkbox"/> Scrub	<input type="checkbox"/> Scrub
Group E	<input type="checkbox"/> Mallee-Mulga	<input type="checkbox"/> Mallee-Mulga	<input type="checkbox"/> Mallee-Mulga	<input type="checkbox"/> Mallee-Mulga
Group F	<input type="checkbox"/> Rainforest	<input type="checkbox"/> Rainforest	<input type="checkbox"/> Rainforest	<input type="checkbox"/> Rainforest
Group G	<input checked="" type="checkbox"/> Grassland	<input checked="" type="checkbox"/> Grassland	<input checked="" type="checkbox"/> Grassland	<input checked="" type="checkbox"/> Grassland
	<input checked="" type="checkbox"/> Managed Land	<input checked="" type="checkbox"/> Managed Land	<input checked="" type="checkbox"/> Managed Land	<input checked="" type="checkbox"/> Managed Land
Effective slope (degrees)	<input type="checkbox"/> Up/0°	<input checked="" type="checkbox"/> Up/0°	<input type="checkbox"/> Up/0°	<input checked="" type="checkbox"/> Up/0°
	<input type="checkbox"/> >0-5°	<input type="checkbox"/> >0-5°	<input type="checkbox"/> >0-5°	<input type="checkbox"/> >0-5°
	<input checked="" type="checkbox"/> >5-10°	<input type="checkbox"/> >5-10°	<input checked="" type="checkbox"/> >5-10°	<input type="checkbox"/> >5-10°
	<input type="checkbox"/> >10-15°	<input type="checkbox"/> >10-15°	<input type="checkbox"/> >10-15°	<input type="checkbox"/> >10-15°
	<input type="checkbox"/> >15-20°	<input type="checkbox"/> >15-20°	<input type="checkbox"/> >15-20°	<input type="checkbox"/> >15-20°
Distance to classified vegetation	Metres 0-31m Managed 31-<100m Grassland	Metres 0-12m Managed 12-<100m Grassland	Metres 0-min 31m Managed 21-<100m Grassland	Metres 0-5m Managed 5-<100m Grassland
Likely direction of bushfire attack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevailing winds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exclusions	<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f	<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f	<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f	<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f
BAL Value (FDI 50)	BAL – 12.5	BAL – 19 (May be reduced to BAL-12.5 if Specified Hazard Management Area established and maintained)	BAL – 12.5	BAL – 40 (May be reduced to BAL-12.5 if Heat Shield installed along top of cutting to Northwest *)

\* A heat shield by way of an 1800mm Colorbond fence with a 150mm concrete plinth will be installed on the northwest side, parallel to the northwest boundary (located adjacent to the top of the existing cutting); this heat shield is to reduce the effects of a grass fire toward the proposed accommodation building.



The Bushfire Attack Level shall be classified BAL-LOW where the vegetation is one or a combination of any of the following:

- (a) Vegetation of any type that is more than 100 metres from the site.
- (b) Single areas of vegetation less than 1 hectare in area and not within 100m of other areas of vegetation being classified.
- (c) Multiple areas of vegetation less than 0.25 hectare in area and not within 20 metres of the site, or each other.
- (d) Strips of vegetation less than 20 metres in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 metres of the site or each other, or other areas of vegetation being classified.
- (e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.
- (f) Low threat vegetation, including grassland managed in a minimal fuel condition, maintained lawns, golf courses, maintained public reserves and parklands, vineyards, orchards, cultivated gardens, commercial nurseries, nature strips and windbreaks.

NOTE: Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack (recognisable as short-cropped grass for example, to a nominal height of 100mm).

BAL – LOW	<b>The risk is considered to be VERY LOW.</b> There is insufficient risk to warrant any specific construction requirements but there is still some risk.
BAL – 12.5	<b>The risk is considered to be LOW.</b> There is a risk of ember attack. The construction elements are expected to be exposed to a heat flux not greater than 12.5 kW/m <sup>2</sup> .
BAL – 19	<b>The risk is considered to be MODERATE.</b> There is a risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 19 kW/m <sup>2</sup> .
BAL – 29	<b>The risk is considered to be HIGH.</b> There is an increased risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to an increased level of radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 29 kW/m <sup>2</sup> .
BAL – 40	<b>The risk is considered to be VERY HIGH.</b> There is a much increased risk of ember attack and burning debris ignited by windborne embers, a likelihood of exposure to a high level of radiant heat and some likelihood of direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux not greater than 40 kW/m <sup>2</sup> .
BAL – FZ	<b>The risk is considered to be EXTREME.</b> There is an extremely high risk of ember attack and burning debris ignited by windborne embers, and a likelihood of exposure to an extreme level of radiant heat and direct exposure to flames from the fire front. The

construction elements are expected to be exposed to a heat flux greater than 40 kW/m<sup>2</sup>.

### 3.2 Specified Hazard Management Areas

Hazard management areas are to be established and maintained between the bushfire prone vegetation and the building at a distance equal to, or greater than the separation distance specified for the Bushfire Attack Levels (BAL) in table 2.4.4 of *Australian Standard 3959-2009 Construction of Buildings in Bushfire Prone Areas*.

Where the Hazard Management Areas can be increased around the building and the classified vegetation in accordance with table 2.4.4 of Australian Standard 3959, the risk from bushfire attack can reduce.

#### All Buildings

Distance from Predominant vegetation for BAL 12.5	North/ North-East	South/ South-West	East/ South-East	West/ North-West
	19-<50	14-<50	19-<50	14-<50
	Metres	Metres	Metres	Metres or installation of Heat Shield*

The separation distance for the SPECIFIED Hazard Management Area is to be shown on the attached Bushfire Hazard Management Plan measured from the external walls (Façade) of the building in metres along the ground to the bushfire hazard vegetation (if applicable).

\* A heat shield by way of an 1800mm Colorbond fence with a 150mm concrete plinth will be installed on the northwest side, parallel to the northwest boundary (located adjacent to the top of the existing cutting); this heat shield is to reduce the effects of a grass fire toward the proposed accommodation building.

### 3.3 Outbuildings

Not applicable - existing.

### 3.4 Road Access

Roads are to be constructed to provide vehicle access to the site to assist firefighting and emergency personnel to defend the building or evacuate occupants; and provide access at all times to the water supply for firefighting purposes on the building site.



Private access roads are to be constructed from the entrance to the property cross over with the public road through to the dwelling and water storage area on the site. Private access roads are to be designed, constructed and maintained to a standard not less than a Modified 4C Access Road.

<p><b>Existing</b> Road Access and Driveways</p>	<p>Private access driveway is to be maintained from the entrance of the property cross over at the public road through to the visitor accommodation building and on-site dedicated fire fighting water supply (where provided). Private access roads are to be designed, constructed and maintained to a standard not less than a "Modified 4C Access Road", with a minimum width of access of 4 metres with passing bays measuring 2 metres by 20 metres every 100 metres of the length of the driveway.</p>
--	---

### 3.5 Water Supply

A building that is constructed in a designated bushfire prone area must provide access at all times to a sufficient supply of water for firefighting purposes on the building site.

The exterior elements of a Class 1 building in a designated Bushfire prone area must be within reach of a 120m long hose (lay) connected to –

- (i) A fire hydrant with a minimum flow rate of 600L per minute and pressure of 200kpa; or
- (ii) A stored water supply in a water tank, swimming pool, dam or lake available for firefighting at all times which has the capacity of at least 10,000L for each separate building.

<p><b>New</b></p>	<p>On site water supply is already supplied.</p>
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It should be recognised that although water supply as specified above may be in compliance with the requirements of the Building Code of Australia, the supply may not be adequate for all firefighting situations.

#### 4.0 Bushfire-Prone Areas Code Assessment Criteria

Assessment has been completed below to demonstrate the BAL and BHMP have been developed in compliance with the Acceptable Solutions and/or the Performance Criteria as specified in the Bushfire-Prone Areas Code.

E1.4 – Exemptions – Not applicable.

#### E1.5 Vulnerable Uses

E1.5.1.1 Standards for Vulnerable Use	
	Comments
<input type="checkbox"/> A1	Not applicable
<input checked="" type="checkbox"/> P1	Not applicable as visitor accommodation.
<input checked="" type="checkbox"/> A2	<p>The proposal is for visitor accommodation. A core bushfire protection measure for this facility is to ensure that the establishment and maintenance of the hazard management areas, installation of a heat shield by way of an 1800mm Colorbond fence with a 150mm concrete plinth is to be installed adjacent to the top of the existing cutting on the northwestern side of the existing building, implementation of water supply dedicated for firefighting purposes and safe egress are undertaken. There is a commitment by the occupier that an Emergency Evacuation Plan is to be implemented and approved by the TFS prior to commencement (occupancy) of the use, and conforming to the TFS Guidelines. The Plan will include designated emergency meeting points, which provide protection to fire fighter and evacuees; and information to staff, occupants and visitors on bushfire safety and evacuation procedures.</p> <p>The proposal provides for BAL-12.5 for the building, sufficient access and adequate on-site water supply for fire-fighting purposes and exceeds the minimum requirements.</p>
<input type="checkbox"/> P2	

#### E1.6.5 Development Standards for Vulnerable Uses

E1.6.5.1 Standards for Vulnerable Uses: Provision of Hazard Management Areas for Habitable Buildings	
	Comments
<input checked="" type="checkbox"/> A1 (c)	Specified distances for Hazard Management Areas for BAL 12.5 and/or installation of a heat shield by way of an 1800mm Colorbond fence with a 150mm concrete plinth will be installed on the northwest side of the building on top of the existing cutting (this is to reduce the effects of a grass fire toward the proposed accommodation building), as specified on the plan are in accordance with AS3959. The proposal complies.
<input type="checkbox"/> P1	
<input checked="" type="checkbox"/> A2	The applicable hazard management areas are located wholly within the title. Not applicable.

## 5.0 Layout Options

Not relevant to this proposal.

## 6.0 Other Planning Provisions

Not relevant to this proposal.

## 7.0 Conclusions and Recommendations

Mitigation from bushfire is dependent on the careful management of the site by maintaining reduced fuel loads within the hazard management areas and within the site.

The site has been assessed as requiring buildings to conform to or exceed BAL 12.5 requirements based on AS 3959 – 2009 Construction of Buildings in Bushfire Prone Areas (Reduced BAL from BAL-40 to BAL-12.5 for northwest with a heat shield installed parallel to the northwest boundary).

### Access

The driveway is to be maintained of all-weather construction, with a minimum width of access of 4 metres, with a minimum load of 20 tonnes.

### Water Supplies

The building is supplied with a water supply tank at least 10,000 litres, with a fitting suitable for TFS access.

### Fuel Managed Areas

Hazard Management Areas as detailed within the plan shall be constructed and maintained as detailed in Section 2 of Schedule 2 (where applicable).



## Schedule 2 – Bushfire Hazard Management Plan

### 1.0 Introduction

The Bushfire Hazard Management Plan (BHMP) is developed from the results of a Bushfire Attack Level (BAL) Assessment Report prepared for the site in accordance with Australian Standard 3959. The BHMP provides reference and information to existing and subsequent owners on their responsibilities for the establishment, maintenance and future management of their property to reduce the risk of bushfire attack and includes: -

- Establishment of a Hazard Management Area in and around the existing and/or proposed buildings,
- Specifications of Private access road construction,
- Provision on firefighting water supply,
- Construction requirements in relation to the Building Code of Australia, dependent on the Bushfire Attack Level and requirements of Australian Standard 3959.
- Reduction and removal of vegetation and fuel loads in and around the property, buildings and Hazard Management Areas,
- Ongoing maintenance responsibilities by successive owners for perpetuity.

*A copy of the plan MUST also be provided to ALL current and successive owners to make them aware of their continuing obligations to maintain the plan and protection measures attributed to their property in to the future.*

### 2.0 Hazard Management Areas

The Hazard Management Area (defendable space) is provided between the vegetation and the buildings subject to bushfire risk. The space provides for management of vegetation and reduction in fuel loads in an attempt to:

- Prevent flame impingement on the dwelling;
- Provide a defendable space for property protection;
- Reduce fire spread;
- Deflect and filter embers;
- Provide shelter from radiant heat; and
- Reduce wind speed.

The *Bushfire-Prone Areas Code*, requires a hazard management area to be established and maintained between the bushfire prone vegetation and the building at a distance equal to, or greater than the separation distance specified for the Bushfire Attack Levels (BAL) in AS 3959-2009 *Construction of Buildings in Bushfire Prone Areas*.



Refer to the attached BHMP Site Plan in Section 6 of this management plan for specific details on the Hazard Management Area.

An 1800mm Colorbond fence with a 150mm concrete plinth will be installed on the northwest side of the accommodation building, adjacent to the top of the cutting. This is to act as a heat shield from the possible effects of a grass fire.

## 2.1 Vegetation (Fuel) Management

Managing an area in a minimum fuel condition generally means a reduction in the amount and altering the arrangement of fuels. Most fine fuels are at or close to the ground, often as part of a grass, litter or shrub layer. If there is enough fuel, when a fire comes these fuels will ignite the trees above or set the bark alight which will burn up into the tree canopy causing the most dangerous of bushfire situation; a crown fire.

To prevent crown fires occurring it is necessary to remove the “ladder of fuel” between the ground and the tree crowns and to make sure the amount of ground fuel is not sufficient to set the crowns alight. Without fire burning below, a crown fire should not be sustained. Further removing continuity and separation of the vegetation canopies both horizontally and vertically will assist.

All vegetation will burn under the influence of bushfire; shrub layers need to be modified to remove tall continuous walls of vegetation and establish clear separation between the ground and the bottom of the tree canopy. Further minimisation of flammable ground litter such as leaves, twigs, bark, ferns and debris will further reduce fuel load with potential to burn or contribute to the growth of a bushfire.

Fuels do not need to be totally removed however fuels close to the building and inside the Hazard Management Area are to be kept to a minimum. As a general practice 5 tonnes per hectare is accepted as being controllable with normal firefighting resources. This can be visualised as grass cut to about 10 centimetres in height or ground litter about 2 centimetres thick. This is considered to be a low fuel level.

## 2.2 Other Risk Management Actions

Other actions that can be implemented to reduce the bushfire risk in the Hazard Management Areas include:

1. Establishing non-combustible paths and driveways around buildings.
2. Establish plantings of low flammability shrub species.
3. Ensure garden beds and shrubs are established well away from buildings.
4. Tree planting to be located at the outer edge of the Hazard Management Area and spaced well apart to ensure canopy separation.
5. Cut lawns short and maintain.
6. Remove fallen limbs, leaf and bark litter.
7. Avoid using pine bark and other flammable mulch in gardens.
8. Prune trees to ensure canopy separation horizontally and vertically, remove low hanging branches to ensure separation from ground litter.

9. Where the amount of land permits extend the vegetation management in to a secondary hazard management zone.

### 3.0 On-going Site Management and Maintenance

On-going maintenance is required to the buildings and landscaping within the hazard management area to ensure the continued performance of the bushfire mitigation measures which have been designed into the development for occupant and community protection.

Specified Hazard Management Areas are only a minimum distance required; owners are encouraged to establish a greater management area where land area and opportunity permits. An additional fuel modified buffer zone between the Hazard Management Area and the bushfire vegetation will only improve the protection level and reduce the risk to the property during a bushfire event.

Preparedness comes down to diligent annual maintenance in and around the buildings and Hazard Management Areas particularly during the period of greatest risk; August to February of each year.

#### Recommendation:

1. Locate wood piles or other flammable storage well away from the dwelling.
2. Solid non-combustible fencing such as steel provides a fire and heat radiation shield to the dwelling.
3. Metal flywire screens prevent sparks and embers from entering the building.
4. Seal gaps under floor spaces, roof space, under eaves, external vents, skylights, chimneys and wall cladding.
5. Remove ladder fuels from the under storey of larger trees. Prune canopies to provide separation.
6. Rake up leaf litter and vegetation debris. Cut grass and maintain to less than 10cm.
7. Keep garden beds well away from the dwelling and use non-combustible garden mulches including rock or stones.
8. Establish plantings of low flammability shrub species.
9. Seal all gaps in external claddings.
10. Keep roof gutters clear of leaf litter, bark and similar debris, remove and maintain. Install gutter guards to assist.
11. Flammable fuels such as gas bottles should be located on the opposite side of the house to the likely direction of a bushfire.
12. Seal gaps in roofing to prevent the entry of embers.
13. Surround the dwelling with non-combustible paths.
14. Outbuildings to be at least 6m from the main dwelling.
15. Ensure hoses provide coverage to the whole site. Use metal hose fittings.
16. Flammable fuels and the like to be stored in minimum volumes well away from the dwelling.



#### 4.0 Vehicular Access

Roads are to be constructed to provide vehicle access to the site to assist firefighting and emergency personnel to defend the building or evacuate occupants; and provide access at all times to the water supply for firefighting purposes on the building site.

Private access roads are to be constructed from the entrance to the property cross over with the public road through to the dwelling and water storage area on the site (if applicable). Private access roads are to be designed, constructed and maintained to a standard not less than a Modified 4C Access Road.

The 4C Access Road is an all-weather road which is classified by and complies with Australian Road Research Boards *"Unsealed Roads Manual – Guidelines to Good Practice"*, 3<sup>rd</sup> Edition, March 2009.

Substantially a single land two-way road generally dry weather formed (natural materials) track/road with operating speeds standard of <20-40 km/h depending on terrain with a minimum carriageway width is 4 metres.

##### Recommendations:

With the following modified requirements (if applicable):

- (i) Single lane private access road less than 6m carriageway width must have 20m long passing bays of 6m carriageway width not more than 100m apart (not required in this case).
- (ii) A private access road longer than 100m must be provided with a driveway encircling the building, or hammerhead "T" or "Y" turning head 4m wide and 8m long, or a trafficable circular turning area of 10m radius (not required in this case).
- (iii) Culverts and bridges must be designed for a minimum vehicle load of 20 tonnes.
- (iv) Vegetation must be cleared for a height of 4m, above the carriageway, and
- (v) 2m each side of the carriageway.

#### 5.0 Water Supply

A building that is constructed in a designated bushfire prone area must provide access at all times to a sufficient supply of water for firefighting purposes on the building site.

##### Recommendations:

The exterior elements of a Class 1 building in a designated Bushfire prone area must be within reach of a 120m long hose (lay) connected to –

- (i) A fire hydrant with a minimum flow rate of 600L per minute and pressure of 200kPa; or
- (ii) A stored water supply in a water tank, swimming pool, dam or lake available for fire fighting at all times which has the capacity of at least 10,000L for each separate building.

### 5.1 Reticulated Water Supply

Not applicable to this proposal.

### 5.2 On-Site Dedicated Fire Fighting Water Supply - Existing

A water tank of at least 10,000 litres and above ground pipes and fittings used for a stored water supply must be made of non-rusting, non-combustible, non-heat-deforming materials and must be situated more than 6m from a building. Hardstanding must be provided within 3m of a static water supply.

The water tank must have an opening in the top of not less than 250mm diameter or be fitted with a 65mm outlet and DIN or NEN Standard compliant forged Storz 65mm adaptor fitted with a standard (delivery) washer rated to 1800kPa working pressure and 2400kPa burst pressure.

It should be recognised that although water supply as specified above may be in compliance with the requirements of the Building Code of Australia the supply may not be adequate for all fire fighting situations.

**Bushfire Hazard Management Site Plan**

INSTALLATION OF AN 1800mm COLORBOND FENCE WITH A 150mm CONCRETE PLINTH ON THE NORTHWESTERN SIDE OF ACCOMMODATION BUILDING, ADJACENT TO TOP OF CUTTING AND PARALLEL TO BOUNDARY. THIS WILL ACT AS A HEAT SHIELD FROM THE POSSIBLE EFFECTS OF A GRASS FIRE

PROPOSED VISITOR ACCOMMODATION

GRASSLANDS  
FLAT/UPHILL

Title Boundaries

GRASSLANDS  
5-10 Degrees

PRIVATE ACCESS ROAD,  
MAINTAINED  
TO MINIMUM 4C ROAD

BUILDING HAZARD  
MANAGEMENT AREA TO BE  
MAINTAINED AS SPECIFIED

GRASSLANDS  
FLAT/UPHILL

GRASSLANDS  
5-10 Degrees

EXISTING FIREFIGHTING TANK

**Access Road:**

Private access roads are to be constructed/maintained from the entrance to the property cross-over with the public road through to the dwelling and water storage (if applicable) on the site.

- > Construction to a modified 4C access road (minimum)
- > Vegetation must be cleared for a height of 4 metres above the carriageway and 2 metres each side of the carriageway

**Hazard Management- Vegetation Management:**

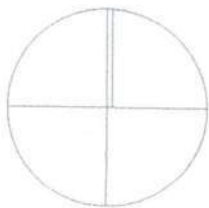
Vegetation in the hazard management area (as dimensioned and shown) is to be managed and maintained in a minimum fuel condition

**Fire Fighting Water Supply:**

10,000 litre dedicated fire fighting water supply tank, Swimming pool, Dam or the like is to be provided as specified below for each building:

- > Tanks above ground pipes and fittings must be made of non-rusting, non-combustible, non-heat-deforming materials
- > Tanks and fittings must be situated more than 6 metres from a building but contained within the hazard management area
- > Tanks must have an opening in the top of no less than 250mm diameter or be fitted with a standard compliant forged storz 65mm adaptor fitted with a standard (delivery) washer rated to 1800kPa working pressure and 2400kPa burst pressure

N



# BUSHFIRE MANAGEMENT PLAN

61 Hamptons Road, Meander

Bushfire Attack Level - BAL 12.5

Date: 30 July 2015

DEV 1

**CERTIFICATE OF SPECIALIST OR OTHER PERSON (BUILDING WORK)**

Regulation 16

Form **55**

To:  *Owner /Agent*  
 *Address*  
  *Suburb/postcode*

**Certifier details:**

From:   
 Address:     
 Phone No:   
 Fax No:   
 Accreditation No:  *(if applicable)* Email address:   
 Or qualifications and Insurance details:  *(description from Column 3 of Schedule 1 of the Director of Building Control's Determination)*

Speciality area of expertise:  *(description from Column 4 of Schedule 1 of the Director of Building Control's Determination)*

**Details of work:**

Address:    Lot No:   
 Certificate of title No:   
 The work related to this certificate:  *(description of the work or part work being certified)*

**Certificate details:**

Certificate type:  *(description from Column 1 of Schedule 1 of the Director of Building Control's Determination)*

✓

This certificate is in relation to an application for a new building permit. OR

This certificate is in relation to any stage of building work before completion.

In issuing this certificate the following matters are relevant –

Documents:   
  
 Relevant calculations:

Form 55



References:

*Planning Directive No 5, Bushfire-Prone Areas Code  
Australian Standard 3959-2009  
Guidelines for Development in Bushfire Prone Areas of Tasmania*

*Substance of Certificate: (what it is that is being certified)*

1. Assessment of the site Bushfire Attack Level (BAL – 12.5) to Australian Standard 3959
2. Bushfire Hazard Management Plan showing BAL-12.5 solution.

*Scope and/or Limitations*

**Scope**

This report and certification was commissioned to identify the Bushfire Attack Level for the existing property. All comment, advice and fire suppression measures are in relation to compliance with *Planning Directive No 5, Bushfire-Prone Areas Code* issued by the Tasmanian Planning Commission, the *Building Act 2000 & Regulations 2004, Building Code of Australia* and *Australian Standard 3959-2009, Construction of buildings in bushfire-prone areas*.

**Limitations**

The assessment has been undertaken and report provided on the understanding that:-

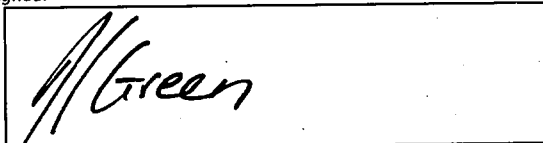
1. The report only deals with the potential bushfire risk all other statutory assessments are outside the scope of this certificate.
2. The report only identifies the size, volume and status of vegetation at the time the inspection was undertaken and cannot be relied upon for any future development.
3. Impacts of future development and vegetation growth have not been considered.
4. No assurance is given or inferred for the health, safety or amenity of the general public, individuals or occupants in the event of a Bushfire.
5. No warranty is offered or inferred for any buildings constructed on the property in the event of a Bushfire.

**No action or reliance is to be placed on this certificate or report; other than for which it was commissioned.**

I certify the matters described in this certificate.

Certifier:

Signed:



Date:

30 July  
2015

Certificate No.

RG-193/2015

**Attachment 1 – Certificate of Compliance to the Bushfire-prone Area Code  
under Planning Directive No 5**

**Code E1 – Bushfire-prone Areas Code**

Office Use

Date Received

Permit Application No

PID

**Certificate under s51(2)(d) Land Use Planning and Approvals Act 1993**

<b>1. Land to which certificate applies<sup>1</sup></b>
Name of planning scheme or instrument: Meander Valley Interim Planning Scheme 2013(The Scheme)

<b>Use or Development Site</b>  Street Address  61 Hamptons Road Meander, Tasmania	<b>Certificate of Title / PID</b>  CT 56123/1 PID 7796793
<b>Land that is not the Use or Development Site relied upon for bushfire hazard management or protection</b>  Street Address  ..... .....	<b>Certificate of Title / PID</b>

<b>2. Proposed Use or Development (provide a description in the space below)</b>  Visitor accommodation, change of use of garage to one bedroom B & B studio	
--	--

- Vulnerable Use
- Hazardous Use
- Subdivision
- New Habitable Building on a lot on a plan of subdivision approved in accordance with Bushfire-prone Areas Code.
- New habitable on a lot on a pre-existing plan of subdivision
- Extension to an existing habitable building
- Habitable Building for a Vulnerable Use

<sup>1</sup> If the certificate relates to bushfire management or protection measures that rely on land that is not in the same lot as the site for the use or development described, the details of all of the applicable land must be provided.

**3. Documents relied upon<sup>2</sup>**

<i>Document or certificate description:</i>	
<input checked="" type="checkbox"/>	<p><b>Description of Use or Development<sup>3</sup> (Proposal or Land Use Permit Application)</b></p> <p><b>Documents, Plans and/or Specifications</b></p> <p><i>Title: Site Plan, Drawing No.14915</i></p> <p><i>Author: Engineering Plus</i></p> <p><i>Date: 23/7/15</i></p>
<input checked="" type="checkbox"/>	<p><b>Bushfire Report<sup>4</sup></b></p> <p><i>Title: Bushfire Hazard Assessment Report &amp; Bushfire Hazard Management Plan</i></p> <p><i>Author: Rebecca Green</i></p> <p><i>Date: 30 July 2015</i></p>
<input checked="" type="checkbox"/>	<p><b>Bushfire Hazard Management Plan<sup>5</sup></b></p> <p><i>Title: Bushfire Hazard Assessment Report &amp; Bushfire Hazard Management Plan</i></p> <p><i>Author: Rebecca Green</i></p> <p><i>Date: 30 July 2015</i></p>
<input type="checkbox"/>	<p><b>Other documents</b></p> <p><i>Title:</i></p> <p><i>Author:</i></p> <p><i>Date:</i></p>

<sup>2</sup> List each document that is provided or relied upon to describe the use or development, or to assess and manage risk from bushfire, including its title, author, date, and version.

<sup>3</sup> Identify the use or development to which the certificate applies by reference to the documents, plans, and specifications to be provided with the permit application to describe the form and location of the proposed use or development. For habitable buildings, a reference to a nominated plan indicating location within the site and the form of development is required.

<sup>4</sup> If there is more than one Bushfire Report, each document must be identified by reference to its title, author, date and version.

<sup>5</sup> If there is more than one Bushfire Hazard Management Plan, each document must be identified by reference to its title, author, date and version

#### 4. Nature of Certificate<sup>6</sup>

Applicable Standard	Assessment Criteria	Compliance Test: Certificate of Insufficient Increase in Risk	Compliance Test: Certified Bushfire Hazard Management Plan	Reference to applicable Bushfire Risk Assessment or Bushfire Hazard Management Plan <sup>7</sup>
<b>E1.4 – Use or development exempt from this code</b>				
<input type="checkbox"/> E1.4. (identify which exemption applies)		No specific measures required because the use or development is consistent with the objective for each of the applicable standards identified in this Certificate	Not Applicable	
<b>E1.5.1 - Vulnerable Use</b>				
<input checked="" type="checkbox"/> E1.5.1.1 – location on bushfire-prone land	A2	Not Applicable	Tolerable level of risk and provision for evacuation	<input checked="" type="checkbox"/>
<b>E1.5.2 - Hazardous Use</b>				
<input type="checkbox"/> E1.5.2.1 – location on bushfire-prone land	A2	Not Applicable	Tolerable level of risk from exposure to dangerous substances, ignition potential, and contribution to intensify fire	<input type="checkbox"/>
<b>E1.6.1 - Subdivision</b>				
<input type="checkbox"/> E1.6.1.1 - Hazard Management Area	A1	No specific measure for hazard management	Provision for hazard management areas in accordance with BAL 19 Table 2.4.4 AS3959	<input type="checkbox"/>
E1.6.1.2 - Public Access	A1	No specific public access measure for fire fighting	Layout of roads and access is consistent with objective	<input type="checkbox"/>
E1.6.1.3 - Water Supply	A1	No specific water supply	Not Applicable	

<sup>6</sup> The certificate must indicate by placing a X in the corresponding  for each applicable standard and the corresponding compliance test within each standard that is relied upon to demonstrate compliance to Code E1

<sup>7</sup> Identify the Bushfire Risk Assessment report or Bushfire Hazard Management Plan that is relied upon to satisfy the compliance test



		Reticulated water supply	for fire fighting		
		A2 Non-reticulated water supply	No specific water supply measure for fire fighting	<input type="checkbox"/>	Water supply is consistent with objective <input type="checkbox"/>

<input type="checkbox"/>	<b>E1.6.2 - Habitable Building on lot on a plan of subdivision approved in accordance with Code</b>				
	<i>E1.6.2.1 - Hazard Management Area</i>	A1	No specific measure for hazard management	<input type="checkbox"/>	Provision for hazard management areas in accordance with BAL 19 Table 2.4.4 AS3959 and managed consistent with objective <input type="checkbox"/>
	<i>E1.6.2.2 - Private Access</i>	A1	No specific private access for fire fighting	<input type="checkbox"/>	Private access is consistent with objective <input type="checkbox"/>
		A2	Not Applicable		Private access to static water supply is consistent with objective <input type="checkbox"/>
	<i>E1.6.2.3 - Water Supply</i>	A1	No specific water supply measure for fire fighting	<input type="checkbox"/>	Water supply is consistent with objective <input type="checkbox"/>

<input type="checkbox"/>	<b>E1.6.3 - Habitable Building (pre-existing lot)</b>				
	<i>E1.6.3.1 - Hazard Management Area</i>	A1	No specific measure for hazard management	<input type="checkbox"/>	Provision for hazard management is consistent with objective; or <input type="checkbox"/>
	<i>E1.6.3.2 - Private Access</i>	A1	No specific private access measure for fire fighting	<input type="checkbox"/>	Provision for hazard management areas in accordance with BAL 29 Table 2.4.4 AS3959 and managed consistent with objective <input type="checkbox"/>
		A2	Not applicable		Private access is consistent with objective <input type="checkbox"/>
	<i>E1.6.3.3 - Water Supply</i>	A1	No specific water supply measure for fire fighting	<input type="checkbox"/>	Private access to static water supply is consistent with objective <input type="checkbox"/>
					Water supply is consistent with objective <input type="checkbox"/>



<input type="checkbox"/>	<b>E1.6.4 - Extension to Habitable Building</b>				
	<i>E1.6.4.1 – hazard management</i>	A1	No specific hazard management measure	<input type="checkbox"/>	Provision for hazard management is consistent with objective; or
				<input type="checkbox"/>	Provision for hazard management areas in accordance with BAL 29 Table 2.4.4 AS3959 and managed consistent with objective

<input checked="" type="checkbox"/>	<b>E1.6.5 – Habitable Building for Vulnerable Use</b>				
	<i>E1.6.5.1 – hazard management</i>	A1	No specific measure for hazard management	<input type="checkbox"/>	Bushfire hazard management consistent with objective; or
				<input checked="" type="checkbox"/>	Provision for hazard management areas in accordance with BAL 12.5 Table 2.4.4 AS3959 and managed consistent with objective

**5. Bushfire Hazard Practitioner – Accredited Person**

Name	Rebecca Green	Phone No:	0409 284 422
Address:	PO Box 2108 Launceston TAS 7250	Fax No:	
		Email address:	admin@rgassociates.com.au
Fire Service Act 1979 Accreditation No:	BFP-116	Scope:	1, 2, 3A, 3B, 3C

**6. Certification**

I, *Rebecca Green* certify that in accordance with the authority given under the Part 4A of the Fire Service Act 1979 –

<i>The use or development described in this certificate is exempt from application of Code E1 – Bushfire-Prone Areas in accordance with Clause E1.4(a) because there is an insufficient increase in risk to warrant specific measures for bushfire hazard management and/or bushfire protection in order to be consistent with the objective for all of the applicable standards identified in Section 4 of this Certificate</i>	<input type="checkbox"/>
--	--------------------------

or

<i>There is an insufficient increase in risk to warrant specific measures for bushfire hazard management and/or bushfire protection in order for the use or development described to be consistent with the objective for each of the applicable standards identified in Section 4 of this Certificate.</i>	<input type="checkbox"/>
---	--------------------------

and/or

<i>The Bushfire Hazard Management Plan/s identified in Section 4 of this certificate is/are in accordance with the Chief Officer's requirements and can deliver an outcome for the use or development described that is consistent with the objective and the relevant compliance test for each of the applicable standards identified in Section 4 of this Certificate</i>	<input checked="" type="checkbox"/>
---	-------------------------------------

Signed



Date 30 July 2015



**Attachment 3 – Proposal Plans**



## DRAWING SCHEDULE

A00 COVER PAGE  
 A01 SITE PLAN  
 A02 FLOOR PLAN  
 A03 ELEVATIONS #1

## PROJECT INFORMATION

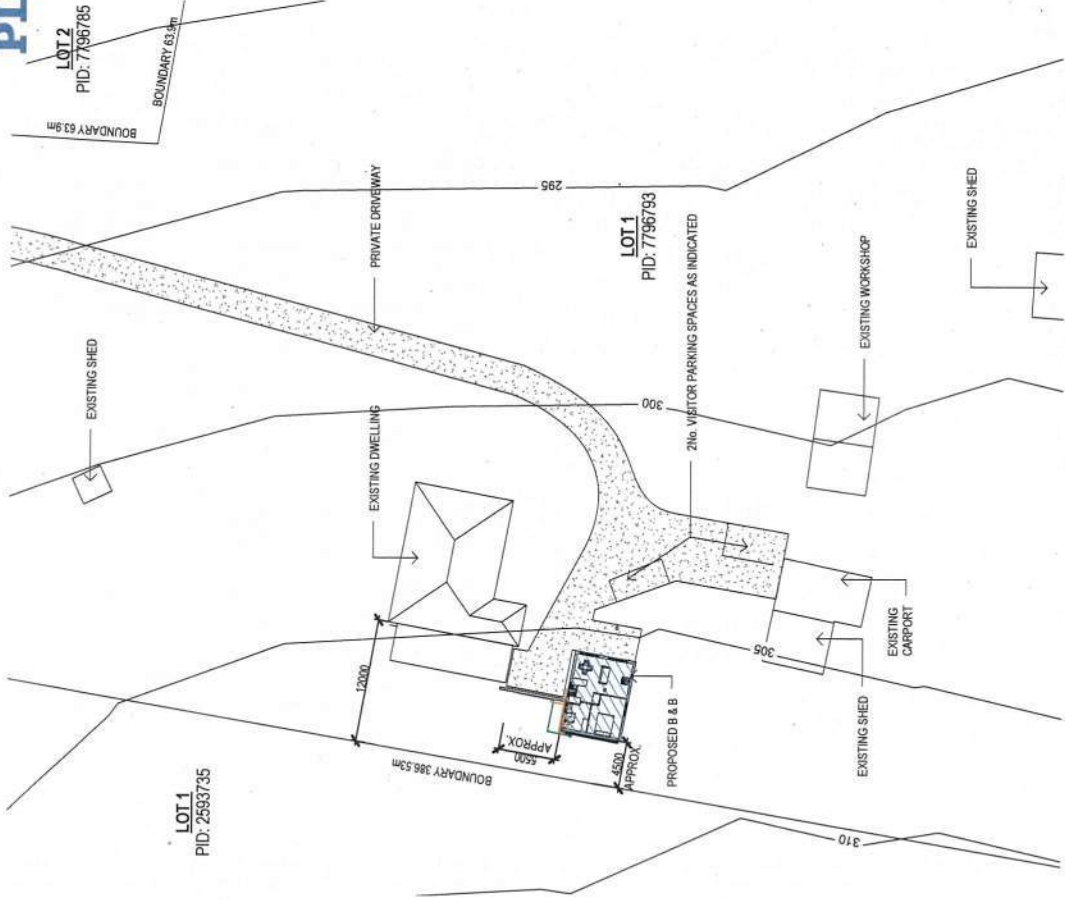
BUILDING DESIGNER:	GRANT JAMES PFEIFFER
ACCREDITATION No:	CC2211T
LAND TITLE REFERENCE NUMBER:	57257/2
DESIGN WIND SPEED:	N2
SOIL CLASSIFICATION:	N/A
CLIMATE ZONE:	7
BUSHFIRE-PRONE BAL RATING:	N/A
ALPINE AREA:	N/A
CORROSION ENVIRONMENT:	MEDIUM
FLOODING:	NO
LANDSLIP:	NO
DISPERSIVE SOILS:	UNKNOWN
SALINE SOILS:	UNKNOWN
SAND DUNES:	NO
MINE SUBSIDENCE:	NO
LANDFILL:	NO
GROUND LEVELS:	REFER PLAN
ORG LEVEL	EXISTING

## PROPOSED B&B

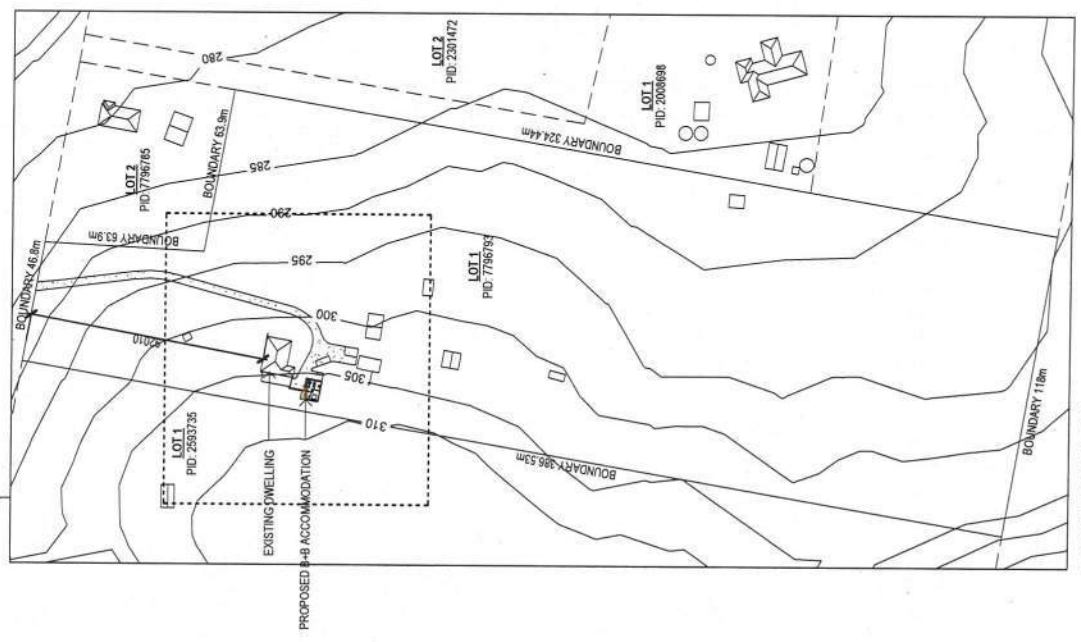
J. CROSSWELL  
 61 HAMPTONS ROAD  
 MEANDER  
 MEANDER VALLEY COUNCIL

DEV 1





**SITE PLAN**  
 SCALE 1:500



**LOCATION PLAN**  
 SCALE 1:2000

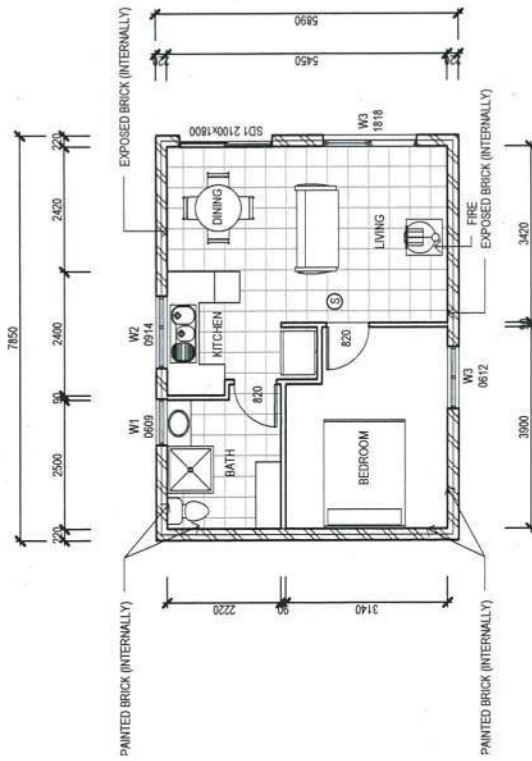
**ISSUED FOR APPROVAL**

Copyright ©

Client: **J. CROSSWELL**  
 Project: **PROPOSED B&B MEANDER**  
 Address: **61 HAMPTONS ROAD MEANDER**  
 Phone: 0417 362 783 or 0417 546 813  
 jcd@engineeringplus.com.au  
 info@engineeringplus.com.au  
**ENGINEERING PLUS**  
 Drawing No: **14915**  
 Rev: **A**

Date Drawn: 23/7/15	Drawn: L. Kaukenas
Checked: A. Taylor	Approved: J. Pfeiffer
Scale: As Shown @ A3	Accredited Building Designer
Designer Name: J. Pfeiffer	Date: 23/7/15
Accreditation No: CC22117	Int: L. K
Rev: Amendment:	Date: Int:

NOTE:  
 ALL INTERNAL STUD WALLS AND CEILING TIMBER LINED

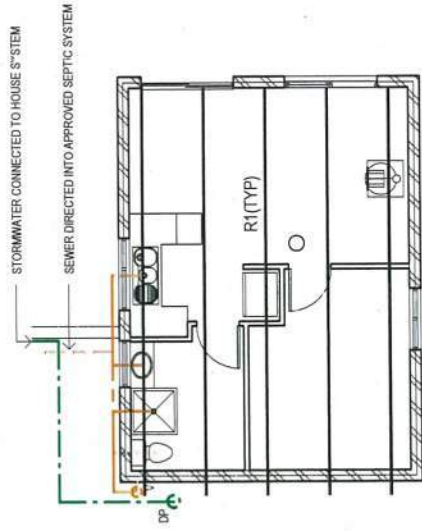


(S) - INDICATES PORTABLE SMOKE DETECTOR

**FLOOR PLAN**  
 SCALE 1:100

1. ALL STUDWORK 90x35 MGP10 RADIATA PINE
2. INSULATION INFORMATION PROVIDED BY OWNER  
 CEILING - R4.0 ROOF INSULATION  
 EXTERNAL WALLS - DOUBLE BRICK
3. 90Ø DOWNPIPE INSTALLED TO COLORBOND GUTTERING AND CONNECTED TO EXISTING SYSTEM
4. WINDOW ALUMINIUM FRAMED SINGLE GLAZED SLIDING
5. ALL INTERNAL WALLS LINED WITH TIMBER

Area Schedule (Gross Building)		
Name	Area	Area (sq)
LIVING / KITCHEN	25.62 m <sup>2</sup>	2.76
BED	13.41 m <sup>2</sup>	1.44
BATH	7.20 m <sup>2</sup>	0.78
	46.24 m <sup>2</sup>	4.98



**DRAINAGE PLAN**  
 SCALE 1:100

MEMBER SCHEDULE  
 R1 - 240x45 RAFTERS @ 1200 CTRS

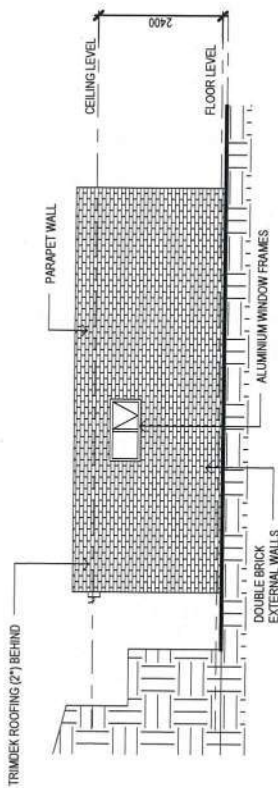
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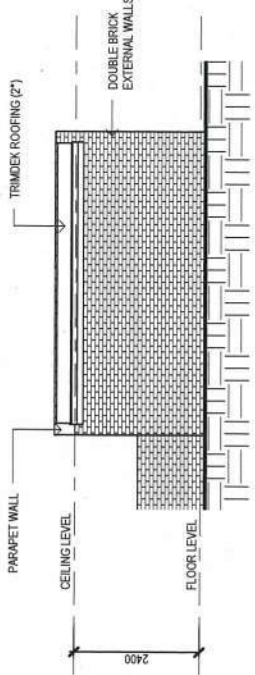
Client: J. CROSSWELL  
 Project: PROPOSED B&B  
 Address: 61 HAMPTONS ROAD  
 MEANDER

MEANDER  
 14915  
 -A02  
 Rev A

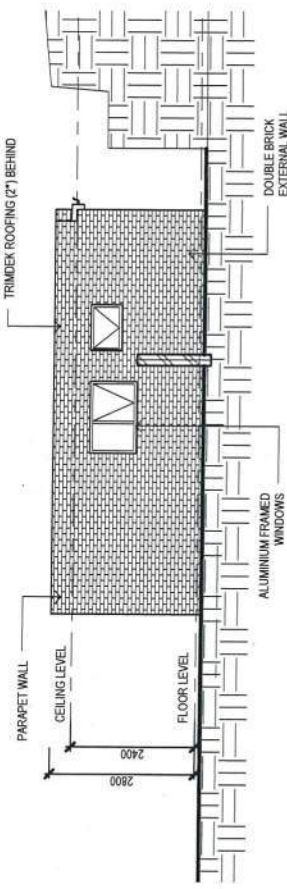
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Checked: A. Taylor	Approved: J. Pfeiffer	Designer Name: J. Pfeiffer	Accreditation No: CC2211T
Scale: As Shown @ A3	Accredited Building Designer	Rev: A	Amendment:



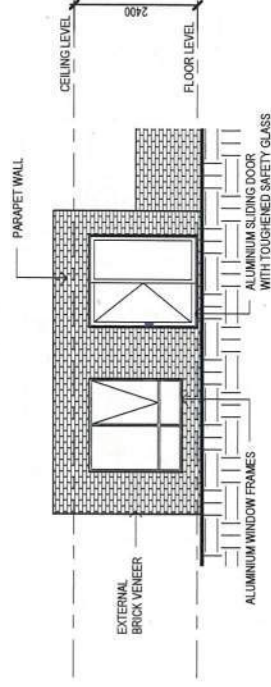
**SOUTH ELEVATION**  
SCALE 1 : 100



**WEST ELEVATION**  
SCALE 1 : 100



**NORTH ELEVATION**  
SCALE 1 : 100



**EAST ELEVATION**  
SCALE 1 : 100

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Project: **PROPOSED B&B MEANDER**  
Address: **61 HAMPTONS ROAD**

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Approved: J. Pfeiffer  
Scale: As Shown @ A3

Date: 23/7/15  
Int: L. K  
Designer Name: J. Pfeiffer  
Accreditation No: CC22117

Date Drawn: 23/7/15  
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Checked: A. Taylor  
Approved: J. Pfeiffer  
Scale: As Shown @ A3

Date: 23/7/15  
Int: L. K  
Designer Name: J. Pfeiffer  
Accreditation No: CC22117

Date Drawn: 23/7/15  
Drawn: L. Kaukenas  
Checked: A. Taylor  
Approved: J. Pfeiffer  
Scale: As Shown @ A3

Date: 23/7/15  
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Designer Name: J. Pfeiffer  
Accreditation No: CC22117

Date Drawn: 23/7/15  
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Scale: As Shown @ A3

Date: 23/7/15  
Int: L. K  
Designer Name: J. Pfeiffer  
Accreditation No: CC22117

Drawing No: 14915  
Rev: A  
A03

- NOTES:**
1. FOUNDATIONS ASSUMED AS PER ORIGINALLY DESIGN GARAGE - HAS NOT BEEN DETERMINED
  2. ALL WINDOWS SINGLE GLAZING
  3. ASSUMED NO EXTERNAL WALL INSULATION - DOUBLE EXTERNAL BRICK WALL
  4. ALL DRAINAGE TO CONFORM TO AS 3500
  5. ALL WATERPROOFING IN ACCORDANCE WITH AS 3740

## References

- (a) Tasmanian Planning Commission 2012, *Tasmanian Planning Directive No. 5, Bushfire-Prone Areas Code*, Tasmania.
- (b) Tasmania Fire Service 2005, *Guidelines for Development in Bushfire Prone Areas of Tasmania*, Tasmania.
- (c) Australian Standards, AS 3959-2009, *Construction of buildings in bushfire-prone areas*, Standards Australia, Sydney NSW.
- (d) Resource Management & Conservation Division of the Department Primary Industry & Water September 2006, *TASVEG, Tasmanian Vegetation Map*, Tasmania.
- (e) Tasmanian Government, Land Information System Tasmania, [www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)







A trading Name of Earth Air Water Consulting and Monitoring Pty Ltd

**AS/NZS 1547 : 2012**

**ONSITE WASTEWATER DESIGN REVIEW & REPORT**

**Proposed Development – 61 Hamptons Road,  
Meander, TAS 7304**

**Prepared for Jan Crosswell**

**(29 July 2015 issued)**



## **SITE INFORMATION**

Locality: Meander Valley, LGA  
Owner: Jan Crosswell  
Site Address: 61 Hamptons Road, Meander, TAS, 7304  
Property ID: 7796793  
Title: 56123 / 1

Land Area: Approx. approx. 2 Hectares

Existing Improvements: An existing Dwelling and carport constructions on this site. Ancillary buildings being a cottage, workshop and small sheds. Rural Residential.

Town Water Supply: No

### **Soil Type**

Mapped Soil Type: Moderately drained sediment soils.  
Mapped Geology: Paleozoic deposits approx. 250 m years old. Consisting of Sandstone, mudstone and pebbly mudstone

Soil derived from weathering of geologically described member and overlaid with deposited soil from higher ground. Generally moderate to well-structured clay loam.

Soil and Geology source data from "List Maps" & "Soil Map Series"

### **Climate**

Annual Rainfall: Approx. 830 mm (Station 091103)  
Annual Evaporation: Approx 113mm (Station 094008) only a few stations record evaporation.

### **Land Use**

Rural Residential

### **Land Slope Gradient**

Moderate slope towards the north east. Fall approximately 1 in 15 across house location and wastewater infiltration area.

### **Site History**

Existing dwelling on rural land.

### **Waterways**

No significant water ways adjacent to the site.

### **This Assessment**

Wastewater assessment for a residential development with three bedrooms. Assume 5 persons.

### **Special Notes for this Investigation**

This investigation is primarily to determine if the existing waste water system is able to function. There is no evidence of failure in existing system. It is understood that there will be a change of use and a B & B type development is proposed.



### **SOIL PROFILE**

A test Hole was drilled on the site adjacent to the current black water infiltration area, the soil profile logged and an infiltration test carried out. The infiltration test was carried out in accordance with AS/NZS 1547: 2012. The infiltration test borehole was drilled with a hand auger to a depth of approximately 0.7 metres. Rock or any other confining layers were not encountered. Local knowledge indicates that it is unlikely that any confining layer is within 2.0 metres BGL of the surface in the proposed infiltration area.

The bore log is appended and notes that the soil is a massive structured clay loam soil.

The design will be based on the massive structured clay loam.

Reference to Table L1 gives this site a Category 4 soil being a massive structured light clay soil.

### **SOIL PERMEABILITY**

The soil on site is a light clay or clay loam with some fine gravel and a little sand in the structure. The soil taken as a Category 4 clay loam of high to moderately structure would have a conservative DLR of 10 mm/day for primary treated effluent.

As a current system design check a DLR of 10 has been taken for trenches and beds with Primary treated effluent. (Ref Table L1)

### **CURRENTLY INSTALLED SYSTEM**

The septic tank volume is estimated to be between 2500 and 3000 litres. Effluent discharges to a single French drain understood to be about 1.5 metres wide and 18 metres long. Surface markings suggests the information is correct. The septic tank is approximately 3.6 metres from the dwelling. Distance to the nearest boundaries is greater than the minimum distance required in the Standard.

The currently installed system is servicing the two bedroom house as well as the cottage building. The connection lines around the cottage had been exposed and have been marked on the plan attached.

### **CURRENT CAPACITY CHECK**

The exposed plumbing appears to be in satisfactory condition and there are no wet areas to suggest any leakage.



**Figure 1 – Existing Plumbing at Cottage**



**Figure 2 – Existing Plumbing at House**





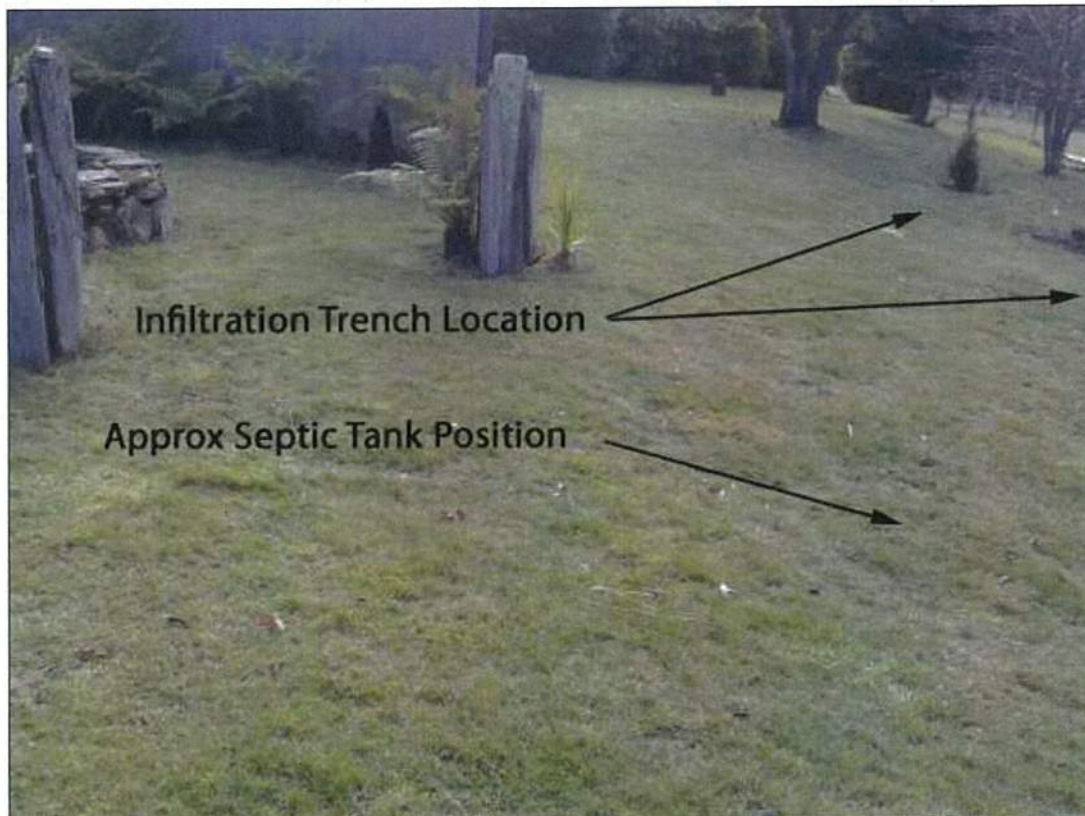
### **Septic Tank**

The volume of the existing septic tank is unknown however an estimate of the tank volume places it between 2500 and 3000 litres. Based on AS1547:2012 requirements for a septic tank, retention time of is 24 hours plus allowing approximately 2000 litres for and sludge storage. This is based on a 5 year service cycle.

Assuming the tank has 2000 litres of scum and sludge, at 120 litres per day per person and up to five occupants as set out in the Standard then the minimum capacity would be 2600 litres. Sludge management with a shorter service cycle of three years rather than five years would allow a 2500 litre tank to have sufficient service capacity. A tank of 3000 litres may not require a shorter service cycle.

A further consideration in making this assessment for a B & B activity is the actual occupancy level which would tend to be less in colder weather and during the winter months.

The assessors view is that if the currently installed tank is at least 2500 litres and the tank is serviced every three years then it will have sufficient capacity. If the tank is greater than 2700 litres normal five year servicing will be satisfactory.



**Figure 3 – Septic Tank Position and Trench Area**





**Figure 4 – Approx. location of Trench Area – installed on Contour**

### **Current Infiltration Trench System**

Using:

Table L1 AS/NZS 1547:2012

Daily flow rate = 600 L/day

DLR = 10

Trench/bed Width = 1.5 m

$$L = Q / (\text{DLR} \times W)$$

= 40 m there is insufficient trench available with the current system.

**The current infiltration bed area appears, from site inspection to be 1.5 metres wide and 18 metres long – about 50% of the requirements of AS1547:2012**

### **Required Improvements to Infiltration Trenches**

- It is recommended that an additional infiltration trench 1.5 metres wide by 22 metres long be constructed on contour two metres down gradient of the existing trench.
- Both trenches to be flow balanced with a passive splitter box installed at or within 2 metres of the septic tank outlet.



## **SYSTEM DESIGN**

The current tank installed is sufficient capacity provided it is cleaned out as part of this upgrade and is cleaned out on a three year cycle if the capacity at the time of the pump out is deemed to be less than 3000 litres. If the tank is less than 2500 litres at the time of pump out then it is recommended that it be replaced with a tank of 3000 litre capacity.

If the tank is of 3000 litre capacity or greater than normal pump out cycles will be sufficient.

One additional infiltration trench is required to the specifications below: -

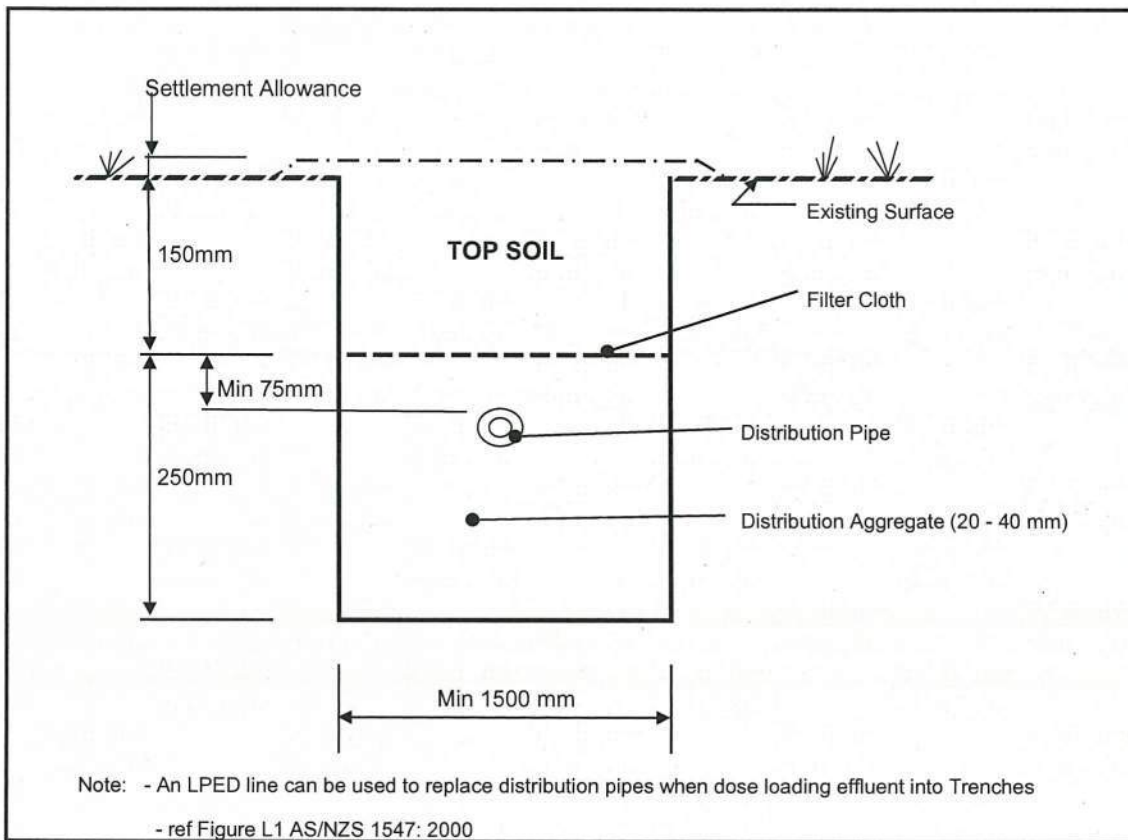
### **Septic Tank Discharge Management**

The discharge from the septic tank must be approximately equal, in flow, to each bed. Contour on this site indicates that a gravity system will have sufficient fall to work successfully. To split volumes between the two trenches a passive static type splitter system will be adequate. As with all installed devices the splitter system will require regular checks to ensure continued functionality.

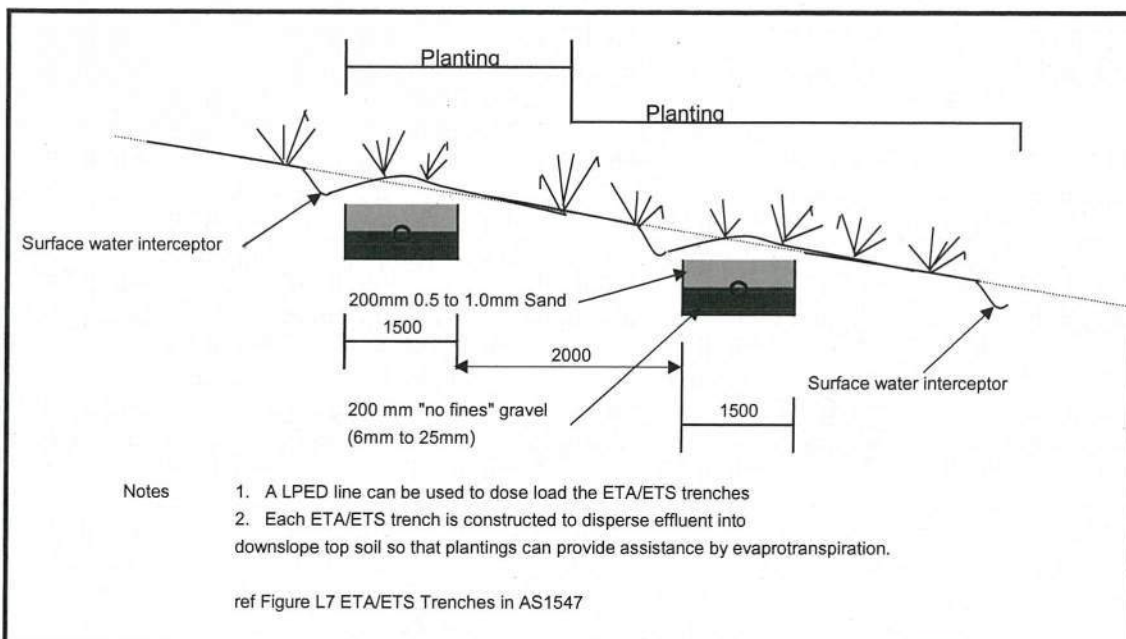
### **Effluent Flow Distribution in Beds**

The dosing lines in the trench must be laid level to evenly distribute the effluent throughout the bed length. The 90 to 100 mm diameter distribution pipe should be drilled with approximately 25 mm diameter holes at 500mm centres in approximately a 10 and 2 O'clock position. The distribution pipe should be laid with the two rows of drilled holes directing flow upwards in the approximate "10 and 2" positions.

The typical design of the Infiltration trench is shown in the figure on the following page.



**Figure 5 – Typical Conventional Infiltration Trench** - (ref Figure L4 AS/NZS 1547:2000)



**Figure 6 – Typical Conventional Infiltration Trenches Constructed on Sloping Ground**

Surface water flow over the bed area will be required with the use of a shallow diversion drain or small dish drain as shown on figure 6 above.



## DESIGN SUMMARY and LOADING CERTIFICATE

1. Soil Type	Category 4 Soil
2. DLR adopted	10
3. Water Supply	Tank
4. Development	Single Residential 2 Beds & B&B with 1 Bed
5. Number of Bedrooms	Three
6. Assumed number of Occupants	Five
7. Basis for Design	On Bedrooms and Five occupants
8. Site Slope	Approx. average 1 in 35 (Planar Slope)
9. Loading Used in Design	600 Litres per day
10. Treatment System	2500 to 3,000 litre septic tanks – already installed. See comments above
11. Effluent Distribution ( <b>Black</b> )	Passive splitter box – equal flow to both trenches
12. Infiltration Trench size	<b>2 trenches each</b> 1.5 metres wide x 20 metres long. <b>ONE</b> trench already installed only additional bed required.
13. Infiltration Trench Spacing	2.0 metres sidewall to sidewall
14. Infiltration Trench Design	As per section detail <b>Figure 5</b> above
15. Overloading or Failure Risk	Room to increase Trench size or replace Trenches.
16. Failure Impact /indication	Ponding or development of wet areas.
17. Additional Area	Adjacent to proposed trenches.






### Operational Advice

These notes are generally taken from AS/NZS 1547: 2012 and offer advice to prolong the life of your septic system and also maintain a healthy environment for not only the living organisms in the septic tank but also a pleasant environment for the occupiers of the property.

- 1) To reduce sludge building up in the tank:
  - a) Remove fats and grease from dishes
  - b) Keep all possible solids out of the system
  - c) Don't use a food waste disposal unit unless the system has been specifically designed to carry the extra load
  - d) Don't put sanitary napkins and other hygiene products into the system
- 2) To keep the bacteria working in the tank and the disposal trench system
  - a) Use biodegradable soaps
  - b) Use low phosphorus detergents
  - c) Use low sodium detergent if you are in a dispersive soil area
  - d) Use detergents in the recommended quantities
  - e) Don't use powerful bleaches, whiteners etc
  - f) Don't put chemicals down the drain
- 3) Conservation of water will reduce the volume of effluent requiring disposal to the land application system
  - a) Installing water conservation fittings
  - b) Take a shower instead of a bath
  - c) Washing when there are full loads
  - d) Using the dish washer only when there is a full load
- 4) Avoid overloading the system
  - a) Do not do all the washing on one day
  - b) Do not run the washing machine and the dishwasher at the same time

### Maintenance Advice

- 1) Primary wastewater treatment unit (septic tank) should
  - a) Be inspected annually and pumped out regularly once the scum and sludge occupy two thirds of the tank volume
  - b) Be protected from vehicle access
  - c) If a grease trap is fitted to the system this must be inspected quarterly and cleaned or pumped out regularly
  - d) Have the vent and access cover of the septic tank exposed
  - e) Have any outlet filter inspected and serviced in accordance with the manufacturers recommendations.
  - f) Have any splitter box inspected and functionality checked quarterly
- 2) The land application area should be protected by the following measures
  - a) Access to spray or irrigation areas should be restricted and never available as play areas for children
  - b) Any evapotranspiration areas should be designed to deter pedestrian traffic
  - c) No vehicles or stock should be allowed to access any land application area
  - d) Deep rooting trees or shrubs should not be grown over absorption trenches and pipes

- 
- e) Surface water diversion drains should be maintained upslope of and around the land application area and kept clean to reduce seepage of rainwater into the trenches or beds

**NOTE:**

This report is applicable to only the site the testing has been undertaken upon.

In reaching the design recommendations we have assumed an occupancy level based on the number of bedrooms indicated on the plans supplied and based on the AS/NZS 1547: 2012 recommendations. If a change to the occupancy level through changes such as using the study area as a further bedroom then it may become necessary to reassess the recommendations and possibly increase the disposal area.

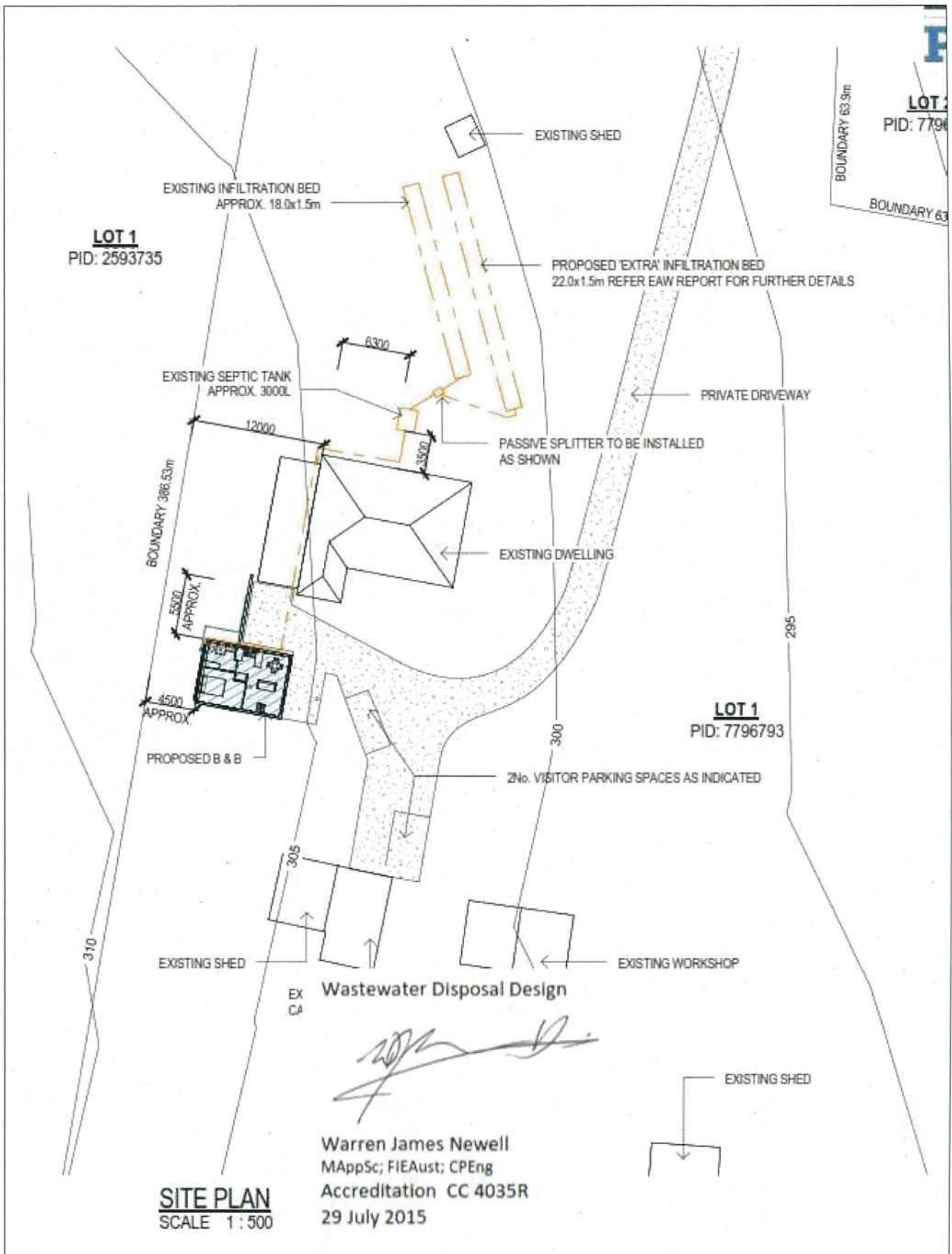
With septic tank systems, it is recommended that the tanks be regularly monitored and maintained. They will require regular cleaning to maintain their performance and reduce the risk of solid material entering the disposal field. Some basic advice is given above.

Testing and recommendations prepared by: -

Warren Newell  
MApSc; FIEAust; CPEng; regNPER  
Accreditation Under Building Act 2000 "CC4035R"  
Principal / Director

Dated: 29 July 2015





**Figure 7 – Site Plan with new trench location**



## DRAWING SCHEDULE

A00	COVER PAGE
A01	SITE PLAN
A02	FLOOR PLAN
A03	ELEVATIONS #1

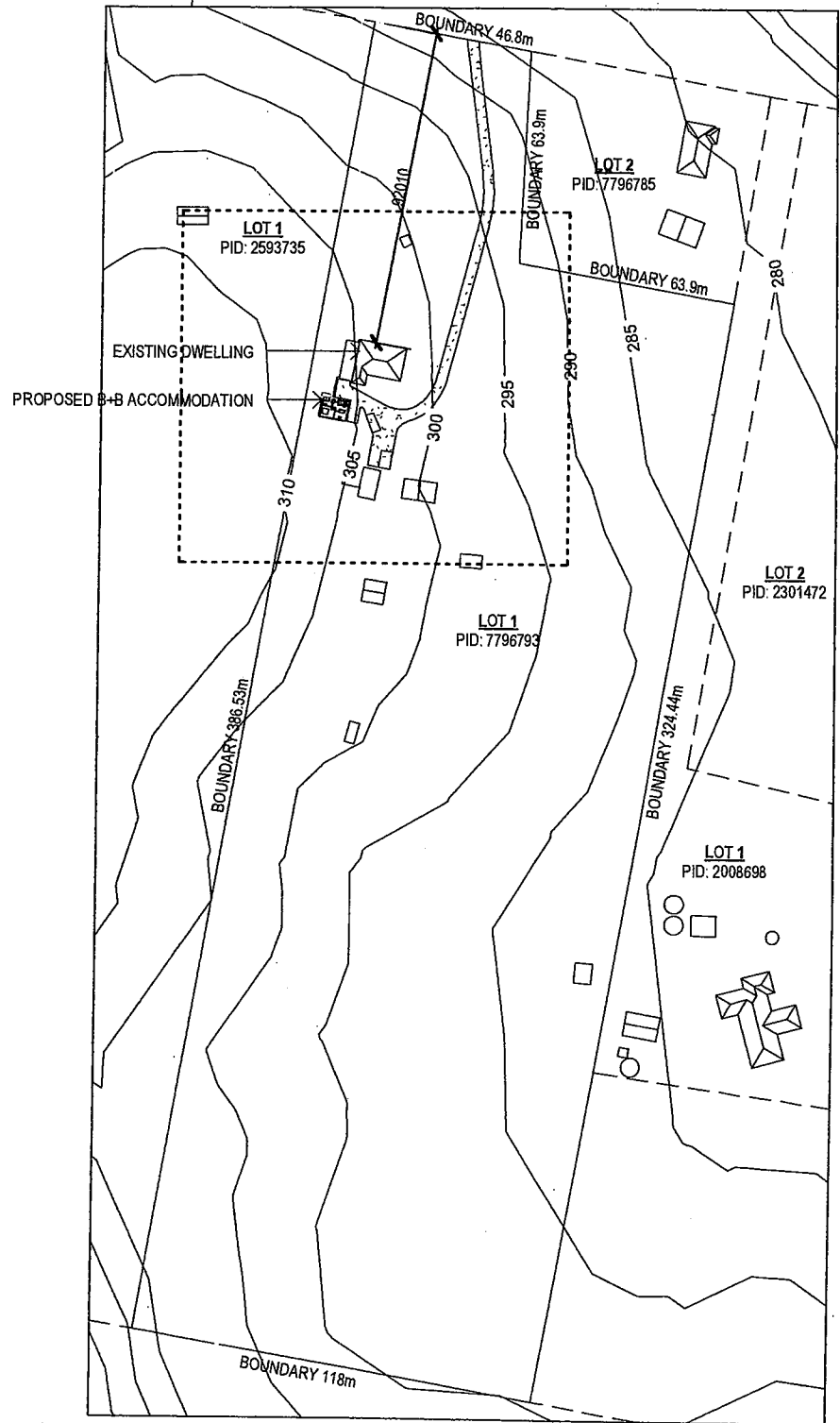
## PROJECT INFORMATION

BUILDING DESIGNER:	GRANT JAMES PFEIFFER
ACCREDITATION No:	CC2211T
LAND TITLE REFERENCE NUMBER:	57257/2
DESIGN WIND SPEED:	N2
SOIL CLASSIFICATION:	N/A
CLIMATE ZONE:	7
BUSHFIRE-PRONE BAL RATING:	N/A
ALPINE AREA:	N/A
CORROSION ENVIRONMENT:	MEDIUM
FLOODING:	NO
LANDSLIP:	NO
DISPERSIVE SOILS:	UNKNOWN
SALINE SOILS:	UNKNOWN
SAND DUNES:	NO
MINE SUBSIDENCE:	NO
LANDFILL:	NO
GROUND LEVELS:	REFER PLAN
ORG LEVEL	EXISTING

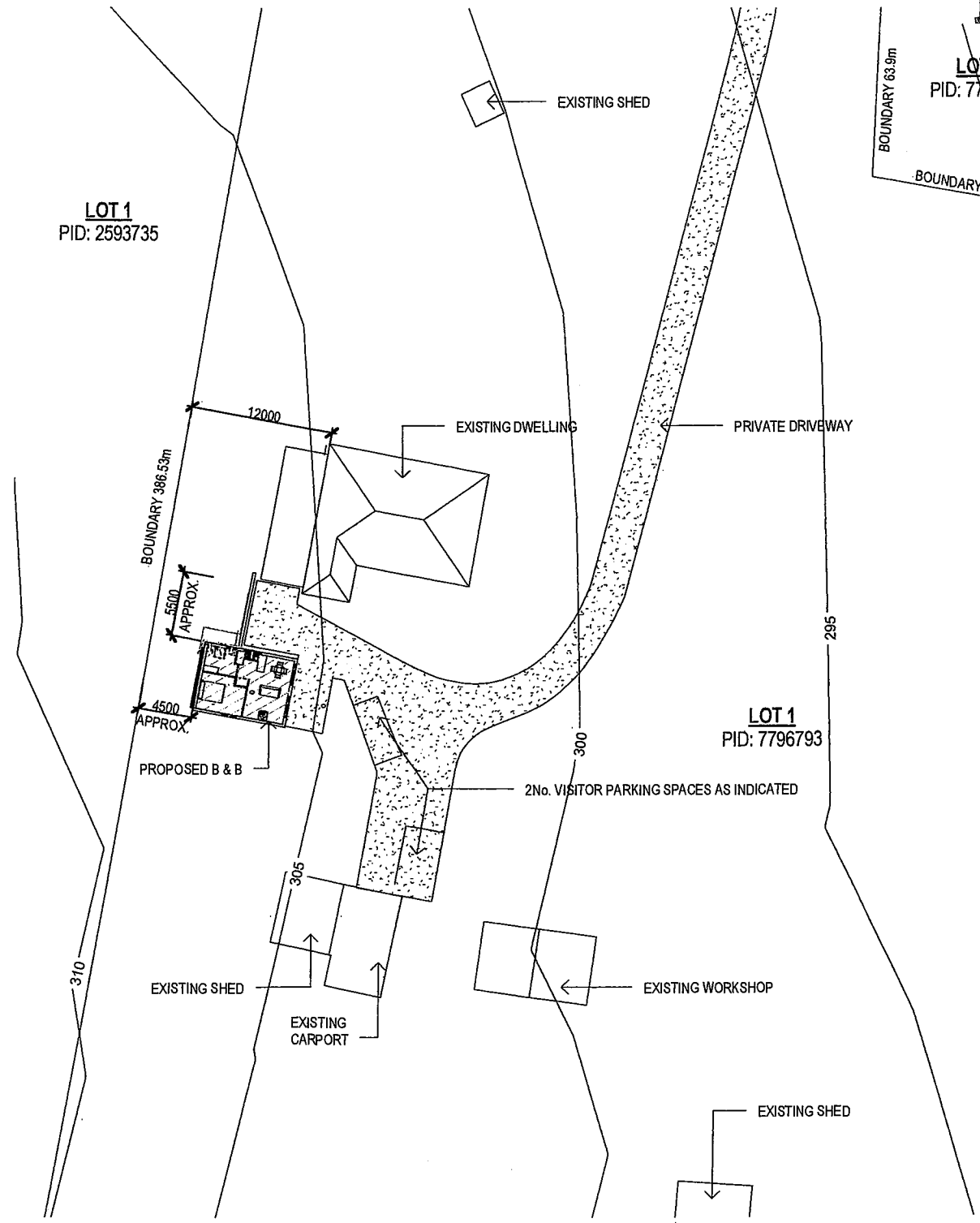
## PROPOSED B&B

J. CROSSWELL  
61 HAMPTONS ROAD  
MEANDER

MEANDER VALLEY COUNCIL



**LOCATION PLAN**  
SCALE 1:2000



**SITE PLAN**  
SCALE 1:500

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Project: **PROPOSED B&B**  
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trin@engineeringplus.com.au

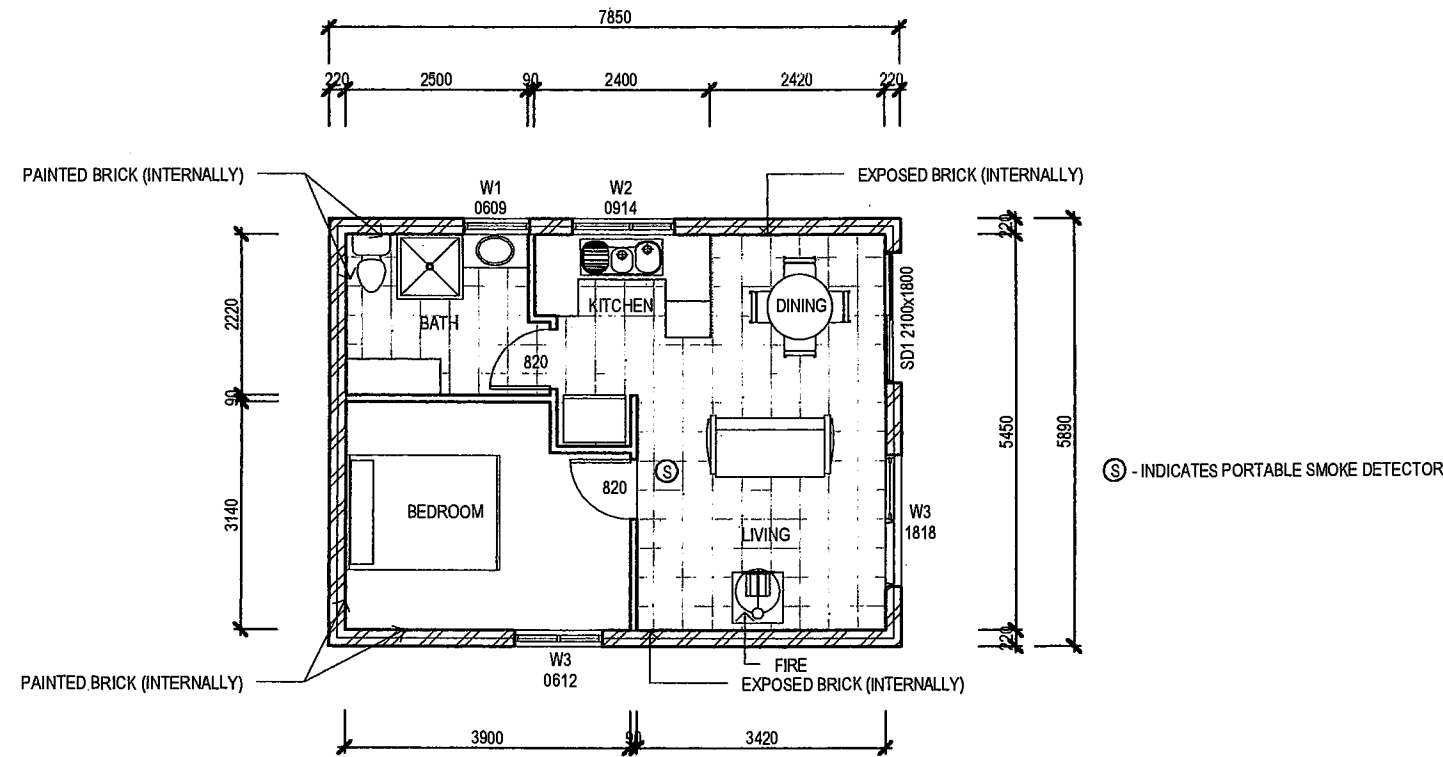
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PROJECT MANAGEMENT  
LTD. (TRADING COMPANY)

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				Drawn: L. Kaukenas
				Checked: A. Taylor
				Approved: J. Pfeiffer
				Scale: As Shown @ A3
				Accredited Building Designer
				Designer Name: J. Pfeiffer
				Accreditation No: CC2211T
Rev:	Amendment:	Date:	Int:	

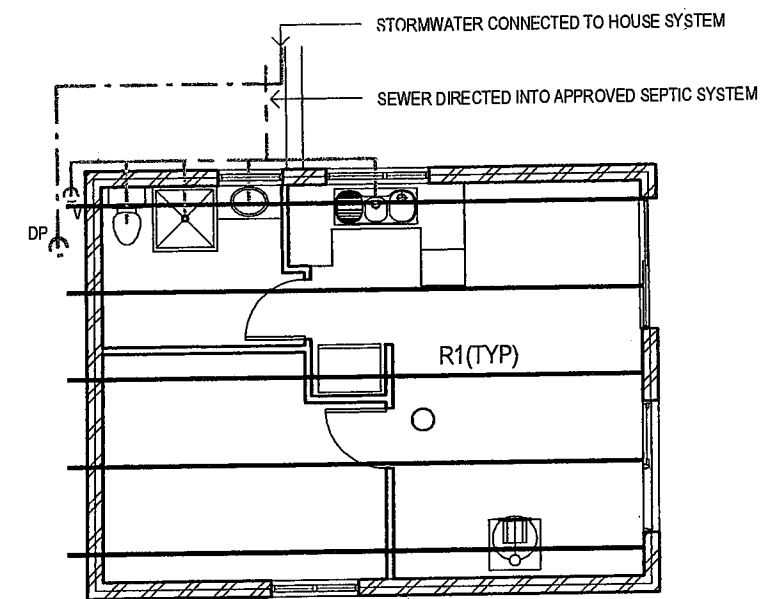

Drawing No: 14915  
Rev: **DEV 1A**



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**FLOOR PLAN**  
SCALE 1:100



**DRAINAGE PLAN**  
SCALE 1:100

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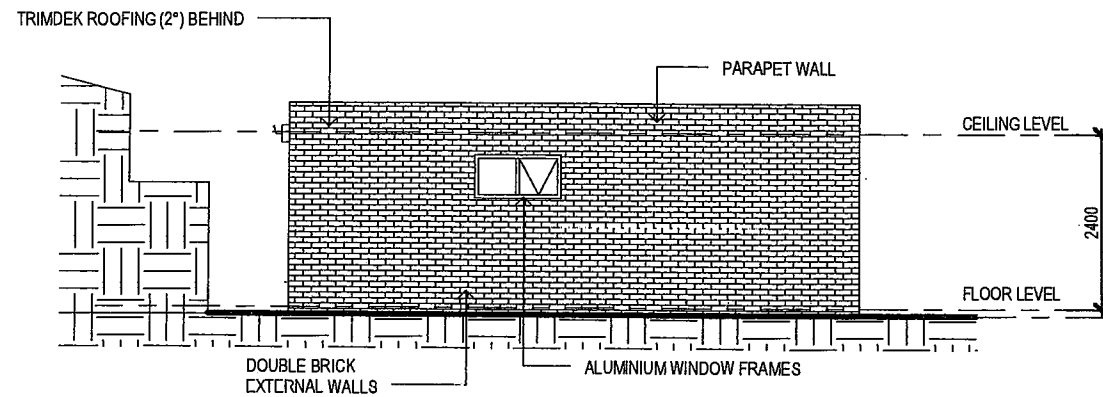
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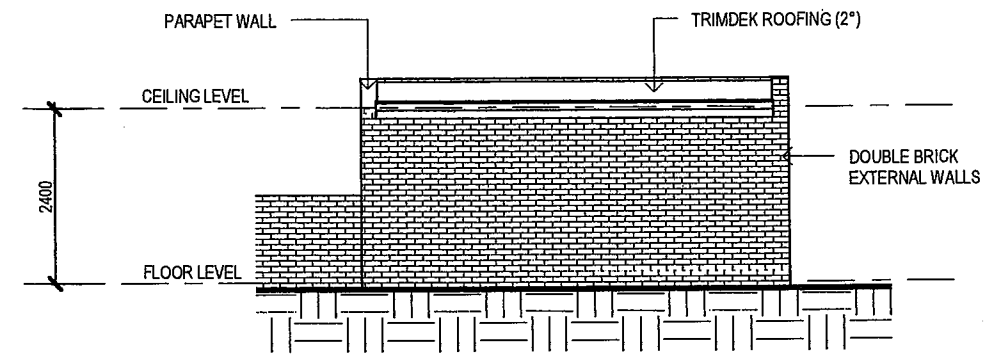
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Accredited Building Designer	Designer Name: J. Pfeiffer	Accreditation No: CC2211T		
A	ISSUED FOR APPROVAL	23/7/15	L. K	
Rev:	Amendment:	Date:	Int:	

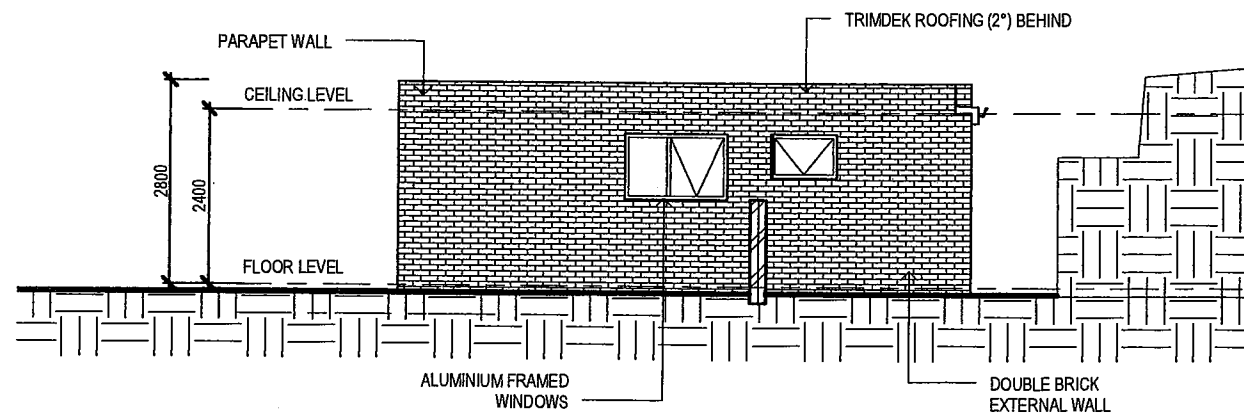
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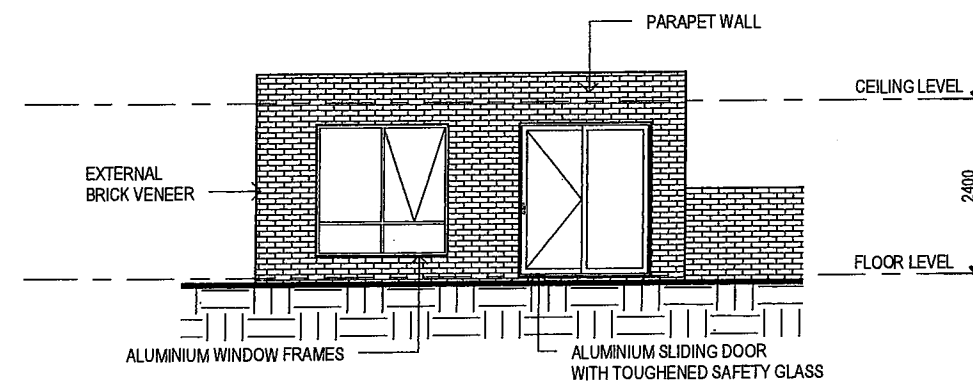
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 SCALE 1:100



**WEST ELEVATION**  
 SCALE 1:100



**NORTH ELEVATION**  
 SCALE 1:100



**EAST ELEVATION**  
 SCALE 1:100

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 Project: **PROPOSED B&B**  
 Address: **61 HAMPTONS ROAD MEANDER**

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**ENGINEERING PLUS**  
BUILDING DESIGN  
 PROJECT MANAGEMENT  
 CIVIL/STRUCTURAL ENGINEERING

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Drawn: L. Kaukenas	Designer Name: J. Pfeiffer	14915	DEV 1 A
Checked: A. Taylor	Accreditation No: CC2211T		
Approved: J. Pfeiffer			
Scale: As Shown @ A3			
Rev: A	ISSUED FOR APPROVAL	23/7/15	L. K
Amendment:		Date:	Int:





**Meander Valley Council**  
**61 Hamptons Road Visitor  
Accommodation  
Traffic Impact Assessment**  
**September 2015**

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# 1. Introduction

## 1.1 Background

Midson Traffic were engaged by Meander Valley Council to prepare a traffic impact assessment for an existing visitor accommodation development at 61 Hamptons Road, Meander.

## 1.2 Traffic Impact Assessment (TIA)

A traffic impact assessment (TIA) is a process of compiling and analysing information on the impacts that a specific development proposal is likely to have on the operation of roads and transport networks.

This TIA has been prepared in accordance with the Department of State Growth (DSG) publication, *A Framework for Undertaking Traffic Impact Assessments*, September 2007. This TIA has also been prepared with reference to the Austroads publication, *Guide to Traffic Management, Part 12: Traffic Impacts of Developments*, 2009.

Land use developments generate traffic movements as people move to, from and within a development. Without a clear understanding of the type of traffic movements (including cars, pedestrians, trucks, etc), the scale of their movements, timing, duration and location, there is a risk that this traffic movement may contribute to safety issues, unforeseen congestion or other problems where the development connects to the road system or elsewhere on the road network. A TIA attempts to forecast these movements and their impact on the surrounding transport network.

A TIA is not a promotional exercise undertaken on behalf of a developer; a TIA must provide an impartial and objective description of the impacts and traffic effects of a proposed development. A full and detailed assessment of how vehicle and person movements to and from a development site might affect existing road and pedestrian networks is required. An objective consideration of the traffic impact of a proposal is vital to enable planning decisions to be based upon the principles of sustainable development.

The Meander Valley Council have requested a TIA be prepared to assess the development against the requirements of the Meander Valley Interim Planning Scheme, 2013. Specifically, the requirements for a TIA are set out in the Road and Rail Assets Code (E4) as follows:

- E4.5.1 A TIA is required to demonstrate compliance with performance criteria.
- E4.5.2 A TIA for roads must be undertaken in accordance with *Traffic Impact Assessment Guidelines*, Department of Infrastructure, Energy and Resources September 2007. Australian Guidelines and Australian Standards are to be used as the basis for any required road or junction design.
- E4.5.3 A TIA must be accompanied by written advice as to the adequacy of the TIA from the:
- a) road authority in respect of a road; and
  - b) rail authority in respect of a railway.
- E4.5.4 The Council must consider the written advice of the relevant authority when assessing an application which relies on performance criteria to meet an applicable standard

### **1.3 Statement of Qualification and Experience**

This TIA has been prepared by an experienced and qualified traffic engineer in accordance with the requirements of Council's Planning Scheme and The Department of State Growth's, *A Framework for Undertaking Traffic Impact Assessments*, September 2007, as well as Council's requirements.

The TIA was prepared by Keith Midson. Keith's experience and qualifications are briefly outlined as follows:

- 19.5 years professional experience in traffic engineering and transport planning.
- Master of Transport, Monash University, 2006
- Master of Traffic, Monash University, 2004
- Bachelor of Civil Engineering, University of Tasmania, 1995

Keith is a Director of the traffic engineering, transport planning and road safety company, Midson Traffic Pty Ltd. He is also a Teaching Fellow at Monash University, where he teaches and coordinates the subject 'Road Safety Engineering' as part of Monash's postgraduate program in traffic and transport. Keith is also an Honorary Research Associate with the University of Tasmania, where he lectures the subject 'Transportation Engineering' in the undergraduate civil engineering program as well as supervising several honours projects each year.

### **1.4 Project Scope**

The project scope of this TIA is outlined as follows:

- Review of the existing road environment in the vicinity of the site and the traffic conditions on the road network.
- Provision of information on the proposed development with regards to traffic movements and activity.



- Identification of the traffic generation potential of the proposal with respect to the surrounding road network in terms of road network capacity.
- Traffic implications of the proposal with respect to the external road network in terms of traffic efficiency and road safety.

### **1.5 Subject Site**

The subject site is located at 61 Hamptons Road, Meander. The subject site and surrounding road network is shown in Figure 1.

**Figure 1 Subject Site & Surrounding Road Network**



Source: LIST Map, DPIPWE

## 1.6 Reference Resources

The following references were used in the preparation of this TIA:

- Northern Midlands Interim Planning Scheme, 2013 (Planning Scheme)
- Austroads, *Guide to Traffic Management, Part 12: Traffic Impacts of Developments*, 2009
- Austroads, *Guide to Road Design, Part 4A: Unsignalised and Signalised Intersections*, 2009
- DSG, *A Framework for Undertaking Traffic Impact Assessments*, 2007
- Roads and Maritime Services NSW, *Guide to Traffic Generating Developments*, 2002 (RTA Guide)
- Roads and Maritime Services NSW, *Updated Traffic Surveys*, 2013 (Updated RTA Guide)

## 2. Existing Conditions

### 2.1 Transport Network

For the purpose of this report, the transport network only consists of Hamptons Road and Huntsman Road in Meander. Hamptons Road is a narrow unsealed road that provides access to several rural and agricultural properties along its length.

Hamptons Road looking west is shown in Figure 2.

**Figure 2 Hamptons Road**



Huntsman Road connects between Meander Road and Meander Falls Road south of Meander.

### 2.2 Road Safety Performance

Crash data can provide valuable information on the road safety performance of a road network. Existing road safety deficiencies can be highlighted through the examination of crash data, which can assist in determining whether traffic generation from the proposed development may exacerbate any identified issues.

Crash data was obtained from the Department of State Growth for Hamptons Road the most recent 5 year period. No crashes were reported during this time.



### 3. Development

The development is an existing two room accommodation business. The site contains an existing residential dwelling and facilities for short stay accommodation.

The site layout is shown in Figure 3.

**Figure 3 Site Layout**





## 4. Traffic Impacts

### 4.1 Traffic Generation

Traffic generation rates were sourced from the RTA Guide (and Updated RTA Guide). The RTA Guide states that casual accommodation typically generates 3 trips per unit, with a peak (evening peak) of 0.4 trips per unit. Based on the development providing 2 accommodation units, the traffic generation of this component is likely to be 6 trips per day and 2 trips during peak. The actual traffic generation is also likely to be seasonal, with no traffic generation when the accommodation is not occupied.

The existing residential dwelling is located in a rural setting and is therefore likely to generate up to 8 trips per day and 1 trip during peak periods.

The total traffic generation of the site is therefore likely to be in the order of 14 vehicles per day and 3 trips per hour during peak periods.

The Acceptable Solution, A3 of E4.6 of the Planning Scheme states:

*"For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic (AADT) movements at the existing access or junction by more than 10%".*

In this case, the development increases the traffic generation at the existing access by 6 trips per day, which represents an increase that is greater than 10% of the existing AADT volume. The Acceptable Solution A3 of E4.6 is therefore not met.

The Performance Criteria, P3 of E4.6 states:

*"For limited access roads and roads with a speed limit of more than 60km/h:*

- (a) Access to a category 1 road or limited access road must only be via an existing access or junction of the use or development must provide a significant social and economic benefit to the State or region; and*
- (b) Any increase in use of an existing access or junction or development of a new access or junction to a limited access road or category 1, 2 or 3 road must be for a use that is dependent on the site for its unique resources, characteristics or locational attributes and an alternative site or access to a category 4 or 5 road is not practicable; and*
- (c) An access or junction which is increased in use or is a new access or junction must be designed and located to maintain an adequate level of safety and efficiency for all road users".*

In this case, the development does not access a category 1, 2 or 3 road and the development utilises an existing access. The development must therefore satisfy Performance Criteria P3(c) of E4.6. The safety

and efficiency of the access with respect to the additional traffic generation is examined in the following sections.

## 4.2 Trip Distribution

All traffic generated by the site will travel to and from Huntsman Road. The majority of the generated traffic will then travel to and from Meander and Deloraine.

## 4.3 Access Impacts

The existing access is a narrow sealed driveway, approximately 3 metres wide with unsealed shoulders varying in width along its length. The existing access, viewed from Hampdens Road is shown in Figure 4.

**Figure 4 Existing Access**



## 4.4 Sight Distance Requirements

The Acceptable Solution A1(a) of E4.7.4 of the Planning Scheme states that:

*"Sight distances at an access or junction must comply with the Safe Intersection Sight Distance shown in Table E4.7.4"*

The Planning Scheme SISD requirements are reproduced in Table 1.

**Table 1 Planning Scheme SISD Requirements**

**Table E4.7.4 Safe Intersection Sight Distance (SISD)**

Vehicle Speed	Safe Intersection Sight Distance (SISD)	
	Metres, for speed limit of:	
km/h	60 km/h or less	Greater than 60 km/h
50	80	90
60	105	115
70	130	140
80	165	175
90		210
100		250
110		290

In this case, the default speed limit of 80-km/h applies to Hampdens Road due to its rural environment and unsealed construction. The 85<sup>th</sup> percentile vehicle speed was estimated to be approximately 40 to 50-km/h near the site's access due to the narrow width, unsealed surface, and vertical alignment. The Planning Scheme SISD requirement is therefore up to 90 metres.

The available sight distance exceeds this SISD requirement to the east of the access. The available sight distance to the west of the access is approximately 70 metres due to a crest. The access therefore fails the Acceptable Solution A1(a) of E4.7.4 of the Planning Scheme.

The Performance Criteria, P1 of E4.7.4 states:

*"The design, layout and location of an access, junction or rail level crossing must provide adequate sight distances to ensure the safe movement of vehicles".*

Site investigations deemed the sight distance in this direction to be safe on the following grounds:

- The traffic generation from the site is relatively low, peaking at approximately 14 vehicles per day. The nature of the development will result in this traffic generation being spread relatively evenly throughout the day.
- The traffic volume on Hamptons Road is very low due to the dead-end nature of the road and the limited number of rural/ agricultural properties along its length. Traffic approaching the

access from the west originates from a small number of properties. The risk of conflict is therefore very low.

- The access is a driveway, not a road junction. The SISD requirements set out in the Planning Scheme are based on Austroads road junction sight distance requirements. Access driveways are normally assessed against the requirements of Australian Standards, AS2890.1, *Parking Facilities – Off-Street Parking*, 2004. The sight distance requirements under AS2890.1 are more likely to be 40 to 55 metres, which is available.

Based on the above assessment, the access meets the Performance Criteria, P1, of E4.7.4 of the Planning Scheme.

#### **4.5 Road Safety Impacts**

No significant road safety impacts are foreseen for the proposed development. This is based on the following:

- The surrounding road transport network is capable of absorbing the very low estimated traffic generation of the development.
- Sight distance at the access was deemed to be acceptable based on the prevailing vehicle speeds and low volume in Hampdens Road.
- The crash history of the surrounding road network near the subject site does not indicate that there are any specific road safety issues that are likely to be exacerbated by the proposed development.

## 5. Conclusions

This traffic impact assessment (TIA) investigated the traffic and parking impacts of a proposed development at 61 Hampdens Road, Meander.

The key findings of the TIA are summarised as follows:

- The available sight distance to the west of the access does not meet the Planning Scheme requirements. The access therefore fails the Acceptable Solution A1(a) of E4.7.4 of the Planning Scheme.
- The access was deemed safe due to the combination of very low traffic volume on Hampdens Road, low traffic generation, and low vehicle speeds on Hampdens Road. The access therefore meets the requirements of Performance Criteria, P1 of E4.7.4 of the Planning Scheme.

Based on the findings of this report, the development is supported on traffic grounds.



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**Document Status**

Revision	Author	Review	Date
0	Keith Midson	Zara Kacic-Midson	12 September 2015

Meander Valley Council

PA\16\0025

Dear Sir,

The application proposal to set up an accommodation at 61 Hamptons Road, Meander seems a little late in arriving.

From our observations the business has been fully operational for well over twelve months.

Although we have no major objections to the current way the business is operating we do have concerns about the way it could impact on us in the future.

Ms Crosswell's disregard for rules and regulations appears to turn about face when those same guidelines can be used to her advantage.

Given validity she could find ways to impose restrictions on neighbouring properties and the way they are run. Most of her neighbours have already been subject to some form of abuse or damage to their properties as a result of her actions.

Our problems caused by Ms Crosswell resulted in bills mounting to thousands of dollars when she regularly blocked a culvert in our driveway that subsequently collapsed last year during heavy rains.

She has now blocked it again with a huge plug of cement

If the application is to be approved it should be subject to Ms Crosswell behaving in an acceptable and unthreatening manner towards her neighbours and their properties.

She could start by clearing the culvert pipe on our drive. She should also be liable, in arrears, for all license fees and taxes from monies received since starting the business.

In any other case we believe the application should be dismissed.

Yours sincerely Alastair and Marguerite McNeill

Huntsmans Farm  
53 Hampton Road  
Meander

B and K Hillman, E. Fromson,  
51 Hamptons Road,  
Meander,  
TAS 7304

Oct 1, 2015

General Manager  
Planning,  
Meander Valley Council

**Re: Planning Application 16\0025 from Ms J Crosswell, for Discretionary Use (Visitor Accommodation) at 61 Hamptons Road, Meander.**

Dear Manager,

We were surprised to receive notice of this application, having believed we had missed it earlier as Ms Crosswell has already been operating her accommodation business for about 18 months. This has caused no harm to us and we trust Ms Crosswell has valued the Council's leniency in allowing her to continue. Hopefully, this has not caused other business developers to feel aggrieved.

Because the business has been allowed to operate, we are now in the position of acknowledging concerns from its operation that otherwise we would not have been aware of. Our concerns are not a criticism of the business but we feel some extra planning and perhaps some safeguards may be necessary so that neighbours do not suffer any disadvantages.

Our concerns are in four areas:

1. Traffic increase
2. Views
3. Noise
4. Privacy

**1. Traffic increase**

In a letter to the Director of Infrastructure Services dated June 16, 2015 we noted our concerns about the narrowness of Hamptons Road given the increased traffic along it which we believed was largely due to visitors using the 'Bonsmara Haven' accommodation run by Ms Crosswell. The reply stated that a road upgrade wasn't warranted. We were relieved because we would prefer to not have it upgraded as this would probably encourage drivers to travel even faster along it.

Ms Crosswell has gone to the expense of providing a Traffic Impact Assessment (TIA) of her business which estimates that an extra 14 vehicles/day may use the road. This extra traffic was not adjudged to create problems. We remain unsure.

We also seek clarity on the traffic increase, which may be much more than the estimate used in the TIA. The application appears to be for accommodation *additional* to whatever was being used in the last

Of course, the privacy screen will take a few years to establish and we have just been delayed a year because the severe frosts killed our most important new plantings.

**Conclusion**

All our points have arisen solely because the business has been operating for some time which has given us the opportunity to observe its' effects. We stress that we have not been harmed by those effects but can see avenues of concern in the future. The main one is that the traffic increase may be underestimated and will be worsened if more visitors stay on the property than have been used in the TIA's calculations.

Tensions between Ms Crosswell and most of her neighbours are already high and will escalate if there is any further issue with tree-felling, trespassing, traffic and noise generation.

We do not bear Ms Crosswell any ill-will on her accommodation/counselling venture. We wish her every success. However, we do not want to see any or every neighbour disadvantaged. The business already seems to thrive in the current environment, and should give Ms Crosswell no cause for complaint.



Brian Hillman  
October 1, 2015



Karen Hillman



Elizabeth Fromson

Mel Williams  
55 Hamptons Road  
MEANDER TAS 7304

29 September 2015

Meander Valley Council  
General Manager  
Mr Greg Preece  
PO Box 102  
WESTBURY TAS 7303

Index No.	1392		
Doc No.	90 2950 0160		
Batch No			
RCVD	02 OCT 2015	MVC	
Action Officer:	DS	Dept.	DS
EO	OD	/	BOX

Dear Mr Preece

**RE: Application for Planning Approval by J Crosswell – PA\16\0025 – Visitor Accommodation**

I would like to provide comment regarding the B&B Visitor Accommodation – 'Bonsmara Haven' planning application lodged with Council by J Crosswell.

My wife and I do not have any specific objections for a B&B accommodation business to operate next door to us. We do, however, have strong objections in regards to the negative impact we have experienced from the actions of the B&B owner operating this business.

Our property is only one acre in size with our house located within 20 metres of Hamptons Road. Our western and southern boundaries adjoin Ms Crosswell's property. The driveway access to Ms Crosswell's property runs immediately alongside our western boundary. Ms Crosswell's property is over 12 acres in size, however our houses are located only 100 metres apart.

Ms Crosswell has been illegally operating this B&B accommodation business, 'Bonsmara Haven', for approximately 18 months now. This observation has been verified by observing the regular parade of unfamiliar cars visiting her property and strangers taking walks down Hamptons Road to nearby Huntsman Lake. A review of Bonsmara Haven on the Air BnB website also confirms that the people visiting were utilising this property as a B&B accommodation venue. Although visits have slowed down over the autumn/winter seasons, operations have been ongoing continually now since April 2014.

During this first year and a half of B&B Bonsmara Haven operating, my wife and I have been harangued, bullied, slandered and threatened by Ms Crosswell as she has sought to impose restrictions and expectations upon us that relate to her B&B operations. This behaviour has been in the form of verbal abuse, unpleasant letters, trespass on to our property, damage to our property, verbal threats and a smear campaign using social media.

- **Verbal abuse** – Twice I have been harangued by Ms Crosswell across our shared property fence line. The first event occurred within weeks of commencement of her B&B operations. She aggressively and abusively demanded that now that she had commenced operating her business and advertised that guests could expect a peaceful and quiet visit, she expected us to be a 'noise free' property and that our dogs were not to bark or make noise while she had guests to stay.

The noise restrictions she wants to place upon us are totally unacceptable. Our dogs will alert us to cars passing and visitors/strangers in our quiet rural neighbourhood, which of course have increased with the opening and operating of the B&B business. Last spring / summer saw a regular parade of unfamiliar vehicles visiting her B&B accommodation, with many of the guests taking walks down Hamptons Road, alongside our house, to visit nearby Huntsman Lake. Living on a rural property, we also make regular use of our garden machinery (lawn mower, whipper snipper, chainsaw, and chip shredder). Use of this machinery must be at times of our choosing, within accepted municipal hours of course, and cannot be dictated by Ms Crosswell. We should not feel that any time we are making



noise in the garden by using machinery or our dogs bark, that we are at risk of having Ms Crosswell harangue and verbally abuse us over our adjoining fence because she has B&B guests staying.

- **Trespass and damage to our property** – Ms Crosswell has entered our property while we have not been at home. This was done without our permission or approval and was done to perform an illegal act of damage to our property. In late November a bush on our property was mutilated by Ms Crosswell. This bush is located in a corner of our property next to Ms Crosswell's driveway entry. The limbs from this bush that jutted out through our fence towards Hamptons Road were hacked off and removed. We assume this was done by Ms Crosswell to aid visual sighting of her entrance B&B Bonsmara Haven sign. We made no comment to Ms Crosswell about this damage to our property, however a few weeks later in late December she trespassed onto our property while we were not at home and this time employed a chainsaw operator to cut down one of our trees. The tree was approx. 20 metres tall, healthy, straight and did not affect or impede in any way our shared fence line. Ms Crosswell removed all the wood from this tree to her property, and to date has retained all the wood. Ms Crosswell has refused to provide us with any explanation as to why she removed this tree. This matter was referred to the Police who attended the scene. Ms Crosswell was charged and at a recent Launceston Criminal Court hearing of 'Police v Crosswell' she was convicted on charges of trespass and damage to private property.

Soon after the first tree felling incident we were made aware that Ms Crosswell was interested in further trespass on to our property to cut down more of our trees, those located on our western boundary. As she has given us no reason for her interest in removing our trees, we can only assume it is because she wants to improve the view aspects for her B&B guests. Removal of these trees would give her sweeping views across the Huntsman Valley and Stockers Plain. A number of these trees are older Black Wattle trees that are nearing their end life, however there are also a number of 25+ metre tall Eucalypts that have the capacity to live for many more decades. Ms Crosswell has not given us any assurance that these trees are safe from her attentions. It has been confirmed that the deceitful ploy Ms Crosswell used to have our first tree cut down by a chainsaw operator was by telling him she had spoken with us and we had given our permission and approval for the tree to be felled. We have placed signs on the trees advising our ownership and why the signs have been put up. Our hope is that these notices will prevent another chainsaw operator being deceived by Ms Crosswell into believing our permission has been granted to cut them down. Disconcertingly Ms Crosswell's Facebook page has contained comments about having these trees poisoned by pouring 'substances' at their base, or to hammer copper nails into their trunks to encourage a slow death.

- **Verbal threats** – Subsequent to the court hearing, Ms Crosswell has made verbal threats on two separate occasions to my wife. These were threats to create further trouble for us, to attack my wife's good reputation, and to target our dogs. The Police have been advised and on their advice and recommendation, 24hr security cameras have been purchased and installed around our property. It is ridiculous that we have had to resort to these measures in defence of ourselves, our animals and property.
- **Use of social media** – We are aware of a smear campaign via social media (ie. Facebook) that Ms Crosswell has waged against us since we have stood up to her bullying and aggressive tactics against us. The content of her entries has been slanderous and defamatory, especially directed towards my wife. It is interesting to observe how Facebook can be used as a platform by someone to broadcast their lies and fabricated stories. Ms Crosswell has portrayed herself as the misunderstood helpful neighbour, only wanting to spread kindness and goodwill to her neighbours but that we have instead responded with 'nasty revengeful games'. She of course omits the facts that any of the actions we have taken, as described above, have been in response to actions she has initiated against us. The vitriolic responses Ms Crosswell incites from her Facebook 'friends' against us also make for some disturbing reading. Slander and defamation of character is a difficult thing to counter. Although her 'good neighbour' portrayal of herself has been a source of amusement to our other neighbours who have also received unpleasant letters from Ms Crosswell or been at the receiving end of one of her verbal tirades, Ms Crosswell's

attempts to defame us and destroy our good reputation simply because we have stood up to her attempts to impose noise restrictions upon us and to illegally remove our trees for her B&B business operations is not to be tolerated. Given Ms Crosswell's defamatory Facebook content and the abundance of documentary evidence gathered so far, this matter might yet need to proceed to a defamation suit against her.

I appreciate the objections I have raised will not be factored in to whether or not Ms Crosswell receives permit approval to operate her B&B business. Although our preference would be for the property to remain private residential, we do not have any specific objections to having a B&B accommodation business operate next door to us. We must accept that the B&B operations will change the quiet rural feel of our area in that a regular parade of unfamiliar cars and strangers will now intrude upon us, especially over the spring/summer seasons. We will be affected more than any of our other neighbours as our property boundary lies alongside Ms Crosswell's driveway and our house is sited less than 20 metres off Hamptons Road.

A licence to operate a B&B accommodation business should NOT however be considered a licence for Ms Crosswell, as the B&B operator, to harass, bully and threaten the next-door neighbours because she wants to impose noise restrictions upon them and destroy their trees to improve the valley views for B&B guests. Council as the permit authority needs to make this distinction very clear to Ms Crosswell.

Ms Crosswell regularly states on Facebook that she wants to share her 'little piece of paradise' with her B&B guests. She needs however to understand that for those of us who also live in this valley, it is also our 'piece of paradise' and our appreciation and enjoyment of it should not be destroyed because of the whims of a B&B operator wanting to cater for her transit visitors.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mel Williams', with a long horizontal flourish extending to the right.

Mel Williams

## **DEV 2 EXTENSION TO RESIDENTIAL OUTBUILDING – 3-5 ZENA PLACE, HADSPEN**

### **1) Introduction**

This report considers the planning application PA\16\0052 for an Extension to a Residential Outbuilding for land located at 3-5 Zena Place, Hadspen (CTs 13023/35 & 13023/34).

### **2) Background**

#### **Applicant**

T L Hatton

#### **Planning Controls**

The subject land is controlled by the Meander Valley Interim Planning Scheme 2013 (referred to in this report as the 'Scheme').

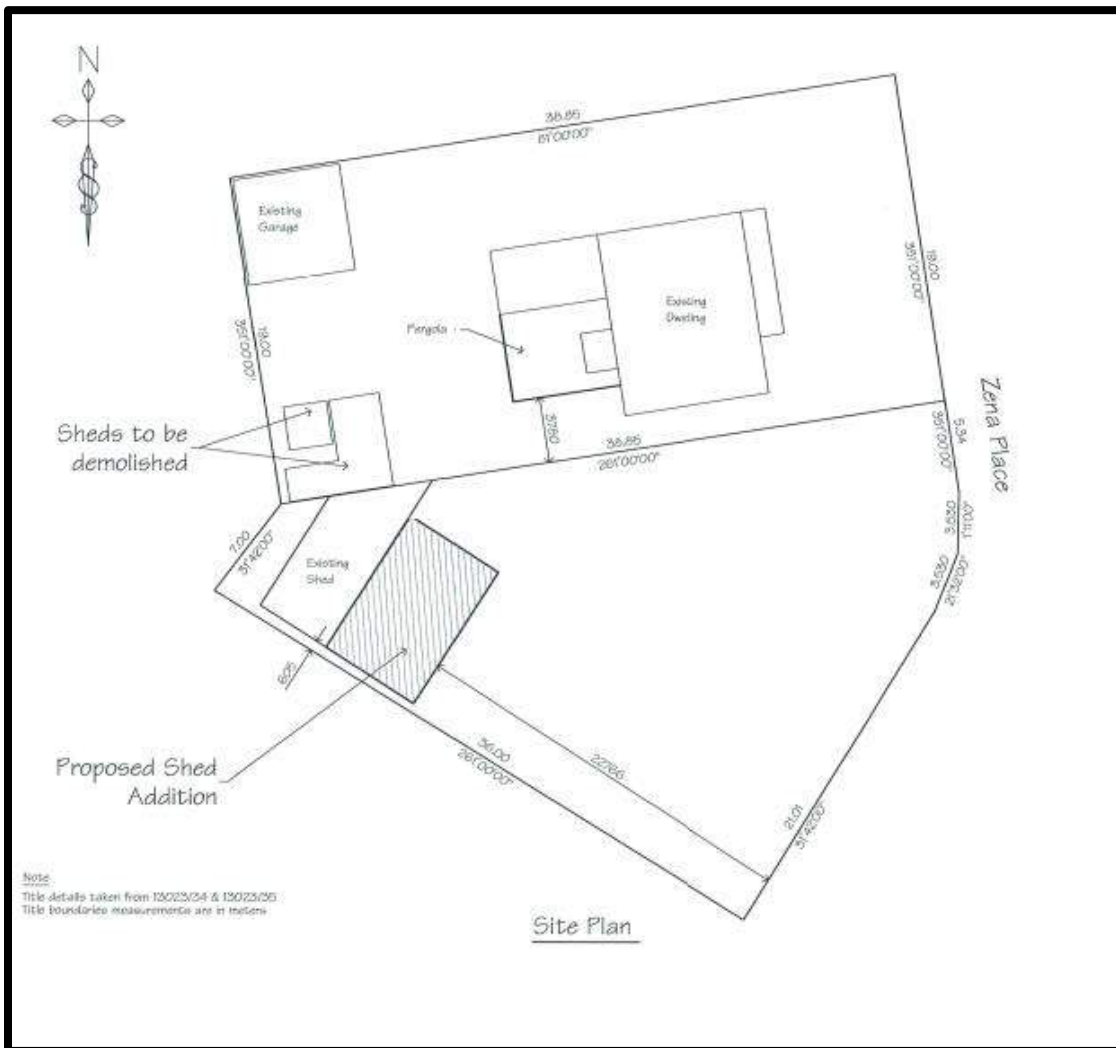
#### **Development**

The proposal is to extend an existing outbuilding at 3 Zena Place (CT 13023/35). The outbuilding extension has a floor area of 54m<sup>2</sup> (6m x 9m), giving the outbuilding a total floor area of 94.5m<sup>2</sup>. The extension has a maximum height of 4.224m. The building will be constructed of steel, with Colorbond cladding on the roof and walls.

The outbuilding will be used as a home workshop and general domestic storage.

The outbuilding has been sited by the applicant to allow a caravan to be manoeuvred into the northern end of the building. While an east-west orientation was considered for the extension, the current proposal was selected to minimise the wall length along the shared boundary.

While the plans also include works at 5 Zena Place (CT 13023/34), including the demolition of a number of small outbuildings and the construction of a pergola at the rear of the dwelling, these works do not require a planning permit. This report only considers that part of the development located at 3 Zena Place.



**Figure 1: proposed site plan**

**Site & Surrounds**

The subject property is made up of two titles, both with existing accesses onto Zena Place. The titles are jointly used for a single residential use. CT 13023/34 contains a single dwelling, garage and 2 small outbuildings. CT 13023/35 contains a residential outbuilding, which is ancillary to the neighbouring dwelling.



**Photo 1: 3 Zena Place, Hadspen.**



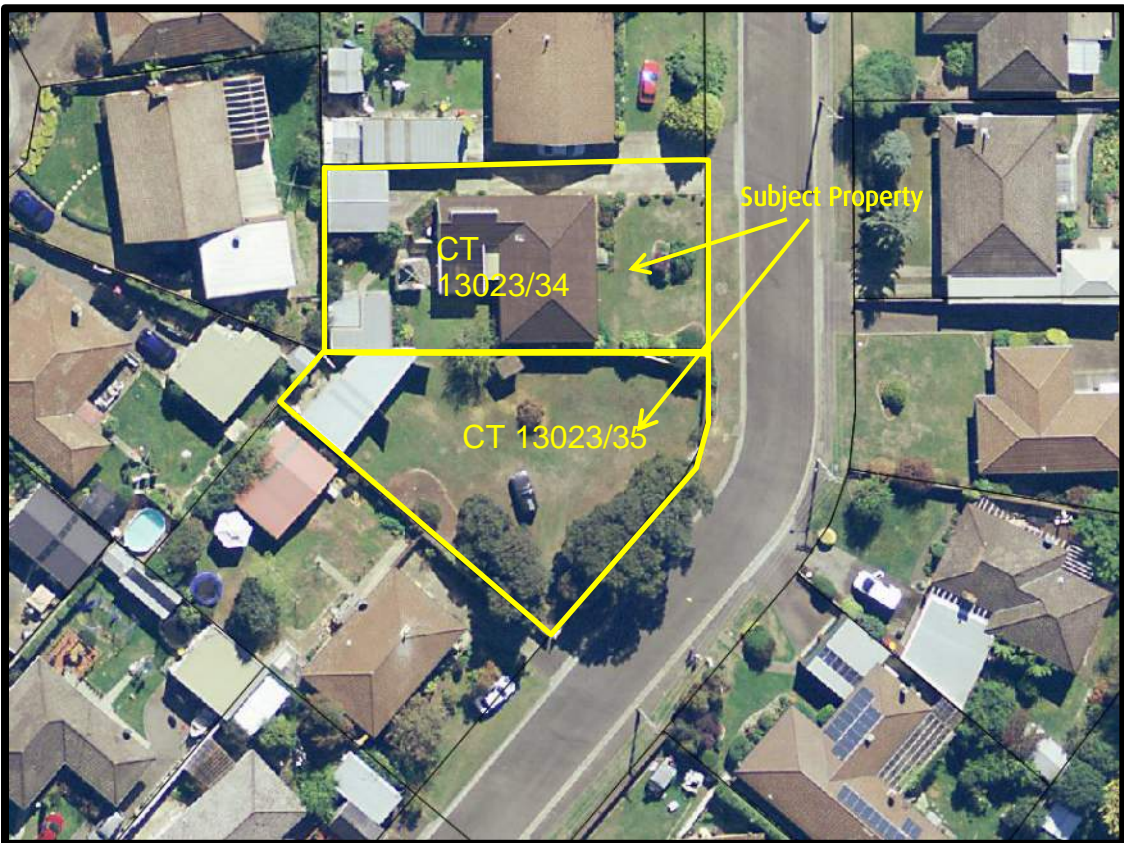
**Photo 2: 5 Zena Place, Hadspen.**





**Photo 3: Existing outbuilding at 5 Zena Place, Hadspen, looking west.**

The subject title is surrounded by residential lots containing single dwellings.



**Figure 2: Aerial photo showing the subject property.**

### **Statutory Timeframes**

Valid application:	9 September 2015
Advertised:	19 September 2015
Closing date for representations:	5 October 2015
Request for further information:	Not applicable
Information received:	Not applicable
Extension of time granted:	19 October 2015
Extension of time expires:	10 November 2015
Decision Due:	10 November 2015

### **3) Strategic/Annual Plan Conformance**

Council has a target under the Annual Plan to assess applications for discretionary uses within statutory timeframes.

### **4) Policy Implications**

Not Applicable

### **5) Statutory Requirements**

Council must process and determine the application in accordance with the Land Use Planning Approval Act 1993 (LUPAA) and its Planning Scheme. The application is made in accordance with Section 57 of LUPAA.

### **6) Risk Management**

Risk is managed by the inclusion of appropriate conditions on the planning permit.

### **7) Consultation with State Government and other Authorities**

Not Applicable

### **8) Community Consultation**

The application was advertised for the 14-day period required under legislation. One representation was received (attached). The representation is discussed in the assessment below.

### **9) Financial Impact**

Not Applicable

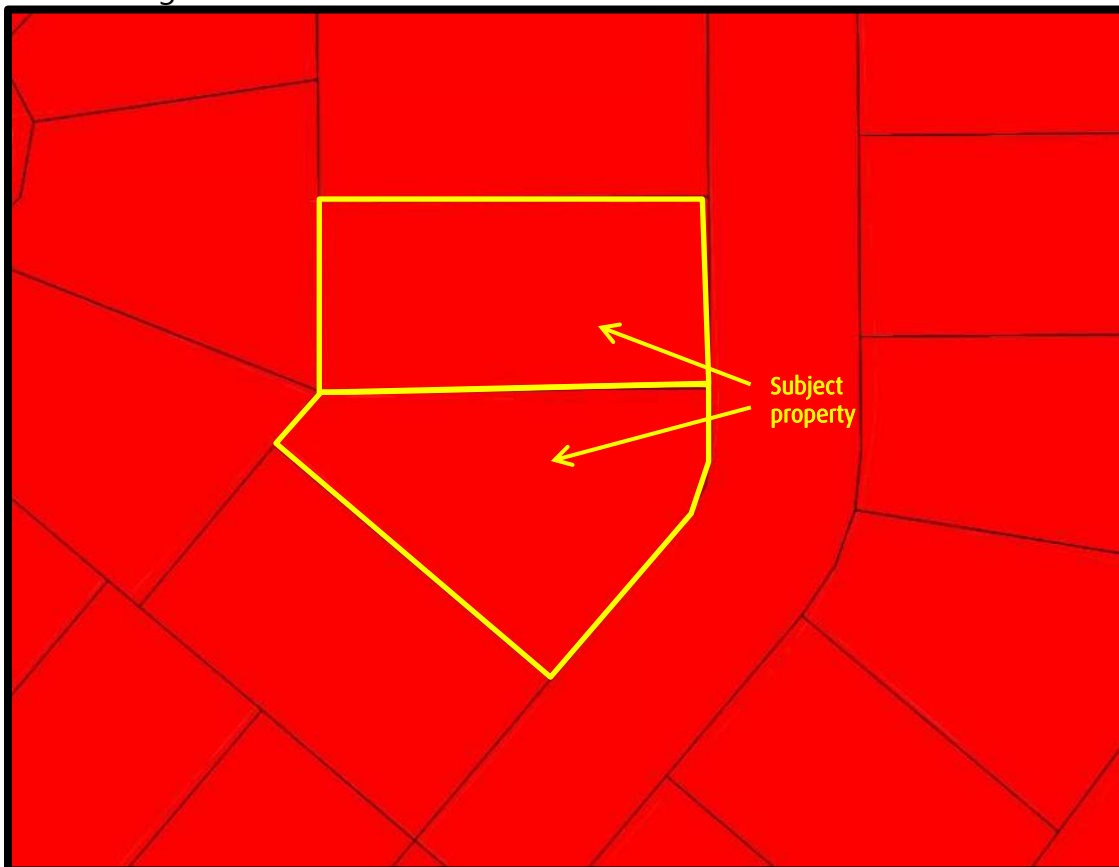
## 10) Alternative Options

Council can either approve the development, with or without conditions, or refuse the application.

## 11) Officers Comments

### Zone

The subject property is zoned General Residential (see Figure 2 below). The land surrounding the site is located in the General Residential Zone.



**Figure 3: Zoning of subject property and surrounding land.**

### Use Class

In accordance with Table 8.2 the proposed Use Class is:

- Residential – Single Dwelling.

In the General Residential Zone, Residential use (for Single Dwelling) is specified in Section 10.2 – General Residential Zone Use Table as being *No Permit Required*. However, the development does not comply with all the Acceptable Solutions of the General Residential Zone and relies on Performance Criteria. As such, it is subject to a Discretionary permit process.

## **Applicable Standards**

This assessment considers all applicable planning scheme standards.

In accordance with the statutory function of the State Template for Planning Schemes (Planning Directive 1), where use or development meets the Acceptable Solutions it complies with the planning scheme, however it may be conditioned if considered necessary to better meet the objective of the applicable standard.

Where use and development relies on performance criteria, discretion is used for that particular standard. To determine whether discretion should be exercised to grant approval, the proposal must be considered against the objectives of the applicable standard and the requirements of Section 8.10.

A brief assessment against all applicable Acceptable Solutions of the General Residential Zone and applicable Codes is provided below. This is followed by a more detailed discussion of any applicable Performance Criteria and the objectives relevant to the particular discretion.

## **Compliance Assessment**

The following table is an assessment against the applicable standards of the Meander Valley Interim Planning Scheme 2013.

<b>10.0 General Residential Zone</b>			
Scheme Standard		Comment	Assessment
<b>10.3.1 Amenity</b>			
A1	If for permitted or no permit required uses.	The outbuilding and proposed extension are associated with a single dwelling and residential use. A residential use is a no permit required use in the General Residential zone.	Complies
A2	Commercial vehicles for discretionary uses must only operate between 7.00am and 7.00pm Monday to Friday and 8.00am to 6.00pm Saturday and Sunday.	Not applicable.	Not applicable.

10.4.2 Setbacks and building envelope for all dwellings

A1	<p>Unless within a building area, a dwelling, excluding protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6m into the frontage setback, must have a setback from a frontage that is:</p> <p>(a) if the frontage is a primary frontage, at least 4.5m, or, if the setback from the primary frontage is less than 4.5 m, not less than the setback, from the primary frontage, of any existing dwelling on the site; or</p> <p>(b) if the frontage is not a primary frontage, at least 3m, or, if the setback from the frontage is less than 3 m, not less than the setback, from a frontage that is not a primary frontage, of any existing dwelling on the site;</p>	<p>The extension is setback approximately 22.7m from the frontage. The lot is not an infill lot as there is an existing outbuilding on the site.</p> <p>Not Applicable</p>	<p>Complies</p> <p>Not Applicable</p>
A2	<p>A garage or carport must have a setback from a primary frontage of at least:</p> <p>(a) 5.5m, or alternatively 1m behind the façade of the dwelling; or</p> <p>(b) the same as the</p>	<p>The proposed outbuilding extension includes a garage roller door, however it is 22.7m from the frontage.</p>	<p>Complies</p>



	<p>dwelling façade, if a portion of the dwelling gross floor area is located above the garage or carport; or</p> <p>(c) 1m, if the natural ground level slopes up or down at a gradient steeper than 1 in 5 for a distance of 10m from the frontage.</p>		
A3	<p>A dwelling, excluding outbuildings with a height of not more than 2.4m and protrusions that extend not more than 0.6m horizontally beyond the building envelope, must:</p> <p>(a) be contained within a building envelope in accordance with Diagrams 10.4.2A, 10.4.2B, 10.4.2C and 10.4.2D; and</p> <p>(b) only have a setback within 1.5m of a side boundary if the dwelling:</p> <p>(i) does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining lot; or</p> <p>(ii) does not exceed a total length of 9m or one third the</p>	<p>The extension has a total height 4.2m within 605mm of the boundary and extends beyond the building envelope depicted in Diagram 10.4.2A.</p> <p>The completed outbuilding will have a total wall length of more than 9m, less than</p>	<p>Relies on Performance Criteria</p> <p>Relies on Performance Criteria</p>

	length of the side boundary (whichever is the lesser).	1.5m from the south-west side boundary.	
<b>10.4.3 Site coverage and private open space for all dwellings</b>			
A1	Dwellings must have: (a) a site coverage of not more than 50% (excluding eaves up to 0.6m); and (b) for multiple dwellings, a total area of private open space of not less than 60m <sup>2</sup> associated with each dwelling, unless the dwelling has a finished floor level that is entirely more than 1.8m above the finished ground level; and (c) a site area of which at least 25% of the site area is free from impervious surfaces.	The completed outbuilding will have a total area of 94.5m <sup>2</sup> ; 12.4% of the 764m <sup>2</sup> lot.  The completed outbuilding is the only impervious structure on the title; leaving 87.6% of the title free from impervious surfaces.	Complies  Complies
A2	A dwelling must have an area of private open space that: (a) is in one location and is at least: (i) 24m <sup>2</sup> ; or (ii) 12m <sup>2</sup> , for a multiple dwelling with floor level greater than 1.8m above the finished ground level; and (b) has a minimum horizontal dimension of: (i) 4m; or	The proposed outbuilding will not reduce the private open space of the dwelling at 5 Zena Place. The existing dwelling includes a compliant private open space area within the boundaries of CT 13023/35.  The development does not prohibit the ability of a future dwelling to be constructed with adequate private open space on the subject title.	Complies

	<p>(ii) 2m, for a multiple dwelling with floor level greater than 1.8m above the finished ground level; and</p> <p>(c) is directly accessible from, and adjacent to, a habitable room (other than a bedroom); and</p> <p>(d) is not located to the south, south-east or south-west of the dwelling, unless the area receives at least 3 hours of sunlight to 50% of the area between 9.00am and 3.00pm on the 21<sup>st</sup> June; and</p> <p>(e) is located between the dwelling and the frontage, only if between 30 degrees west of north and 30 degrees east of north; and</p> <p>(f) has a gradient not steeper than 1 in 10; and</p> <p>(g) is not used for vehicle access or parking.</p>		
10.4.7 Frontage fences for all dwellings			
A1	<p>A fence (including a free-standing wall) within 4.5m of a frontage must have a height above natural ground level of not more than:</p> <p>(a) 1.2m if the fence is</p>	<p>A solid 1.8m frontage fence is existing and no changes are proposed.</p>	<p>Complies</p>

	<p>solid; or  (b) 1.8m, if any part of the fence that is within 4.5m of a primary frontage has openings above a height of 1.2m which provide a uniform transparency of not less than 30% (excluding any posts or uprights).</p>		
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<b>E6 Car Parking and Sustainable Transport Code</b>			
Scheme Standard		Comment	Assessment
<b>E6.6.1 Car Parking Numbers</b>			
A1	<p>The number of car parking spaces must not be less than the requirements of:  a) Table E6.1</p>	<p>The proposed outbuilding extension is associated with an existing dwelling, with sufficient car parking to meet the requirements of E6.1.  The development does not increase the requirement for parking.</p>	Complies

**Performance Criteria**

<b>General Residential Zone</b>
<b>10.4.2 Setbacks and building envelope for all dwellings</b>
<p><b>Objective:</b>  <i>To control the siting and scale of dwellings to:</i>  (a) <i>provide reasonably consistent separation between dwellings on adjacent sites and a dwelling and its frontage; and</i>  (b) <i>assist in the attenuation of traffic noise or any other detrimental impacts from roads with high traffic volumes; and</i>  (c) <i>provide consistency in the apparent scale, bulk, massing and proportion of dwellings; and</i>  (d) <i>provide separation between dwellings on adjacent sites to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.</i></p>

**Performance Criteria P3:**

The siting and scale of a dwelling must:

(a) not cause unreasonable loss of amenity by:

(i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or

(ii) overshadowing the private open space of a dwelling on an adjoining lot; or

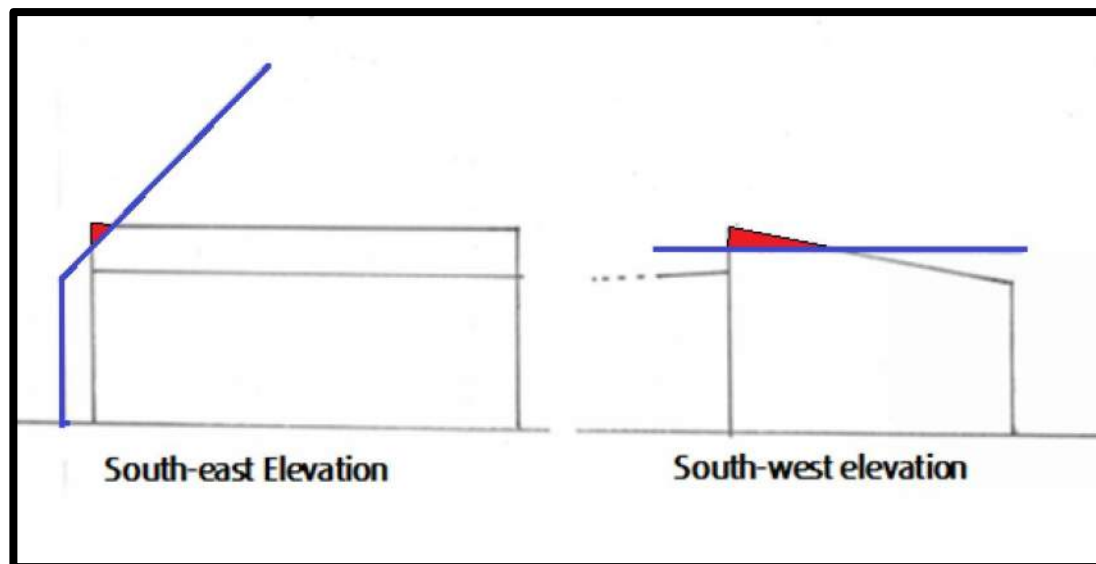
(iii) overshadowing of an adjoining vacant lot; or

(iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and

(b) provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.

**COMMENT:**

The proposed outbuilding extension does not meet the Acceptable Solutions for setbacks and building envelope, with the peak of the structure exceeding the building envelope (see Figure 4 below) and a total wall length of more than 9m within 1.5m of the boundary.



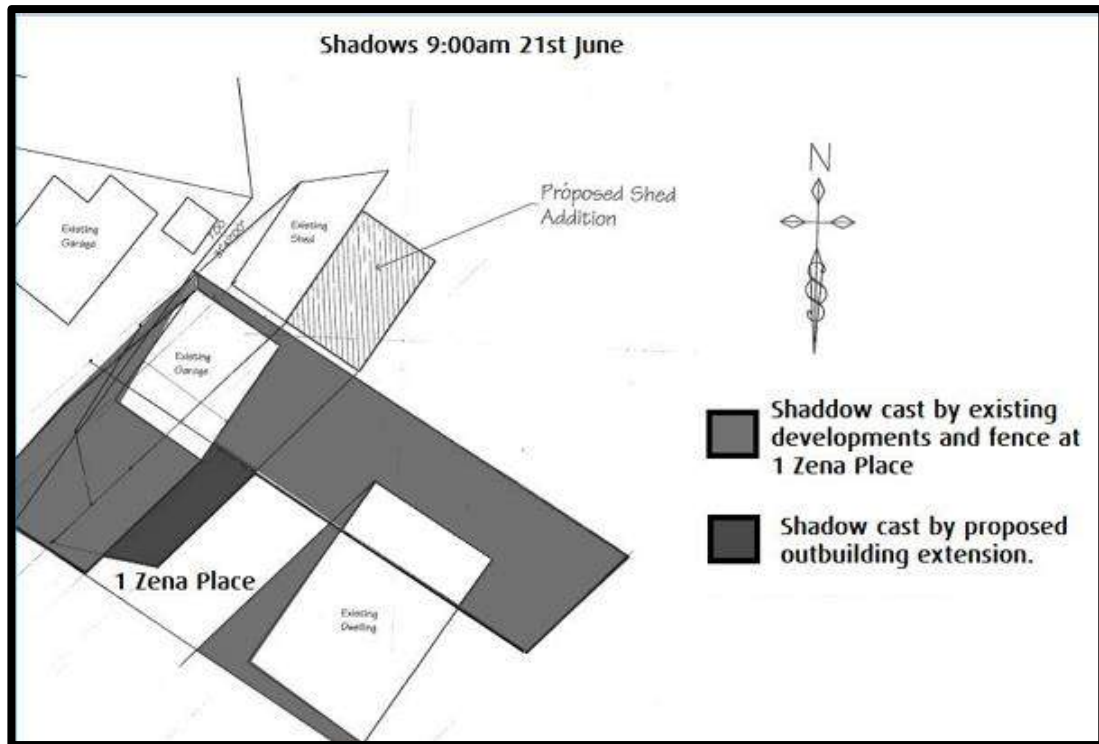
**Figure 4: Proposed outbuilding extension, showing the prescribed building envelope in blue and that part of the building exceeding the envelope in red.**

The degree to which the development extends beyond the building envelope is minor and the additional impacts are negligible when compared to a fully compliant development.

While the extension will cast some shadows onto the private open space of the adjoining dwelling at 1 Zena Place, the impacts are not unreasonable. At 9:00am the development will result in an additional 30m<sup>2</sup> of the private open space being under shadow, however this is no greater than that cast by a fully compliant outbuilding. A large portion of 1 Zena Place is already under the shadow cast by the existing boundary fence and outbuilding on that property. 72m<sup>2</sup> of usable private open space will continue to receive direct solar access

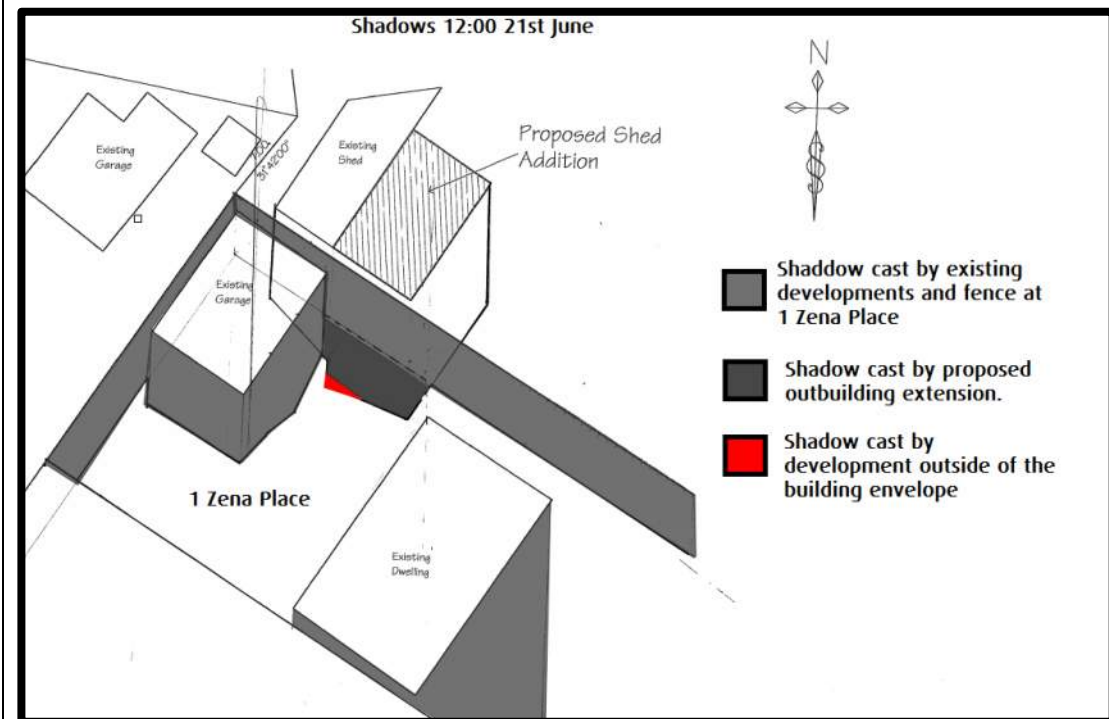


at this time.



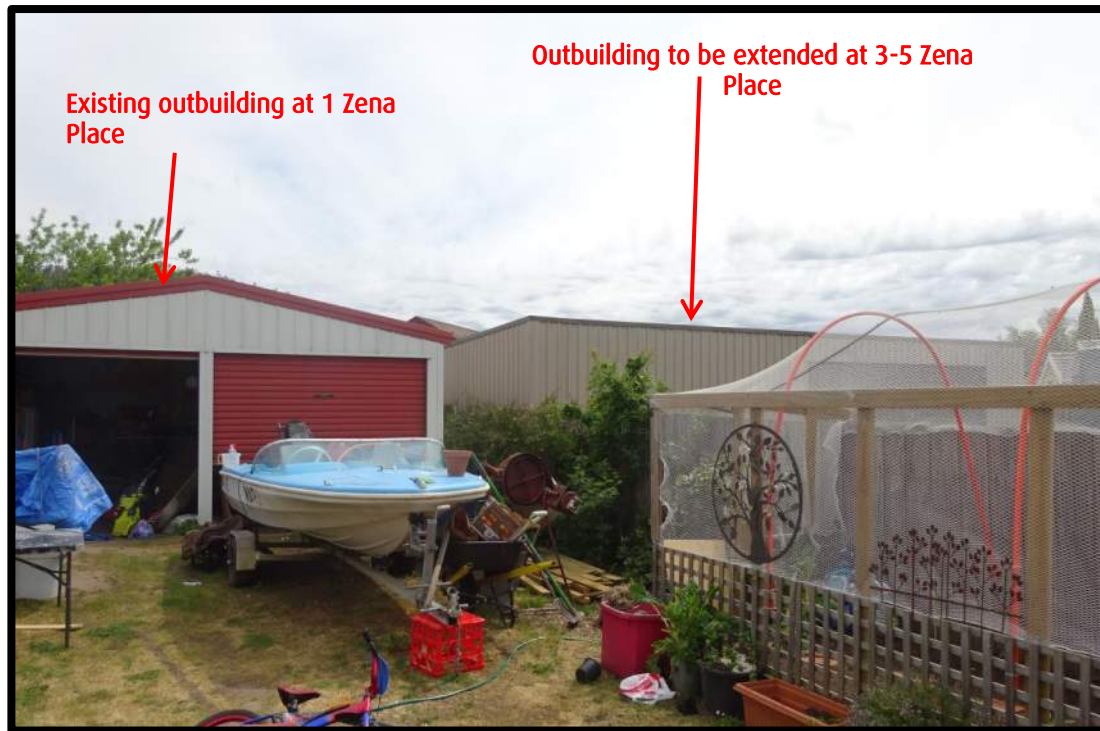
**Figure 5: Shadows cast at 9:00am on the 21<sup>st</sup> June.**

At 12:00 noon, the development will result in an additional area of 21m<sup>2</sup>, being in shadow, while 158.3m<sup>2</sup> of usable private open space continues to receive direct solar access. It is noted that the part of the outbuilding which exceeds the building envelope will account for less than 1m<sup>2</sup> of additional shadow.



**Figure 6: Shadows cast at 12 noon on the 21st June.**

After 12:00 noon, shadows will generally fall over the driveway along the north side of 1 Zena Place and will not impact the principle private open space of the dwelling. While a netted garden area is located along the shared boundary fence, it is noted that throughout the 21<sup>st</sup> June this garden area is already entirely in shadow cast by the existing fence and outbuilding (see Photo 4).



**Photo 4: Subject outbuilding viewed from the driveway of 1 Zena Place.**

The proposed development will not overshadow any of the habitable rooms of the dwelling at 1 Zena Place. Shadow diagrams prepared by the applicant and Council's Town Planner, indicate that shadows will only overlap the footprint of the dwelling between 12:00 noon and 2:00pm on the 21st June. At this time the extent of overshadowing is minimal and, due to the altitude of the sun, the shadows will fall on the lower part of the wall of the dwelling. While there are habitable room windows in this corner of the dwelling, the sill heights are 1.5m off the ground. Shadows will not be high enough on the wall to penetrate the windows or impact solar access to the interior.

The proposed outbuilding also relies on the Performance Criteria due to having a total wall length greater than 9m, less than 1.5m from the boundary. Although the completed outbuilding will have a total wall length of 10.5m (600mm from the boundary), a portion of this is screened by the adjacent outbuilding at 1 Zena Place. As such, only the new part of the building, 6m of wall, will be directly visible from the principle private open space of 1 Zena

Place and less than 9m will be visible from the habitable rooms of the dwelling. With less than 9m total wall length visual from 1 Zena Place, even with a setback of 600mm, the visual bulk of the building will not be substantially greater than that of a compliant building. The existing boundary fence also screens the lower 1.8m of the outbuilding, providing a material contrast and substantially reducing the visual bulk of the visible part of the wall.

Figure 7 (below) is indicative of the visual impact resulting from the proposed development.



**Figure 7: Approximate visual impact of proposed outbuilding, viewed from principle private open space of 1 Zena Place.**

The same outbuilding with a compliant 1.5m setback is indicated by a red line. While the visual impacts would be marginally reduced, relocating the outbuilding to the north will compromise the desired access arrangements at the northern end of the building and it is likely that the building would need to be reorientated along an east-west axis. The blue dashed line indicates the visual impact of the same outbuilding along this access, with a setback of 1.5m. Such an outbuilding does not require a planning permit or an assessment by Council and will likely have a greater visual impact as well as increase overshadowing of the neighbouring property. It is also noted that with a setback of 1.5m, there is no limit on wall length and the outbuilding could actually extend a lot longer than 9m, further increasing the visual impact beyond that depicted in Figure 7.

With part of the wall screened from the private open space and the habitable

rooms, the visual impact of the development will not be significantly greater than that of a fully compliant, no permit required, building.

The proposed outbuilding is consistent with the objective, with impacts being reasonable and only marginally greater than those of a fully compliant, *no permit required*, and development with similar size and orientation. It is also noted that the visual impacts and overshadowing have the potential to be much worse for a fully compliant development. The existing garage and boundary fence at 1 Zena Place provides sufficient screening to mitigate the visual impacts of the wall and additional overshadowing is marginal.

### **Representation**

1 representation was received during the advertising period from the landowner at 1 Zena Place (see attached document).

A summary of the representation is as follows:

1. Setback: The proposed setback does not comply with regulations for the height of the building.
2. Shading: Plans indicate the development will overshadow the private open space and habitable rooms of the dwelling at 1 Zena Place. This will result in increased costs for heating and lighting, impact plans to install solar panels and exacerbate yard drainage issues.
3. Use: The size of the outbuilding implies a use other than residential. Potential for electrical interference and noise disturbance. Generally not in keeping with the character of the area.
4. Visual Impact: The proposed development will have an unreasonable visual impact and create an eyesore.

### **COMMENT:**

#### Setback

The setback of the proposed outbuilding has been discussed above and is considered to be acceptable.

The Acceptable Solutions are the threshold at which a development is automatically deemed to comply with the objectives of that particular standard, However, for setbacks in the General Residential Zone, the Acceptable Solutions are not mandatory and the Performance Criteria describe the circumstances where, subject to assessment and Council's discretion, it is acceptable to relax or waive the Acceptable Solutions. Reliance on Performance Criteria does not indicate a failure to meet the objectives or a failure of Council to enforce its Planning Scheme.

The extent to which the outbuilding exceeds the building envelope is minor and the impacts will be similar to those of a fully compliant development.

#### Shading

Overshadowing has been discussed in the assessment above and is considered to be reasonable. Overshadowing will only be marginally greater than would otherwise be cast by a no permit required development and the increased impacts are negligible. Overshadowing will not impact any habitable rooms and will not have an impact on passive heating and cooling of the neighbouring dwelling. Shadows cast by the development will not fall on the roof of the dwelling leaving ample opportunity for the future installation of solar panels.

#### Use

The subject property is used for residential purposes and the applicant has indicated that the building will be used as a garage, home workshop and domestic storage. Any use which is permissible in the proposed building is currently permitted in the existing building and anywhere else on the title. Any use for business activities or other discretionary uses will require a separate application for a planning permit and an assessment by Council.

#### Visual Impact

The proposed development will alter the visual appearance of the title when viewed from 1 Zena Place. Visual impacts have been discussed in the assessment above and are considered to be reasonable.

#### **Conclusion**

In conclusion, it is considered that the application for an extension to a residential outbuilding can be effectively managed by conditions and should be approved.

**AUTHOR:** Justin Simons  
TOWN PLANNER

## **12) Recommendation**

***That the application for use and development for an extension to a Residential Outbuilding for land located at 3-5 Zena Place, Hadspen (CT's 13023/35 & 13023/34) by T L Hatton, requiring the following discretions:***

- ***10.4.2 Setbacks and building envelope for all dwellings***



***be APPROVED, generally in accordance with the endorsed plans and subject to the following conditions:***

- 1. The use and/or development must be carried out as shown and described in the endorsed plans:**

- d) Theresa L Hatton Building Designer – Drawing No. 4782P, Sheet 02, 03 & 04;**
- e) Rainbow Building Solutions – Project No. LAU01\_5965, Sheet 2, 3, 4 & 7;**

**to the satisfaction of the Council. Any other proposed development and/or use will require a separate application and assessment by Council.**

- 2. The use of outbuildings is not permitted for human habitation and is limited to residential storage and related residential activities only.**

Note:

- 1. This permit does not imply that any other approval required under any other by-law or legislation has been granted. At least the following additional approvals may be required before construction commences:**
  - a) Building permit**
  - b) Plumbing permit**

**All enquiries should be directed to Council's Permit Authority on 6393 5322.**

- 2. This permit takes effect after:**
  - a) The 14 day appeal period expires; or
  - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
  - c) Any other required approvals under this or any other Act are granted.
- 3. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received at least 6 weeks prior to the expiration date.**

4. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website [www.rmpat.tas.gov.au](http://www.rmpat.tas.gov.au).
5. If any Aboriginal relics are uncovered during works;
  - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
  - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au)); and
  - c) The relevant approval processes will apply with State and Federal government agencies.

## **DECISION:**

GENERAL NOTES

- 1 Check all dimensions and verify levels on site.
- 2 Do Not Scale from this drawing - if in doubt ask.
- 3 All workmanship and materials to comply with all relevant S.A.A. Codes and the B.C.A.
- 4 These drawings have been prepared for application of Planning permit from the Local Council only. Not all details for the entering into a contract or tender are covered in these documents. They are to be used as a guide only for the building works.
- 5 Confirm all project details with the owner prior to the purchase of materials, commencement of work and construction.

PLANNING  
DOCUMENTATION ONLY

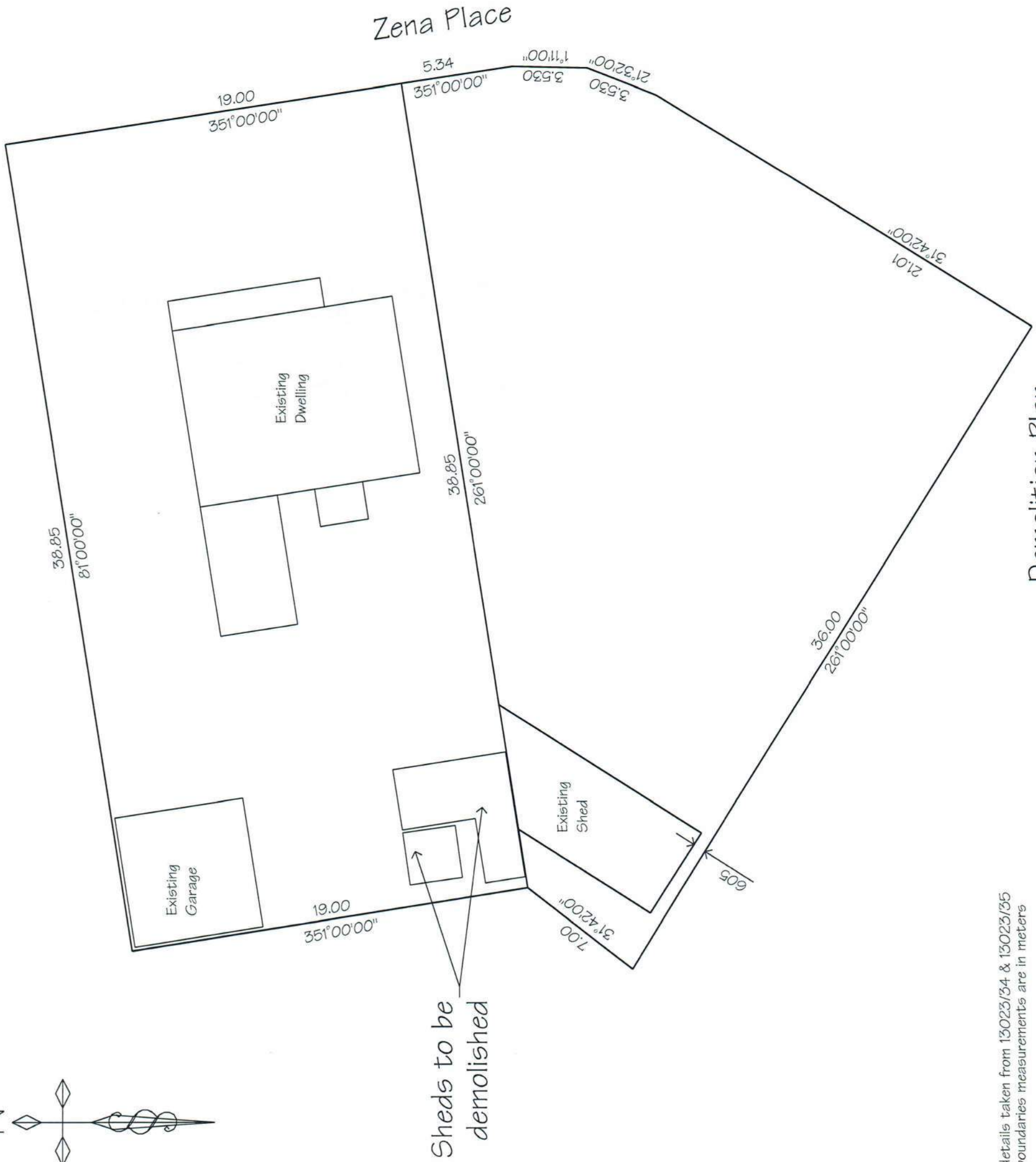
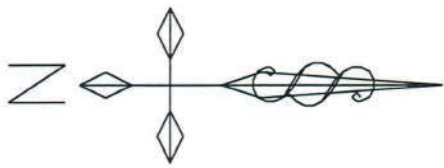
**Theresa L. Hatton**  
Building Designer

Individual Designs ABN 22 654 809 821  
Telephone (03) 63 347144 Telephone 0408 123 202  
P.O. Box 282, Launceston 7250

Proposed Shed Addition &  
Demolition Sheds,  
at 3-5 Zena Place, Hadspen  
for S & C Mc Creary,

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7th September 2015

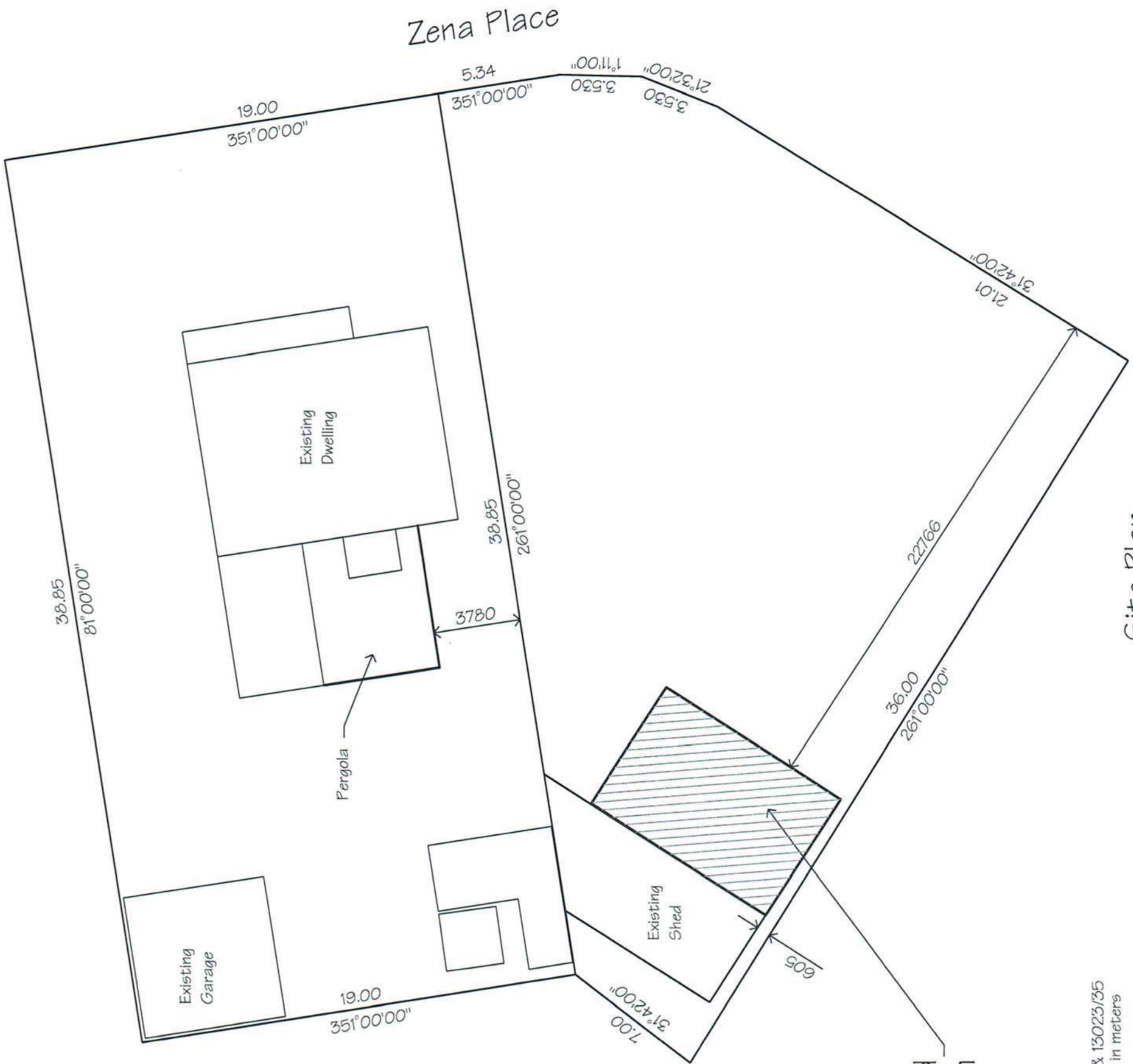
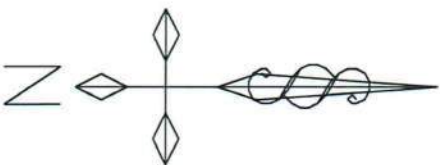
Drawing No. 4782P-02 of 11



Sheds to be  
demolished

Demolition Plan

Note  
Title details taken from 13023/34 & 13023/35  
Title boundaries measurements are in meters



Proposed Shed Addition

Site Plan

Note  
 Title details taken from 13023/34 & 13023/35  
 Title boundaries measurements are in meters

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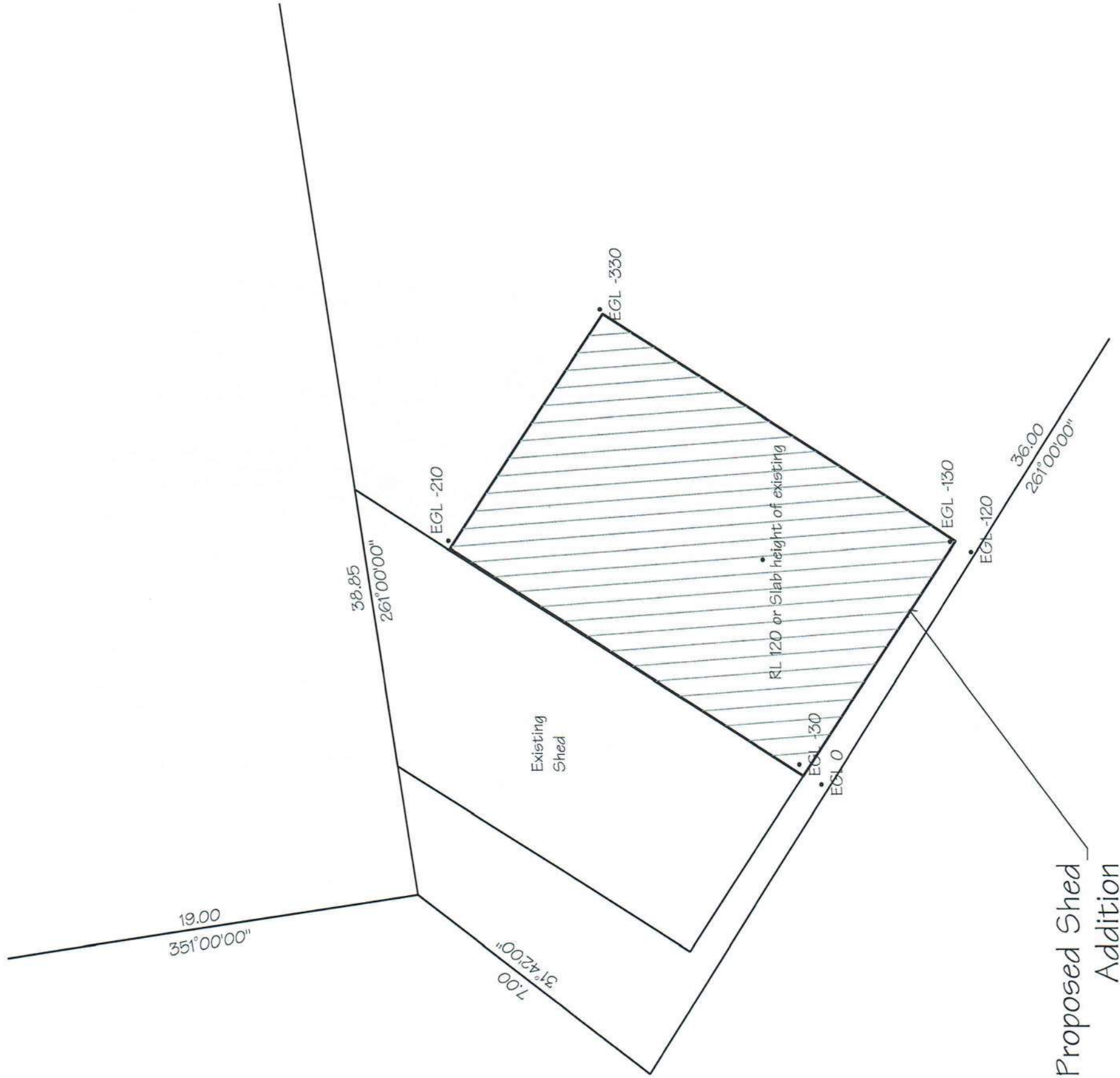
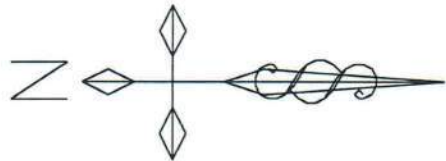
**Theresa L. Hatton**  
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 Individual Designs ABN 22 654 809 821  
 Telephone (03) 63 347144 Telephone 0408 129 202  
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Proposed Shed Addition & Demolition Sheds, at 3-5 Zena Place, Hadspen for S & C Mc Creary,

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Drawing No. 4782P- 03 of 11





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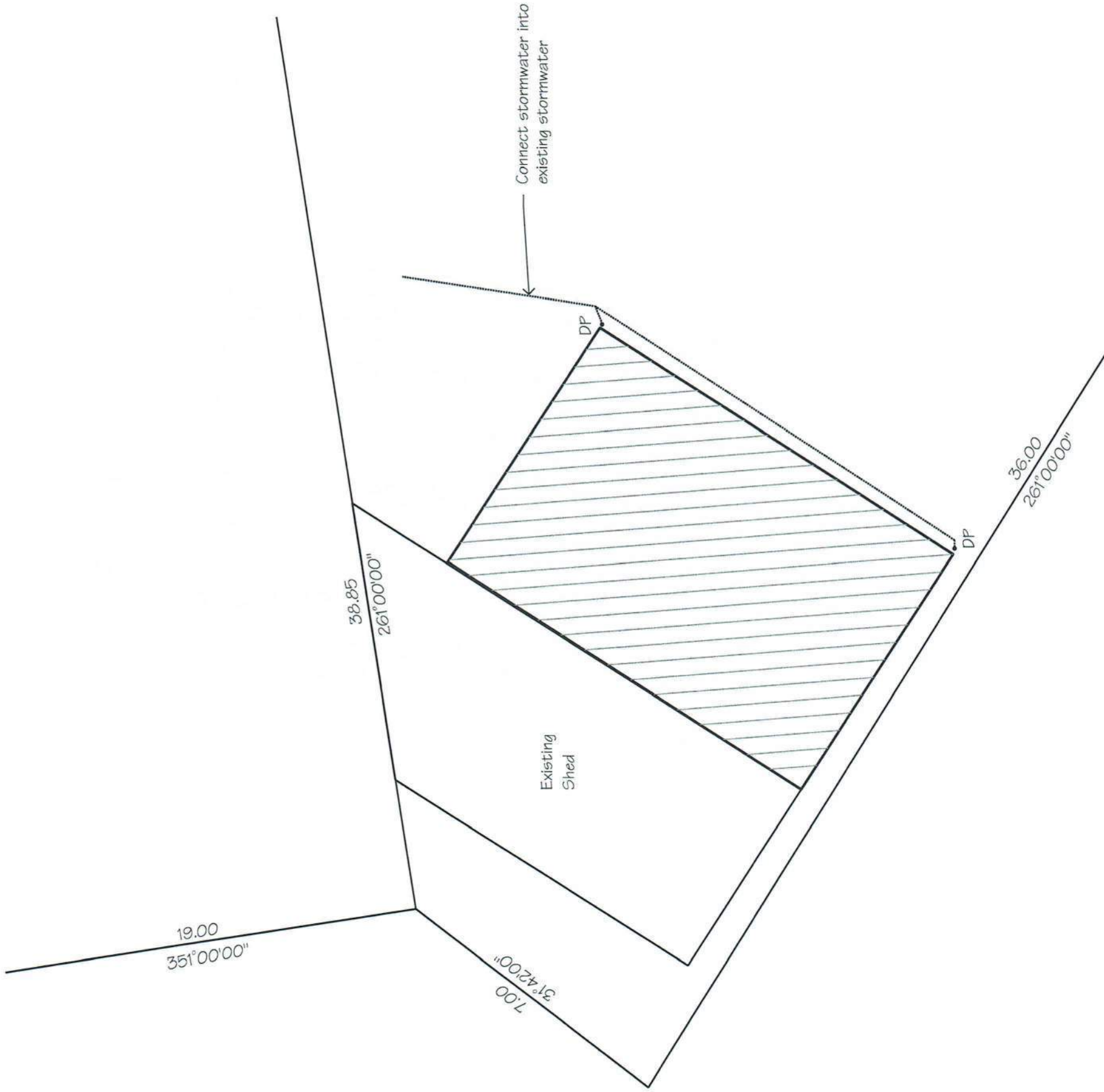
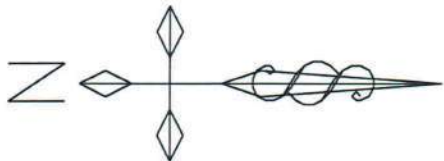
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7th September 2015

Part Site Plan - Levels

Drawing No. 4782P-04 of 11





GENERAL NOTES

- 1 This drawing is to be read in conjunction with the Engineering Drawings
- 2 Check all dimensions and verify levels on site.
- 3 Do Not Scale from this drawing - if in doubt ask.
- 4 All workmanship and materials to comply with all relevant S.A.A. Codes and the N.C.C.
- 5 All plumbing to be carried out by a licensed plumber and comply with Local Council By-Laws, Building Regulations and to the satisfaction of the Municipal Plumbing Inspector
- 6 Plumbing lines are indicative only. Refer Licensed Plumber for correct locations.
- 7 Before commencing work on site verify the location of Connection Points for Plumbing

LEGEND

DP - Downpipe

PLANNING DOCUMENTATION ONLY

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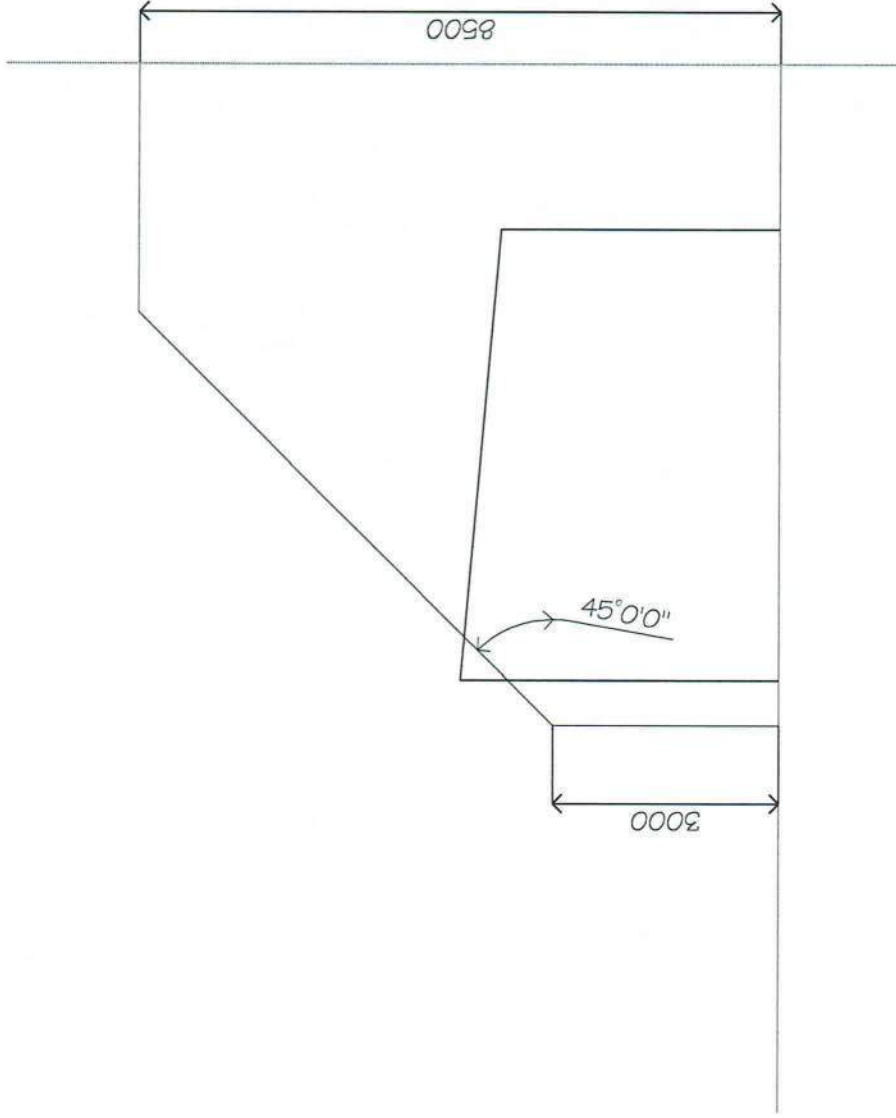
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Drainage Plan

Drawing No. 4782P-05 of 11

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Building Envelope- Side Boundary

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DOCUMENTATION ONLY

**Theresa L. Hatton**  
Building Designer

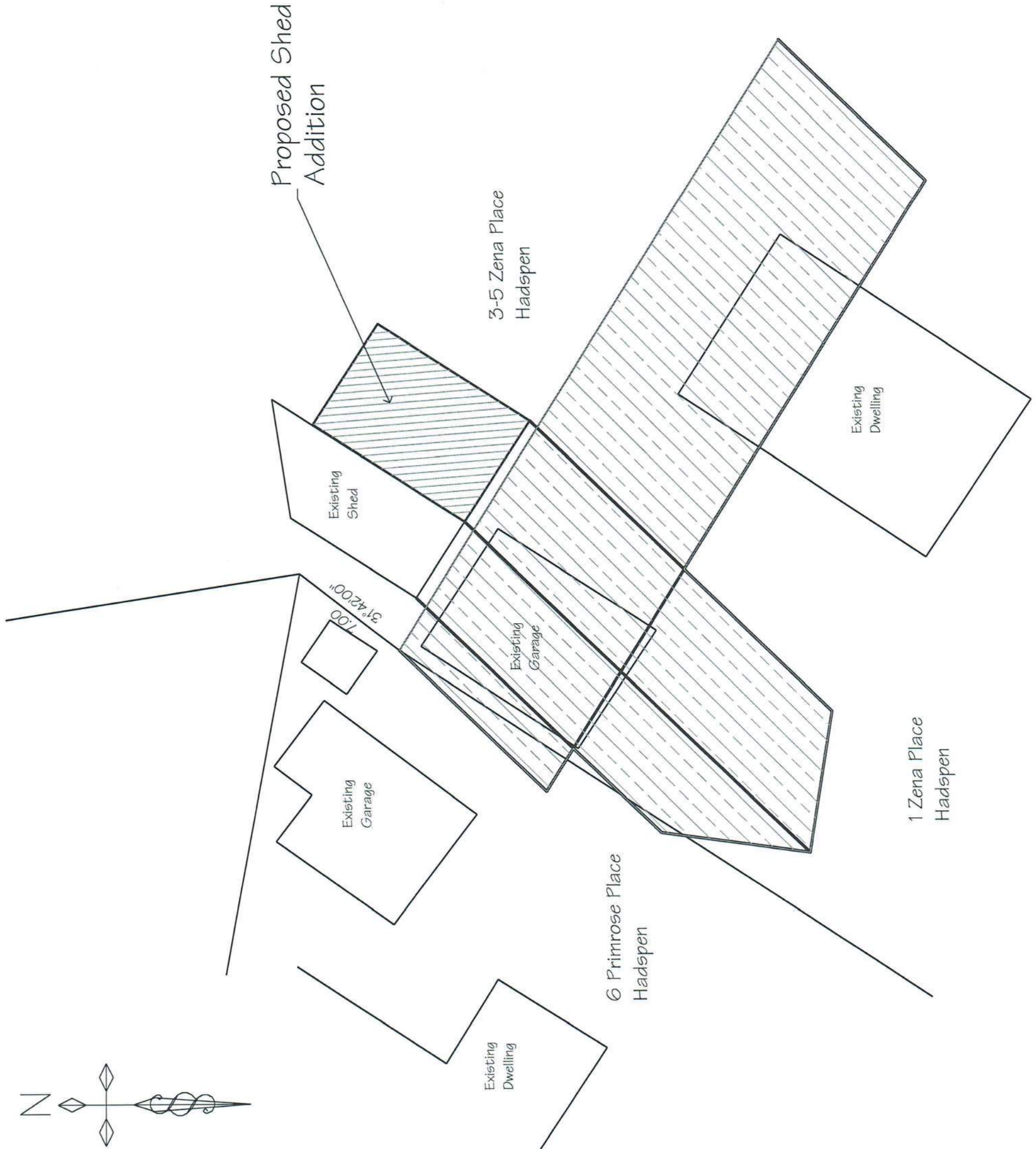
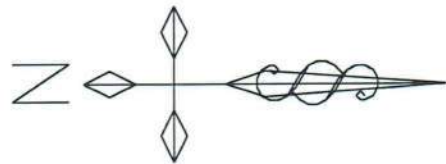
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Drawing No. 4782P-06 of 11





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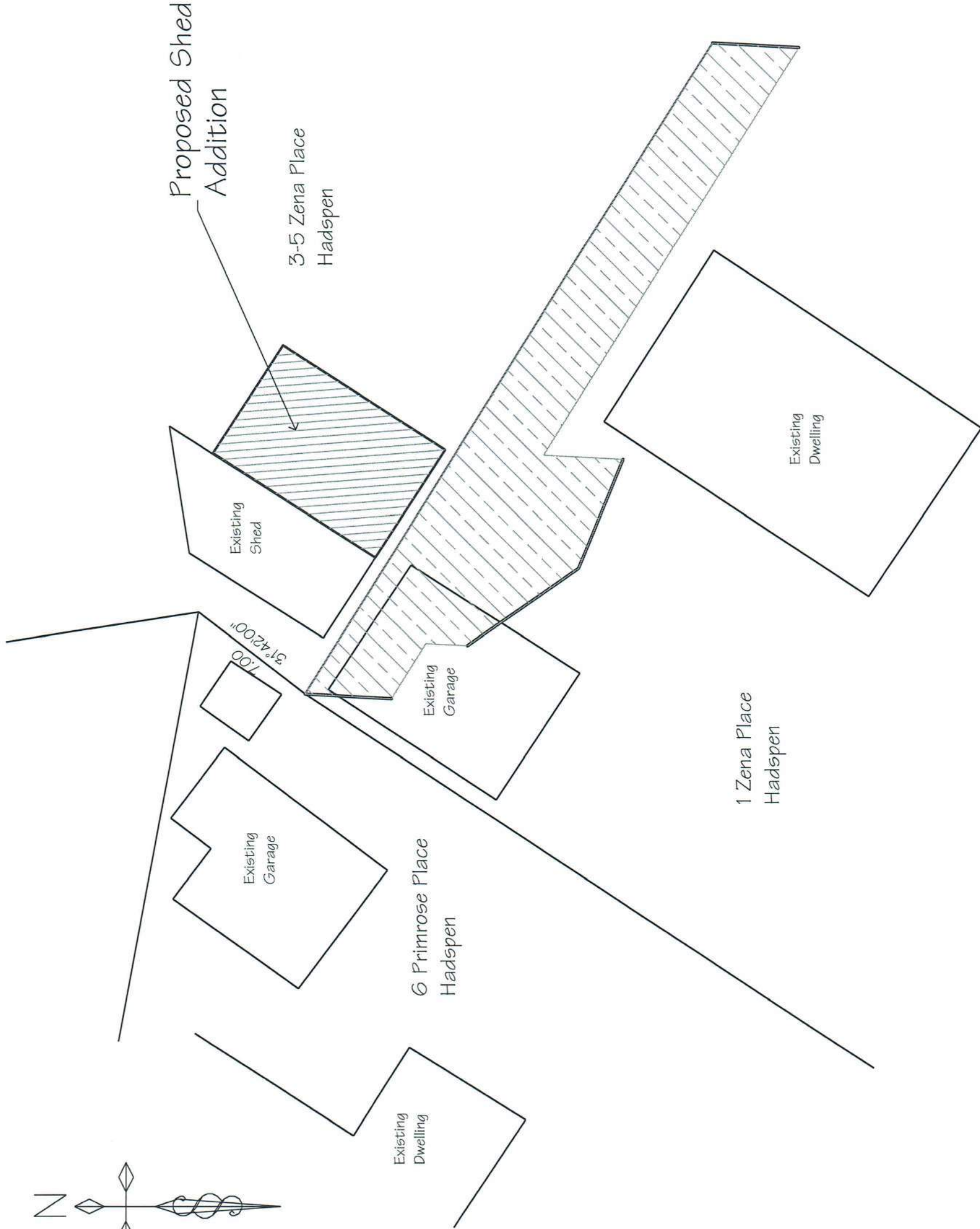
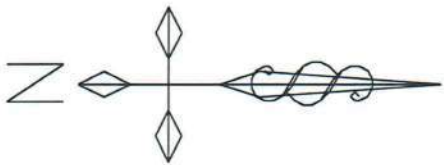
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Shadows 9am June

Drawing No. 4782P-07 of 11





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7th September 2015

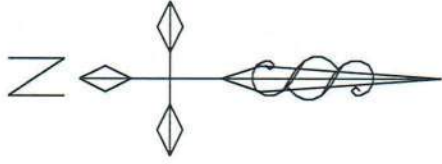
Shadows 12 noon June

Drawing No. 4782P-08 of 11

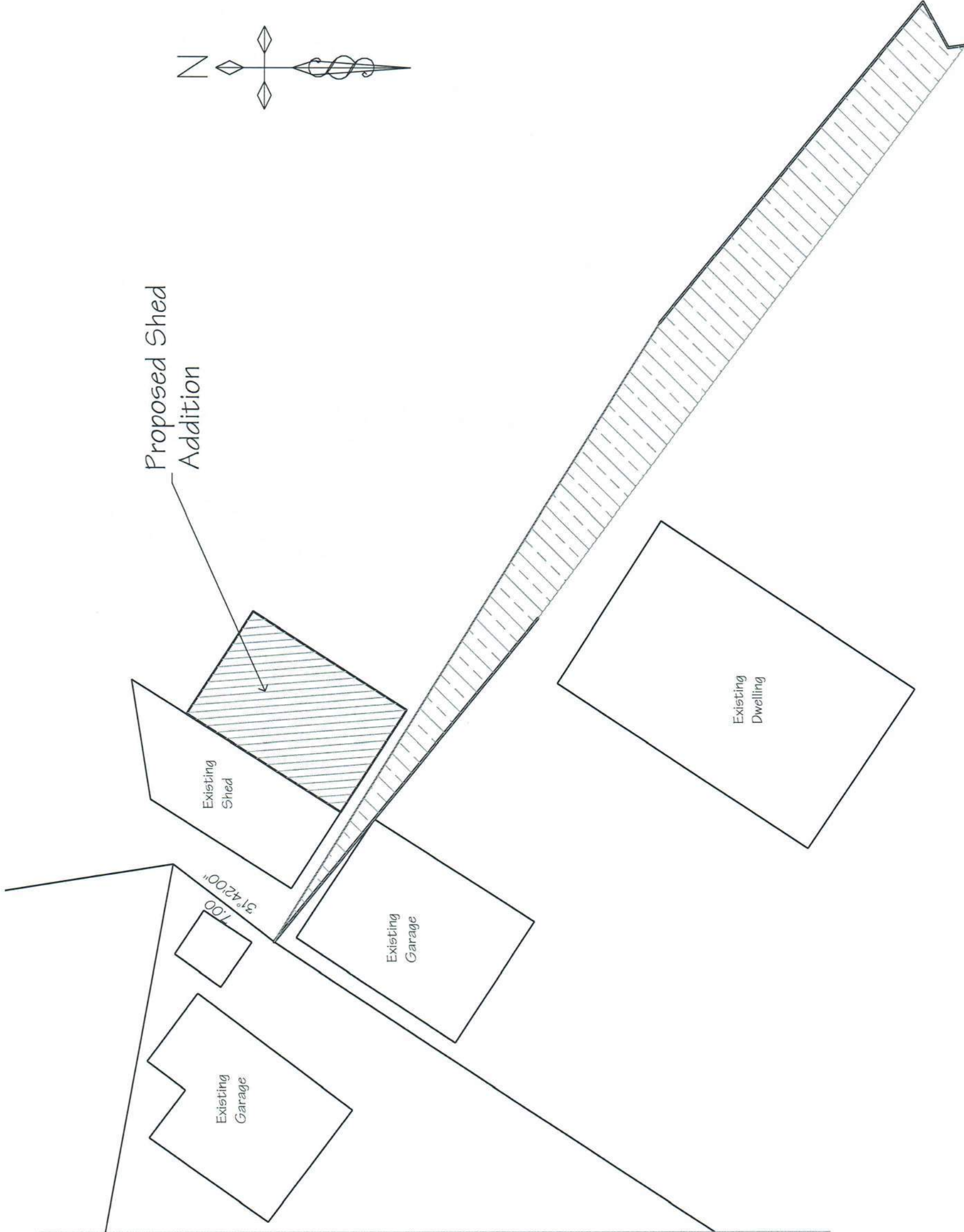


GENERAL NOTES

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- 5 Confirm all project details with the owner prior to the purchase of materials, commencement of work and construction.



Proposed Shed Addition



Shadows 5pm June

PLANNING DOCUMENTATION ONLY

**Theresa L. Hatton**  
Building Designer

Individual Designs ABN 22 654 809 821  
Telephone (03) 63 347144 Telephone 0408 129 202  
P.O. Box 282, Launceston 7250

Proposed Shed Addition &  
Demolition Sheds,  
at 3-5 Zena Place, Hadspen  
for S & C Mc Creary,

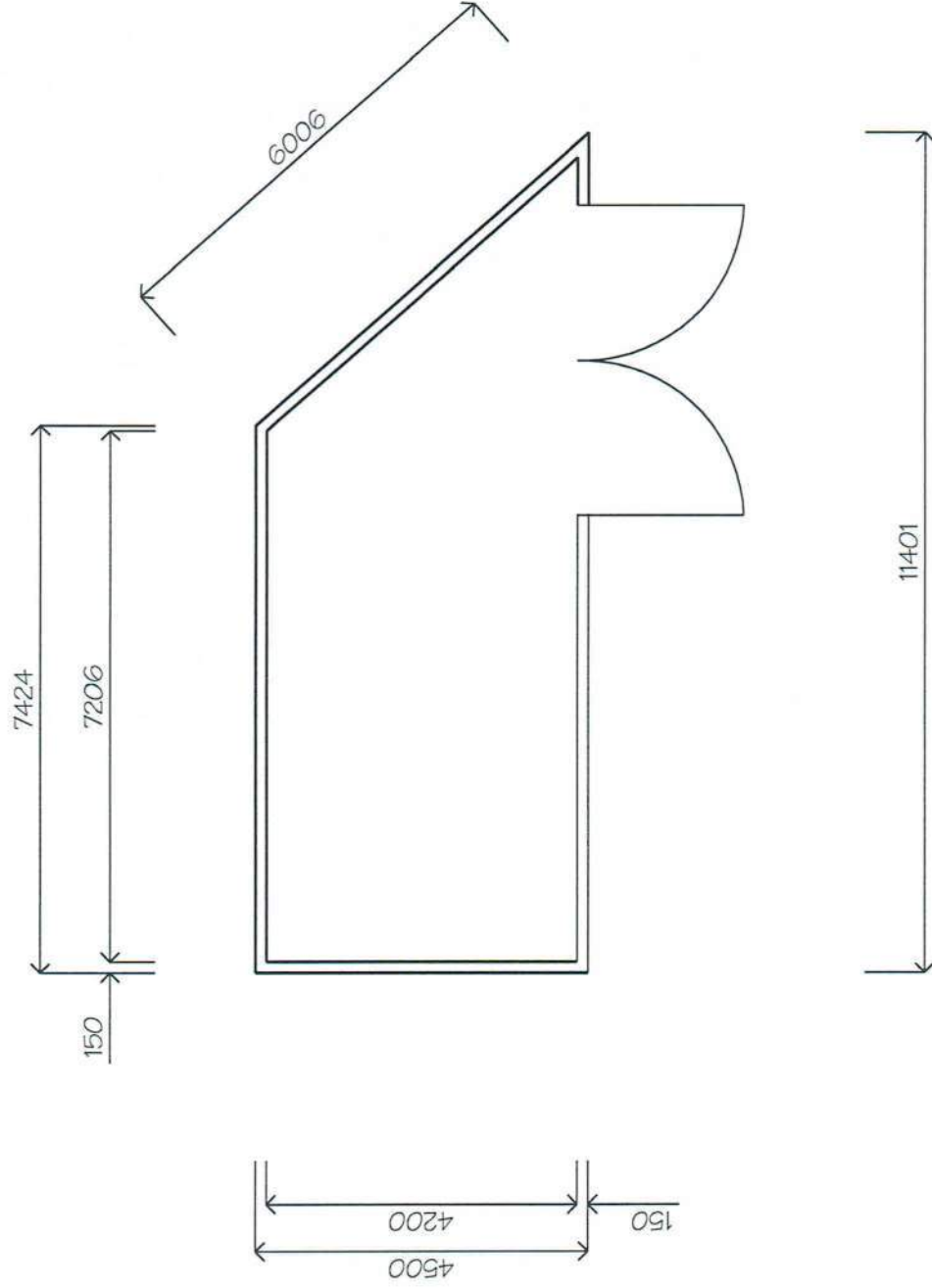
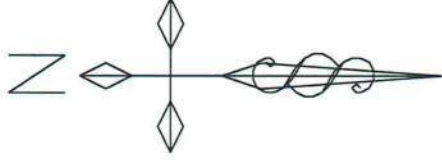
©Theresa L. Hatton 2015  
Scale 1:100 U.N.O  
7th September 2015

Drawing No. 4782P-09 of 11



GENERAL NOTES

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Existing Shed

PLANNING  
DOCUMENTATION ONLY

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Building Designer

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P.O. Box 282, Launceston 7250

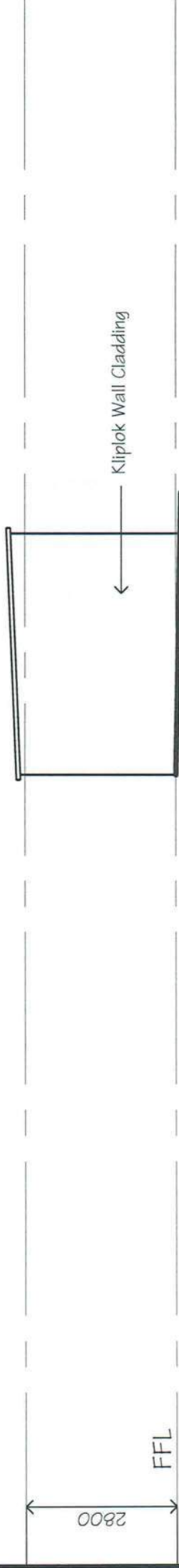
Proposed Shed Addition &  
Demolition Sheds,  
at 3-5 Zena Place, Hadspen  
for S & C Mc Creary,

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Scale 1:100 U.N.O  
7th September 2015

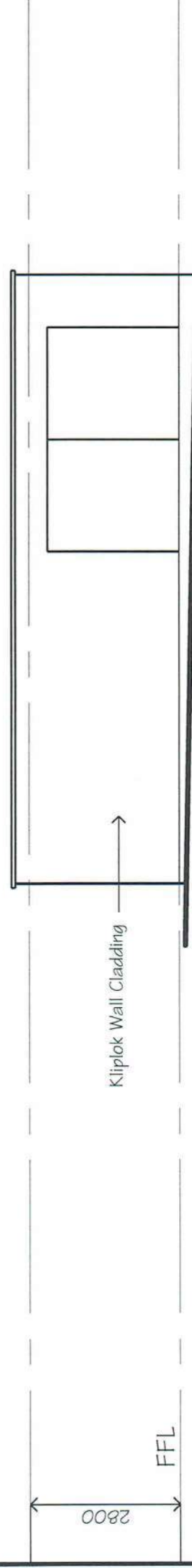
Drawing No. 4782P-10 of 11

GENERAL NOTES

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South West Elevation



South East Elevation

PLANNING  
DOCUMENTATION ONLY

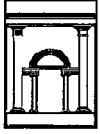
**Theresa L. Hatton**  
Building Designer

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for S & C Mc Creary,

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7th September 2015

Drawing No. 4782P-11 of 11



**Theresa. L. Hatton**

Building Designer

Individual Design

P.O. Box 282, Launceston TAS 7250  
63347144 or 0408 129 202

09/09/15

Meander Valley Council,  
Att: Planning Officer  
P.O. Box 102,  
Westbury TAS 7303

Dear Planning Officer,

RE Proposed Garage Addition at 3-5 Zena Place, Hadspen

The Client is S & C Mc Creary of 3-5 Zena Place, Hadspen.

The zone is General Residential Zone

The existing sheds are to be removed and a larger addition added to the existing to be able to park the caravan in it.

P2 The Garage Addition is 22.766m from the front fence

P3

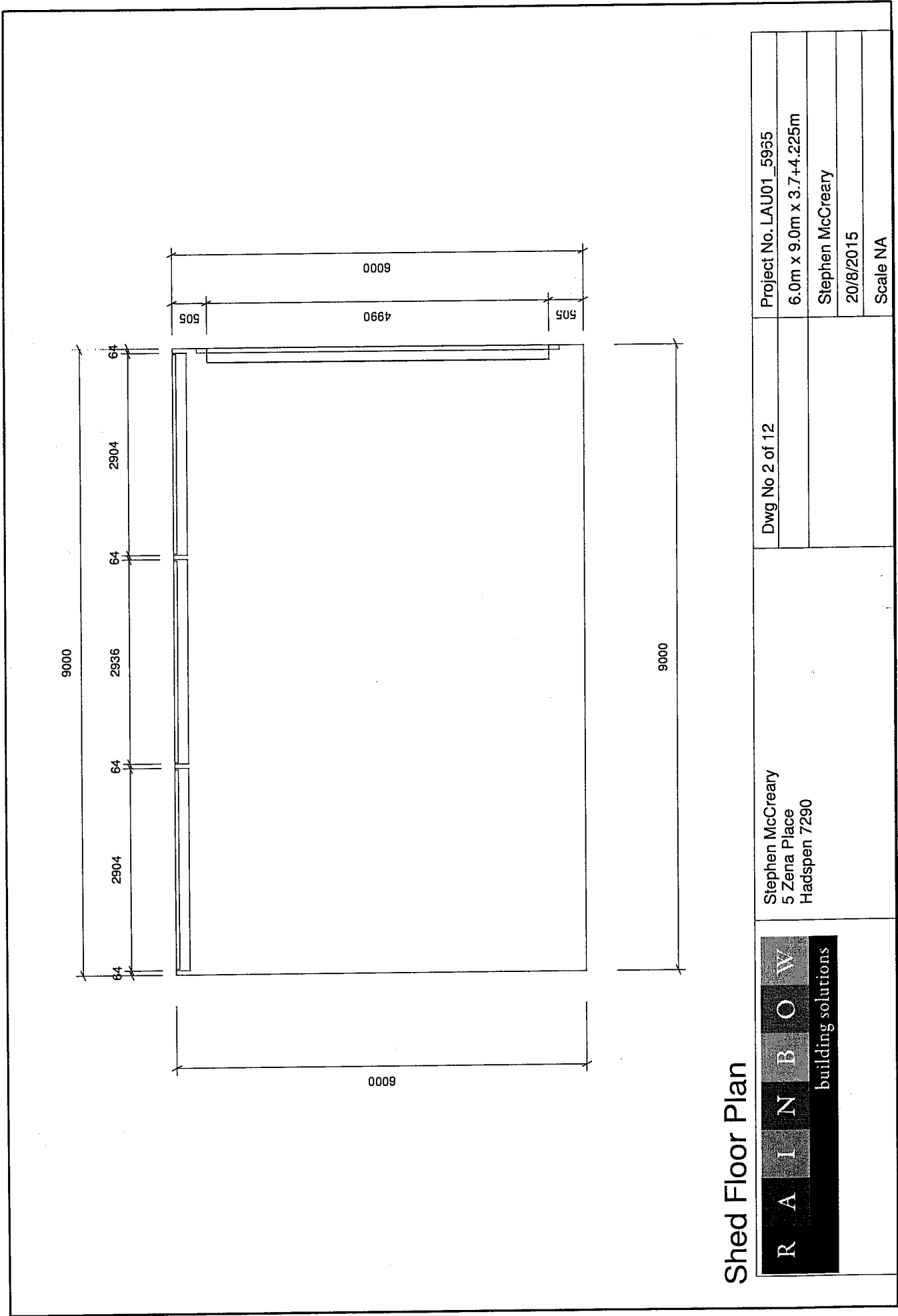
a) Not cause unreasonable loss of amenity by:

- (i) Will not reduce sunlight to a habitable room for more than 3 hours
- (ii) Will not overshadow the private open space of a dwelling on an adjoining lot for more than 3 hours
- (iii) The lot next door in not vacant
- (iv) The visual impact will be as minimal as we can make it to be able to fit a caravan in the building.

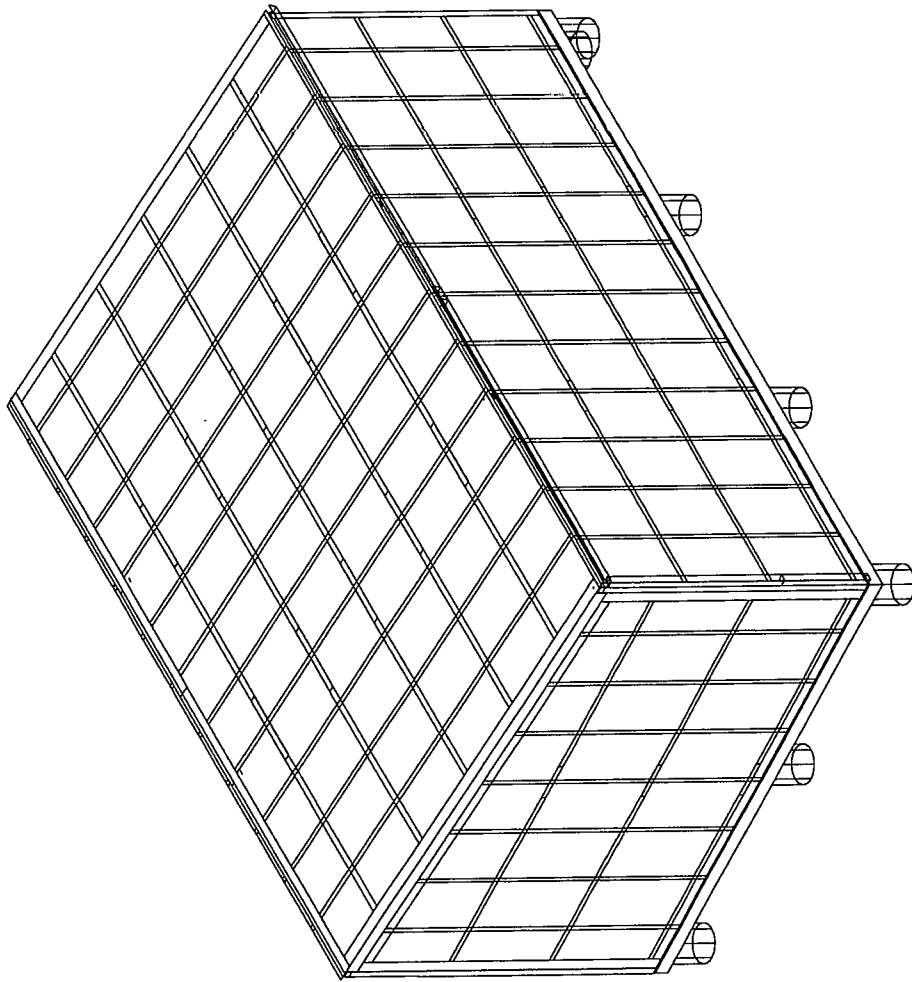
b) The garage addition will be added to the existing building on the same line.

Yours faithfully,

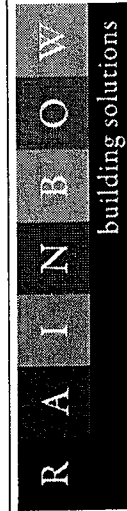
Theresa Hatton.



STEELbuilder (c) Program Plus Pty Limited - v 1.6.2.1111, 1.6.2.1111



### Shed ISO Front Left View (Clad)



Stephen McCreary  
 5 Zena Place  
 Hadspen 7290

Dwg No 3 of 12

Project No. LAU01\_5935

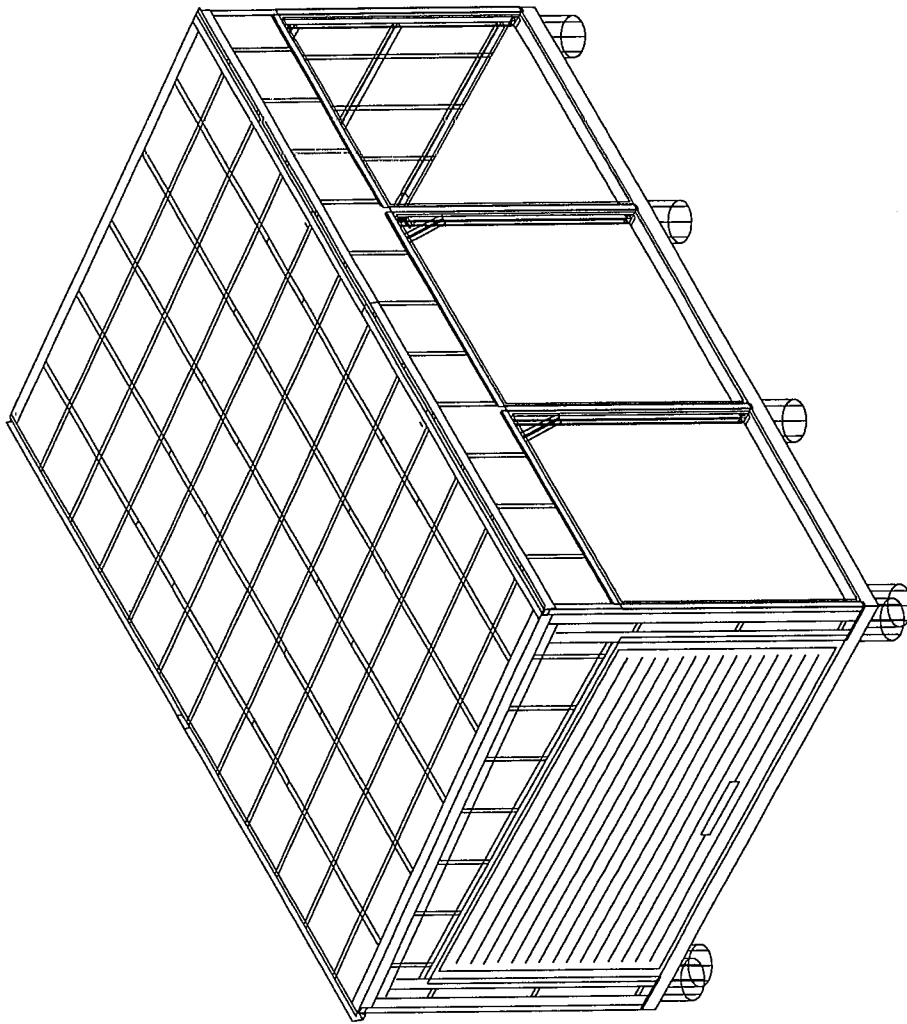
6.0m x 9.0m x 3.7+4.225m

Stephen McCreary

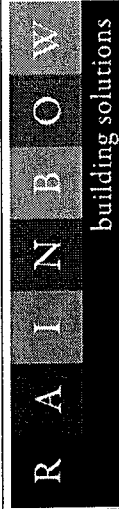
20/8/2015

Scale NA



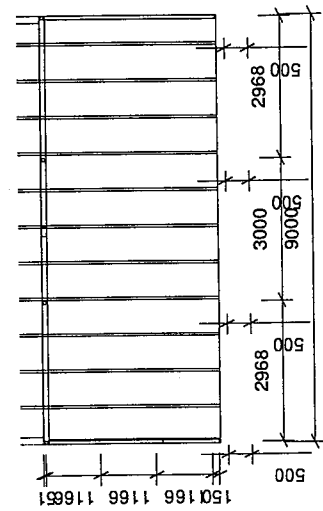


### Shed ISO Back Right View (Clad)

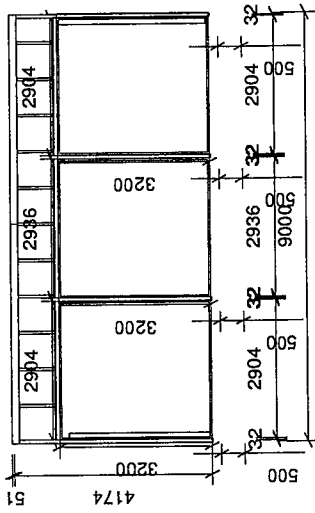


Stephen McCreary  
 5 Zena Place  
 Hadspen 7290

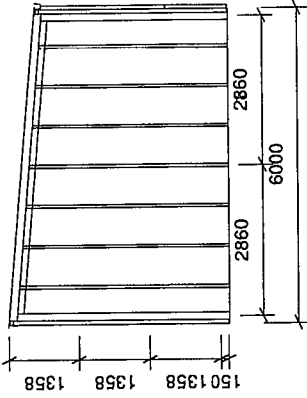
Dwg No 4 of 12	Project No. LAU01_5865
	6.0m x 9.0m x 3.7+4.225m
	Stephen McCreary
	20/8/2015
	Scale NA



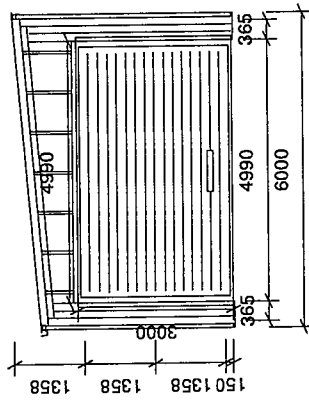
FRONT VIEW



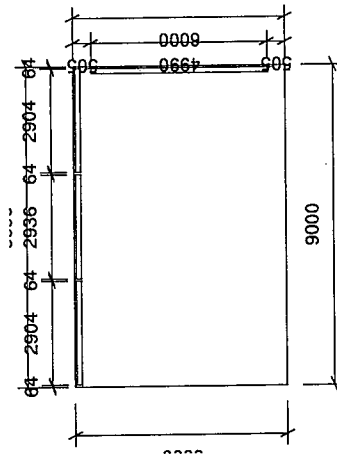
BACK VIEW



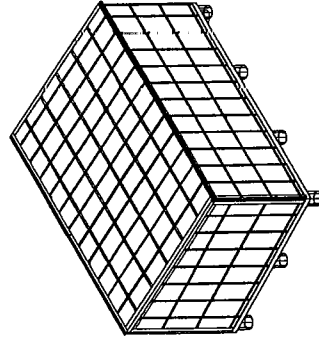
LEFT VIEW



RIGHT VIEW

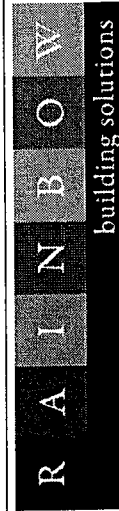


PLAN VIEW



ISO FRONT LEFT VIEW

Elevation Multiview



Stephen McCreary  
5 Zena Place  
Hadsphen 7290

Dwg No 7 of 12

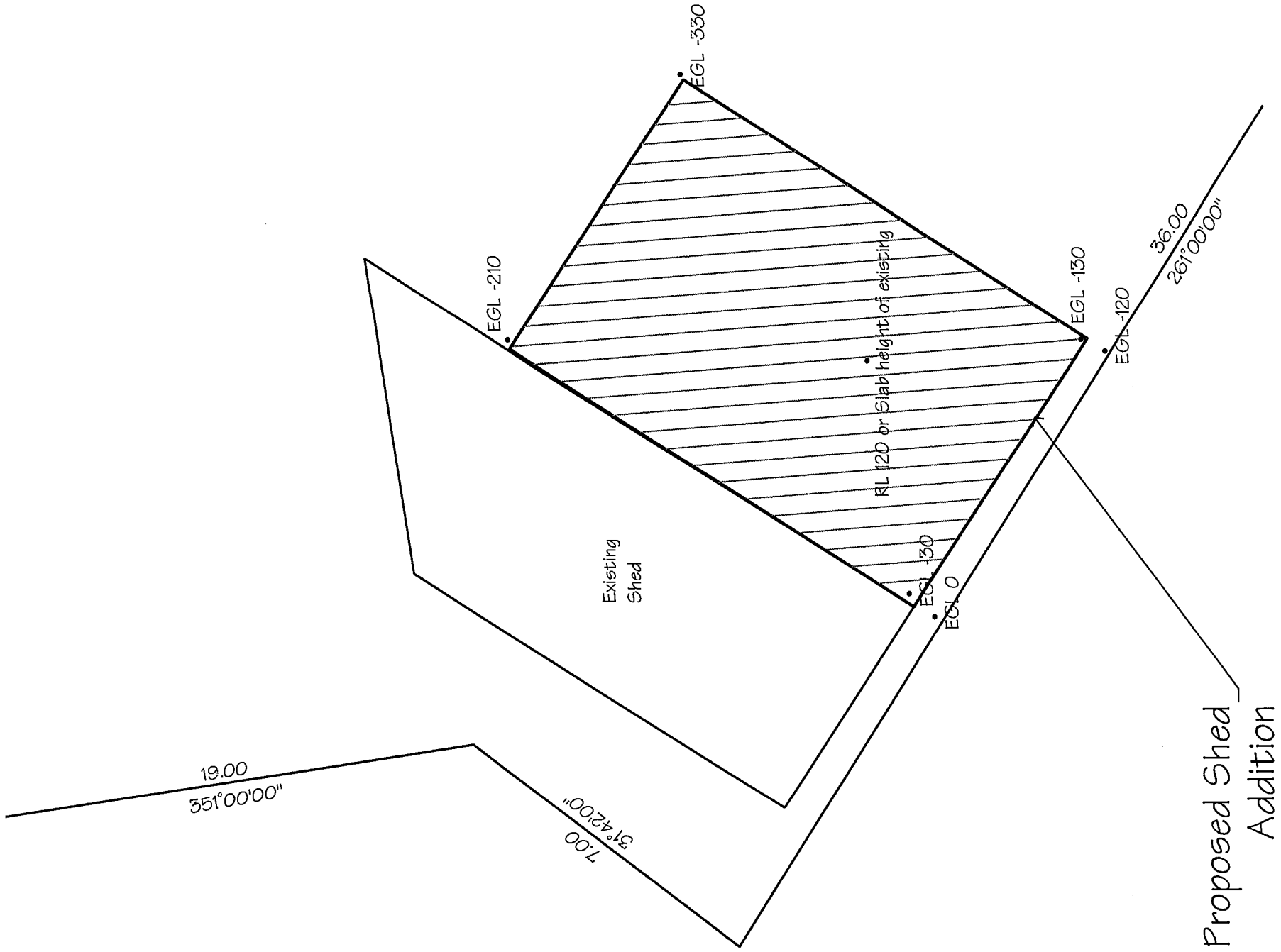
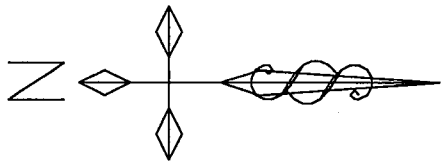
Project No. LAU01\_5965

6.0m x 9.0m x 3.7+4.225m

Stephen McCreary

20/8/2015

Scale NA



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**PLANNING  
DOCUMENTATION ONLY**

**Theresa L. Hatton**  
Building Designer

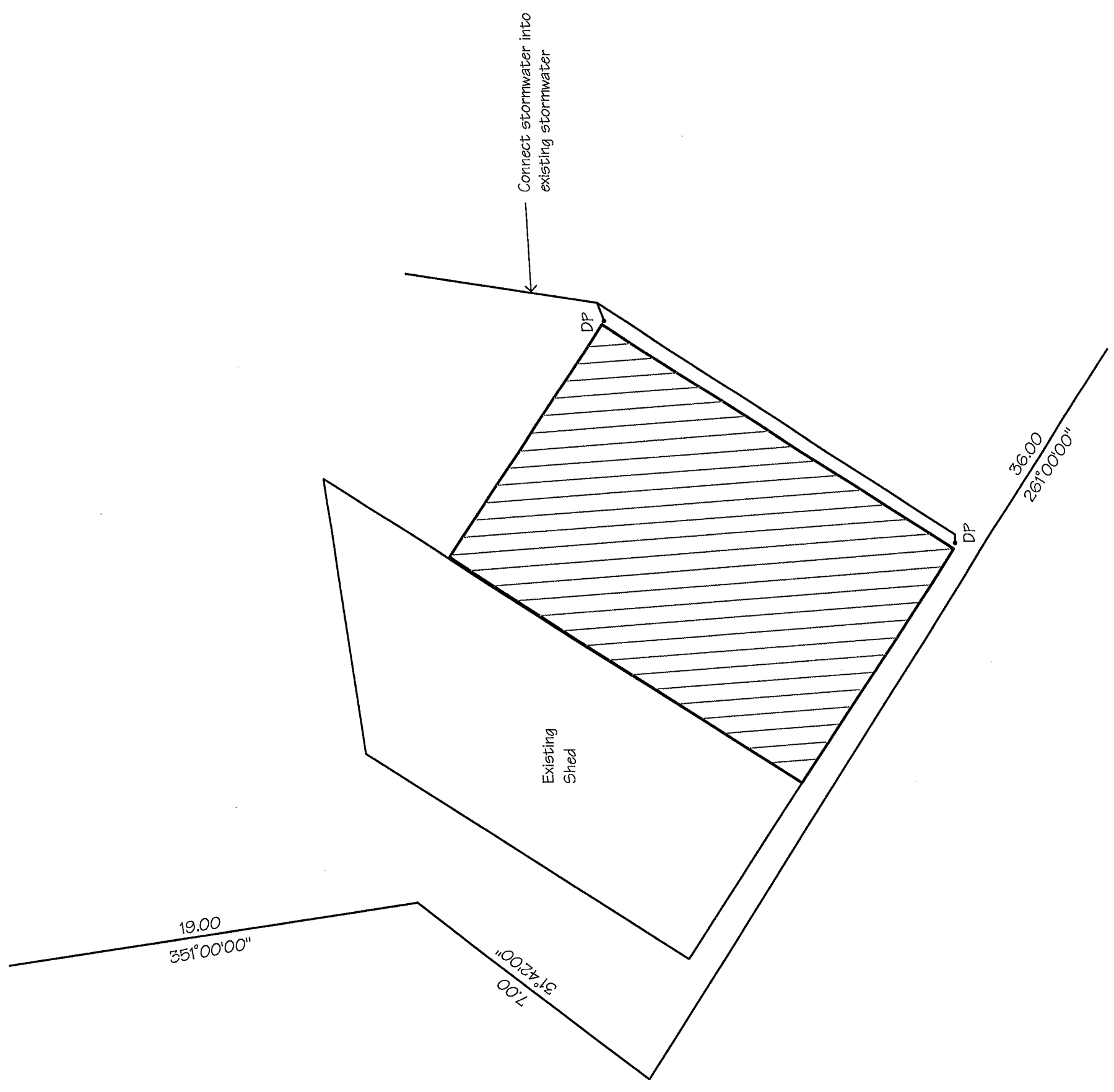
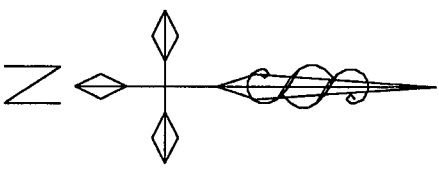
Individual Designs ABN 22 654 809 821  
Telephone (03) 63 347144 Telephone 0408 129 202  
P.O. Box 282, Launceston 7250

**Proposed Shed Addition &  
Demolition Sheds,  
at 3-5 Zena Place, Hadspen  
for S & C Mc Creary,**

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Scale 1:100 U.N.O  
7th September 2015

Part Site Plan - Levels

Drawing No. 4782P-04 of 09



GENERAL NOTES

- 1 This drawing is to be read in conjunction with the Engineering Drawings
- 2 Check all dimensions and verify levels on site.
- 3 Do Not Scale from this drawing - if in doubt ask.
- 4 All workmanship and materials to comply with all relevant S.A.A. Codes and the N.C.C.
- 5 All plumbing to be carried out by a licensed plumber and comply with Local Council By-Laws, Building Regulations and to the satisfaction of the Municipal Plumbing Inspector
- 6 Plumbing lines are indicative only. Refer Licensed Plumber for correct locations.
- 7 Before commencing work on site verify the location of Connection Points for Plumbing

LEGEND

DP - Downpipe

PLANNING DOCUMENTATION ONLY

**Theresa L. Hatton**  
Building Designer

Individual Designs ABN 22 654 809 821  
Telephone (03) 633 34744 Telephone 0408 129 202  
P.O. Box 282, Launceston 7250

Proposed Shed Addition & Demolition Sheds, at 3-5 Zena Place, Hadspen for S & C Mc Creary,

©Theresa L. Hatton 2015  
Scale 1:100 U.N.O  
7th September 2015

Drawing No. 4782P-05 of 09

Drainage Plan

Sent from my iPhone

Begin forwarded message:

**From:** Helen Zordan <[hlzordan@gmail.com](mailto:hlzordan@gmail.com)>  
**Date:** 5 October 2015 11:17:26 pm AEDT  
**To:** Helen Zordan <[hlzordan@gmail.com](mailto:hlzordan@gmail.com)>  
**Subject:** Fwd: Objection to Planning Approval at 3-5 Zena Place Hadspen

Sent from my iPhone

Begin forwarded message:

**From:** Helen Zordan <[hlzordan@gmail.com](mailto:hlzordan@gmail.com)>  
**Date:** 5 October 2015 11:14:16 pm AEDT  
**To:** Helen Zordan <[hlzordan@gmail.com](mailto:hlzordan@gmail.com)>  
**Subject:** Objection to Planning Approval at 3-5 Zena Place Hadspen

Helen Zordan.  
132 ElphinRoad  
Newstead 7250  
Phone 0409 550 676  
5th October, 2015

Dear Sir/Madam,

I am writing to you regarding the Notification of Application for Planning Approval for development located at 3-5 Zena Place, Hadspen (CT's:13023/35 & 13023/34).

I own a home situated next door at

1 Zena Place, Hadspen and strongly object to this development taking place as believe it will impact greatly on my property.

1): SETBACK

Firstly the setback is incorrect according to the regulations. The regulations state that for a building that is 3 metres tall the setback is required to be 1 metre from the boundary. This new proposed development is 4.170 metres tall and so the setback is incorrect.

2): SHADING

On the plan there is only an approx. short demonstration of how the sun will impact on my property in June, but it does demonstrate that there will be significant shading of the yard directly at the rear of the structure. However, with the projection of the sun, it is evident that at other times it will be shading the house significantly as well, in particular the kitchen, dining area and lounge room. This will result in our home being dark and colder overall and as a result the need for artificial light and heating will be required because of it and additional financial costs will need to be met.

At present our house has full sunlight and is warm and sunny all the time.

Our future plans are to install solar panels and this structure will also impact on the ability to do this effectively due to the shading.



Due to the soil type being heavy clay, the surface moisture does not soak away readily in the back yard and because of that it does need the full sunlight to be able to evaporate the moisture away and alleviate a wet yard. The shading in the yard by the proposed tall structure will only further exacerbate this problem.

### 3): RESIDENTIAL

The fact of why this development needs to be so tall, raises the question of what this shed may be used for. The planning proposal lacking any electrical schematics raises additional concerns of the uses other than for storage, as television and radio reception would be greatly impacted by electrical equipment. Noise also would be a big problem being so close to my home.

This area is residential and a shed the size of the proposed one is not in keeping in character with the area.

### 4): VISUAL IMPACT

The regulations state that visual impacts must not be caused by the apparent scale, bulk or proportion when viewed from an adjoining lot.

I believe this proposed development so close to my boundary will be a total eyesore for us and not at all in keeping with the residential area and does not comply with the above regulations in many ways.

Because of this I believe the proposed development should not be taking place.

Helen Zordan (Power of Attorney for  
Gerald Shepherd)

(A copy of my Power of Attorney is on file at Meander Valley Council)

## MVC REGULATIONS

### 10.42 Performance Criteria

P3 The siting and scale of a dwelling must

(a). Not cause unreasonable lack of amenity by

(i) Reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot. Or

(ii) Overshadowing the private open space of a dwelling on an adjoining lot. Or

(iv) Visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot. And

(b) Provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area

Sent from my iPhone

## **DEV 3 NOTICE OF MOTION – USE OF PESTICIDES – CR BOB RICHARDSON**

### **1) Introduction**

The purpose of this report is for Council to consider a Notice of Motion from Councillor Bob Richardson regarding the continued use of pesticide by Forestry Tasmania, Forico and SFM Forest Products.

### **2) Background (Cr Bob Richardson)**

The Forest Stewardship Council (FSC) has recently updated the list of pesticides it considers as highly hazardous.

Forestry Tasmania is seeking to continue usage of two pesticides on FSC's highly hazardous list, namely:-

- Fipronil – for protection from European wasps; and
- Alpha-cypermethrin – to protect eucalypt plantations.

Forestry Tasmania is seeking feedback from stakeholders on its continued use of alpha-cypermethrin, in particular.

Forestry Tasmania does not indicate in its discussion paper how this poison is to be applied, one can assume that it proposes to use traditional spray matters – fixed wing aircraft and helicopters.

The NTPN fact sheet for cypermethrin includes the following comments on toxicity:-

-“Rats exposed to cypermethrin exhibited similar symptoms (to mice) including tremors, seizures, wasting and salivation as well as burrowing behaviour” (even at small doses).

-“People handling or working with cypermethrin sometimes developed tingling, burning, dizziness and itching”.

The data sheets also indicate that: “The US EPA has classified cypermethrin as a possible human carcinogen....”

It also stated that “scientists have no data from work-related, accidental poisonings, or epidemiological studies that indicate whether or not cypermethrin is likely to cause reproductive problems or birth defects in humans

The half-life of cypermethrin in soil is 30 days; on foliage it is reported as 5 days.

The data sheet indicates:-

- cypermethrin is highly toxic to fish
- cypermethrin is highly toxic to bees”.

Fipronil is an insecticide. It is a central nervous system disruptor. It is also classified as a possible human carcinogen by the US EPA

It half-life in soil is 125 days.

It has been found to be highly toxic to some birds, bees, fish and invertebrates.

There have been reports that cypermethrin has been linked to reproductive effects in fish and frogs. Development of hermaphrodite characteristics in these species is a particular concern.

The principles for decisions relating to matters such as this are:-

Do no harm, and  
When in doubt, don't.

Council has a responsibility (under the Local Government Act) to protect the health and well-being of the citizens for whom it is responsible.

Responses to the three parties are needed by 16 November, 2015.

### **3) Strategic/Annual Plan Conformance**

Not Applicable

### **4) Policy Implications**

Not Applicable

### **5) Statutory Requirements**

Not Applicable

### **6) Risk Management**

Not Applicable

### **7) Consultation with State Government and other Authorities**

Not Applicable

## 8) Community Consultation

Not Applicable

## 9) Financial Impact

Not Applicable

## 10) Alternative Options

Councillors can elect to amend or no support the recommendation.

## 11) Officers Comments

Ten Australian forest companies currently Forest Stewardship Council (FSC) certified, or seeking FSC certification, are developing derogation applications to enable the continued use of pesticides listed as FSC Highly Hazardous.

Three forest companies in Tasmania have made application for the derogation of:

- Alpha – cypermethrin

Forestry Tasmania has also made an application for:

- Fipronil

FSC restricts the use of FSC Highly Hazardous in FSC certified forests. However, where a FSC - Highly Hazardous pesticide is the only viable tool available to the forest manager, FSC acknowledges that its controlled use may be warranted.

The FSC recommends that the best way to raise concerns and providing input is by completing the 2015 FSC Highly Hazardous Pesticide Derogation Stakeholder Survey.

**AUTHOR:** Martin Gill  
DIRECTOR DEVELOPMENT SERVICES

## 12) Recommendation (Cr Bob Richardson)

***It is recommended that Council expresses its concern at the proposal by Forestry Tasmania, Forico and SFM Forestry Products to continue to use pesticides listed as highly hazardous by the Forest Stewardship Council (viz. Alpha-cypermethrin and Fipronil) in the Meander Valley Municipality and it strongly opposes any application by aerial methods.***

## DECISION:

## **GOV 1 2016 COUNCIL MEETING DATES**

### **1) Introduction**

The purpose of this report is for Council to consider dates for Council meetings for 2016.

### **2) Background**

The ordinary monthly meeting of Council occurs on the second Tuesday of each month, apart from January where it is held on the third Tuesday.

In recent years the Council has rescheduled the January meeting to the third Tuesday reflecting the lower volume of items to be dealt with due to the Christmas/New Year and subsequent holiday period. This is proposed to continue in 2016 with the Council meeting to be held on Tuesday 19 January.

### **3) Strategic/Annual Plan Conformance**

Preparation of Council meeting agendas is an activity of the Annual Plan.

### **4) Policy Implications**

Not Applicable

### **5) Statutory Requirements**

Meets the requirements of the Local Government Act in that Council meets at least once per month. Meetings are advertised in accordance with the Local Government Act.

Meets the requirements of the Local Government (Meeting Procedures) Regulations.

### **6) Risk Management**

Not Applicable

### **7) Consultation with State Government and other Authorities**

Not Applicable

### **8) Community Consultation**

Not Applicable



## **9) Financial Impact**

Not Applicable

## **10) Alternative Options**

Council can choose to hold meetings on different dates.

## **11) Officers Comments**

Council's meeting schedule has successfully operated for a number of years with community members familiar with this arrangement.

**AUTHOR:** Greg Preece  
GENERAL MANAGER

## **12) Recommendation**

**It is recommended that Council approve the following schedule of ordinary meetings for 2016:**

**Tuesday 19 January 2016**  
**Tuesday 9 February 2016**  
**Tuesday 8 March 2016**  
**Tuesday 12 April 2016**  
**Tuesday 10 May 2016**  
**Tuesday 14 June 2016**  
**Tuesday 12 July 2016**  
**Tuesday 9 August 2016**  
**Tuesday 13 September 2016**  
**Tuesday 11 October 2016**  
**Tuesday 8 November 2016**  
**Tuesday 13 December 2016.**

**DECISION:**

## **GOV 2 ANNUAL PLAN – QUARTERLY REVIEW – SEPTEMBER 2015**

### **1) Introduction**

The purpose of this report is for Council to consider the September quarterly review of the Annual Plan.

### **2) Background**

Section 71 of the Local Government Act 1993 requires Council to prepare an Annual Plan. This plan provides details of the works and programs to be undertaken by Council and is the organisation's commitment to both Councillors and the community that these works and programs will be delivered.

### **3) Strategic/Annual Plan Conformance**

This performance report relates directly to the achievement of the Annual Plan.

### **4) Policy Implications**

Not Applicable

### **5) Statutory Requirements**

It is a requirement of the Local Government Act 1993 that Council prepares and approves an Annual Plan.

### **6) Risk Management**

Not Applicable

### **7) Consultation with State Government and other Authorities**

There is no requirement to consult with the Tasmanian Government when preparing this quarterly review.

### **8) Community Consultation**

There is no requirement to consult with the community when preparing this review.

### **9) Financial Impact**

Not Applicable

## 10) Alternative Options

Not Applicable

## 11) Officers Comments

An excellent result has been achieved for the September quarter with 126 of 127 targets being met.

Three activities have been cancelled:-

**Program** Services to Young People  
**Activity 1.6.1** Conduct School Holiday Program  
**Target:** Conduct and Report  
**Comment:** Activity cancelled  
Insufficient numbers to run program.

**Program** Services to Young People  
**Activity 1.6.3** Conduct Working Well with Young People Program  
**Target:** Conduct program  
**Comment:** Activity cancelled  
Insufficient numbers to run program.

**Program** Emergency services  
**Activity 3.1** Co-ordinate the Municipal Emergency Management and Recovery Committee  
**Target:** Chair Quarterly meeting  
**Comment:** Activity cancelled  
Insufficient numbers to attend quarterly meeting.

**AUTHOR:** Greg Preece  
GENERAL MANAGER

## 12) Recommendation

***It is recommended that Council receive and note the Annual Plan review for the September 2015 quarter.***

## DECISION:



**2015/2016  
September  
Quarterly Review**



Meander Valley Council

# Meander Valley Council Annual Plan 2015/2016

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# Meander Valley Council Annual Plan 2015/2016

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# Meander Valley Council Annual Plan 2015/2016

## Overview

The Annual Plan outlines the programs and services Council intends to deliver throughout the year. These programs and services comprise of new and upgraded services, replacing existing or simply maintaining what already exists.

The coming year will see Council deliver the following projects -

- Continue with community engagement to finalise Council's Waste Management Strategy;
- Continue to work with the Tasmanian Planning Taskforce to develop the Local Provision Schedules for Council's new statewide based planning scheme;
- Continue to work with the Tasmanian Planning Commission to rezone the land identified in the Hadspen Outline Development Plan;
- Develop further stormwater system management plans in line with the risk assessment action plan;
- Deliver projects identified in the Prospect Vale/Blackstone Heights Structure Plan and Hadspen and Westbury Outline Development Plans;
- Negotiate a new workplace agreement of Council by 30 June 2016;
- Continue with a variety of projects to reduce energy consumption and improve energy efficiencies on Council properties.

Council will undertake a regular inspection program for Place of Assembly and Food Premises Licences, and co-ordinate immunisation clinics.

There is an ongoing commitment to continue Council's involvement in the Northern Tasmania Development to deliver the Regional Futures Plan.

Along with other councils in the region, Council will participate in a service delivery benchmarking project, which will be used to identify opportunities for shared services or resource sharing between councils. This project will conform to the State Government's criteria for local government reform and improved service delivery.

Once again an extensive Capital Works Program, valued at \$8.862, million will be delivered. The value of the works approved is in line with the projections in the Long Term Financial Plan, with \$2.5 million of this figure being allocated to building new and upgraded infrastructure.

# Meander Valley Council Annual Plan 2015/2016

## Fast Facts about the Meander Valley

Rateable assessments	9,823
Capital value of properties	\$3,131,348,600
Adjusted Assessed annual value of properties	\$141,145,922
Residential population	19,543
Geographical area	3,821 sq kms
Number of Councillors	9
Sealed Roads	550kms
Unsealed Roads	254kms
Bridges	223



Meander Valley is a large and diverse area of Tasmania's northern region, which offers an assortment of enticing lifestyle opportunities. The varying landscape ranges from alpine mountain peaks to extensively forested areas, productive agricultural lands, historic towns and villages, and the urban community of Launceston. There are abundant small businesses and major enterprises, such as Country Club Tasmania and Tasmanian Alkaloids which offer great employment prospects to locals.

The Meander Valley skyline is dominated by the mountains of the Great Western Tiers and World Heritage Area, which form a dramatic backdrop to a rural landscape that in many areas is divided by traditional English hedges. Small townships and villages are found throughout the area. The seamless combination of mountains and rural landscapes, villages and townships gives Meander Valley its unique look and feel; something that visitors recognise as distinctly Tasmanian.

# Meander Valley Council Annual Plan 2015/2016

## Budget Estimates

	2014-2015	2015-2016
<b>Revenue:</b>		
Rate Revenue	10,262,600	10,832,600
Fees and User Charges	1,106,900	1,119,300
Contributions and Donations	326,800	350,600
Interest	1,086,300	961,300
Grants and Subsidies	5,623,900	6,093,200
Other Revenue	945,000	995,900
<b>Total Operating Revenue:</b>	<b>19,351,500</b>	<b>20,352,900</b>
<b>Operating Expenditure:</b>		
Employee Costs	5,868,300	6,028,000
Maintenance and Working Expenses	5,777,700	6,054,400
Interest on Loans	311,300	311,300
Depreciation	5,168,400	4,963,400
Payments to Government Authorities	990,800	1,028,600
Other Payments	225,200	236,300
<b>Total Operating Expenditure:</b>	<b>18,341,700</b>	<b>18,622,000</b>
<b>Operating Surplus/Deficit:</b>	<b>1,009,800</b>	<b>1,730,900</b>
<b>Underlying Surplus/(Deficit)</b>	<b>39,400</b>	<b>839,900</b>
<b>Capital Expenditure</b>	<b>7,871,000</b>	<b>8,862,000</b>
<b>Repayment of Loans:</b>		
<b>Asset Sales:</b>	<b>285,000</b>	<b>215,000</b>
<b>Closing Cash Balance:</b>	<b>18,325,200</b>	<b>19,360,115</b>
<b>Net assets:</b>	<b>278,825,300</b>	<b>232,800,000</b>

# Meander Valley Council Annual Plan 2015/2016

## Rating Policy

The following rating policies will apply for 2015-2016:

Payment Method:	Ratepayers are provided with the option of paying their rates in full, with no discount for early payment, or paying their rates in four approximately equal instalments due on 31 August 2015, 30 October 2015, 29 January 2016 and 31 March 2016.
Penalties for late payment:	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 8.46% per annum.
General rate:	All rateable properties are applied a General Rate of 5.9307 cents in the \$ of AAV with a minimum charge of \$135.
Waste Management:	For properties without a kerbside collection service the charge is \$30. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$160 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$188 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$346 for one 240L mobile garbage and one mobile recycling bin.
Fire Levies:	All properties within the municipal area are rated based on the income requirements of the State Fire Commission.  Properties within the Launceston Permanent Brigade District are applied a rate of 1.3672 cents in the \$ of AAV with a minimum of \$38.  Properties within the Volunteer Brigade Districts are applied a rate of 0.3835 cents in the \$ of AAV with a minimum of \$38.  All other properties are applied a rate of 0.3664 cents in the \$ of AAV with a minimum of \$38.

### SUMMARY

September 2015 Quarterly Review

Area	Number of Targets (excl Canc)	No of Targets Met (excl Canc)	Conformance
<b>1. Governance</b>	37	36	97.30%
<b>2. Corporate Services</b>	18	18	100%
<b>3. Infrastructure Services</b>	34	34	100%
<b>4. Development Services</b>	16	16	100%
<b>5. Works</b>	11	11	100%
<b>6. Economic Development</b>	11	11	100%
<b>OVERALL TOTALS</b>	127	126	99.21%

Action Definitions for Reporting Purposes:  
Ongoing; In Progress; Achieved; Cancelled; Deferred; Not Achieved



# Meander Valley Council Annual Plan 2015/2016



## POLICY REVIEW

POLICY REVIEWS	Audit Panel By 22/9	Council By 31/12	Audit Panel By 22/12	Council By 31/3	Audit Panel By 23/3	Council By 30/6
<b>Governance:</b> <ul style="list-style-type: none"> <li>• Risk Management</li> <li>• Disability Access</li> <li>• Leave of Absence from Meetings</li> <li>• Townscape Rate Incentive Scheme</li> <li>• Managing Public Appeals</li> </ul>	1 69	1 69	29 55	29 55	73	73
<b>Corporate Services:</b> <ul style="list-style-type: none"> <li>• Information Management</li> <li>• Writing off Debts</li> <li>• Investment of Surplus Council Funds</li> </ul>	45 68	45 68	71	71		
<b>Infrastructure Services:</b> <ul style="list-style-type: none"> <li>• Fencing - Council owned land</li> <li>• Subdivision Servicing</li> <li>• New and Gifted Assets</li> </ul>	15	15	13 77	13 77		
<b>Development Services:</b> <ul style="list-style-type: none"> <li>• Environmental Compliance and Enforcement</li> <li>• Heritage Advice</li> <li>• Stated development Schemes under Strat Titles Act 1998</li> <li>• Pursuit of Illegal Buildings</li> </ul>	63 44	63 44	65 79	65 79		
<b>Works:</b> <ul style="list-style-type: none"> <li>• Nil</li> </ul>						

# Meander Valley Council Annual Plan 2015/2016



<b>Economic Development and Sustainability</b> <ul style="list-style-type: none"><li>• Communication Policy for the Media</li></ul>					49	49
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# Meander Valley Council Annual Plan 2015/2016



## DOCUMENT REVIEW

OPERATION Document Reviews	By 30 September	By 31 December	By 31 March	By 30 June
<b>Governance:</b> Style Manual Delegations Special Committees of Council Business Continuity Plan Code of Conduct Sport and Recreation Action Plan 2012-2015		Style Manual Delegations Special Committees of Council Business Continuity Plan		Code of Conduct Sport and Recreation Action Plan 2012-2015
<b>Corporate Services:</b> Nil				
<b>Infrastructure Services:</b> Municipal Emergency Management Plan		Municipal Emergency Management Plan		
<b>Development Services:</b> Nil				
<b>Works:</b> Nil				
<b>Economic Development and Sustainability</b> Nil				

## Meander Valley Council Annual Plan 2015/2016



Due for review (other than annually):

Business Continuity Plan (biennial, next review 2017/18)

Code of Tendering and Contracts (every four years, next review 2018/19)

Human Resource Policy Manual (every 3 years – next review 2016/17)

Public Interest Disclosures Act 2002 - Model Procedures (every three years, next review 2017/18)

Code of Conduct (within 12-months of an ordinary election, next review 2015/16 – next review dependent on adoption by State Govt)

Customer Service Charter (biennial, next review 2016/17)

Meander Valley Community Safety Plan 2015 -2017 (every 3 years – next review 2017/18)

Sport and Recreation Action Plan 2012-2015 (every 3 years – next review 2018/19)

Municipal Emergency Management Plan (every 2 years – next review 2017/18)

Economic Development Strategy 2012-2017 (every 5 years – next review 2017/18)

Strategic Asset Management Plan (every 4 years – next review 2019/20)

Evacuation Plans for Council Buildings (every 5 years)

Due for review annually

Style Manual

Delegations

Special Committees of Council

# Meander Valley Council Annual Plan 2015/2016



## Governance and Community Services

Directorate	<b>1. Governance &amp; Community Services</b>	Program number and title	<b>1.1 Secretarial &amp; Administrative support</b>
Program Objective	To undertake functions to ensure compliance with legislative requirements		

### Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Deliver Annual Plan	Prepare quarterly review  <b>Achieved</b>	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review. Prepare 2016/17 Annual Plan	<b>5.6.1</b> – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
2	Prepare Annual Report	Complete draft for printing <b>Achieved</b>	Complete report and present at AGM			<b>5.6.1</b> – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
3	Conduct Annual General Meeting (AGM)		Advertise, organise and conduct AGM			<b>5.6.1</b> – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
4	Prepare Council Meeting Agendas and Minutes, Briefing Reports and Workshop Agendas	Prepare for each Meeting <b>Achieved</b>	Prepare for each meeting	Prepare for each meeting	Prepare for each meeting	<b>5.6.1</b> – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
5	Policy Review	Review as per schedule  <b>Achieved</b>	Review as per schedule	Review as per schedule	Review as per schedule	<b>5.6.1</b> – Implement processes to ensure compliance with the Local Government Act and other relevant legislation



## Meander Valley Council Annual Plan 2015/2016



6	Conduct Australia Day (AD) event	Review AD criteria. Call for nominations <b>Achieved</b>	Assess nominations. Plan civic function	Conduct a civic function on AD		<b>3.2.2</b> - Support local events and activities that respond to a community need
7	Operations Document Review	Review as per schedule  <b>Achieved</b>	Review as per schedule	Review as per schedule	Review as per schedule	<b>5.6.1</b> – Implement processes to ensure compliance with the Local Government Act and other relevant legislation

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Personal Assistant
2	\$3,000	MVC	Personal Assistant
3	N/A	MVC	Personal Assistant
4	N/A	MVC	Personal Assistant
5	N/A	MVC	General Manager
6	\$5,000	MVC	Personal Assistant
7	N/A	MVC	General Manager

### Action performance targets

No.	Performance target
4	Agenda is prepared and distributed 4 days before each Council meeting. Draft meeting minutes are completed and distributed within 4 days of each Council meeting
5	Policies reviewed by Council
7	Documents reviewed by Council

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>1. Governance &amp; Community Services</b>	Program number and title	<b>1.2 Risk Management</b>
Program Objective	Minimise risk to our people and the public		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Implement Risk Management Framework	Action the framework <b>Achieved</b>	Action the framework	Action the framework	Action the framework	<b>5.6.2</b> – Implement and review the Risk Management Framework
2	Implement the Internal Audit Program	Review of Audit outcomes <b>Achieved</b>	Conduct Audit	Review of Audit outcomes	Conduct Audit	<b>5.6.2</b> – Implement and review the Risk Management Framework
3	Conduct Risk Management Committee meeting	Conduct meeting <b>Achieved</b>	Conduct meeting	Conduct meeting	Conduct meeting	<b>5.6.2</b> – Implement and review the Risk Management Framework
4	Review Business Continuity Plan (BCP)	Review BCP <b>In Progress</b>	BCP to Audit Panel	BCP to be approved by Council		<b>5.1.1</b> - Review and management of Councils Business Continuity Plan
5	Co-ordinate functions of the Audit Panel	Conduct meeting as per Audit Schedule <b>Achieved</b>		Conduct two meetings as per Audit Schedule	Conduct meeting as per Audit Schedule	<b>5.6.8</b> – Support the operation of the internal Audit Panel

# Meander Valley Council Annual Plan 2015/2016



## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$25,000	MVC and Consultant	Director Gov and CS
2	N/A	MVC and Consultant	Director Gov and CS
3	N/A	MVC	Director Gov and CS
4	\$15,000	MVC and Consultant	Director Gov and CS
5	\$15,000	MVC and independent resource	Director Gov and CS

## Action performance targets

N/A

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>1. Governance &amp; Community Services</b>	Program number and title	<b>1.3 Employee Health &amp; Safety Management</b>
Program Objective	To provide a safe place of work for our people and to measure and monitor our employer obligations.		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Health and Safety Committee operation	Conduct quarterly meeting <b>Achieved</b>	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	<b>5.4.5</b> - Develop and implement a Workplace Health and Safety Program
2	Conduct Driver training course	Organise course <b>Achieved</b>	Course held	Review effectiveness of course		<b>5.4.5</b> - Develop and implement a Workplace Health and Safety Program
3	Deliver a Health and Wellbeing Program	Conduct quarterly meeting and implement programs <b>Achieved</b>	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs	<b>5.4.5</b> - Develop and implement a Workplace Health and Safety Program
4	Conduct emergency evacuation drills		Conduct drill – Council Office and GWTVC		Conduct drill – Council Office and GWTVC	<b>5.4.5</b> - Develop and implement a Workplace Health and Safety Program
5	Conduct Staff Survey	Implement Action Plan	Issue survey	Report to staff on results of	Implement action plan	<b>5.4.3</b> - Effectively manage and support Council's human resources

## Meander Valley Council Annual Plan 2015/2016



		<b>Achieved</b>		survey. Prepare action plan		
6	Workplace Consultative Committee operation	Conduct quarterly meeting <b>Achieved</b>	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	<b>5.4.3</b> - Effectively manage and support Council's human resources
7	Review Evacuation Plans				Review Plans	<b>5.4.5</b> – Develop and implement a Workplace Health and Safety Programme

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Director Gov and CS and H and S Committee
2	\$3,500	Contract	Director Gov and CS and H and S Committee
3	\$15,000	MVC and Contract	Director Gov and CS and H and Wellbeing Committee
4	N/A	MVC	Director Gov and CS and Fire Wardens
5	\$4,000	MVC and Contract	General Manager
6	N/A	MVC	General Manager
7	N/A	MVC	Director Gov and CS/Fire Wardens/Property M'ment Officer



# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>1. Governance &amp; Community Services</b>	Program number and title	<b>1.4 Other Governance functions</b>
Program Objective	To provide good governance		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Participation in Northern Tasmania Development (NTD)	Attend NTD Local Government Committee Meeting <b>Achieved</b>	Attend NTD Local Government Committee Meeting	Attend NTD Local Government Committee Meeting	Attend NTD Local Government Committee Meeting	<b>5.5.4</b> Participate and support the operation of Northern Tasmania Development
2	Prepare a Council Delivery Plan	Present Plan to Council for approval <b>In Progress</b>		Update Delivery Plan	Present Plan to Council for approval	<b>5.1.3</b> Co-ordinate and preparation of Council's integrated planning and reporting framework
3	Convene meetings of the Customer Service Group	Conduct meeting <b>Achieved</b>	Conduct meeting	Conduct meeting	Conduct meeting	<b>5.1.3</b> Co-ordinate and preparation of Council's integrated planning and reporting framework
4	Convene meetings of the Merit User Group	Conduct meeting <b>Achieved</b>	Conduct meeting	Conduct meeting	Conduct meeting	<b>5.1.3</b> Co-ordinate and preparation of Council's integrated planning and reporting framework
5	Provide support to the Townscape Reserves and Parks Special Committee (TRAP)	Conduct meeting and report on outcomes <b>Achieved</b>	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes	<b>4.2.3</b> Provide support to Council's Townscape, Reserves and Parks (TRAP) Special Committee

## Meander Valley Council Annual Plan 2015/2016



6	Review Council's Delegation Register		Review register			<b>5.1.3</b> Co-ordinate and preparation of Council's integrated planning and reporting framework
7	Prepare Human Resources Plan			Prepare framework for Plan	Begin consultation with staff	<b>5.4.1</b> – Prepare a Human Resources Plan that supports the future operations of Council
8	Participate in benchmarking project with other Councils in the northern region	Engage a consultant to undertake project <b>In Progress</b>	Deliver report to Council	Develop future Action Plan	Develop future Action Plan	<b>5.5.1</b> – Participate in and support regional programs for resource sharing

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$60,000	MVC	General Manager
2	N/A	MVC	General Manager
3	N/A	MVC	Director Gov and CS
4	N/A	MVC	Director Gov and CS
5	N/A	MVC	Director Gov and CS
6	N/A	MVC and Consultant	General Manager
7	N/A	MVC	General Manager
8	\$15,000	MVC and Consultant	General Manager

### Action performance targets

N/A

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>1. Governance &amp; Community Services</b>	Program number and title	<b>1.5 Community Development</b>
Program Objective	Working with the community for the benefit of all		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Facilitate the operation of the Meander Valley Community Safety Group	Conduct meeting and report on progress <b>Achieved</b>	Conduct meeting and report on progress	Conduct meeting and report on progress	Conduct meeting and report on progress	<b>4.1.1</b> - Assist in the promotion of community safety and health issues across the local government area
2	Deliver the Community Grants Program (including community, special events and sport and recreation)	Acquit Round 1 and advertise  <b>Achieved</b>	Acquit Round 2 and advertise	Acquit Round 3 and advertise	Acquit Final Round and advertise Conduct Grants Information Forum	<b>3.2.1</b> - Provide the Community Grants Program
3	Conduct the Meandering Art Exhibition	Establish Schools artist in residence workshops  <b>Achieved</b>	Evaluate school workshops	Conduct Meandering exhibition	Evaluate Meandering Exhibition Advertise Schools' artist in residence workshops to schools	<b>3.1.1</b> - Conduct initiatives that support the visual and performing arts
4	Manage the Community Directory	Report on progress <b>Achieved</b>	Report on progress	Report on progress	Report on progress	<b>3.1.3</b> - Support and develop volunteering across the local government area

# Meander Valley Council Annual Plan 2015/2016



5	Deliver Positive Ageing Programs	Report on progress <b>Achieved</b>	Report on progress	Report on progress	Report on progress	<b>3.1.2</b> - Assist opportunities for positive ageing
6	Develop and manage the Public Arts Policy		Establish advisory group	Report on progress	Report on progress	<b>3.1.1</b> - Conduct initiatives that support the visual and performing arts
7	Provide Strategic Business and Planning assistance to community groups	Report on progress  <b>Achieved</b>	Report on progress	Report on progress	Report on progress	<b>3.1.3</b> – Support and develop volunteering across the local government area <b>3.3.3</b> - Provide Strategic and Business Planning assistance to community groups and sporting groups

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$1,000	MVC/DIER	Community Development Manager
2	\$85,000	MVC	Community Development Manager/Admin support
3	\$5,000	MVC	Community Development Manager/Personal Assistant
4	\$2,000	MVC	Community Development Manager
5	\$2,000	MVC	Community Development Manager
6	N/A	MVC	Community Development Manager
7	N/A	MVC	Community Development Manager

## Action performance targets

No.	Performance target
1	Meetings held and goals achieved
2	Number and range of grant applications
3	Number of schools and artists participating
4	Number and currency of registrations
5	Range of programs delivered
6	Advisory group established
7	Number of planning assistances undertaken

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>1. Governance &amp; Community Services</b>	Program number and title	<b>1.6 Services to young people</b>
Program Objective	To address and support the needs of young people through responsive and participatory approaches		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Conduct School Holiday Program	Conduct and report  <b>Cancelled</b>	Conduct and report	Conduct and report	Conduct and report Evaluate overall outcomes	<b>3.4.1</b> - Provide activity opportunities for young people
2	Conduct Stepping Stones Camps	Conduct program <del>18-25 age group</del> <b>Grades 6 - 8 and 9-12 Achieved</b>	Conduct program <del>Grades 6 - 8</del> 18-25 age group	<del>Conduct program</del> <del>Grades 9-12</del>	Evaluate overall outcomes	<b>3.3.1</b> - Facilitate opportunities for self-development and leadership
3	Conduct Working Well with Young People Program (subject to numbers)	Conduct program  <b>Cancelled</b>				<b>3.3.2</b> - Provide training opportunities for community volunteers
4	Conduct 'National Youth Week' Event			Prepare and advertise event	Conduct event	<b>3.4.1</b> - Provide activity opportunities for young people
5	Facilitate outdoor recreation programs	Conduct program <b>Achieved</b>	Conduct program	Conduct program	Conduct program	<b>3.3.2</b> - Provide training opportunities for community volunteers



# Meander Valley Council Annual Plan 2015/2016



## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$8,000	MVC/DHHS/Contract	Community Officer/Community Support Officer
2	\$10,000	MVC and Contract	Community Officer
3	N/A	MVC	Community Officer/Community Development Manager
4	\$2,000	MVC/DPAC	Community Support Officer/Community Officer
5	N/A	MVC	Community Officer

## Action performance targets

No.	Performance target
1	Programs conducted and evaluated
2	Camps conducted and evaluated
3	Program conducted and evaluated
4	Event conducted and evaluated
5	Program conducted and evaluated

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>1. Governance &amp; Community Services</b>	Program number and title	<b>1.7 Recreation and Sport Services</b>
Program Objective	To provide current and future recreation and sport programs and facilities		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Support the operation of the Recreation Co-Ordination Group	Conduct meeting  <b>Achieved</b>	Conduct meeting	Conduct meeting	Conduct meeting	<b>4.2.1</b> - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group
2	Co-ordinate usage and promotion of Prospect Vale Park and Hadspen Recreation Ground	Liaise with User Groups  <b>Achieved</b>	Liaise with User Groups	Liaise with User Groups	Liaise with User Groups	<b>4.2.1</b> - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Recreation Officer
2	N/A	MVC	Recreation Officer

## Action performance targets

N/A

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>1. Governance &amp; Community Services</b>	Program number and title	<b>1.8 Indoor Recreation Facilities Management</b>
Program Objective	To provide indoor facilities for recreational, social and community based activities that are safe, comfortable and fit for purpose		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Operate the Deloraine Community Complex, Meander Valley Performing Arts Centre and Westbury Sports Centre on a 7-day per week basis	Operate facilities and report to performance targets  <b>Achieved</b>	Operate facilities and report to performance targets	Operate facilities and report to performance targets	Operate facilities and report to performance targets	<b>4.2.1</b> - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group <b>3.4.4</b> - Provide recreation facilities that are managed to meet the needs of young people in the community
2	Produce Indoor Recreation Facilities Management annual report and annual budget including fees review	Produce operations report <b>Not Achieved</b>			Review fees and produce annual budget	<b>4.2.1</b> - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group
3	Promote and market indoor recreation facilities to current and prospective users	Liaise with users  <b>Achieved</b>	Liaise with users	Liaise with users	Liaise with users	<b>4.2.1</b> - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$210,000	MVC and External Contractors	Indoor Recreation Facilities Manager
2	N/A	MVC	Indoor Recreation Facilities Manager
3	N/A	MVC	Indoor Recreation Facilities Manager

# Meander Valley Council Annual Plan 2015/2016



## Action performance targets

No.	Performance target
1	Provide statistical reports on the usage and availability to Council through the Briefing Report
2	Complete operations report and budget

# Meander Valley Council Annual Plan 2015/2016



## Corporate Services

Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.1 Financial Services</b>
Program Objective	Responsibly manage the Council's core financial activities		

### Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Raise Rates and Sundry Debtor accounts	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	<b>5.6.3</b> - Responsibly manage the Council's core financial activities
2	Complete State Authority returns	Initial State Fire and Treasury pensioner claims and Annual State Fire Levy data return <b>Achieved</b>			Final State Fire and Treasury pensioner claims	<b>5.6.3</b> - Responsibly manage the Council's core financial activities
3	Issue Section 132 certificates (Property Rates)	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	<b>5.6.3</b> - Responsibly manage the Council's core financial activities
4	Arrange annual insurance renewals		Crime Insurance (Fidelity Guarantee renewal)	Directors and Officers and Employment Practices renewal	Annual renewals as per schedule incl. Public Liability and PI, ISR, Workers Comp. and MV	<b>5.6.3</b> - Responsibly manage the Council's core financial activities



# Meander Valley Council Annual Plan 2015/2016



5	Participate in Northern Councils' review of insurances and brokerage service		Commence Review	Complete review		<b>5.6.3</b> – Responsibly manage the Council's core financial activities
6	Reconciliation of Control Accounts	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	<b>5.6.3</b> - Responsibly manage the Council's core financial activities

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Rates Officer
2	N.A	MVC	Rates Officer
3	N/A	MVC	Rates Officer
4	\$250,000	MVC	Finance Officer and Director Corporate Services
5	N/A	MVC and external contractor	Finance Officer
6	N/A	MVC	Senior Accountant

## Action performance targets

No.	Performance target
1	<ul style="list-style-type: none"> <li>▪ Issue Rates notices before 31st July 2015</li> <li>▪ Issue Sundry Debtor notices within 10 working days of receipt of request</li> </ul>
3	<ul style="list-style-type: none"> <li>▪ Issue 98% of Section 132 Certificates within 3 working days of entry of request</li> </ul>
6	<ul style="list-style-type: none"> <li>▪ Reconcile rates, sundry debtor and creditors control accounts within 10 working days of the month end</li> <li>▪ Reconcile Payroll within 5 working days of processing.</li> </ul>

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.2 Financial Management &amp; Reporting</b>
Program Objective	To comply with statutory requirements for Local Government Finance, State and Federal Taxation and to provide meaningful reports for internal financial management		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Review and present the Long Term Financial Plan (LTFP) to Council				Review and present the LTFP to Council	<b>5.2.1</b> - Review and adopt the Long Term Financial Plan
2	Coordinate the development and adoption of Budget and Rating recommendations with statutory timeframes			Determine budget update program	Present budget, fees and charges to Council in June	<b>5.6.7</b> - Coordinate the development and adoption of Budget and Rating recommendations with statutory timeframes
3	Annual external reporting	Produce Statutory Accounts and complete KPI consolidated data sheets <b>Achieved</b>			Prepare end of year timetable for Statutory Accounts and Audit	<b>5.6.1</b> - Implement processes to ensure compliance with the Local Government Act and other relevant legislation
4	Issue BAS, FBT and Payroll Tax returns within legislative timeframes	Submit BAS and Payroll Tax returns on time <b>Achieved</b>	Submit BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time	<b>5.6.1</b> - Implement processes to ensure compliance with the Local Government Act and other relevant legislation

## Meander Valley Council Annual Plan 2015/2016



5	Provide internal financial management reports on a timely basis for decision making	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	<b>5.6.4</b> - Provide internal financial management reports on a timely basis for decision making
6	Monitor Council's short-term expenditure commitments and invest funds in accordance with Council's Investment policy	Review cash flow weekly to determine funds for investment <b>Achieved</b>	Review cash flow weekly to determine funds for investment	Review cash flow weekly to determine funds for investment	Review cash flow weekly to determine funds for investment	<b>5.6.3</b> – Responsibly manage the Council's core financial activities

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Senior Accountant
2	N/A	MVC	Director Corporate Services
3	N/A	MVC	Senior Accountant
4	N/A	MVC	Senior Accountant
5	N/A	MVC	Senior Accountant
6	N/A	MVC	Senior Accountant

### Action performance targets

No.	Performance target
5	<ul style="list-style-type: none"> <li>▪ Produce and distribute ongoing project expenditure reports</li> <li>▪ Produce and distribute monthly operating statements within 10 working days of end of month</li> <li>▪ Submit September, December and March quarterly financial reports to Council in Oct 2015, Jan 2016 and April 2016 respectively</li> </ul>

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.3 Information Technology</b>
Program Objective	Provide reliable and effective information technology services for the organisation		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Maintenance and upgrade of IT infrastructure	Commence rolling replacement of PC's <b>Achieved</b>	Complete rolling replacement of PC's. Program blade replacement	Complete blade replacement		<b>5.6.5</b> - Provide reliable and effective IT services for the organisation
2	ICT Reference Group (ICTRG)	Hold bi-monthly ICTRG meetings, determine and implement actions <b>Achieved</b>	Hold bi-monthly ICTRG meetings, determine and implement actions	Hold bi-monthly ICTRG meetings, determine and implement actions	Hold bi-monthly ICTRG meetings, determine and implement actions	<b>5.6.5</b> - Provide reliable and effective IT services for the organisation

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$44,000	MVC/IT Consultant	IT Officer
2	N/A	MVC (ICTRG)	Director Corporate Services

## Action performance targets

N/A

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Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.4 Information Management</b>
Program Objective	Effectively manage and maintain Council's information resource		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Maintenance of Council's cemetery records in accordance with the Cemeteries Act	Maintain records in accordance with legislation <b>Achieved</b>	Maintain records in accordance with legislation	Maintain records in accordance with legislation	Maintain records in accordance with legislation	<b>5.6.1</b> - Implement processes to ensure compliance with the Local Government Act and other relevant legislation
2	Annual Archive Disposal	Arrange for removal of documents due for disposal <b>Achieved</b>			List documents due for disposal	<b>5.6.6</b> - Effectively manage and maintain Council's information resource
3	Action Project and Improvement Ideas - Annual Plan	Document and prioritise improvement projects <b>Achieved</b>	Commence identified priority projects	Continue with priority projects	Report on status of projects	<b>5.6.6</b> - Effectively manage and maintain Council's information resource

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Information Management Officer
2	N/A	MVC	Information Management Officer
3	N/A	MVC	Information Management Officer

## Action performance targets

N/A



# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.5 Human Resources</b>
Program Objective	Effectively manage and support Council's human resources		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Continue to participate in working group on the project to modernise the Pay Descriptors and Bands as required by the Workplace Agreement.	Attend working group meetings <b>Achieved</b>	Attend working group meetings	Attend working group meetings		<b>5.4.3</b> - Effectively manage and support Council's human resources
2	Continue with project tasks to modernise the Pay Descriptors and Bands as required by the Workplace Agreement	Complete draft new pay descriptors and pay scales document for feedback <b>In Progress</b>	Employee consultation on new pay descriptors and pay scales	Complete new pay descriptors and pay scale project		<b>5.4.3</b> - Effectively manage and support Council's human resources
3	Review current Workplace Agreement	Review performance increases and apply to pay rates <b>Achieved</b>			Review CPI percentage increases	<b>5.4.3</b> - Effectively manage and support Council's human resources
4	Provide administrative support to the Workplace Consultative Committee in negotiating a new Workplace Agreement		Commence new Workplace Agreement bargaining process	Continue new Workplace Agreement bargaining process	Finalise new Workplace Agreement	<b>5.4.3</b> - Effectively manage and support Council's human resources

# Meander Valley Council Annual Plan 2015/2016



5	Implementation of LGAT Workplace Behaviours Policy suite		Implement stage 1 policies and update the HR Policy Manual	Implement stage 2 policies and update the HR Policy Manual		<b>5.4.3</b> - Effectively manage and support Council's human resources
6	Finalise and implement new Learning Management System (LMS)	Finalise new training software (LMS). Report to Directors on quarterly training to be delivered  <b>In Progress</b>	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered	Report to Directors on quarterly training to be delivered	Report to Directors on quarterly training to be delivered	<b>5.4.3</b> - Effectively manage and support Council's human resources
7	Performance Review System	Ensure all employee performance reviews have been completed  <b>Achieved</b>	Ensure all inside employee salary reviews have been completed	Ensure all mini performance review and all outside employee wage reviews have been completed	Review the current year's performance reviews and recommend any changes required	<b>5.4.2</b> - Review and implement the Performance Review System and link to employee professional development

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC/Regional HRP Group	HR/Payroll Officer
2	N/A	MVC	HR/Payroll Officer
3	N/A	MVC	HR/Payroll Officer
4	N/A	MVC	HR/Payroll Officer
5	N/A	MVC	HR/Payroll Officer and Directors
6	\$3000	MVC/Consultant	HR/Payroll Officer and Directors
7	N/A	MVC	HR/Payroll Officer and Directors

## Action performance targets

N/A

# Meander Valley Council Annual Plan 2015/2016



## Infrastructure Services

Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.1 Emergency Services</b>
Program Objective	To build capacity and resilience in the community and ensure Council is prepared to assist with emergency services in the response to emergencies and lead in the recovery		

### Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Co-ordinate the Municipal Emergency Management and Recovery Committee (MEMRC)	Chair quarterly meeting <b>Deferred</b>	Chair quarterly meeting	Chair quarterly meeting	Chair quarterly meeting	<b>4.4.3</b> - Co-ordinate the operation of the Municipal Emergency Management and Recovery Committee
2	Participate in Northern Regional Emergency Management Committee (NREMC)	Attend meeting <b>Cancelled</b>	Attend meeting	Attend meeting	Attend meeting	<b>4.4.1</b> – Maintain and exercise the Municipal Emergency Management and Recovery Plan
3	Support the operation of the Deloraine SES unit	Renew MOU. Purchase of new MV SES vehicle <b>Achieved</b>				<b>4.4.2</b> – Support the operation of the Deloraine SES Unit
4	Undertake Meander River flood study	Develop Plan <b>In Progress</b>	Develop Plan	Present Study to Council		<b>4.4.6</b> – Undertake flood survey mapping
5	Review and update Municipal Emergency Management Plan (MEMP) contact list		Contact List updated			<b>4.4.1</b> - Maintain and exercise the Municipal Emergency Management and Recovery Plan
6	Review Municipal Emergency Management Plan (MEMP)	Complete risk treatment strategy assessment <b>Achieved</b>	Finalise MEMP review			<b>4.4.1</b> - Maintain and exercise the Municipal Emergency Management and Recovery Plan

# Meander Valley Council Annual Plan 2015/2016



## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC, MEMRC - Director Works, Administration Officer Infrastructure Services, Community Development Officer, Youth Development Officer, Councillors, Community members	Director Infrastructure Services
2	N/A	MVC	Director Infrastructure Services
3	N/A	MVC and SES	Director Infrastructure Services
4	\$26,400 (carry over funds)	MVC and Consultant	Director Infrastructure Services
5	N/A	MVC	Administration Officer – Infrastructure Services
6	N/A	MVC, SES	Administration Officer – Infrastructure Services

## Action performance targets

No.	Performance target
4	All flood survey mapping completed for Meander River by June 2016

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.2 Transport</b>
Program Objective	To maintain the serviceability and integrity of Council's transport network.		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Deliver the bridge inspection and maintenance program	Manage contract  <b>In Progress</b>	Manage contract	Manage contract	Manage contract	<b>6.3.1</b> - Deliver a bridge and inspection and maintenance program <b>6.4.6</b> - Deliver a footbridge renewal, inspection and maintenance program
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program  <b>Achieved</b>	Report to program	Report to program	Report to program	<b>6.1.4</b> - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices
3	2016-2017 Bridge renewal program		Update bridge replacement program	Tender proposed bridges for 2016/17		<b>6.3.2</b> – Deliver a bridge replacement and upgrade program
4	Undertake Council's responsibility as a road authority <ul style="list-style-type: none"> <li>- Traffic counts</li> <li>- Working in the road reserve permits</li> <li>- Cross over applications</li> <li>- Applications from utility owners</li> <li>- NVHR and heavy vehicle management</li> <li>- Rural addressing</li> </ul>	Achieve activity performance targets  <b>Achieved</b>	Achieve activity performance targets	Achieve activity performance targets	Achieve activity performance targets	<b>6.3.8</b> - Undertake Council's responsibility as a road authority <b>6.3.10</b> - Development and delivery of the street light management program
5	Review of road safety issues and ongoing coordination with the Department of State Growth	Capture actions in asset register <b>Achieved</b>	Capture actions in asset register	Capture actions in asset register	Capture actions in asset register	<b>6.3.9</b> - Development and delivery of the road safety program <b>6.2.1</b> - Partner with DoSG in the



## Meander Valley Council Annual Plan 2015/2016



						delivery of regional and local road programs
6	Undertake footpath inspections and condition assessments	Undertake required inspections <b>Achieved</b>	Undertake required inspections	Undertake required inspections	Undertake required inspections	<b>6.3.7</b> - Deliver a road and footpath inspection and maintenance program

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$31,500	MVC and Contractor	Senior Technical Officer - Engineering
2	Capital Works - \$3,695,000	MVC	Director Infrastructure Services
3	N/A	MVC	Senior Technical Officer
4	N/A	MVC	Senior Technical Officer
5	N/A	MVC	Senior Technical Officer
6	N/A	MVC	Asset Management Coordinator and Works Department

### Action performance targets

No.	Performance target
1	Review of contractors compliance with the contract
2	Development of project plans, delivery of projects in line with budget, time line, and scope
4	12 traffic counts per year, private addressing applications completed within 10 business days, NHVR applications within 28 days, assess cross over applications within 10 business days, undertake TIAs within 10 business days
6	Meet timeframes set out by Conquest

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.3 Property Services</b>
Program Objective	Operate property services in a safe and effective manner to satisfy public demand.		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Operate Deloraine Swimming Pool and provide support to community swimming pools at Mole Creek and Caveside	Tender for operator and award contract  <b>Achieved</b>	Undertake pre-opening inspection and required maintenance. Open pool 1 December	Operate pool to 1 March		<b>4.2.5</b> - Provide support for the operation and maintenance of swimming facilities in the local government area
2	Undertake Essential Health and Safety Features Inspections (Section 46) as per program	Undertake inspection and required maintenance <b>In Progress</b>	Undertake inspection and required maintenance	Undertake inspection and required maintenance	Undertake inspection and required maintenance	<b>6.4.8</b> - Undertake Council owned property management and maintenance program
3	Complete Annual Maintenance Statement (Section 56) and Asbestos Audit (NCOP) compliance	Review Asbestos Register  <b>Achieved</b>		Carry out annual inspections		<b>6.4.8</b> - Undertake Council owned property management and maintenance program
4	Co-ordinate building maintenance – general, reactive and programed	Undertake required maintenance <b>Achieved</b>	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance	<b>6.4.8</b> - Undertake Council owned property management and maintenance program

## Meander Valley Council Annual Plan 2015/2016



5	Property services – leasing, hire agreements, disputes, building valuations, and administration	Review agreements <b>Achieved</b>		Review agreements		<b>6.4.8</b> – Undertake Council owned property management and maintenance program
6	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program <b>Achieved</b>	Report to program	Report to program	Report to program	<b>6.1.4</b> – Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$67,300	MVC and Contractors	Property Management Officer
2	N/A	MVC	Property Management Officer
3	N/A	MVC	Property Management Officer
4	N/A	MVC	Property Management Officer
5	N/A	MVC	Property Management Officer
6	Capital Works - \$845,000	MVC and Contractors	Property Management Officer

### Action performance targets

No.	Performance target
1	Review of Contractors compliance with the contract
2	Meet timeframes set out by Conquest
3	Meet timeframes set out by Conquest
6	Development of project plans, delivery of projects in line with budget, time line, and scope

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.4 Parks &amp; Recreation</b>
Program Objective	To provide and maintain parks and recreation facilities throughout the Local Government Area.		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake inspections and condition assessments of all equipment and facilities	Undertake required inspections <b>Achieved</b>	Undertake required inspections	Undertake required inspections	Undertake required inspections	<b>6.1.1</b> - Continue the asset condition and assessment program
2	Strategic open space development and review				Draft report to Council	<b>4.2.6</b> - Development of a network of fitness trails, playscapes and associated infrastructure within the local government area <b>3.4.4</b> - Provide recreation facilities that are managed to meet the needs of young people in the community
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program  <b>In Progress</b>	Report to program	Report to program	Report to program	<b>6.1.4</b> - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices <b>4.2.4</b> - Delivery of the Prospect Vale Park Development Plan
4	Undertake tree risk assessments	Undertake assessment <b>Achieved</b>	Undertake assessment	Undertake assessment	Undertake assessment	<b>6.4.3</b> - Deliver a tree inspection, maintenance and replacement program

# Meander Valley Council Annual Plan 2015/2016



## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC, Works Department and Consultants	Technical Officer (Open Space). Director Works
2	N/A	MVC	Technical Officer (Open Space)
3	Capital Works - \$345,000	MVC and Contractors	Technical Officer (Open Space)
4	N/A	MVC	Technical Officer (Open Space), NRM Officer and Works Supervisors

## Action performance targets

No.	Performance target
1	Meet timeframes set out by Conquest
3	Development of project plans, delivery of projects in line with budget, time line, and scope

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.5 Asset Management and GIS</b>
Program Objective	Provision of Asset and GIS services to assist the operations of Council.		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Co-ordinate Asset Management Group and Improvement Plan <ul style="list-style-type: none"> <li>- Review Asset Management Plans</li> <li>- Undertake Conquest training and development</li> <li>- Integrate Strategic Planning outcomes into AMP and LTFP</li> </ul>	Chair meeting and action improvement program  <b>Achieved</b>	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program	<b>5.1.5</b> - Deliver outcomes of the Strategic Asset Management Plan <b>5.1.6</b> - Conduct annual review of Council's service levels <b>5.2.2</b> - Deliver Council's Asset Management framework <b>6.1.5</b> - Review and update Asset Management Plans
2	Develop and operate a maintenance planning and delivery system	Provide monthly Conquest report <b>Achieved</b>	Provide monthly Conquest report	Provide monthly Conquest report	Provide monthly Conquest report	<b>6.1.3</b> - Operate a system for the planned maintenance of our infrastructure assets and services
3	Support Northern Asset Management Group <ul style="list-style-type: none"> <li>- Attend IPWEA and NAMS committee meetings</li> </ul>	Chair meeting and action minutes <b>Achieved</b>	Chair meeting and action minutes	Chair meeting and action minutes	Chair meeting and action minutes	<b>5.1.5</b> - Deliver outcomes of the Strategic Asset Management Plan
4	Prepare Capital Works Program		Update Proposed Projects list	Prioritise and undertake further design and cost estimation	Annual program prepared for approval by Council	<b>6.6.1</b> - Prepare initial project listing <b>6.6.2</b> - Review the works priority matrix for projects identified in the initial listing <b>6.6.3</b> - Present Draft Capital Works Program to Council for approval



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5	Update asset information including capitalisation of assets in Conquest and GIS and undertake road revaluations	Capitalisation of assets and recording in Conquest and GIS  <b>Achieved</b>	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	<b>5.2.3</b> - Complete the annual revaluation and capitalisation of assets <b>6.1.2</b> - Develop and maintain asset management and information databases and integration with GIS
6	Manage GIS Group – Planning, NRM, Assets, Stormwater	Chair meeting and distribute minutes  <b>Achieved</b>	Chair meeting and distribute minutes	Chair meeting and distribute minutes	Chair meeting and distribute minutes	<b>2.5.4</b> - Broaden the availability of Council's GIS data to the public <b>6.1.2</b> - Develop and maintain asset management and information databases and integration with GIS
7	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program  <b>In Progress</b>	Report to program	Report to program	Report to program	<b>6.1.4</b> - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices <b>6.1.3</b> - Operate a system for the planned maintenance of our infrastructure assets and services
8	Project management meetings to review timelines, budget, and scope	Undertake meeting, update budgets and gantt chart <b>Achieved</b>	Undertake meeting, update budgets and gantt chart	Undertake meeting, update budgets and gantt chart	Undertake meeting, update budgets and gantt chart	<b>5.4.6</b> - Develop and implement a co-ordinated Council approach for project planning and delivery

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## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Asset Management Coordinator
2	N/A	MVC	Asset Management Coordinator
3	N/A	MVC	Asset Management Coordinator
4	N/A	MVC	Asset Management Coordinator
5	N/A	MVC	Asset Management Coordinator
6	N/A	MVC	Senior Technical Officer - Engineering
7	Capital Works - \$45,000	MVC	Asset Management Coordinator
8	N/A	MVC	Director Infrastructure Services

## Action performance targets

No.	Performance target
4	To prepare annual Capital Works Program for approval at May Council meeting
5	Asset information to be recorded within four weeks of receipt by Asset Management Coordinator
7	Development of project plans, delivery of projects in line with budget, time line, and scope

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.6 Waste Management and Resource Recovery</b>
Program Objective	To provide adequate, efficient, and affordable waste services within Meander Valley Local Government Area		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Develop a Waste Management Strategy and Action Plan		Strategy approved by Council	Develop Action Plan	Action the Plan	<b>1.5.5</b> - Finalise MVC Waste Management Strategy <b>1.4.1</b> - Implement actions from the Waste Management Strategy
2	Support Northern Tasmanian Waste Management Group activities through a 5% landfill levy	Attend meetings  <b>Achieved</b>	Attend meetings	Attend meetings	Attend meetings	<b>5.5.2</b> - Support the operations of the Northern Tasmanian Waste Management Group through a voluntary levy on waste <b>3.3.5</b> - Provide support to regional groups on school educational programs
3	Provision of kerbside collection contracts for waste, recyclables, and organics	Supervise Contract <b>In Progress</b>	Supervise Contract	Supervise Contract	Supervise Contract	<b>1.5.1</b> - Manage the kerbside collection contracts of waste, recyclables and organics
4	Provision of landfill, waste transfer stations and resource recovery operations contract	Supervise Contract <b>In Progress</b>	Supervise Contract	Supervise Contract	Supervise Contract	<b>1.5.2</b> - Manage the expansion and operation of landfill sites including rehabilitation and transfer stations
5	Provision of hard waste collection		Undertake collection			<b>1.5.3</b> - Manage the annual collection of hard waste

# Meander Valley Council Annual Plan 2015/2016



6	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program  <b>Achieved</b>	Report to program	Report to program	Report to program	<b>6.1.4</b> - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices
7	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites.	Ground and surface water monitoring Report to EPA <b>Achieved</b>		Ground and surface water monitoring		<b>1.5.2</b> - Manage the expansion and operation of landfill sites including rehabilitation and transfer stations

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC and Consultants	Director Infrastructure Services and Senior Technical Officer - Engineering
2	\$73,000	MVC	Senior Technical Officer - Engineering
3	\$550,000	MVC and Contractor	Senior Technical Officer - Engineering
4	\$455,000	MVC and Contractor	Director Infrastructure Services and Senior Technical Officer - Engineering
5	\$18,000	MVC and Contractor	Senior Technical Officer - Engineering
6	Capital Works - \$20,000	MVC	Senior Technical Officer - Engineering
7	N/A	MVC and Consultants	Senior Technical Officer - Engineering

## Action performance targets

No.	Performance target
2	Attend regional meetings as scheduled and manage the operation of the landfill levy
3	Supervise and review contract
4	Issue contract to tender. Supervise and review contract.
6	Development of project plans, delivery of projects in line with budget, time line, and scope

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.7 Stormwater Management</b>
Program Objective	<p>To minimize the risk of flooding and provide clean water into the region's waterways.</p> <p>Council through the Urban Drains Act and the Local Government (Highways) Act targets is to provide a minor stormwater network (pipes and pits) that is capable of meeting a 5% Annual Exceedance Probability (AEP) and a major stormwater network (overland flows and roads) that is capable of meeting a 1% AEP.</p> <p>Water quality is managed through Water Sensitive Urban Design (WSUD) The target for stormwater quality is to have an 80% reduction in suspension of solids, 40% reduction in phosphorous, and 40% reduction in nitrogen.</p>		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Develop stormwater system management plans	Develop plans in line with risk assessment action plan  <b>In Progress</b>	Develop plans in line with risk assessment action plan	Develop plans in line with risk assessment action plan	Develop plans in line with risk assessment action plan	<b>1.6.4</b> - Ensure stormwater discharge reduces the impact on the environment <b>2.2.2</b> - Undertake transport and stormwater modeling to facilitate future development <b>6.5.1</b> - Develop and maintain stormwater catchment risk assessments and undertake detailed modeling to develop stormwater management plans
2	Manage MVC Stormwater Taskforce – Infra, Works, NRM, Plumbing, EHO	Chair meeting and distribute minutes  <b>Achieved</b>	Chair meeting and distribute minutes	Chair meeting and distribute minutes	Chair meeting and distribute minutes	<b>6.5.1</b> - Develop and maintain stormwater catchment risk assessments and undertake detailed modeling to develop stormwater management plans
3	Support regional NRM Stormwater Officer	Meet with officer  <b>Achieved</b>	Meet with officer	Meet with officer	Meet with officer	<b>1.6.1</b> – Participate and support the Tamar Estuary and Esk River program

# Meander Valley Council Annual Plan 2015/2016



4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program  <b>In Progress</b>	Report to program	Report to program	Report to program	<b>2.2.4</b> - Support new developments through the Infrastructure Contribution Policy <b>6.1.4</b> - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices <b>6.5.3</b> - Deliver the stormwater upgrade and renewal program
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## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$35,000	MVC and Consultants	Senior Technical Officer - Engineering
2	N/A	MVC	Senior Technical Officer - Engineering
3	\$7,200	MVC	Senior Technical Officer - Engineering
4	Capital Works - \$653,000	MVC and Consultants	Senior Technical Officer - Engineering

## Action performance targets

No.	Performance target
1	Complete all high risk catchments by June 2016
4	Development of project plans, delivery of projects in line with budget, time line, and scope



# Meander Valley Council Annual Plan 2015/2016



## Development Services

Directorate	<b>4. Development Services</b>	Program number and title	<b>4.1 Land Use &amp; Planning</b>
Program Objective	To carry out planning duties and prepare policies for the sustainable development of the local government area		

### Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Process development applications in accordance with delegated authority	Performance Target <b>Achieved</b>	Performance Target	Performance Target	Performance Target	<b>1.1.1</b> - Manage land use and planning processes
2	Process Planning Scheme Amendments	Performance Target <b>Achieved</b>	Performance Target	Performance Target	Performance Target	<b>1.1.2</b> - Review and update Meander Valley Planning Scheme
3	Participate in State Planning Reform Initiative		Participate in Review of Regional Land Use Strategy			<b>1.1.3</b> - Participate in State planning initiatives
4	Rezone Land in the Hadspen Growth Area	Rezoning Approved by Council <b>Achieved</b>		Rezoning Approved by Minister		<b>1.1.2</b> - Review and update Meander Valley Planning Scheme
5	Carrick Rural Living Area - Rezoning		Rezoning Approved by Council		Rezoning Approved by Minister	<b>1.1.2</b> - Review and update Meander Valley Planning Scheme
6	Department of Education Land Prospect Vale – Development Plan	Prepare Project Plan <b>Achieved</b>	Complete Field Surveys		Finalise Development Plan	<b>1.1.1</b> - Manage land use and planning processes

## Meander Valley Council Annual Plan 2015/2016



7	Westbury Road Prospect Vale – Activity Centre Plan	Prepare Project Plan and engage Consultant <b>In Progress</b>	Develop Draft Plan	Present Plan to Council		<b>2.3.2</b> -Implement Main Street Improvement Program
8	Deloraine Outline Development Plan		Prepare Project Plan and engage Consultant	Prepare Plan	Present Plan to Council	<b>1.2.1</b> Prepare Outline Development Plans for Meander Valley townships
9	Westbury Townscape Plan		Prepare Project plan and engage Consultant	Prepare Plan	Present Plan to Council	<b>2.3.2</b> -Implement Main Street Improvement Program
10	Develop a Vision and Purpose Statement for Westbury Public Recreation Spaces	Prepare Project Plan <b>Achieved</b>	Community consultation	Present draft vision to Council		<b>4.2.6</b> – Development of a network of fitness trails, playscapes and associated infrastructure within the local government area
11	Participate in State Policy Development – Natural Hazard Framework		Attend meeting		Attend meeting	<b>4.4.5</b> - Provide assistance to the State Government in development of State Policy on the Natural Hazard Framework

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1-2,	\$600,000	MVC	Director Development Services
3	In-kind	MVC	Director Development Services and Senior Town Planner
4	\$20,000	MVC	Senior Town Planner
5	Officer Time	MVC	Senior Town Planner
6	\$20,000	MVC	Director Development Services
7	\$32,500	MVC and Consultants	Senior Town Planner and Economic Development

# Meander Valley Council Annual Plan 2015/2016



			Officer
8	\$40,000	MVC and Consultants	Director Development Services
9	\$15,000	MVC and Consultants	Director Development Services
10	\$5,000	MVC	Director Development Services
11	In-kind	MVC	Director Development Services and Senior Town Planner

## Action performance targets

No.	Performance target
1	Within Statutory time frames, 100% Conformance
2	Within Statutory time frames, 100% Conformance
4	Hadspen Growth Area rezoned

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>4. Development Services</b>	Program number and title	<b>4.2 Building Control</b>
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the Building Act 2000 and the Tasmanian Building Regulations 2004.		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Building Services - undertake assessments, inspections and surveying for Building Applications	Performance Target <b>Achieved</b>	Performance Target	Performance Target	Performance Target	<b>4.3.1</b> - Undertake Councils legislative responsibilities in Building Control services
2	Permit Authority – Process Building Applications	Performance Target <b>Achieved</b>	Performance Target	Performance Target	Performance Target	<b>4.3.3</b> - Undertake Councils legislative responsibilities as a Permit Authority
3	Permit Authority – Manage outstanding Building Completions and Illegal Works				Reduce outstanding completions by 20%	<b>4.3.1</b> - Undertake Councils legislative responsibilities in Building Control services
4	Coordinate Major Events applications	Performance Target <b>Achieved</b>	Performance Target	Performance Target	Performance Target	<b>3.2.2</b> - Support local events and activities that respond to a community need

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1, 3	\$130,000	MVC	Director Development Services
2-4	\$120,000 (incorporating Plumbing administration support)	MVC	Director Development Services and Permit Authority

# Meander Valley Council Annual Plan 2015/2016



## Action performance targets

No.	Performance target
1	Where Council is issuing the Certificate of Likely Compliance, complete assessment and surveying within 21 working days of receipt of application and receipt of required documentation. Achieve 95% conformance.
2	Issue Building Permits within 7 working days from the date all other permits and documents as required by Building Act, are received by Council. Achieve 95% conformance.
4	Respond to applications with 7 working days.

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>4. Development Services</b>	Program number and title	<b>4.3 Environmental Health</b>
Program Objective	Manage Council's statutory obligations in relation to Environmental Protection and Preventative Health		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Monitor and sample water quality of recreational waters	Record Results  <b>Achieved</b>	Record Results	Record Results	Record Results	<b>4.3.6</b> - Undertake Councils legislative responsibilities in preventative health  <b>1.6.3</b> - Undertake prescribed water sampling programs
2	Inspect Places of Assembly annually as per program	Issue Annual Licence <b>Achieved</b>	Issue Annual Licence	Issue Annual Licence	Issue Annual Licence	<b>4.3.6</b> - Undertake Councils legislative responsibilities in preventative health
3	Inspect and register food premises annually	Inspections per Schedule <b>Achieved</b>	Inspections per Schedule	Inspections per Schedule	Issue annual registration for all food premises	<b>4.3.6</b> - Undertake Councils legislative responsibilities in preventative health
4	Co-ordinate immunisation clinics				Complete Immunisation Program	<b>4.3.6</b> - Undertake Councils legislative responsibilities in preventative health
5	Investigate incidents and complaints re notifiable diseases, public health or environmental nature	Monitor and Report to Agencies  <b>Achieved</b>	Monitor and Report to Agencies	Monitor and Report to Agencies	Monitor and Report to Agencies	<b>4.3.5</b> – Undertake Councils legislative responsibilities in Environmental Protection  <b>4.3.6</b> - Undertake Councils legislative responsibilities in preventative health



# Meander Valley Council Annual Plan 2015/2016



6	Process applications for special plumbing permits and on site waste water disposal	Performance Target <b>Achieved</b>	Performance Target	Performance Target	Performance Target	<b>4.3.5</b> - Undertake Councils legislative responsibilities in Environmental Protection
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## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1-4	\$147,000	MVC, External Consultants and Immunisation Nurses	Director Development Services
5-6	\$91,000	MVC and External Environmental Consultants	Director Development Services

## Action performance targets

No.	Performance target
1	Respond to non-conformances within 48 hours
2	Conduct inspections as per program
3	Conduct inspections as per program
4	Provide school based immunisations as per program
5	Commence investigation of cases and complaints with 5 days of notification
6	Process applications within 14 days of receiving all required information, achieve 95% compliance

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>4. Development Services</b>	Program number and title	<b>4.4 Plumbing &amp; Drainage Control</b>
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the plumbing legislation.		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Conduct inspections and process applications for Plumbing Permits	Performance Target <b>Achieved</b>	Performance Target	Performance Target	Performance Target	<b>4.3.4</b> - Undertake Councils legislative responsibilities in Plumbing and Drainage Control services

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$138,000	MVC	Director Development Services Plumbing Surveyor

## Action performance targets

No.	Performance target
1	Process plumbing applications within 7 days and special connection permits within 14 days of receipt of all information

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>4. Development Services</b>	Program number and title	<b>4.5 General Inspector</b>
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the Dog Control Act 2000, Fire Services Act 1979 and the Local Government Act 1993.		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Annual Audit of Dog Registrations		Conduct Audit			<b>4.3.7</b> - Undertake Councils legislative responsibilities in animal management services across the local government area
2	Fire Abatement Management		Issue Fire Abatement Notices	Issue Fire Abatement Notices		<b>5.6.1</b> – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
3	Investigate incidents and complaints regarding animal control	Performance Target  <b>Achieved</b>	Performance Target	Performance Target	Performance Target	<b>4.3.7</b> - Undertake Councils legislative responsibilities in animal management services across the local government area
4	Participate in Fire Management Area Committees		Fire Protection Plan Completed			<b>4.4.4</b> – Develop, implement and review a Fire Protection Plan for the local government area

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1,3	\$135,600	MVC and External Consultants	Director Development Services and General Inspector
2	\$32,000	MVC and External Contractors	Director Development Services and General Inspector
4	In Kind	MVC	Director Development Services

# Meander Valley Council Annual Plan 2015/2016



## Action performance targets

No.	Performance target
3	Investigate all cases and complaints with 10 days

# Meander Valley Council Annual Plan 2015/2016



## Works

Directorate	<b>5. Works</b>	Program number and title	<b>5.1 Parks, Reserves, Sports Grounds &amp; Cemeteries</b>
Program Objective	To ensure that Meander Valley Council's parks, reserves, cemeteries and sports grounds are maintained to provide a clean tidy and pleasant appearance that is acceptable to community and sporting organisations.		

### Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake the maintenance work in accordance with the level of service required	Report to performance target <b>Achieved</b>	Report to performance target	Report to performance target	Report to performance target	<b>6.4.2</b> – Deliver an open space facility inspection and maintenance program
2	Undertake capital works as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program <b>Achieved</b>	Report to program	Report to program	Report to program	<b>4.2.6</b> – Development of a network of fitness trails, playscapes and associated infrastructure within the local government area

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$902,900	MVC	Director Works, Work Supervisors
2	Capital Works \$15,000 – Cemetery improvements \$20,000 – Park furniture (renewal and new)	MVC MVC	Director Works, Work Supervisors Director Works, Work Supervisors

### Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	Conformance with project budget and works program

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>5. Works</b>	Program number and title	<b>5.2 Roadside Verges &amp; Nature Strips</b>
Program Objective	To ensure Meander Valley Council's road verges and nature strips are maintained to a safe and acceptable standard.		

### Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake the maintenance work in accordance with the level of service required.	Report to performance target <b>Achieved</b>	Report to performance target	Report to performance target	Report to performance target	<b>6.3.7</b> – Deliver a road and footpath inspection and maintenance program

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$409,000	MVC	Director of Works

### Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System (activity is an ongoing task throughout the year)
1	Conformance with annual budget



# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>5. Works</b>	Program number and title	<b>5.3 Roads</b>
Program Objective	To construct and maintain a safe and effective road network to meet the needs of residents and visitors.		

### Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake maintenance work in accordance with the level of service required	Report to performance target <b>Achieved</b>	Report to performance target	Report to performance target	Report to performance target	<b>6.3.7</b> – Deliver a road and footpath inspection and maintenance program
2	Undertake capital works as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program <b>Achieved</b>	Report to program	Report to program	Report to program	<b>6.3.4</b> - Deliver a road reconstruction and upgrade program

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$1,936,600 (includes \$150,000 R2R amount)	MVC	Director Works, Work Supervisors
2	Capital Works \$1,225,000 – Road construction \$1,050,000 – Road reseal and gravel re-sheeting \$30,000 – Street furniture (renewal and new) \$160,000 – Footpath construction \$20,000 – Pedestrian access improvements (ramps)	MVC and External Contractor MVC and External Contractor MVC MVC MVC and External Contractor	Director Works, Work Supervisors Director Works, Work Supervisors Director Works, Work Supervisors Director Works, Work Supervisors Director Works, Work Supervisors

### Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request system (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	Conformance with project budget and works program

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>5. Works</b>	Program number and title	<b>5.4 Toilets, Street Cleaning &amp; Litter Collection</b>
Program Objective	To maintain streets and public toilets in a clean and tidy condition in accordance with environmental standards.		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake street litter bin collection and cleaning in accordance with the current level of service	Report to performance target <b>Achieved</b>	Report to performance target	Report to performance target	Report to performance target	<b>1.6.2</b> - Implementation of a street and pit cleaning program
2	Undertake cleaning of toilets in accordance with the current level of service	Report to performance target <b>Achieved</b>	Report to performance target	Report to performance target	Report to performance target	<b>6.4.7</b> - Deliver a public toilet operation and maintenance program

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$221,500	MVC	Director of Works
2	\$247,100	MVC	Director of Works

## Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	Achieve 95% conformance with Customer Service Request System and environmental standards (activity is an ongoing task throughout the year)
2	Conformance with annual budget

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>5. Works</b>	Program number and title	<b>5.5 Urban Stormwater</b>
Program Objective	To maintain a safe and effective stormwater drainage network		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake maintenance work in accordance with the level of service required	Report to performance target <b>Achieved</b>	Report to performance target	Report to performance target	Report to performance target	<b>6.5.2</b> – Undertake a stormwater inspection and maintenance program
2	Undertake capital works as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program <b>Achieved</b>	Report to program	Report to program	Report to program	<b>6.5.3</b> – Deliver the stormwater upgrade and renewal program

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$127,900	MVC	Director Works, Work Supervisors
2	Capital Works \$115,000 – Stormwater main upgrades and new \$20,000 – Stormwater pit replacements	MVC MVC	Director Works, Work Supervisors Director Works, Work Supervisors

## Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request system (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	Conformance with project budget and works program

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>5. Works</b>	Program number and title	<b>5.6 Plant</b>
Program Objective	To provide suitable plant and equipment at a competitive hire rate to accommodate Councils activities		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Manage plant to achieve operational objectives			Complete review		<b>5.2.4</b> - Review and undertake plant replacement program
2	Complete risk assessment of major plant	Report to performance target <b>Achieved</b>	Report to performance target			<b>5.4.5</b> - Develop and implement a Workplace Health and Safety Program
3	Undertake plant purchase/trade in accordance with 10 year Major Plant Replacement Program and the projects listed in the 2015-16 Capital Works Program	Report to program <b>Achieved</b>	Report to program	Report to program	Report to program	<b>5.2.4</b> - Review and undertake plant replacement program

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$328,000	MVC	Director Works, Work Supervisors
2	N/A	MVC	Director Works, Work Health and Safety Officer
3	Capital Works \$382,000 – Major plant (renewal and new) \$20,000 – Minor plant (renewal and new)	MVC	Director Works Director Works

## Action performance targets

No.	Performance target
1	To be competitive with private hire rates (activity is an ongoing task throughout the year)
1	Major plant utilisation reviewed to inform 10 year Plant Replacement Program
2	All major plant items risk assessed and any identified actions completed (activity is an ongoing task throughout the year)
3	Conformance with project budget and works program

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>5. Works</b>	Program number and title	<b>5.7 Works &amp; Maintenance Program</b>
Program Objective	To develop Works and Maintenance Program for new financial year		

### Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Develop Works and Maintenance Program by June for the following financial year			Undertake assessment	Develop work program	<b>6.1.3</b> – Operate a system for the planned maintenance of our infrastructure assets and services

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Director of Works and Director of Infrastructure Services

### Action performance targets

No.	Performance target
1	Conform with projected Works Program and estimates (activity is an ongoing task throughout the year)

# Meander Valley Council Annual Plan 2015/2016



## Economic Development & Sustainability

Directorate	<b>6. Economic Development &amp; Sustainability</b>	Program number and title	<b>6.1 Natural Resource Management</b>
Program Objective	Facilitate Natural Resource Management for Council and Community		

### Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Continue implementation of NRM strategies as per annual work plan	Achieve Performance Target <b>Achieved</b>	Achieve Performance Target	Achieve Performance Target	Achieve Performance Target	<b>1.3.3</b> - Deliver NRM program activities
2	Implement the actions of the Community Energy Efficiency Program (CEEP)	Complete all Council installs <b>Achieved</b>	Complete Project and Final Report			<b>1.4.3</b> – Deliver the Commonwealth Energy Efficiency Program
3	Participate in the Tamar Estuary Esk Rivers Program (TEER)			Report on TEER activities		<b>1.6.1</b> – Participate in the TEER program

### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$5,000	MVC	NRM Officer
2	\$4,000	MVC	NRM Officer
4	\$11,000	MVC	General Manager



# Meander Valley Council Annual Plan 2015/2016



## Action performance targets

No.	Performance target
1	Complete actions within timeframes and within budget
3	Comply with CEEP Deed Agreement
4	Attend annual meetings and support a regional approach to river catchment management

# Meander Valley Council Annual Plan 2015/2016



Directorate	<b>6. Economic Development &amp; Sustainability</b>	Program number and title	<b>6.2 Economic Development</b>
Program Objective	To create an investment ready environment in the Meander Valley Local Government Area		

## Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Promote investment in Meander Valley to support the growth of identified industry sectors	Identify opportunities and report on progress <b>Achieved</b>	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress	<b>2.1.1</b> - Implement actions of the Meander Valley Economic Development Strategy
2	Implement the actions contained in the Communication Action Plan	Review progress and reset priorities <b>In Progress</b>	Report on progress via the Briefing Report	Report on progress via the Briefing Report	Report on progress via the Briefing Report	<b>5.3.1</b> - Implement and review Council's Communication Strategy
3	Support activities of the Sustainable Environment Committee	Report on progress via quarterly meeting minutes <b>Achieved</b>	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes	<b>1.4.2</b> - Support the operation of Councils Sustainability Committee and implement approved projects
4	Support the progress of Hadspen rezoning		Report on progress	Report on progress	Report on progress	<b>1.2.1</b> - Prepare Outline Development Plans for Meander Valley townships
	a. Prioritise key actions of the Hadspen Growth Area Master Plan with emphasis on DSG State Road ownership, Tas Water Infrastructure capacities, Tas Networks Infrastructure planning	Identify priority actions <b>In Progress</b>	Update Council on progress	Update Council on progress	Update Council on progress	<b>1.2.1</b> - Prepare Outline Development Plans for Meander Valley townships
	b. Commence discussions and negotiations with landowners on a part 5 agreement			Commence discussions	Report on progress	<b>1.2.1</b> - Prepare Outline Development Plans for Meander Valley townships

# Meander Valley Council Annual Plan 2015/2016



5	Monitor the progress of the Economic Renewal Action Group (ERAG)	Provide minutes to Council <b>Achieved</b>	Provide minutes to Council	Provide minutes to Council	Provide minutes to Council	<b>2.1.3</b> – Monitor the Economic Renewal Action Group program implementation
6	Develop Council's Asian Engagement Strategy		Complete Project Scope	Present Strategy to Council		<b>2.1.1</b> - Implement actions of the Meander Valley Economic Development Strategy
7	Project Sponsor the Thoroughbred Breeding Strategic Plan Project in partnership with TasBreeders	Appoint consultant <b>Achieved</b>	Monitor project progress	Strategic Plan completed and Govt grant acquitted		<b>2.1.1</b> - Implement actions of the Meander Valley Economic Development Strategy
8	Operate the Great Western Tiers Visitor Centre efficiently and effectively	Report on visitation statistics and sales revenue <b>Achieved</b>	Report on visitation statistics and sales revenue	Report on visitation statistics and sales revenue	Report on visitation statistics and sales revenue	<b>2.4.2</b> – Manage the operations of the Great Western Tiers Visitor Centre
9	Develop and install a public Wi-Fi infrastructure program for towns in Meander Valley	Commence the development of a public Wi-Fi infrastructure program <b>In Progress</b>	Present program to Council for approval	Identify the technology and hardware for implementation	Implement program and monitor progress	<b>2.5.1</b> – Facilitate improved communication infrastructure throughout Meander Valley
10	Investigate and develop a program for the installation of security cameras in townships in Meander Valley	Commence development of the business case for the program <b>In Progress</b>	Continue to develop business case	Present program to Council for approval	For Council funding approval	<b>4.1.1</b> – Assist in the promotion of community safety and health issues across the local government area.

## Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$46,000	MVC	Director Economic Development and Sustainability
2	\$18,000	MVC	Communication Officer
3	\$10,800	MVC	Project Officer
4	Budget allocated in Development Services Budget	MVC	Director Economic Development and Sustainability/

## Meander Valley Council Annual Plan 2015/2016



			Project Officer/Director Development Services
5	\$5,000	MVC	Director Economic Development and Sustainability
6	\$18,000	MVC	Director Economic Development and Sustainability
7	\$26,000	MVC/DSG/TasBreeders	Director Economic Development and Sustainability
8	\$326,200	MVC	Director Economic Development and Sustainability/Manager Great Western Tiers Visitor Centre
9	\$45,000	MVC/ERAG	Director Economic Development & Sustainability
10	N/A	MVC	Director Economic Development & Sustainability

### Action performance targets

No.	Performance target
1	Report on new development opportunities where commercial in confidence arrangements allow
2	Implement priority actions as agreed by Council's Management Team
3	Report on the progress of priority actions as set by the Sustainable Environment Committee
4	Meet project timeframes as agreed by the specific Project Teams
5	Advise Council of ERAG activity progress
6	Table Strategy
7	Meet requirements of State Government Deed Agreement
8	Track expenditure and income against budget
9	Approval of program by Council
10	Approval of program by Council

## **GOV 3 AUDIT PANEL MINUTES, WORK PLAN AND PANEL MEMBER REPLACEMENT**

### **1) Introduction**

The purpose of this report is for Council to receive the minutes of the Audit Panel meetings held on 9 June 2015 and 22 September 2015; to seek Council approval of the Audit Panel Work Plan and to appoint a replacement Councillor member to its Audit Panel following Cr Richardson's offer of resignation.

### **2) Background**

Council's Audit Panel Charter (Charter) states that the Audit Panel is to provide a copy of its meeting minutes to the Council as soon as practicable after every Audit Panel meeting. This administrative task was overlooked following the initial meeting held on 9<sup>th</sup> June 2015. The Audit Panel met again on 22 September 2015 however a quorum was not attained for this meeting with only the Chairman present. The Charter also requires the Audit Panel to develop an annual work plan which must be approved by Council.

At its December 2014 meeting, Council appointed Cr Richardson and Cr Mackenzie to join the independent Chairman to form Council's three member Audit Panel in accordance with the Charter. Following his attendance at an Audit Panel forum in July 2015, Cr Richardson by letter dated 22 September expressed his concerns regarding Councillors being members of Audit Panels for their own Council and concluded that for him, as a Councillor to be part of the Meander Valley Council Audit Panel was probably inappropriate. He therefore offered his resignation from Council's Audit Panel.

### **3) Strategic/Annual Plan Conformance**

2015-16 Annual Plan program number 1.2; Risk Management - Action No 5 Co-ordinate functions of the Audit Panel

Furthers the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future Direction (5) Innovative leadership and community governance

### **4) Policy Implications**

Not Applicable

### **5) Statutory Requirements**

Sections 85, 85A and 85B of the Local Government Act 1993 and the Local Government (Audit Panels) Order 2014 – refer to attached section 5, Membership of audit panel.

## 6) Risk Management

Not Applicable

## 7) Consultation with State Government and other Authorities

Not Applicable

## 8) Community Consultation

Not Applicable

## 9) Financial Impact

Not Applicable

## 10) Alternative Options

Not Applicable

## 11) Officers Comments

Although the September meeting didn't have a quorum the Chairman proceeded to work through the meeting agenda with Council officers present and the Auditor-General's nominee, Jara Dean via teleconference for the external audit report agenda item.

The attached minutes have been reviewed by the Audit Panel Chairman and are provided for Council's information along with the attached Audit Panel Work Plan which is submitted for Council approval.

It is recommended that Council accept Cr Richardson's resignation and appoint another Councillor member to its Audit Panel for the remainder of the two year term expiring in October 2016.

**AUTHOR:** Merrilyn Young  
SECRETARY, AUDIT PANEL

## 12) Recommendation

***It is recommended that Council:***

- 1. Receive the minutes of the Audit Panel meetings of 9 June 2015 and 22 September 2015***



- 2. *Approve the attached Audit Panel Work Plan***
- 3. *Accept Cr Richardson's resignation as a Councillor member of its Audit Panel and appoint a replacement Councillor member for the remainder of the two year term expiring in October 2016***

**DECISION:**



**MINUTES OF THE MEETING OF THE MEANDER VALLEY COUNCIL AUDIT PANEL  
HELD THE COUNCIL OFFICES, WESTBURY, ON TUESDAY 9 JUNE, 2015, AT 10.00AM**

**PRESENT:** Chair (S Heryk) and Councillors Ian Mackenzie and Bob Richardson

**IN ATTENDANCE:** General Manager (Greg Preece), Director Corporate Services (Malcolm Salter), Director Governance & Community Services (David Pyke), Senior Accountant (Jon Harmey), Workplace Health & Safety Officer (Sam Bailey), Personal Assistant (Merrilyn Young) and Jara Dean (Assistant Auditor-General Financial Audit – Tasmanian Audit Office).

**APOLOGIES:** Nil

**ORDER OF BUSINESS:**

**PROCESS OF MEETINGS:** The Chair advised that meetings of the Panel would be held 4 times per year but 5 meetings could occur before requiring Council consent.

There could be some duplication of activities as some matters may have been previously reviewed or be the subject of further review at Council meetings or workshops. Where this was the case these matters will only be tabled and noted at Audit Panel meetings after any discussion.

Council officers and Councillors are welcome at meetings, but decisions are only by panel member vote.

- 1. DECLARATION OF PECUNIARY INTERESTS/CONFLICT OF INTEREST:** Nil
- 2. ADOPTION OF PREVIOUS MINUTES:** Nil
- 3. OUTSTANDING FROM PREVIOUS MEETING:** Nil
- 4. REVIEW OF COMMUNITY STRATEGIC PLAN 2014-2024:** The General Manager gave an update of the Community Strategic Plan which was adopted by Council in November.

The Annual Delivery Plan is currently in process of completion and will be submitted to Council for adoption.

**5. BUDGET REVIEW:**

Capital Works Programme 2015-16 – The report as tabled was noted as having been adopted by Council already.

Budget Estimates 2015-16 – The report as tabled was noted as going to Council for approval today.

**6. ANNUAL PLAN:** The March 2014-15 Quarterly Review as tabled was noted as having been adopted by Council already.

The 2015-16 Annual Plan is currently being compiled and will be tabled at the July Council meeting.

**7. REVIEW OF POLICIES AND PROCEDURES:** Two policies to be approved by Council today –

No. 66 – Bonds and Bank Guarantees

No. 37 – Tree Management

A list of all policies to be circulated to Audit Panel members before the next meeting and also to be reviewed by Management.

**8. AUDIT PANEL CHARTER:** The Charter as tabled was noted as having been adopted by Council in July 2014.

**9. FINANCIAL REPORTS:** The Financial Reports for the March quarter as tabled was noted as having been adopted by Council already.

**10. EXTERNAL AUDIT:** Jara Dean (Tasmanian Audit Office) gave an overview of the process of the Audit Office for the coming audit cycle.

The 2015 annual arrangements letter and 2014 final management letter were tabled and noted.

**11. INTERNAL AUDIT:** David Pyke advised that the Internal Audit was to be carried out in June/July. 1 task per Department to be audited. Reports will be provided to the Audit Panel.

**12. EXTERNAL AUDIT PLAN:** Proposed audit finish date is 28 August with annual financials to be tabled at the October Council meeting.

**13. RISK FRAMEWORK AND REGISTER:** David Pyke advised that a copy of Council's Risk Management Framework has been forwarded to the Chairman. An updated copy of Council's Risk Register was tabled. Hard copies to be provided to Panel Members.

**14. RISK UPDATE:** David Pyke advised that the Risk Management Committee meet every quarter. The Risk Management Policy due for review in the September quarter. Review of Business Continuity Plan currently underway.

**15. FRAUD MANAGEMENT:** The Fraud Control Plan was adopted by Council in August 2014. Training held with inside and outside staff by JLT in November last year.

**AUDIT PANEL PERFORMANCE:**

**16. Report to Council on execution of Duties: Nil**

**17. Performance Self-Assessment: Nil**

**18. REVIEW OF ANNUAL WORK PLAN:** The Audit Panel Annual Work Plan was tabled and discussed. Recommended that Council approve the adoption of the Plan at its next meeting.

**19. NEXT MEETING:** Tuesday 22 September 2015

The meeting closed at 11.15am

Approved as a correct record

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SA Hernyk  
Chairman



**MINUTES OF THE MEETING OF THE MEANDER VALLEY COUNCIL AUDIT PANEL  
HELD IN THE COUNCIL OFFICES, WESTBURY ON  
TUESDAY 22 SEPTEMBER 2015 AT 10.00AM**

**PRESENT:** Chair (S Hernyk)

**IN ATTENDANCE:** General Manager (Greg Preece), Director Corporate Services (Malcolm Salter), Director Governance & Community Services (David Pyke), Senior Accountant (Jon Harmey), Martin Gill, Dino De Paoli, Rick Dunn, Beth Williams, and by phone, Jara Dean (Assistant Auditor-General Financial Audit – Tasmania Audit Office).

**APOLOGIES:** Councillors Ian Mackenzie and Bob Richardson.

*With both Councillor Mackenzie and Councillor Richardson unable to attend, the Chair declared that as an insufficient quorum was present, the meeting could still be held however no resolutions would be possible.*

**ORDER OF BUSINESS:**

- 1. DECLARATION OF PECUNIARY INTERESTS/CONFLICT OF INTEREST:** Nil
- 2. ADOPTION OF PREVIOUS MINUTES:** A draft copy, rather than the final copy of minutes of the 9 June meeting was previously distributed. The Chair will provide the final minutes to Merrilyn for distribution.
- 3. OUTSTANDING FROM PREVIOUS MEETING: No matters not otherwise covered in the agenda.**
- 4. REVIEW OF COMMUNITY STRATEGIC PLAN 2014-2024:** Nil
- 5. BUDGET REVIEW:** Capital and Operating Budget tabled and noted as being adopted by Council in their September meeting.

6. **ANNUAL PLAN:** Plan tabled and noted as being adopted by Council in their September meeting.

7. **REVIEW OF POLICIES AND PROCEDURES:** The following Policies were reviewed, with minor amendments suggested as noted:

**Policy 1 – Risk Management** – ‘Purpose’ and ‘Performance Review’ wording recommended for amendment.

**Policy 14 - Fencing – Council Owned Land**

**Policy 44 - Heritage Advice** – endorse recommendation to delete Policy as no longer relevant.

**Policy 45 - Information Management**

**Policy 63 - Environmental Compliance and Enforcement** – it was recommended this policy be deleted.

**Policy 68 - Writing off Debts** - Covered by the Local Government Act rather than a Policy.

**Policy 69 - Disability Access** -endorsed recommendation.

It was noted that all Final policy documents were to contain a Version number and a page number.

**List of all Policies and Procedures to be circularised for next meeting with review dates and those responsible for the policy or procedure noted.**

8. **AUDIT PANEL CHARTER:** Nil

9. **FINANCIAL REPORTS:** Nil

10. **AUDIT REPORT:** Jara Dean (Tasmanian Audit Office) gave an update on the current audit and highlighted the following matters:

- a. Condition assessments on Council infrastructure assets, particularly asset constructed from 2006 for footpaths, kerbs, seals and pavements was a focus.
- b. Accounting for the restoration and rehabilitation provision for Council landfill sites.
- c. Processes determining what Council activities are designated as significant business activities in need of review.
- d. He advised that a clear audit opinion on Council Annual Financials would be issued.

11. **INTERNAL AUDIT:** Audit Reports tabled.



The Chair recommended that the Internal Audit Program be linked with the "Risk Management" process so that activity be risk driven. Also, that an annual work programme be developed.

June Internal Audit Reports – Agreed actions are to be recorded in the Risk Register rather than the 'Compliance' Register.

- 12. EXTERNAL AUDIT PLAN:** Nil
- 13. RISK FRAMEWORK AND REGISTER:** Nil
- 14. RISK UPDATE:** David Pyke advised that as part of the development of the Business Continuity Plan, a list of the identified Critical Actions has been issued to Management for their review.
- 15. FRAUD MANAGEMENT:** Nil

#### **AUDIT PANEL PERFORMANCE:**

- 16. Report to Council on execution of Duties: Not yet due.**
- 17. Performance Self-Assessment: Not yet due.**
- 18. REVIEW OF ANNUAL WORK PLAN:** The Work Plan 2015/2016 has now been adopted.

#### **GENERAL BUSINESS:**

- 19.** The Chair advised of two future reviews that will be conducted by the Audit Office and which may impact on Council. One will focus on Council spending of funding for public open spaces and how it is reported to the community. The other audit will examine landfill site management and its compliance with the EPA requirements.

Council activity in the above areas to be reported at the next meeting of the Panel.

**NEXT MEETING:** Tuesday xx December 2015

The meeting closed at 11.05am



Meander Valley Council

Audit Panel  
Annual Work Plan

Proposed Meeting Dates 2015	N/a	June	TBA	TBA
Proposed Meeting Dates 2016	TBA	TBA	TBA	TBA
Proposed Meeting Dates 2017	TBA	TBA	TBA	TBA

AGENDA ITEM	Feb	June	Sep	Dec
<b>Standing Items</b>				
1. Declaration of Pecuniary Interests/conflict of interest	√	√	√	√
2. Adoption of Previous Minutes	√	√	√	√
3. Outstanding from previous meeting - Action Sheet	√	√	√	√
4. Review Annual Meeting Schedule and Work Plan	√	√	√	√
<b>Governance and Strategy</b>				
5. Review of Council Strategic Plan		√		
6. Review 10-Year Financial Plan	√			
7. Review Financial Management Strategy (Sustainability)	√			
8. Review preliminary Budget parameters and assumptions	√			
9. Review annual budget and report to Council		√		
10. Review Annual Plan	√	√	√	√
11. Review Long-Term Strategic Asset Management Plan			√	
12. Review Asset Management Strategy			√	
13. Review Asset Management Policy			√	
14. Review policies and procedures	√	√	√	√
15. Review performance of plans, strategies and policies including performance against identified benchmarks				√
16. Assessment of governance and operating processes integration with financial management practices of the Council			√	
<b>Financial and Management Reporting</b>				
17. Review most current results and report any relevant findings to council	√	√	√	√
18. Review any business unit or special financial reports	√	√	√	√
19. Review annual financial report, audit report and management representation letter (for advice to GM) and make recommendation to Council including meeting with Tas Audit Office representative			√	
20. Review the impact of changes to Australian Accounting Standards	√	√	√	√
<b>Internal Audit</b>				
21. Consider any available audit reports	√	√	√	√
22. Review management's implementation of audit recommendations	√	√	√	√
23. Review and approve annual internal audit program and alignment with risks		√		
24. Review the adequacy of internal audit resources for consideration in Council's annual budget and review performance of internal auditors	√			
<b>External Audit</b>				
25. Consider any available audit reports	√	√	√	√
26. Review management's implementation of audit recommendations	√	√	√	√
27. Review and approve external audit plan including meeting with Tas Audit Office representative		√		
28. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council	√	√	√	√
<b>Risk Management and Compliance</b>				
29. Annual review of risk management framework policies				√
30. Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)	√	√	√	√

31.	Monitor ethical standards and any related party transactions to determine the systems of control are adequate and review how ethical and lawful behaviour and culture is promoted within the Council.	√	√	√	√
32.	Review the procedure for Council's compliance with relevant laws, legislation and Council policies	√			
33.	Review internal and fraud management controls	√			
34.	Review business continuity plan				√
35.	Review processes to manage insurable risks and existing insurance cover	√			
36.	Review delegation processes and exercise of these	√			
37.	Review tendering arrangements and advise Council	√			
38.	Review WH&S management processes				√
39.	Monitor any major claims or lawsuits by or against the Council and complaints against the Council	√	√	√	√
40.	Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour	√	√	√	√
<b>Audit Panel Performance</b>					
41.	Review Audit Panel Charter and make any recommendations for change to the Council for adoption (every 2nd year)				√
42.	Report to Council regarding execution of duties and responsibilities by the Audit Panel		√		
43.	Initiate bi-annual Audit Committee performance self-assessment (every 2nd year)		√		
<b>Other</b>					
44.	Review issues relating to National competition policy	√			
45.					
46.					

## **Local Government (Audit Panels) Order 2014**

### **5. Membership of audit panel**

(1) The audit panel of a council is to be constituted by a minimum of 3 and a maximum of 5 members of whom –

(a) if the panel has 4 or 5 members, at least 2 must be independent persons; or

(b) if the panel has 3 members, at least one must be an independent person.

(2) Without limiting who may be members of an audit panel, the following persons are eligible to be members of an audit panel:

(a) a councillor, other than the mayor, of the relevant council;

(b) a councillor, or employee, of another council;

(c) a member of an audit panel of another council.

(3) A person who is an employee, or the general manager or the mayor, of a council is not entitled to be a member of the audit panel of that council.

(4) The council is to appoint the members of its audit panel.

(5) In appointing an independent person as a member of an audit panel, the council –

(a) is to ensure that the person possesses good business acumen and sound management and communication skills; and

(b) may take into account any other relevant knowledge, abilities and skills of the person including, but not limited to –

(i) knowledge and expertise in the areas of audit practices and financial management; and

(ii) knowledge of and experience in relevant industries; and

(iii) experience with governance processes including, but not limited to, risk management.

# **GOV 4 2015-2016 COMMUNITY GRANTS APPLICATION ASSESSMENTS – ROUND 2 OCTOBER 2015**

## **1) Introduction**

The purpose of this report is to present the recommendations of the Community Grants Committee to Council for approval.

## **2) Background**

This is the second assessment of the 2015-16 financial year. The total Grants allocation is \$80,000 of which 15% (\$12,000) is earmarked for Sponsorships and Establishment Grants.

Committee members: Cr Tanya King, Cr Ian Mackenzie, Malcom Salter (Director Corporate Services) and support officers: Patrick Gambles (Community Development Manager) and Merrilyn Young (Grants Administrator) met on 27 October 2015 to consider the applications received. Vicki Jordan (Community Officer) was an apology.

## **3) Strategic/Annual Plan Conformance**

The Community Grants program complies with 2015-16 Annual Plan target 1.5 and furthers the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future Direction 3: Vibrant and Engaged Communities

## **4) Policy Implications**

The process was undertaken in accordance with the guidelines attached to the Community Grants Policy No 82.

## **5) Statutory Requirements**

Section 77 of the Local Government Act 1993 – *'Details of any grant made are to be included in the Annual Report of the Council'*

## **6) Risk Management**

Liability and public risk issues are considered in evaluating grant applications.

## **7) Consultation with State Government and other Authorities**

Not Applicable

## 8) Community Consultation

Advice and assistance is provided to applicants on request. The Community Grants program is communicated through community networks and the media and an Information and Guidelines Kit is available from the Council website with hard copies on hand at Council reception. A Grants Information Forum is held annually in May.

## 9) Financial Impact

The awarding of grants is made within the limits of the annual budget allocation which is spread over four rounds throughout the year.

## 10) Alternative Options

Council can amend or elect not to approve the Committee's recommendations.

## 11) Officers Comments

### Individual Sponsorship Requests

The following requests have been approved by the General Manager during the period July-September 2015:

Name	Resident in	Purpose	\$
Rosemary Collins	Whitemore	Australian Women's Masters Championships - QLD	125
Thomas Cramp	Chudleigh	2015 National Science & Engineering Comp. - NSW	125
C-Jay Denman	Prospect Vale	National Hockey Championships - NT	125
Theresa Elias	Carrick	Pony Club Australia National Championships - SA	125
Ben Elias	Carrick	Pony Club Australia National Championships - SA	125
Riley Fellows	Prospect Vale	Sydney International Soccer Cup - NSW	125
Joshua Garwood-Besanvalle	Hadspen	National U14 Basketball Club Championships - WA	125
Ryan Lanham	Prospect Vale	Sydney International Soccer Cup - NSW	125
Tom McShane	Hadspen	National U14 Basketball Club Championships - WA	125
Phyliss Pyke	Westbury	Pony Club Australia National Championships - SA	125
Max Reissig	Blackstone Hts.	Sydney International Soccer Cup - NSW	125
James Robinson	Prospect Vale	Junior World Track Cycling Champs - KAZAKHSTAN	250
Hayden Scott	Westbury	Darts Australia Junior Championships - SA	125
Lizette Woolley	Prospect Vale	Australian Women's Masters Championships - QLD	125
Guy Zeushner	Bracknell	Australian Indoor Bias Bowls National Champs-NSW	125
			<b>2000</b>



## Grant Applications and Sponsorship Requests from Organisations

Thirteen applications were received totalling requests of \$22,032. A range of factors were considered to achieve a fair distribution. The recommended outcomes are indicated in the final column of the following table:

Organisation	Project	Project Cost \$	Grant Requested \$	Grant Recommended \$
Carrick Community Committee	Cenotaph boards	12,783	2813	2813
Cranes Carrick Speedway	Fire Rescue Crew Suits	2400	2400	1200
Friends of Jackeys Marsh	Fire Trailer	9000	2999	2000
Hadspen Cricket Club	New wicket	4600	2300	2300
MV Women in Agriculture	Book publication	4,000	3000	3000
Rosevale Hall Committee	Chopping Carnival	1250	1000	1000
Westbury Ladies Probus	Digitalising records	220	220	220
Westbury Com. Health Centre	Women's ride event	3,000	3000	*0
Arts Deloraine	Scarf repurposing	unknown	250	250
Deloraine Dramatic Society	Little Theatre seating	3000	3000	3000
Deloraine House	Christmas Appeal	500	500	500
Eco, Affordable, Co-Housing	Establishment Grant	n/a	250	*0
Westbury Com. Health Centre	Diabetes event signage	2800	300	300
<b>TOTAL</b>		<b>43,553</b>	<b>22,032</b>	<b>16,583</b>

Eleven grant allocations are recommended for approval by Council equalling \$16,583. These have a total project cost of \$43,553 plus voluntary labour in excess of \$30,000 (calculated @ \$20 per hour).

\*Two applications are not supported for the following reasons:

Westbury Com. Health Centre	Women's ride event	3,000	Limited benefits - to be reconfigured with Council support
Eco, Affordable, Co-Housing	Establishment Grant	250	Group did not adequately meet Grants criteria re 'not for profit' status

**AUTHOR:** Patrick Gambles  
COMMUNITY DEVELOPMENT MANAGER

## 12) Recommendation

**It is recommended that Council:**

- notes the Individual Sponsorships approved by the General Manager during the period July -September 2015 and**

2. **endorses the recommendations of the Community Grants Committee and approves the allocation of funds to the applicants as listed in the following table:**

<b>Organisation</b>	<b>Project</b>	<b>Grant Recommended</b> <b>\$</b>
Carrick Community Committee	Cenotaph boards	2813
Cranes Carrick Speedway	Fire Rescue Crew Suits	1200
Friends of Jackeys Marsh	Fire Trailer	2000
Hadspen Cricket Club	New wicket	2300
MV Women in Agriculture	Book publication	3000
Rosevale Hall Committee	Chopping Carnival	1000
Westbury Ladies Probus	Digitalising records	220
Arts Deloraine	Scarf repurposing	250
Deloraine Dramatic Society	Little Theatre seating	3000
Deloraine House	Christmas Appeal	500
Westbury Com. Health Centre	Diabetes event signage	300
<b>TOTAL</b>		<b>16,583</b>

**DECISION:**

## **GOV 5 MEANDER VALLEY ONLINE INC. FUNDING**

### **1) Introduction**

The purpose of this report is for Council to consider a response to LINC's proposed withdrawal of funding to Meander Valley Online Inc.

### **2) Background**

Meander Valley Online Inc is the management body for Deloraine and Mole Creek Online Access Centres whose services have been operating, with State Government support, since 1998.

Meander Valley Online is also responsible for establishing and publishing the Meander Valley Gazette and is an active partner in Council's Community Directory website.

Traditionally, Meander Valley Online has received annual funding of around \$44,500 through the LINC agency to support the part-time management positions and basic operational needs of both centres.

Tasmania has thirty-five community-based online access centres and it is understood that twenty-one are currently under State Government review. Meander Valley Online has recently been informed by LINC that further funding can only be assured until the end of December 2015 and that it must be self-determining moving forward.

### **3) Strategic/Annual Plan Conformance**

Furthers the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future Direction 3: Vibrant and engaged communities

### **4) Policy Implications**

Not Applicable

### **5) Statutory Requirements**

Not Applicable

### **6) Risk Management**

The loss of the Meander Valley Gazette would significantly inhibit Council's ability to promote its services to residents.

## **7) Consultation with State Government and other Authorities**

Council may wish to consult with State Government on this matter.

## **8) Community Consultation**

Not Applicable

## **9) Financial Impact**

Council currently purchases two monthly pages in the Meander Valley Gazette at a cost of \$18,000 per year.

## **10) Alternative Options**

Council can amend or elect not to accept the recommendation of this report.

## **11) Officers Comments**

Both Deloraine and Mole Creek Online Access Centres run an affordable range of accessible programs supported by community volunteers. They attract 600 and 300 visitations respectively each month which include a significant number of local and regular attendees.

Essentially, they provide computer access to people who lack the skills or facilities at home; allowing them to deal with government agencies such as Centrelink and Medicare. They also provide Centrelink-approved volunteering opportunities and a variety of IT-training courses. Locals and visitors regularly use them to assist in searching for work, paying bills or keeping in touch with family and friends. In short, they are community hubs for training and tourism; providing local information and affordable (and reliable) internet and copying services.

Meander Valley Online is working towards being self-funding and the Meander Valley Gazette is one successful strategy in this regard. When The Examiner newspaper advised Council that it would cease publishing the Meander Valley News in March 2013, Meander Valley Online was the first organisation to commit to the re-establishment of a community voice for Meander Valley.

The State Government's rationale for funding withdrawal appears to be based around a perception of increased home internet connectivity and a decline in the demand for centres. Internet connectivity is still erratic in regional Tasmania and rural isolation and economic disadvantage is common.

Meander Valley Online provides a valuable service connecting and engaging community, stimulating learning, literacy and volunteerism. All of these aspects are central to LINC Tasmania's mission and values expressed in its Strategic Plan 2014-2017.

**AUTHOR:** Patrick Gambles

COMMUNITY DEVELOPMENT MANAGER

## **12) Recommendation**

***It is recommended that Council write to State Government to express its concern regarding the proposed withdrawal of funding to Meander Valley Online Inc.***

**DECISION:**

## **GOV 6 REVIEW OF POLICY NO. 1 – RISK MANAGEMENT**

### **1) Introduction**

The purpose of this report is for Council to review Policy No. 1 - Risk Management.

### **2) Background**

This policy was last reviewed in September 2012.

The purpose of this policy is to provide a framework for the management of risk across the organisation and to define the responsibilities of staff and management in the risk management process.

Council's Risk Management Committee and the Audit Panel have reviewed the policy and a number of minor recommendations have been made, all of which have been incorporated in the revised policy.

Copies of the existing and revised policies are attached.

### **3) Strategic/Annual Plan Conformance**

The Annual Plan provides for the review of this policy in the September 2015 quarter.

### **4) Policy Implications**

The process of policy review will ensure that policies are up to date and appropriate.

### **5) Statutory Requirements**

Not Applicable

### **6) Risk Management**

This policy manages risk for the entire organisation.

### **7) Consultation with State Government and other Authorities**

Not Applicable

### **8) Community Consultation**

Not Applicable



## 9) Financial Impact

Not Applicable

## 10) Alternative Options

Council can elect to amend, delete or retain the existing policy.

## 11) Officers Comments

Council recognises that risk management is an essential tool for sound strategic and financial planning and the on-going physical operations of the organisation.

The current policy has been reviewed and is recommended for continuation apart from some minor amendments.

**AUTHOR:** David Pyke  
DIRECTOR GOVERNANCE & COMMUNITY SERVICES

## 12) Recommendation

***It is recommended that Council confirm the continuation of Policy No.1 – Risk Management, amended as follows:***

# POLICY MANUAL

## Policy Number: 1 Risk Management

<b>Purpose:</b>	The purpose of this policy is to provide a framework for the management of <b>and Council's appetite for</b> risk, and define the responsibilities of staff and management in the risk management process.
<b>Department:</b>	Governance
<b>Author:</b>	David Pyke
<b>Council Meeting Date:</b>	<del>11 September 2012</del> 10 November 2015
<b>Minute Number:</b>	<del>154/2012</del>
<b>Next Review Date:</b>	<del>September 2015</del> <b>2018</b>

# POLICY

## **1. Definitions**

Nil.

## **2. Objective**

- Manage risk in a way that prevents the occurrence of harmful incidents
- Manage risk in a way that provides clarity and certainty for Council and Council officers
- To Ensure all organisation risks are controlled to the relevant AS/NZA ISO 31000 2009 Risk Management Standard
- Council's key objective to risk **and risk appetite** is based on a preference to avoid risk and uncertainty

## **3. Scope**

This policy applies to the Council, the Risk Management Committee and the **Occupational Workplace** Health & Safety Committee, employees, contractors and volunteers in the management of risk that arises from all Council activities.

## **4. Policy**

The Meander Valley Council is committed to proactively managing risk that arises from all Council activities, providing and maintaining a healthy and safe living environment for the general community within all Council controlled areas. Council endeavours to ensure that the environment and facilities provided for the community and employees are safe, with minimum risk and the necessary practices and procedures are implemented to control such risks.

Council recognises that risk management is an essential tool for sound strategic and financial planning and the ongoing physical operations of the organisation. **The approach may vary across Council with different departments adopting an appetite that reflects their specific role, resources and ability with an overarching risk appetite framework based on a preference to avoid risk and uncertainty. In order to achieve these objectives** Adequate funds and resources will be provided **by Council** to ensure the following outcomes:

- Identify and analyse Council's liability associated with risk
- Encourage the identification and reporting of potential risks
- Minimise any potential liabilities

- Protect the community against losses that are controllable by Council
- Maintain affordable of insurance premiums
- Provide a basis for higher standards of accountability
- Set performance standards and regularly review practices and procedures
- Allow for more effective allocation and use of resources
- To promote and raise the awareness of Risk Management practices throughout the organisation
- Protect Council's corporate image as a professional, responsible and ethical organisation

The above outcomes will be achieved by managing risks in accordance with the AS/NZS ISO 31000:2009 Risk Management Standard. This involves logically and systematically identifying, analysing, assessing, treating and monitoring risk exposures that are likely to adversely impact on Council's operations. Specifically, this includes the following areas of potential losses:

- Personnel (Occupational Workplace Health and Safety);
- Plant and Property;
- Liability (including Public Liability and Professional Indemnity);
- Financial;
- Business interruption;
- Community Recovery.

**Link to Council's Annual Plan Community Strategic Plan**

Our Community Strategic Plan under Future Direction 5, "Innovative leadership and community governance" provides for Meander Valley Council to be recognised as a responsibly managed organisation.

The management of risk is integral to achieving Council's mission as outlined in its Annual Plan:

- It enables the information of contemporary risk management initiatives across all levels of the Council;
- It facilitates and initiates innovation, co-operation and sharing of resources;
- It enhances Council's programs of economic development, environmental management, urban enhancement, community well being, and quality management and customer service.

**Roles and Responsibilities**

Councillors, management, employees, contractors and volunteers all have a joint responsibility of making risk management a priority as they undertake their daily tasks in the operations of Meander Valley Council. Management and staff are to be familiar

with and competent in the application of Council's Risk Management Policy and are accountable for adherence to that policy within their areas of responsibility.

### **Council**

- Provide the commitment and support so that ~~and basis in which~~ the risk management policy can be implemented. ~~this includes listing risk management as a priority in Council's Annual Plan~~
- Provide adequate budgetary provision for the maintenance of this policy; and
- ~~Responsible for approving the Risk Management Policy.~~

### **General Manager**

- Recognise, actively encourage and adopt Risk Management as a key function of the organisation
- Facilitate the ~~Development and~~ provision of awareness training throughout Council
- Provide risk management related information, as requested by Council, and
- Ensure risks are managed in accordance with the AS/NZS ISO 31000:2009 Risk Management Standard, legislation and Council policy.

### **Directors/Supervisors**

- Maintain overall responsibility for the effective management for all types of risks related to this policy across Council's operations;
- Ensure that Council's assets and operations, together with liability risks to the public, are adequately protected through appropriate risk financing and loss control programs and measures;
- Prepare and implement documented procedures for each area of operations;
- Monitor and audit practices and processes to ensure appropriateness to current conditions and practices;
- Provide information when requested to provide assistance in the investigation of a risk management issue or claim that has been made against Council;
- Immediately act upon information provided by employees or residents who are reporting a hazard or incident; and
- Actively implement Risk Management audit recommendations.
- Promote and inform all employees, contractors and volunteers of the policy and their requirements.

### **Employees, Contractors and Volunteers**

- Familiarise themselves with Council's Risk Management policy, principles and procedures;
- Employ risk management principles and practices to ensure that loss control and prevention is a priority whilst undertaking daily tasks;
- Report any hazard or incidents as soon as possible that may have a potential risk exposure to Council, employees, contractors or the public;
- Assist positively with investigations related to incidents that have occurred as a result of a hazard or incident; and
- Take notice of and implement recommendations or risk management audits conducted in the workplace.

### **Risk Management Committee**

- Effectively co-ordinate and facilitate risk management operations within the framework provided by the AS/NZS ISO 31000:2009 Risk Management Standard, legislation and Council policy;
- Review Council's risk management policies and procedures;
- Recommend new procedures or amendments to existing procedures to reduce risk;
- Review and monitor Council's risk management performance measures; and
- Monitor the recommendations and outcomes from risk management audits.

### **Implementation**

~~A comprehensive review of all Council's activities will be undertaken to assess the level of compliance with this policy.~~ A Risk Management Strategy including internal audits and reviews will be completed on a regular basis to enable progressive adjustment of practices to be undertaken to achieve full compliance with this policy.

### **Performance Review**

~~This policy will become effective upon approval by Council. It will be reviewed in accordance with Council's Annual Plan.~~

Council will ensure that there are ongoing reviews of its management system to ensure its continued suitability and effectiveness. ~~in satisfying the requirements of the AS/NZS ISO 31000:2009 Risk Management Standard.~~ Records of all reviews and changes shall be documented.

### **References**

AS/NZS ISO 31000:2009 Risk Management Standard  
 AS ISO GUIDE 73:2009 Risk Management – Vocabulary

**5. Legislation**

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012

**6. Responsibility**

Responsibility for the operation of this policy rests with the General Manager.

**DECISION:**



# **ED&S 1 2016 FEDERAL ELECTION PRIORITY PROJECTS**

## **1) Introduction**

The purpose of this report is to seek Council's endorsement of proposed Priority Projects to be presented to political parties for consideration of support in the lead up to the 2016 Federal Election.

## **2) Background**

Prior to each Federal or State election, a series of projects are identified by Council officers for consolidation and packaging to present to interested political parties in the electorates of Bass and Lyons.

Similarly to the lead up to the 2014 State Election, it has been deemed appropriate to seek formal Council endorsement of identified Priority Projects with the aim of presenting them to endorsed candidates of Bass and Lyons over the next several months.

## **3) Strategic/Annual Plan Conformance**

Further the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future Direction 2: A thriving local economy
- Future Direction 3: Vibrant and engaged communities

## **4) Policy Implications**

Not Applicable

## **5) Statutory Requirements**

Not Applicable

## **6) Risk Management**

Not Applicable

## **7) Consultation with State Government and other Authorities**

Should Council's Priority Projects be endorsed, formal discussions will occur with endorsed Federal candidates for the political parties of both Bass and Lyons.

## **8) Community Consultation**

Consultation has been undertaken on a number of the proposed projects which include; Prospect Vale Park, Westbury Road Traffic Management and Westbury Recreation Ground Clubroom development.

## **9) Financial Impact**

It is difficult to estimate the overall financial impact on Council as any impact will be dependent on the projects that political parties commit to supporting and the result of the Federal Election.

Over and above these considerations will be the timing of any forthcoming funding to Council and the particular financial year that the allocation becomes available.

## **10) Alternative Options**

Council can elect to modify or not to support the recommendation.

## **11) Officers Comments**

Meander Valley Council has produced a Priority Projects document for consideration by political parties in the lead up to both Federal and State Elections over the last seven years.

The Priority Projects proposed for endorsement by Council in the lead up to the 2016 Federal Election are:

### **BASS**

- Prospect Vale Park ground upgrade including drainage, irrigation and lighting Stage 2 (main oval)
- Westbury Road Roundabout adjacent to Industrial Galvanizers Tasmania
- NBN Fibre to the premise upgrade for Hadspen and Travellers Rest

### **LYONS**

- Westbury Recreation Ground Clubrooms development
- Union Bridge replacement
- NBN Fibre to the premise upgrade for Westbury, Hagley and Valley Central Industrial Estate
- Great Western Tiers Touring Route extension feasibility investigation

Additionally it is proposed that the following projects be discussed with TasWater to jointly lobby for Federal Government funding of sewer and water infrastructure that may

not be the highest priority for TasWater but negatively impact on Meander Valley residents.

- Hadspen sewer and water infrastructure investment to support residential, community and commercial growth
- Westbury Sewerage Treatment Plant upgrade to accommodate waste water reuse
- Bracknell sewerage system
- East Goderich Street, Deloraine sewer main construction

It is proposed that Council's Priority Projects will be presented to endorsed candidates at face to face meetings conducted by the Mayor, General Manager and senior staff which will allow for a detailed explanation and discussion to take place.

In the past where specific projects have attracted the interest of endorsed candidates and political parties, Council Officers have provided additional details for further consideration.

**AUTHOR:** Rick Dunn  
DIRECTOR ECONOMIC DEVELOPMENT & SUSTAINABILITY

## **12) Recommendation**

***It is recommended that:***

### ***1. Council endorse the following Priority Projects***

#### ***Bass***

- ***Prospect Vale Park ground upgrade including drainage, irrigation and lighting Stage 2 (main oval)***
- ***Westbury Road Roundabout adjacent to Industrial Galvanizers Tasmania***
- ***NBN Fibre to the premise upgrade for Hadspen and Travellers Rest***

#### ***Lyons***

- ***Westbury Recreation Ground Clubrooms development***
- ***Union Bridge replacement***
- ***NBN Fibre to the premise upgrade for Westbury, Hagley and Valley Central Industrial Estate***
- ***Great Western Tiers Touring Route extension feasibility investigation***

***and***

- 2. The Mayor and General Manager arrange meetings with endorsed candidates of political parties in both electorates for these to be presented and considered for future funding support and***
- 3. The Mayor, General Manager and other Council Officers meet with senior representatives of TasWater seeking its support to jointly lobby for Federal Government funding support of the following sewer and water infrastructure projects.***
  - Hadspen sewer and water infrastructure investment to support residential, community and commercial growth***
  - Westbury Sewerage Treatment Plant upgrade to accommodate waste water reuse***
  - Bracknell sewerage system***
  - East Goderich Street, Deloraine sewer main construction***

## **DECISION:**

# **CORP 1 REVIEW OF POLICY NO 68 - WRITING OFF DEBTS**

## **1) Introduction**

The purpose of this report is for Council to review policy No 68 – Writing off Debts.

## **2) Background**

Council has made a number of delegations to the General Manager under Section 22 of the Local Government Act 1993 (the Act). One of these delegations is the writing off of any debts owed to Council. The General Manager has sub-delegated this power also to the Director of Corporate Services.

Under Section 22(2) of the Act, the Council can only delegate this power on the condition that it has determined an appropriate policy and procedure.

Policy No 68 was developed to ensure Council's delegation complied with the Act and consistency of implementation of the delegation.

## **3) Strategic/Annual Plan Conformance**

The Annual Plan requires that Policy Number 68 is to be reviewed in the December 2015 quarter.

## **4) Policy Implications**

The process of policy review will ensure that policies are kept up to date and appropriate.

## **5) Statutory Requirements**

Section 22(2) of the Local Government Act 1993 applies.

## **6) Risk Management**

This policy ensures that debt management delegations are compliant with the Local Government Act 1993.

## **7) Consultation with State Government and other Authorities**

Not Applicable

## 8) Community Consultation

Not Applicable

## 9) Financial Impact

Good financial management dictates that a proactive debt management system is in operation and regularly reviewed. Operation of the debt management system should ensure that debt is maintained at a manageable level, and that revenue to Council is maximised.

There are times however when debts need to be written off due to the cost of recovery being higher than the debt, or some other extenuating circumstance.

## 10) Alternative Options

Council could elect to amend the existing policy, or discontinue it and withdraw the delegation to the General Manager for writing off debts.

## 11) Officers Comments

Writing off debts has been delegated by Council to the General Manager. The policy has been in operation since 2006 and has operated without any problems.

In practice there is very little debt actually written off as rate debt is a charge on the land and recoverable upon transfer of the property. The most common write off is interest on overdue rates which are generally small amounts under \$2.

Write-offs under the policy are reported back to Council annually via the briefing reports – usually in July.

The policy was presented at the Audit Panel meeting on 22 September 2015 with a no change required recommendation. While the Chairman queried the need for a formal Council policy rather than an operational procedure, its continuation will ensure compliance with the Local Government Act 1993.

**AUTHOR:** Malcolm Salter  
DIRECTOR CORPORATE SERVICES

## 12) Recommendation

***It is recommended that Council confirm the continuation of Policy No 68 – Writing off Debts, as follows:***



# POLICY MANUAL

## Policy Number: 68 Writing Off Debts

<b>Purpose:</b>	To meet the requirements of section 22(2)(ba) of the Local Government Act 1993 by describing the circumstances and procedure for writing off bad debts.
<b>Department:</b>	Corporate Services
<b>Author:</b>	Malcolm Salter, Director
<b>Council Meeting Date:</b>	<del>9<sup>th</sup> October 2012</del> 10 November 2015 174/2012
<b>Minute Number:</b>	
<b>Next Review Date:</b>	October <del>2015</del> 2018

## POLICY

### 1. Definitions

Property Debts - are debts charged against a property

Sundry Debts – are debts that are not charged against a property

Bad Debt – is where difficulty is experienced in recovering a debt and there comes a point where it is inappropriate and overly expensive to pursue recovery further.

### 2. Objective

To improve administrative efficiency by enabling the power to write off bad debt to be delegated to the General Manager or his delegated officer.

### 3. Scope

This policy applies to the General Manager or his delegated officer.

### 4. Policy

A bad debt, whether property or sundry, may be written off by the General Manager or his delegated officer where:

- (a) The debt is equal to or less than \$2,000; and
- (b) A reasonable effort has been made to recover the debt; and
- (c) The cost of attempting to recover the debt would exceed the debt owed to Council and there is little likelihood of recovering the debt because:

- i. The debtor cannot be located; or
- ii. The debtor is not in a financial position to be able to garnishee their income; or
- iii. The debtor has no assets that may be recovered in lieu of the debt.

A briefing report for the information of Council shall be provided annually by the General Manager detailing each write off of a bad debt under delegation indicating:

- (a) The value of the debt;
- (b) The type of debt;
- (c) How long it has been outstanding;
- (d) The actions that have been taken to attempt to recover the debt;
- (e) The reasons for writing off the debt.

Any bad Debts of over \$2,000 will be referred to Council for decision.

## **5. Legislation & Related Council Policies**

Local Government Act 1993

## **6. Responsibility**

Responsibility for the operation of this policy rests with the General Manager.

## **DECISION:**

## **INFRA 1 NOTICE OF MOTION – RENAMING BOTH SECTIONS OF REID STREET TO REID STREET EAST AND REID STREET WEST – CR IAN MACKENZIE**

### **1) Introduction**

The purpose of this report is for Council to consider a Notice of Motion from Cr Ian Mackenzie to rename the existing sections of Reid Street to Reid Street East and Reid Street West.

### **2) Background (Cr Ian Mackenzie)**

This Notice of Motion proposes that the existing sections of Reid Street accessed off Ritchie Street, are renamed to Reid Street East, and the existing section of Reid Street accessed off Marriott Street is renamed to Reid Street West.

This Notice of Motion is presented to Councillors for consideration as a result of the following;

- The concerns of residents in Veterans Row with emergency vehicles accessing the section of Veterans Row off Reid Street and becoming geographically misplaced,
- The concerns of the majority of the residents in Reid Street, and
- The potential cost to Council to open, seal and maintain the unmade section of Reid Street.

Due to these factors I have proceeded to move this Motion as I believe this could be the best solution for this issue as it will allow residents to provide emergency services with additional guidance and information; for example, "access Veterans Row off Reid Street East".

The access issues have been raised by residents of the Westbury community who don't actually reside in Reid Street, and the residents of Reid Street have major issues if the Road was to be opened. As an elected member I have an issue in spending an estimated \$200,000 of rate payers' money to open, upgrade and seal the section of Reid Street between Ritchie and Marriott streets. I refer to the sealing of Reid Street as the residents of this street are all on water tanks and if the road was gravel dust would be a major issue as traffic on this road would be expected to increase dramatically. I believe this Motion will alleviate these issues that have previously been discussed in a recent Council Workshop.

Concerns have been raised with Council from a resident on Veterans Row in relation to emergency vehicle access to their property (refer letter to Council dated 18 December

2014), and subsequently during Public Question Time at the June Ordinary Meeting of Council.

The concerns of six residents on Reid Street with the potential opening of Reid Street have been expressed as follows;

- Increase in traffic and dust, less security, loss of quietness. Stated that has had 4 ambulances to the property in the last 3 years. The first got lost as a result of a GPS that had not been updated; the other 3 have had no issues in locating the property.
- Increased traffic but also believe that Reid Street would become a truck route from Black Hills Road to Moore Street etc. If the road became gravel dust would be an issue. Have trouble now with maintenance of "pot holes" being repaired. A gravel surface would only increase problems.
- Less privacy and security. Dust would be an issue. Resident did not believe that it was fair that the residents that wanted it open didn't even live on the street.
- Less privacy due to increased traffic. Resident also added that ambulances get delayed for a number of reasons and if Council had additional funds to waste (as that was the perception of opening the road) that Council could fix the ambulance waiting/ loading bays at the Launceston General Hospital to alleviate the many delays there. Also stated that couldn't see the purpose or justification of the cost as it is believed that opening the road would not increase residents' health.
- Loss of privacy and security, and increased traffic are negatives.
- Loss of privacy and security. Chose to live in this location for that privacy and isolation. Increased traffic will change way of life.

It was stated at the workshop that ambulances lacked GPS technology which I found hard to believe in today's technology era. I contacted the Northern Operations Manager at Tas Ambulance on Wednesday 26th August. He stated that all ambulances had GPS units in them but with some of the ambulances it was up to the driver if they chose to use them or not. In discussion, the Operations Manager stated that Tas Ambulance is launching a new system in all new ambulances as they are released that will automatically put call information into the in-vehicle GPS unit.

I have had a number of conversations with the residents of Reid Street and this is their history of Reid Street in regard to road construction, drainage and pipe laying, and installation of bollards.

The resident of 115 Reid Street has lived there for 34 years, being the longest period of time for all current residents in Reid Street. Originally, Reid Street was only a small section of road off Marriott Street and went as far as number 128. As the land was progressively subdivided and the area built up, the road was extended. He wasn't quite sure of dates, but believed the eastern end of Reid Street, from Ritchie Street to Veterans Row, was constructed around 25-28 years ago. Prior to that time it was only a private access driveway.

The closed section of Reid Street has always been a grassed communal area. Comments by a number of residents suggest that over 13 years ago the open drain was cleared out by Council due to flooding occurring on Nos. 86 and 88 Reid Street as this was the lowest point for that section of Reid Street and was a catchment for that section of Reid Street, Ritchie Street and the eastern section of Moore Street.

As one resident of Veterans Row used this closed section of Reid Street as a thoroughfare for unregistered and recreational vehicles to another resident of the east end of Reid Street, the then resident of No.68 Reid Street filled the drain back in. The resident of No.88 Reid Street dug it out again, which was then filled back in by the resident in No.68. Due to these ongoing issues the drain was piped by council approximately 12 to 13 years ago. With continued issues between residents of Reid Street and Veterans Row over the use of this thoroughfare and police being involved, the bollards were installed by Council, however, the residents that were involved with unruly behaviour were given keys (it was noted that at least they had to stop and unlock the bollards which slowed them down). It was added that there are currently 2 known keys for the bollards; one key holder living in Veterans Row and the other now living in Peel Street, Launceston.

All residents that have contacted me had all offered solutions to this problem. These solutions included;

- Open the closed section of South Street from Marriott to Black Hills Road. This section could be gravel as there are no current residents in that area and there could be a through section of road that leads to Veterans Row (southern end).
- Rename both sections of Reid Street.
- Buy a GPS unit for the Ambulance if there is not one.
- Fix the waiting/loading bay at the Launceston General Hospital to stop other delays.
- Provide additional signage on Meander Valley Road in Westbury.

I will also add that I have not been personally contacted by any other resident in regards to this issue except those in Reid Street.

### **3) Strategic/Annual Plan Conformance**

Further the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future Direction (6) – Planned Infrastructure Services

### **4) Policy Implications**

Not Applicable

## **5) Statutory Requirements**

Not Applicable

## **6) Risk Management**

Not Applicable

## **7) Consultation with State Government and other Authorities**

Council has contacted the Department of Primary Industries, Parks, Water and Environment to discuss the required process for renaming sections of Reid Street.

## **8) Community Consultation**

Cr Ian Mackenzie has spoken directly to the majority of property owners on Reid Street.

In December 2014 Council wrote to residents that front the unmade section of Reid Street to seek their input as to whether this section of unmade road should be either a) remain closed to through traffic or b) be constructed to an unsealed standard road, and be opened up to provide through vehicle access.

Seven (7) responses were received with 6 residents wanting Reid Street to remain closed.

## **9) Financial Impact**

The costs associated with the renaming of the sections of Reid Street will be managed within Council's current operating budget.

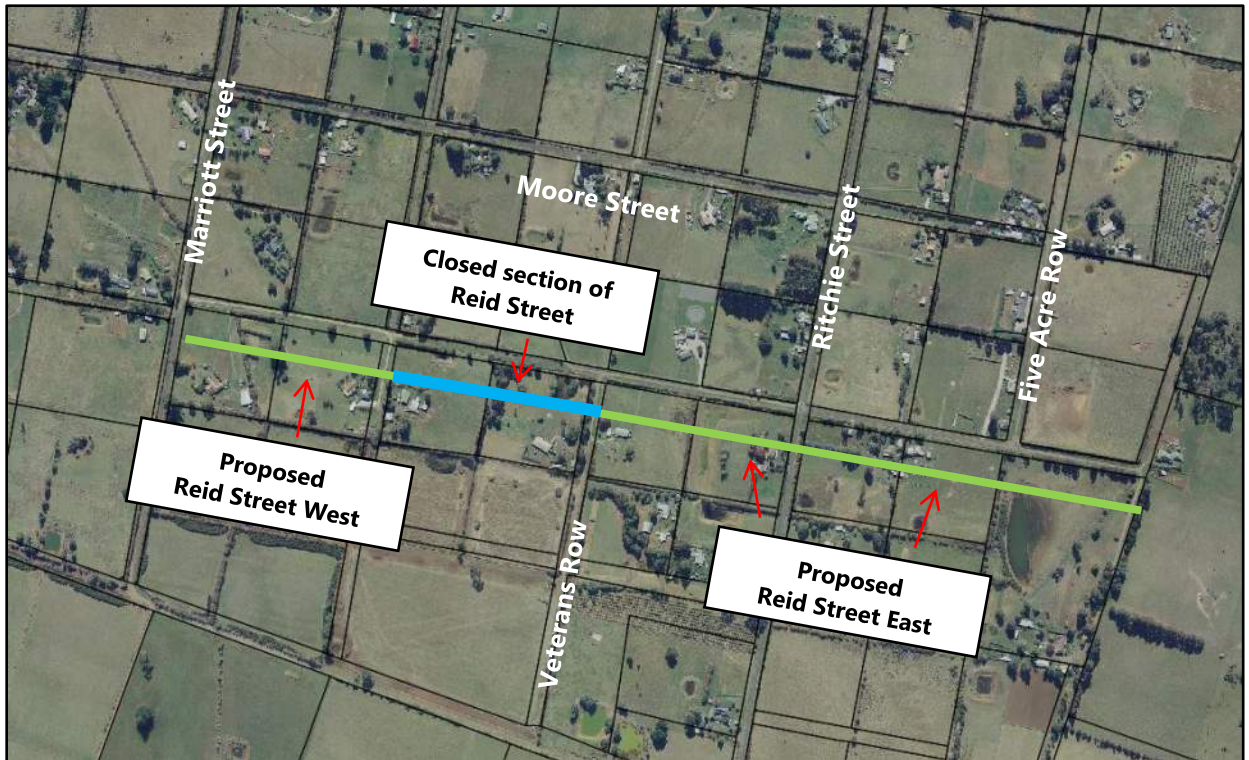
## **10) Alternative Options**

Council can elect to amend or not approve Cr Ian Mackenzie's motion.

## **11) Officers Comments**

Reid Street is an unsealed split road on the southern side of the township of Westbury. Reid Street (west side) is accessed from Marriott Street and Reid Street (east side) is accessed from Ritchie Street (refer map below). The closed section of Reid Street is approximately 220 metres in length with boulders located at each end to prevent vehicular access. The southern section of Veterans Row is accessed off Reid Street on the Ritchie Street side. Nine residences use the east and west sections of split Reid Street to access their property; this includes the two properties that are located on the southern section of Veterans Row. The section of Reid Street accessed east off Ritchie

Street has five residences located off it. This section of Reid Street provides access to the southern section of Five Acre Row which is currently designated (without Nomenclature approval) as Five Acre Row South. If renaming were to occur, it would be expected to have the entire section of Reid Street, east of Veterans Row, to be named Reid Street East.



Enquiries have been made to DPIPWE regarding the formal process of renaming the alternate sections of Reid Street. DPIPWE has indicated it is in favour of split roads being assigned different names, with the recommended options being either to introduce a cardinal suffix (north, south, etc) or to completely rename one section of the road. We are advised that as this road falls within the town boundary of Westbury, any new road names assigned by Council only need to be advised to DPIPWE. On receipt of this notice DPIPWE will amend the property address records accordingly, alter the road name in theLIST, and note these actions to the Nomenclature Board.

Should Council decide to rename the sections of Reid Street, notification letters will need to be sent out to all affected residents advising them of their new address. Council would also need to install new road signage at the entrance to each road.

This agenda item was previously deferred from the October Meeting of Council. Further information around this subject was discussed at the October Council Workshop. It is noted that Councillor Mackenzie advised of a correction to the stated timeframes around piping of the existing open drain, being 12 to 13 years ago instead of 5 to 6 years ago as documented in the previous report. This information has subsequently been amended in the Background section of this report.



Subsequent to the Council workshop Council has received eleven (11) Statutory Declarations opposed to the re-opening of Reid Street and these have been included for Councillors information.

**AUTHOR:** Dino De Paoli  
DIRECTOR INFRASTRUCTURE SERVICES

## **12) Recommendation (Cr Ian Mackenzie)**

***It is recommended that Council approve the renaming of the eastern sections of Reid Street, accessed off Ritchie Street, to Reid Street East, and the western section of Reid Street, accessed off Marriott Street, to Reid Street West.***

### **Motion from October meeting**

Cr Mackenzie moved and Cr White seconded ***“that Council approve the renaming of the eastern sections of Reid Street, accessed off Ritchie Street, to Reid Street East, and the western section of Reid Street, accessed off Marriott Street, to Reid Street West.”***

As a procedural motion Cr Connor moved and Cr Richardson seconded ***“that this item lay on the table until the next meeting to consider the facts and other options.”***

***The procedural motion was declared CARRIED with Councillors Connor, Kelly, Richardson, Synfield, and Youd voting for the motion and Councillors King, Mackenzie, Perkins and White voting AGAINST the motion.***

## **DECISION:**

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Karen Lynda GRIFFITHS

of (residential address) 68 Reid St, Westbury

Occupation Police officer

do solemnly and sincerely declare that:

My full name is Karen Lynda GRIFFITHS and  
I reside at 68 Reid St Westbury. I am the  
property owner.

I am opposed to the section of Reid St, between  
Ritchie street + Marriath street, being opened  
as a through road.

Firstly, I bought this block originally as it was

I make this solemn declaration under the Oaths Act 2001.

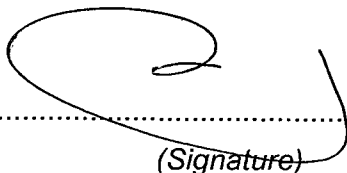


Declared at Westbury

(place)

on 15/10/15

(date)



(Signature)

Before me FRANK PETER KURIC SENIOR CONSTABLE

(Justice, Commissioner for Declarations or authorised person)

2191  
DELORAIN  
STATION.

INFRA/K

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Karen Lynda GRIFFITHS

of (residential address) 68 Reid Street Westbury

Occupation Police officer

do solemnly and sincerely declare that:

on a section of no through road, for the privacy.

secondly, my concern with the road being opened as a general thoroughfare, it will bring increased traffic flow to the area. This is a concern, as the road is a dirt/gravel surface and creates significant dust. We are all self reliant along this section of road, for providing our own source of water, both for drinking

I make this solemn declaration under the Oaths Act 2001.

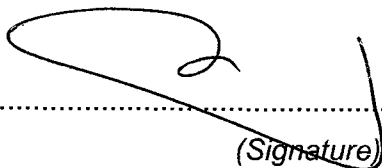


Declared at Westbury

(place)

on 15/10/15

(date)



(Signature)

Before me FRANK PETER KURIC SENIOR CONSTABLE  
(Justice, Commissioner for Declarations or authorised person) 2191

DELOVALE STATION  
215

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Karen GRIFFITHS

of (residential address) 68 Reid Street, Westbury

Occupation Police officer

do solemnly and sincerely declare that:

and general use. The increase dust from increased traffic flow will contaminate our water catchment surfaces, therefore increasing the contamination in the water tanks.

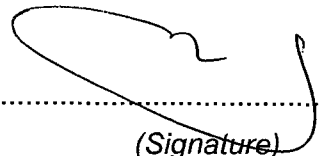
Thirdly, this section of road is used by a lot of walkers, as a generally safe route of passage. There are no footpaths in the outer area of Westbury, so all walkers

I make this solemn declaration under the Oaths Act 2001.



Declared at Westbury  
(place)

on 15/10/15  
(date)

  
(Signature)

Before me FRANK PETER KURIC SENIOR CONSTABLE  
(Justice, Commissioner for Declarations or authorised person) 2191  
Deloraine station

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Karen GRIFFITHS

of (residential address) 68 Reid Street Westbury

Occupation Police officer

do solemnly and sincerely declare that:

Share the roadway with motorists. As a  
police officer in the area, I am very aware  
that although the streets are marked 60km/h,  
a lot of traffic travels far beyond that speed.  
This section of Reid Street being a closed  
road, gives these walkers/cyclers a fairly long  
section of safe road to use.

Lastly - I am aware that the majority of the

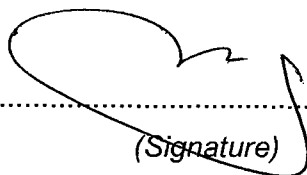
I make this solemn declaration under the Oaths Act 2001.

Declared at Westbury

(place)

on 15/10/15

(date)



(Signature)

Before me FRANK PETER KURIC SENIOR CONSTABLE 2191

(Justice, Commissioner for Declarations or authorised person)

4/5  
DELOKAINIE  
STATION

INFRA 1

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Karen GRIFFITHS

of (residential address) 68 Reid St Westbury

Occupation Police officer

do solemnly and sincerely declare that:

residents in Reid street do not <sup>want</sup> the road  
opened.

The Council would incur significant cost to  
develop the road, after having to purchase the  
crown land. This is really only for the benefit  
of 2 or three remaining residents in the street -  
who are not actually on Reid Street & will  
not have the benefit of the increased traffic flow!

I make this solemn declaration under the Oaths Act 2001.

Declared at Westbury  
(place)

on 15/10/15  
(date)

[Signature]  
(Signature)

Before me FRANK PETER KURIC SENIOR CONSTABLE 2191  
(Justice, Commissioner for Declarations or authorised person) DELORAINIE STATION  
S/S

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Denise Blazley

of (residential address) 115 Reid Street

Westbury Tasmania

Occupation Office Administrator

do solemnly and sincerely declare that:

I am opposed to the Meander Valley Council opening up the section of Reid Street between Pensioners Row + Veterans Row to allow vehicular access.

My reasons for opposing this are the enormous financial cost this would need to upgrade,

- 1
- 2 The road would be dusty and this is a problem for the residents on water tanks

I make this solemn declaration under the Oaths Act 2001.

*continued page 2.*

Declared at Westbury D Blazley  
(place)

on 17/10/15  
(date)

[Signature]  
(Signature)

Before me Karen GRIFFIN Constable 2270  
(Justice, Commissioner for Declarations or authorised person) Deloraine Police



**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Denise Blazley

of (residential address) 115 Reid Street

Westbury 7303

Occupation .....

do solemnly and sincerely declare that:

as the dust is already bad enough with  
the section to our residence. The dust is  
a cause for ~~our~~ contamination of our  
drinking water.

.3 The street is used ~~for~~ by many people  
for walking dogs + horse riders and if  
this section is opened would make the  
street unsafe with traffic not slowing.

.4 This would also raise the <sup>precedence</sup> ~~issue~~ for council

I make this solemn declaration under the Oaths Act 2001.

*D. Blazley*

Declared at Westbury  
(place)

on 17/10/15  
(date)

*[Signature]*  
(Signature)

Before me Karen GRIFITHS Constable 2270  
(Justice, Commissioner for Declarations or ~~authorised person~~) Deloraine Police

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Denise Blazley

of (residential address) 115 Reid St

Westbury Tasmania

Occupation .....

do solemnly and sincerely declare that:

of other sections of streets that are  
not open being opened up in the future.

5 We purchased our land for the peaceful area  
and if this street is opened to through  
traffic there would be increased traffic,  
including trucks.

6 To solve the problem of addresses + access  
a name change of the street would be an  
easier fix. (ie West + East Reid St)

I make this solemn declaration under the Oaths Act 2001.

*D. Blazley*

Declared at Westbury  
(place)

on 17/10/15  
(date)

*[Signature]*  
(Signature)

Before me Darren GRIFFITHS Constable 2270  
(Justice, Commissioner for Declarations or authorised person) Deloraine Police

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Rodney Blazley

of (residential address) 115 Reid Street

Westbury Tasmania

Occupation Truck Driver

do solemnly and sincerely declare that:

I am opposed to the section of Reid Street  
between Pensioners Row & Veterans Row  
being opened to through traffic.

I make this solemn declaration under the Oaths Act 2001.

Declared at Westbury   
(place)

on 17/10/15  
(date)

  
(Signature)

Before me Karen GRIFFITHS Constable 2270  
Deloraine Police  
(Justice, Commissioner for Declarations or authorised person)



page 1

**STATUTORY DECLARATION**  
**OATHS ACT 2001**

I (full name) ..... Gerard Stoffelen .....  
of (residential address) ..... 128 Reid St Westbury 7303 Tas .....  
Occupation ..... Print Finisher .....

do solemnly and sincerely declare that:

Some of the reasons that I am against opening up Reid St Westbury are:

- ① That I bought this property for its seclusion
- ② If it would be opened, it would have very little benefit to any one.
- ③ Being a gravel Rd it would take a lot more up keep as we already experience problems with potholes etc, with very little traffic.

I make this solemn declaration under the Oaths Act 2001.

Declared at ..... Westbury .....  
(place)

on ..... 19/10/15 .....  
(date)

.....  
(Signature)

Before me ..... Karen Griffiths Constable 2270 Deloraine Police .....  
(Justice, Commissioner for Declarations or authorised person)

Page 2

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Gerard Stoffelen  
of (residential address) 128 Reid St Westbury 7303 Tas  
Occupation Print Finisher

do solemnly and sincerely declare that:

- ④ It would also create a lot of dust with the increase in traffic.
- ⑤ It would not be the same, safe place to walk, as a lot of people use Reid St as a recreational walk way
- ⑥ By keeping the street closed it will also stop "hoans" using it as another race way.

I make this solemn declaration under the Oaths Act 2001.

Declared at Westbury  
(place)

on 19/10/15  
(date)

[Signature]  
(Signature)

Before me Karen GRIFFITHS Westable 2270 Deloraine Police  
(Justice, Commissioner for Declarations or authorised person)

Page 3

**STATUTORY DECLARATION**

**OATHS ACT 2001**

I (full name) ..... Gerard Stoffelen .....  
of (residential address) ..... 128 Reid St Westbury 7303 Tas .....

Occupation ..... Print Finisher .....

do solemnly and sincerely declare that:

A much better solution and a lot cheaper is to re-name the street for example east Reid St and west Reid St so confusion with emergency vehicles can be avoided

I make this solemn declaration under the Oaths Act 2001.

Declared at ..... Westbury .....  
(place)

on ..... 19/10/15 .....  
(date)

.....  
(Signature)

Before me..... Karen GIFFITHS (Constable 2270 Deloraine Police .....  
(Justice, Commissioner for Declarations or authorised person)



**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Kristy Evans

of (residential address) 223 Veterans Row, Westbury.

Occupation Area Manager - Forterra Pty Ltd.

do solemnly and sincerely declare that:

We do not approve of the Reid street road opening. The second reason we do not approve below:

Opening the road means more cars coming through & more risk of theft. It would be easier for the removal of stolen goods & escape with an open road.

Dust from a potential increase in traffic/trucks will impact water & cleanliness of the house. More money would need to be spent on road up-keep as our road already deteriorates

in the winter months with low traffic volume. each end of we believe that is a better solution to the issue by renaming the Reid street.  
I make this solemn declaration under the Oaths Act 2001.

Declared at 223 Veterans Row, Westbury Tass.  
(place)

on the Seventeenth of October 2015.  
(date)

Westbury  
17/10/15

K Evans

(Signature)



Before me KL GRIFFITHS Constable 2270

(Justice, Commissioner for Declarations or authorised person)

Deloraine Police



**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Kristy Evans

of (residential address) 223 Veterans Row, Westbury.

Occupation Area Manager - Forterra Pty Ltd.

do solemnly and sincerely declare that:

We do not approve of the Reid street road opening. The second reason we do not approve below:

Opening the road means more cars coming through & more risk of theft. It would be easier for the removal of stolen goods & escape with an open road.

Dust from a potential increase in traffic/trucks will impact water & cleanliness of the house. More money would need to be spent on road up-keep as our road already deteriorates

in the winter months with low traffic volume. each end of we believe that is a better solution to the issue by renaming the Reid street.  
I make this solemn declaration under the Oaths Act 2001.

Declared at 223 Veterans Row, Westbury Tass.  
(place)

on the Seventeenth of October 2015. Westbury  
(date) 17/10/15

K Evans  
(Signature)

Before me KL GRIFFITHS Constable 2270  
(Justice, Commissioner for Declarations or authorised person) Deloraine Police

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Christy Evans

of (residential address) 223 Veterans Row, Westbury

Occupation Area Manager for Forterra Pty Ltd

do solemnly and sincerely declare that:

I do not approve of the Reid Street Road opening. I purchased a five acre block & dwelling on Veterans Row mainly because it is on a peaceful no-through road. We have horses and dogs and the quiet road means I can ride my horse & walk the dog with low risk of speeding cars & trucks. I personally feel the closed road adds value to my property because people like myself & my partner like to feel safe on quiet roads. We know most of the cars on the road & think opening the road would increase traffic flow.  
HEWANS

I make this solemn declaration under the Oaths Act 2001.

Declared at 223 Veterans Row, Westbury TAS.

(place)

on the Seventeenth of October 2015.

(date)

Westbury  
17/10/15

HEWANS.

(Signature)



Before me  
(Justice, Commissioner for Declarations or authorised person)

Karen GRIFFITHS

Constable 2270  
Deloraine Police



**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Benedict Stephen Drayson Maile

of (residential address) 223 Veterans Row Westbury  
Tasmania 7303

Occupation Farm Manager

do solemnly and sincerely declare that:

I strongly oppose the proposal to join up East and West Reid Street. I feel that it is a ludicrous waste of taxpayers money, and that this idea poses a safety risk to the resident children and animals as it will encourage hoodlums that use the Street and also increase the usage by trucks, turning Reid Street from a quiet residential road to a main traffic route.

I make this solemn declaration under the Oaths Act 2001.

Bmaile

Declared at 223 Veterans Row Westbury Tas 7303  
(place)

on 21/10/2015  
(date)

Bmaile  
(Signature)

Before me Karen Griffiths - Constable 2270  
(Justice, Commissioner for Declarations or authorised person) Debraune Police

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) DEAN GEOFFREY ANYON

of (residential address) 113 Reid ST NESTBURY

Occupation IRRIGATION Scheme operator

do solemnly and sincerely declare that:

I live at 113 Reid ST WE Bought the  
Property because of the DEAD END  
STREET for the LACK OF TRAFFIC  
for the safety of our CHILDREN  
and PRIVACY. A CHANGE OF  
STREET NAME ~~THE~~ LIKE EAST +  
NEST Reid ST would probably Do.

I make this solemn declaration under the Oaths Act 2001.




Declared at WESTBURY

(place)

on 20/10/2015

(date)



(Signature)

Before me Karen GRIFFITHS Constable 2270

(Justice, Commissioner for Declarations or authorised person)

Deloraine  
Police

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Summan Maree Greenhill

of (residential address) 113 Reid St Westbury

Occupation Registered Nurse

do solemnly and sincerely declare that:

I am a resident of 113 Reid St Westbury  
and I am opposed to the opening up of  
the currently closed section of Reid St  
we purchased the property due to its  
private & no through road location  
I suggest that a simple change of street  
name such as East or West Reid St  
would be a much cheaper option  
than opening up the road

I make this solemn declaration under the Oaths Act 2001.

Summan Maree Greenhill

Declared at 20/10/15 - Westbury  
(place)

on 20/10/15  
(date)

[Handwritten Signature]  
(Signature)

Before me Karen GRIFFITHS - Constable 2270  
(Justice, Commissioner for Declarations or authorised person)

Deloraine  
Police

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Tammy Allison Clark

of (residential address) 224 Veterans Row Westbury 7303

Occupation Telephonist

do solemnly and sincerely declare that:

I am opposed to the opening of Reid Street, my reasons are as follows. ① I feel it is an unnecessary waste of funds when a simple solution would be to rename the streets ie 'Veterans Row St' 'Reid St East/West' ② As we are self sufficient in this part of Westbury we rely on tank water, the dust from a new road would contaminate our drinking water once it has settled on our roof space. ③ We initially purchased our property because the area was on a no thru rd, thus eliminating traffic & making life a little more private.

I make this solemn declaration under the Oaths Act 2001.

Declared at 224 Veterans Row Westbury

(place)

on 19th October 2015

(date)

[Signature]  
[Signature]  
(Signature)

Before me Karen GREGGITH - Constable 2270

(Justice, Commissioner for Declarations or authorised person)

Del Oraine  
Police



**STATUTORY DECLARATION**

**OATHS ACT 2001**

I (full name) Tommy Allison Clark

of (residential address) 224 Veterans Row  
Westbury 7303

Occupation Telephonist

do solemnly and sincerely declare that:

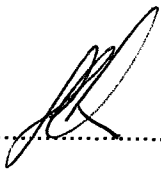

I am opposed to the opening of Reid Street, the closed  
area is used by children riding horses, a walking route  
a push bike path. it in its current state is a safe  
area from thru traffic for people to partake in such  
activities.

I am solely a night shift worker, which requires me  
to be able to sleep during daytime hours. that in itself  
i find difficult enough, the added noise from added  
traffic would make this impossible.

I make this solemn declaration under the Oaths Act 2001.

Declared at 224 Veterans Row Westbury  
(place)

on 19th October 2015  
(date)

  
  
(Signature)

Before me Karen GRIFFITHS - Constable 2270  
(Justice, Commissioner for Declarations or authorised person) Deloraine  
Police

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) ..... Tommy Allison Clark .....

of (residential address) ..... 224 Veterans Row .....

..... Westbury 7303 .....

Occupation ..... Telephonist .....

do solemnly and sincerely declare that:

I am opposed to the opening of Reid Street.  
When I initially purchased property I did so taking into account the needs of my 12 Show dogs. I found a house on a quiet street, applied & was granted a kernel licence - we do our ultimate best to manage our dogs in a quiet manner as not to disturb our neighbours with barking and too much excitement from the dogs. With added traffic I would be concerned about the dogs making noise barking at cars going by thus upsetting our so far wonderful neighbors.

I make this solemn declaration under the Oaths Act 2001.

Declared at ..... 224 Veterans Row Westbury .....  
(place)

on ..... 19th October 2015 .....  
(date)

.....  
(Signature)

Before me ..... Karen GRIFFITHS - Constable 2276 .....  
(Justice, Commissioner for Declarations or authorised person) Deloraine Police

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Matthew Shaun + Margaret Joy Johnson

of (residential address) 112 Reid Street

Westbury

Occupation Farm Manager / Teacher Assistant

do solemnly and sincerely declare that:

We both reside at the address stated above and have for the past 9 years. The main reason we purchased this property was because of the no-through road !!! hence it being a safe and quite area for our children.

We strongly object to the opening of this road. P.T.O ->

I make this solemn declaration under the Oaths Act 2001.

*Matthew Johnson*

Declared at Westbury  
(place)

on 30/0/15  
(date)

*[Signature]*  
(Signature)

constable 2270

Before me Kara GRIFFITHS Deloraine Police

(Justice, Commissioner for Declarations or authorised person)



STATUTORY DECLARATION  
OATHS ACT 2001

I (full name) Matthew Shaun + Margaret Joy Johnson

of (residential address) 112 Reid Street

Westbury

Occupation Form Manager / Teacher Assistant

do solemnly and sincerely declare that:

- Reasons against:
1. It will create excess dust leading to pollution to our drinking water as we rely on tank water only...
  2. Increased noise volume to this peaceful area in which we live.
  3. Unnecessary cost and maintenance for the local council, money that could be used elsewhere, as it is

I make this solemn declaration under the Oaths Act 2001.

*M Johnson / M Johnson*

Declared at Westbury  
(place)

on 30/10/15  
(date)

*[Signature]*  
(Signature)

Before me Karen GRIFFITHS Whistable 2270  
(Justice, Commissioner for Declarations or authorised person) Delzaine Police





STATUTORY DECLARATION  
OATHS ACT 2001

I (full name) Matthew Shaun + Margaret Joy Johnson  
of (residential address) 112 Reid Street  
Westbury  
Occupation Farm Manager / Teacher Assistant


do solemnly and sincerely declare that:

an un-made road and to my  
knowledge never been a real road.  
4. It would also be unsafe for  
a large number of locals as this  
area is used daily by walkers,  
bike riders and horse riders, much would  
need to be done to make it safe.  
A simple name change on either end  
would address the concern.

I make this solemn declaration under the Oaths Act 2001. *M. Johnson*

Declared at Westbury  
(place)

on 30/10/15  
(date)

  
(Signature) Delance Police

Before me Karen GRIFFITHS Constable 2270  
(Justice, Commissioner for Declarations or authorised person)

**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) Manyann Emma Smink  
of (residential address) 88 Reid Street  
Westbury Tasmania  
Occupation Clerk

do solemnly and sincerely declare that:

I believe the opening of Reid Street between  
Ritchie Street & Marriott Street to be a  
waste of rate payers money.

I bought my home at 88 Reid  
Street in Westbury as it ~~was~~ is a  
private area and a quiet location.

My husband, David Smink and I  
mow the grass on the area in question  
so users have a pleasant area to use.

I make this solemn declaration under the Oaths Act 2001.

Declared at Westbury  
(place)

on 26/10/15  
(date)

[Signature]  
(Signature)

Before me Kare GRIFFITHS Constable 2270  
(Justice, Commissioner for Declarations or authorised person) Delsaine  
Police



**STATUTORY DECLARATION  
OATHS ACT 2001**


I (full name) ..... Manyan Emma Smink  
of (residential address) ..... 88 Reid Street  
..... Westbury  
Occupation ..... Clerk

do solemnly and sincerely declare that:

As we live on a dead end street  
we are aware of the regular  
traffic to neighbouring properties.  
We pride ourselves on looking after our  
neighbours and vice versa. I believe the  
opening of Reid Street would impede the  
"neighbourhood watch" feature that we all  
enjoy. The safety and security of our  
homes would be in jeopardy

I make this solemn declaration under the Oaths Act 2001.

Declared at ..... Westbury  
(place)



on ..... 26/10/15  
(date)

.....   
(Signature)

Before me ..... Karen GRIFFITH Worah 2270  
(Justice, Commissioner for Declarations or authorised person) Debraine  
Polue

**STATUTORY DECLARATION**

**OATHS ACT 2001**

I (full name) ..... <sup>Emma</sup> Maryann Smink .....

of (residential address) ..... 88 Reid Street .....

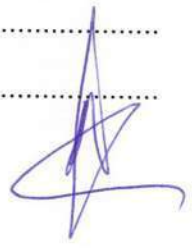
..... Westbury .....

Occupation ..... Clerk .....

do solemnly and sincerely declare that:

I, like many people rely on the safety of the grassed area for recreation use. Many people can be seen enjoying the safety & peacefulness of the section of grass between Ritchie St & Marriott St to walk their dogs, ride their horse & general exercise.

I make this solemn declaration under the Oaths Act 2001.



Declared at ..... Westbury .....

(place)

on ..... 26/10/15 .....

(date)

.....  .....

(Signature)

Before me ..... Karen BELFITHS Constable 2270 .....

(Justice, Commissioner for Declarations or authorised person)

Deloraine Police



# STATUTORY DECLARATION OATHS ACT 2001

I (full name)..... Mayann Emma Smink.....

of (residential address)..... 88 Reid Street.....

..... Westbury.....

Occupation..... Clerk.....

do solemnly and sincerely declare that:

The dust created by the increase of traffic on Reid street would be a health risk to ourselves.

We rely on rain water for our home use, and the dust contamination to have an effect on our health.

I make this solemn declaration under the Oaths Act 2001.

Declared at..... Westbury.....  
(place)

on..... 26/10/15.....  
(date)

.....  
(Signature)

Before me..... Karen BRIFFITHS Constable 2270.....  
(Justice, Commissioner for Declarations or authorised person) Deloraine  
Police

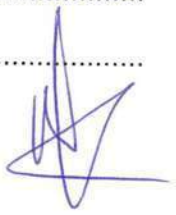
**STATUTORY DECLARATION  
OATHS ACT 2001**

I (full name) ..... Manyann Emma Smink  
of (residential address) ..... 88 Reid Street  
..... Westbury  
Occupation ..... Clerk

do solemnly and sincerely declare that:

I believe the cost of establishing and maintaining a peice of road in Reid St. between Ritchie St & Marriot St would be better spent maintaining the roads that we currently have in place. Where as a simple change of name to the current road would be far more cost effective to the council and it's rate payers

I make this solemn declaration under the *Oaths Act 2001*.



Declared at ..... Westbury  
(place)

on ..... 26/10/15  
(date)

.....   
(Signature)

Before me ..... David Bliffith Winstable 2270  
(Justice, Commissioner for Declarations or authorised person) Deloraine  
Police



## **INFRA 2 WILLIAM STREET BUS SHELTER**

### **1) Introduction**

The purpose of this report is for Council to approve the installation of a bus shelter in William Street, Westbury, and consider taking ownership of this asset donated as an initiative from the Lions Club of Westbury.

### **2) Background**

Council has received a request from the Lions Club of Westbury who are wanting to replace the old timber bus shelter that was located outside Number 66, William Street. This timber structure was demolished and removed in early 2014 after being damaged by a tree branch.

The original shelter was of all timber construction and was approximately 30 years of age. Photo 1 and 2 below shows images taken by the Works crews of the original shelter following damage caused by the fallen tree branch.



**Photo 1 and 2 : Damage to existing timber bus shelter**

The replacement structure will make use of the existing concrete pad that remains from the original shelter. Photos 3 and 4 show the location on William Street and the existing concrete pad at that location.



**Photo 3: Aerial photo showing the location of the shelter in William Street**



**Photo 4: Existing concrete slab in William Street**

Some additional works such as minor asphaltting is expected to be undertaken in William Street in front of the existing slab should Council approve installation of the shelter in this location. In this instance it is proposed that Council undertakes the asphaltting work.

The Lions Club of Westbury is proposing to construct the shelter using a design similar to the shelter which was constructed in 2012 on Albuera Street near the Mary Street intersection. The design will be modified to suit the dimensions of the existing concrete slab, however, will not be as large as the original shelter. Photo 5 shows the shelter constructed in 2012 on Albuera Street immediately to the east of the intersection with Mary Street.





**Photo 5: Existing shelter in Albuera Street**

Westbus currently collects a couple of children from the William Street location for Hagley and Prospect schools and the number of children does fluctuate from year to year. However, it could be reasonably expected that the number of children collected from this location could increase if a new shelter is constructed.

A decision on this agenda item was deferred at the August Ordinary Meeting of Council. At Council's workshop in October, additional information was provided to Council in respect to feedback from property owners and residents in William Street, between King and Dexter Streets, advice from Heritage Tasmania and indicative options only for the design of the shelter to be more sympathetic to the heritage of the area. It is also noted that the cost of construction of a shelter in Campbell Town, that is considered to be of good design, was approximately \$14,000. The Lions Club of Westbury has indicated it would be able to contribute labour within the skill levels of members for fabrication and installation of a simple structure. Furthermore, Westbus has indicated that currently 4 children are picked up from this location and taken to Hagley Primary School on school days.

### **3) Strategic/Annual Plan Conformance**

Furthers the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future Direction (6) – Planned infrastructure services

#### **4) Policy Implications**

Policy 75 – Community Organisations Regulatory Fees Refund Scheme will assist in the refund of fees to 'not for profit' community organisations.

Policy 78 – New and Gifted Assets helps guide Council in making an informed decision regarding the long term implications of ownership of assets including new and donated assets.

#### **5) Statutory Requirements**

Council approval is required for work undertaken in the road reserve and building approval is required for the construction of the shelter.

#### **6) Risk Management**

Risk management plays an important part in Council's Asset Management activities. Through the embedded risk management practices, Council can ensure that the inherent risks that are associated with asset ownership are minimised.

#### **7) Consultation with State Government and other Authorities**

Not Applicable

#### **8) Community Consultation**

The Lions Club of Westbury has contacted Council and requested Council accept this donated asset. The Lions Club has been informed that Council will consider this request in line with our New and Gifted Asset Policy.

#### **9) Financial Impact**

The upfront capital costs which include an estimated \$1,500 in materials value from the Lions Club, the construction of an asphalt path from the existing slab to the edge of road, traffic management and building fees and charges (which may be refunded) would be approximately \$3,000 for this asset.

The estimated Whole of Life costs include an annual cost to Council of around \$341 per annum for operational and maintenance costs (including depreciation). It is anticipated that \$13,230 will be required over the expected 30 year life of the asset. A summary of costs is shown in the Table 1.

Cost Benefit Summary			
<b>Project Title:</b>	William Street Bus Shelter		
<b>Executive Summary:</b> Request from Lions Club of Westbury to replace a bus shelter located on William Street Westbury opposite the Uniting Church.			
Details			
<i>Upfront Capital Costs:</i>		\$3,000	<b>Funding of Annual Council Operations</b>
Net Annual Council Cost:		\$341	Rates
Total Whole of Life cost:		\$13,230	Users
Average Yearly Use:		950 <i>Assume 5 children per day</i>	Other
Usage Cost:		\$0.36 <i>Cost per person/day</i>	Details:
			total
			100%

**Table 1 – Cost Benefit Summary**

## 10) Alternative Options

Council can elect to not approve the recommendation.

## 11) Officers Comments

The construction of the shelter will be undertaken off site, but the installation including its cladding is planned to be undertaken on site by volunteers from Lions on a weekend. Council's Works Department will be required to provide some resources to assist with the installation, for example traffic management.

The proposed structure will be a simple design and will provide adequate amenity for children. However, Council may give consideration to the aesthetics of this proposal and whether this fits the William Street streetscape.

Attached to this report is a copy of the letter received from the Lions Club of Westbury.

**AUTHOR:** Dino De Paoli  
DIRECTOR INFRASTRUCTURE SERVICES

## 12) Recommendation

***It is recommended that Council:***

- 1) Approve the installation of the bus shelter on the existing concrete slab outside No.66 William Street, and***
- 2) Take ownership of the shelter donated by the Lions Club of Westbury***

## **Motion from August Meeting**

Cr Mackenzie moved and Cr Synfield seconded ***that Council:***

- 1. Approve the installation of the bus shelter on the existing concrete slab outside No.66 William Street, and**
- 2. Take ownership of the shelter donated by the Lions Club of Westbury."**

**As a procedural motion Cr Richardson moved "that the item be deferred."**

**The procedural motion was declared CARRIED with Councillors King, Perkins, Richardson, Synfield and Youd voting for the motion and Councillors Kelly and Mackenzie voting against the motion.**

## **DECISION:**

## **INFRA 3 REVIEW OF POLICY NO. 14 - FENCING – COUNCIL OWNED LAND**

### **1) Introduction**

The purpose of this report is to seek Council approval for the reviewed Policy No. 14 Fencing – Council owned land.

### **2) Background**

This Policy was designed to define when Council would share the cost of boundary fencing with owners of property adjoining Council owned land. The Policy was written to reflect the requirements of councils as outlined in the Boundary Fences Act 1908.

### **3) Strategic/Annual Plan Conformance**

The Annual Plan provides for the review of this policy in the December 2015 quarter.

### **4) Policy Implications**

The process of policy review ensures that policies remain up to date and relevant.

### **5) Statutory Requirements**

Boundary Fences Act 1908

### **6) Risk Management**

There is considerable financial risk associated with Council taking on additional responsibilities for the maintenance of fences beyond what is required in the Boundary Fences Act 1908.

### **7) Consultation with State Government and other Authorities**

Not Applicable

### **8) Community Consultation**

Not Applicable

### **9) Financial Impact**

Not Applicable

## 10) Alternative Options

Council can elect to amend or discontinue the existing policy.

## 11) Officers Comments

The current policy outlines, but does not define, that Council will share the cost of maintaining a boundary fence where;

*'Council (has) instigated a higher impact or intensified development close to an adjoining landowner without a sufficient buffer.'*

It is suggested in the current policy that the above guideline is in accordance with the Act. The Act stipulates that the fencing of public reserves is exempt from co-contribution from the local governing body. The Act does not outline a situation where the authority shall contribute to the maintenance or erection of a fence within a public reserve.

It is recommended that this guideline is removed from the policy due to the ambiguity around the guideline due to a lack of defined parameters around "higher impact or intensified development". Taking the requirements of the Act into account, Council can review such circumstances where an adjoining property owner seeks part payment from Council for fence construction on a case by case basis.

The revised policy was reviewed by Council's Audit Panel in September 2015. The Panel Chairman did not recommend any changes to the revised policy.

It is proposed that the Policy be reviewed in four (4) years time.

**AUTHOR:** Dino De Paoli  
DIRECTOR INFRASTRUCTURE SERVICES

## 12) Recommendation

***It is recommended that Council adopts the revised Policy 14 Fencing – Council owned land as follows:***

# POLICY MANUAL

**Policy Number: 14**

**Fencing – Council owned land**

**Purpose:**

To outline the circumstances in which Council will share the cost of boundary fences with



other property owners.  
**Department:** Infrastructure Services  
**Author:** Ted Ross, Dino De Paoli, Director  
**Council Meeting Date:** 9<sup>th</sup> October 2012-10 November 2015  
**Minute Number:** 170/2012  
**Next Review Date:** ~~October 2015~~ **November 2019**

## POLICY

### 1. Definitions

Nil.

### 2. Objective

To outline the circumstances in which Council will share the cost of boundary fences with other property owners.

### 3. Scope

This policy applies to the Council, its employees and any land owner adjacent to Council owned land.

### 4. Policy

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

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

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

## **5. Legislation**

The policy conforms with the Tasmanian Boundary Fences Act 1908.

## **6. Responsibility**

Responsibility for the operation of this policy rests with the Director Infrastructure Services.

## **DECISION:**

**ITEMS FOR CLOSED SECTION OF THE MEETING:**

Councillor xx moved and Councillor xx seconded ***“that Council move into Closed Sessions to discuss the following items.”***

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 13 October, 2015.

**GOV 7 Leave of Absence**

(Reference Part 2 Regulation 15(2)(h) Local Government (Meeting Procedures) Regulations 2015)

The meeting moved into Closed Session at x.xxpm

Cr xxx moved and Cr xxx seconded ***“that Council move out of Closed Session and endorse those decisions taken while in Closed Session.”***

The meeting re-opened to the public at x.xxpm

Cr xxx moved and Cr xxx seconded ***“that the following decisions were taken by Council in Closed Session and are to be released for the public’s information.”***

The meeting closed at .....

.....  
CRAIG PERKINS (MAYOR)