

Meander Valley Council

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

ORDINARY AGENDA

COUNCIL MEETING

Tuesday 9 February 2016

COUNCIL MEETING VISITORS

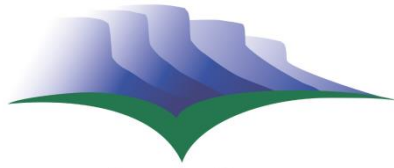
Visitors are most welcome to attend Council meetings.

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.



Meander Valley Council

WORKING TOGETHER

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 9 February 2016 at 1.30pm.**

Greg Preece
GENERAL MANAGER

Table of Contents

CONFIRMATION OF MINUTES:.....	5
COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:.....	5
ANNOUNCEMENTS BY THE MAYOR:.....	6
DECLARATIONS OF INTEREST:.....	6
TABLING OF PETITIONS:.....	6
PUBLIC QUESTION TIME.....	8
COUNCILLOR QUESTION TIME.....	8
DEPUTATIONS BY MEMBERS OF THE PUBLIC.....	9
NOTICE OF MOTIONS BY COUNCILLORS.....	9
DEV 1 LETTER TO MINISTER FOR PLANNING	11
GOV 1 NOTICE OF MOTION – MARCH 2016 COUNCIL MEETING DATE AND TIME – CR TANYA KING	15
GOV 2 REVIEW OF POLICY NO 29 – LEAVE OF ABSENCE FROM MEETINGS	18
GOV 3 2015-2016 COMMUNITY GRANTS APPLICATION ASSESSMENTS – ROUND 3 JANUARY 2016.....	22
ED & S 1 BASS HIGHWAY SIGNAGE AT WESTBURY.....	26
ED & S 2 NATURAL RESOURCE MANAGEMENT COMMITTEE CHARTER AMENDMENTS.....	32
ED & S 3 NOTICE OF MOTION - NBN EXTENSION INFORMATION – CR ANDREW CONNOR.....	38
ED & S 4 NOTICE OF MOTION – SCHOOL TRANSPORT - CR TANYA KING	41
CORP 1 REVIEW OF POLICY NO 71 – INVESTMENT OF SURPLUS COUNCIL FUNDS.....	44
INFRA 1 WASTE MANAGEMENT STRATEGY 2016-2020	49
INFRA 2 REVIEW OF POLICY NO 13 – SUBDIVISION SERVICING.....	52
INFRA 3 REVIEW OF POLICY NO 78 – NEW AND GIFTED ASSETS.....	56
ITEMS FOR CLOSED SECTION OF THE MEETING:.....	62
CONFIRMATION OF MINUTES OF THE CLOSED SESSION OF THE ORDINARY COUNCIL MEETING HELD ON 19 JANUARY, 2016.....	62
GOV 4 LEAVE OF ABSENCE.....	62
ED & S 5 MEANDER SCHOOL EXPRESSION OF INTEREST PROCESS.....	62

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 9 February 2016 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 19 January, 2016, be received and confirmed.”***

COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
27 January 2016	<ul style="list-style-type: none"> • Draft Waste Management Strategy • Capital Works Program – Additional Projects • Liffey River Reserve & Camping Area • Enterprise Agreement • Agfest – Regulatory Compliance • Council Attendance at Agfest 2016 • Meander School Site Future Use • Tasmanian Planning Scheme • Draft Building Regulatory Framework Changes • Hadspen Urban Growth Area – Update • Bushfire Update – Tas Police

ANNOUNCEMENTS BY THE MAYOR:

Sunday 24 January 2016

Accepted an Invite from Tasmania's Acting Chief Fire Officer to fly over bush fire affected areas

Monday 25 January 2016

Attended a bush fire briefing at SES northern headquarters

Tuesday 26 January 2016

Australia Day and Volunteer Recognition Awards for 2016

Wednesday 27 January 2016

Council workshop

Thursday 4 February 2016

Attended the commencement of Workshop 1 for the Deloraine ODP

Friday 5 February 2016

Attended TasWater Owners Representatives Quarterly Briefing – Northern Region

DECLARATIONS OF INTEREST:

TABLING OF PETITIONS:

Nil

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.

For further information please telephone 6393 5300 or visit www.meander.tas.gov.au

PUBLIC QUESTION TIME

1. QUESTIONS TAKEN ON NOTICE – JANUARY 2016

Nil

2. QUESTIONS WITHOUT NOTICE – FEBRUARY 2016

COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – JANUARY 2016

1.1 Cr Rodney Youd

Is dogwood (tree) listed by Council as vegetation that is endangered?

Response by Martin Gill, Director Development Services

In Tasmania threatened vegetation species are listed under the Threatened Species Protection Act 1995.

The list and the related Act are managed by the Department of Primary Industry, Parks, Water and Environment.

A planning permit is required to remove threatened species under the provisions of the Meander Valley Interim planning Scheme 2013.

Five subspecies of Dogwood (Pomaderris) are listed as rare or endangered in Tasmania, these include:

- ***Small leafed dogwood***
- ***Lemon dogwood (rare, found in Tasmania and on the mainland)***
- ***Bassian dogwood***
- ***Shining dogwood***
- ***Moleskin dogwood (endangered, only found in Tasmania)***

The narrow leaf dogwood is not listed as threatened species.

The lemon dogwood and narrow leaf dogwood are present in the Meander Valley area.

2. COUNCILLOR QUESTIONS ON NOTICE – FEBRUARY 2016

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – FEBRUARY 2016

DEPUTATIONS BY MEMBERS OF THE PUBLIC

NOTICE OF MOTIONS BY COUNCILLORS

GOV 1	CR TANYA KING – MARCH 2016 COUNCIL MEETING
ED & S 3	CR ANDREW CONNOR – NBN EXTENSION INFORMATION
ED & S 4	CR TANYA KING – SCHOOL TRANSPORT

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."

DEV 1 LETTER TO MINISTER FOR PLANNING

1) Introduction

The purpose of this report is to seek Council approval for the Mayor to write to the Minister for Planning regarding the planning scheme amendment for the Strathroy land.

2) Background

On two separate occasions during 2015 the City of Launceston considered an application to rezone and subdivide land at 574 Meander Valley Road, Prospect (Strathroy land), to facilitate the development of an industrial estate.

On both occasions the City of Launceston resolved not to initiate the proposed planning scheme amendment.

This decision appears to go against the strategic land use planning objectives set out in the Greater Launceston Plan.

The City of Launceston made a very significant investment in the Greater Launceston Plan in order to provide an informed and sound platform for managing and encouraging growth in the region.

Meander Valley Council participated in the development of the Greater Launceston Plan:

- through membership of the project steering committee.
- by providing background material to the consultant,
- by providing ongoing feedback to earlier iterations of the plan
- making two formal submissions.

Meander Valley Council also resolved to endorse the final draft Greater Launceston Plan at the request of the City of Launceston.

The Greater Launceston Plan identifies the Strathroy land as a key strategic site for future development and states that it would:

- facilitate a new industrial park and employment node to service the south west corridor, Hadspen, Prospect, and Blackstone Heights
- provide a diversity of sites within a planned industrial park to accommodate new activities which may require specific buffer provisions together with transport based activities and environmental management services

- provide land for a regional employment node oriented towards sustainable / innovative industry and development

The development of the Strathroy land is a key element of the Greater Launceston Plan and key part of the plan to transform the centre of Launceston.

Meander Valley Council has supported the proposed planning scheme amendment because we continue to be an advocate for the strategic land use planning that Launceston initiated and led through the development of the Greater Launceston Plan.

3) Strategic/Annual Plan Conformance

Furthers the objectives of the Community Strategic Plan 2014 to 2024 in particular:

- Future Direction (1): A sustainable natural and built environment
- Future Direction (2): A thriving local economy

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

Council can elect to not send a letter to the Minister or amend the draft letter

11) Officers Comments

The National Urban Policy makes the following statement about land use planning:

The shape of our cities cannot be changed quickly or easily, and yet planning and shaping of our cities has profound economic, environmental and social consequences. There are several ways to maximise yields on land use, improve productive capacity, and leverage investments in infrastructure. One such means is to increase densities surrounding transport corridors, interchanges, and activity centres. (National Urban Policy)

The location and potential development of the Strathroy land offers a number of clear strategic benefits for Launceston and the region, including investments in infrastructure, maximising the effectiveness of the existing transport network and improving productive capacity for local industry.

The Northern Tasmania Industrial Land Strategy in reference to the National Urban Policy includes the following recommendation:

Industrial precincts should support the co-location of appropriate industrial uses to promote innovation. Precincts need to be strategically positioned to ensure better (alternative) use of available industrial land.

The National Urban Policy and the statement above include a number of key points that emphasise the importance of supporting a process to assess the merits of rezoning the Strathroy land. Cities cannot be changed quickly, but planning and then initiating the process that will enable change are critical steps toward the type of economic growth that change can facilitate.

It is important that the opportunity to properly consider the merits of the Strathroy land is not lost. Meander Valley Council should encourage the Minister for Planning to work with the City of Launceston and initiate the planning scheme amendment to rezone the Strathroy land and let the community and private sector debate the merits of the proposal.

AUTHOR: Martin Gill
DIRECTOR DEVELOPMENT SERVICES

12) Recommendation

It is recommended that that Mayor writes to the Minister for Planning encouraging him to direct the City of Launceston to initiate a planning scheme amendment to consider the merits of the Strathroy land proposal.

DECISION:

GOV 1 NOTICE OF MOTION – MARCH 2016 COUNCIL MEETING DATE AND TIME – CR TANYA KING

1) Introduction (Cr Tanya King)

The purpose of this report is for Council to consider rescinding Minute No 441/2015 regarding the moving of the March 2016 Council meeting to Prospect Vale and commencing at a later time of 6.00pm (as per amended motion).

2) Background (Cr Tanya King)

Council's approval is sought to consider the information provided from the Questions Without Notice asked at the December meeting and answered in the January 2016 Agenda of Council relating to the expenses incurred by our ratepayers in order to hold a meeting outside the Council Chambers, Westbury, and at a time other than a regular meeting time.

The tangible costs total \$1840.

The other costs that are not easily assigned a dollar value include, but are not limited to:

- Having Directors and officers working outside normal office hours, creating voids in working hours due to Time in Lieu;
- The impost on office staff to transport relevant equipment and set it up in another venue.

Information from the last two meetings held at Prospect Vale from the official Visitors Book indicate:-

8 March, 2011 – 4 in attendance

13 March 2012 – 22 in attendance (2 Prospect Vale planning matters)

In the event that 4 visitors attend the meeting as they did in 2011, that would be a cost of \$460 per visitor.

Additionally the community are accustomed to meetings being held on Tuesday afternoons in Westbury. It is possible that the change will promote disruption by not being held at the regularly accepted time and venue.

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 1993 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 2015.

6) Risk Management

A risk from a work, health and safety point of view – additionally driving at night and concentration levels after a long day.

7) Consultation with State Government and other Authorities

Not Applicable

8) Community Consultation

Not Applicable

9) Financial Impact

The tangible costs associated with holding the meeting at Prospect Vale are \$1840.

10) Alternative Options

Council can choose to hold meetings on different dates.

11) Officers Comments

From an operation perspective it is easier to arrange and support a Council meeting at Westbury during the afternoon.

In regards to minute taking the Administrative Officer will undertake this role as the Personal Assistant will be away on sick leave. This officer lives at Meander so it will mean a night drive after the meeting.

AUTHOR: Greg Preece
GENERAL MANAGER

12) Recommendation (Cr Tanya King)

It is recommended that Council rescind Minute Number 441/2015 of November, 2015, relating to the March 2016 Council meeting and that the March 2016 Council meeting be held at the Council Chambers, Westbury, at 1.30pm.

DECISION:

GOV 2 REVIEW OF POLICY NO 29 – LEAVE OF ABSENCE FROM MEETINGS

1) Introduction

The purpose of this report is for Council to review Policy No. 29 – Leave of Absence from Meetings.

2) Background

This policy has been in place since 2005 and was last reviewed in February 2013.

The purpose of this policy is to outline the process for determining applications by councillors for leave of absence.

Council's Management Team and the Audit Panel have both reviewed the policy and have recommended that this policy be discontinued as it is adequately covered in existing legislation.

3) Strategic/Annual Plan Conformance

The Annual Plan provides for the review of this policy in the March 2016 quarter.

4) Policy Implications

The process of policy review will ensure that policies are up to date and appropriate.

5) Statutory Requirements

Leave of absence requirements are outlined in Section 39 of the Local Government (Meeting Procedures) Regulations 2015.

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 elect to continue or amend Policy No. 29 – Leave of Absence from Meetings.

11) Officers Comments

As previously stated the Policy and the recommendation to discontinue it were presented to a meeting of the Audit Panel held on 18 December 2015. The Panel supported the recommendation contained in this report.

A copy of Section 39 of the Local Government (Meeting Procedures) Regulations 2015 is attached for Councillors information.

AUTHOR: David Pyke
DIRECTOR GOVERNANCE & COMMUNITY SERVICES

12) Recommendation

It is recommended that Council discontinue the following Policy No. 29 – Leave of Absence from Meetings:-

POLICY MANUAL

Policy Number: 29

Leave of Absence from Meetings

Purpose:

To outline the process for determining applications by Councillors for leave of absence.

Department:

Governance

Author:

General Manager

Council Meeting Date:

12th February 2016

Minute Number:

32/2013

Next Review Date: **February 2016**

POLICY

1. Definitions

Nil.

2. Objective

The purpose of this policy is to ensure that there is a clear and consistent process for determining applications by Councillors for leave of absence.

3. Scope

This policy applies to all elected members of Council.

4. Policy

A Councillor is required to make an application in writing for leave of absence from a council meeting. The application is to provide sufficient detail to enable the Council to be reasonably able to determine if the application should be granted. Approval will not be unreasonably withheld.

Where practical the application is to be submitted at least 7 days prior to the meeting to enable it to be listed on the agenda. Late applications will be considered at Council's discretion.

In circumstances where it is not practical for the Councillor to be able to make an application the Council may decide to grant leave of absence if there are extenuating circumstances.

5. Legislation

Schedule 5 of the Local Government Act 1993 provides that the Minister may only remove a councillor from office if the councillor is absent without leave from 3 consecutive ordinary meetings of the Council.

Section 39 of the Local Government (Meeting Procedures) Regulations 2005 also refers to the Leave of Absence requirements.

6. Responsibility

The General Manager is responsible for administering this policy.

DECISION:

Local Government (Meeting Procedures) Regulations 2015
Statutory Rules 2015, No. 38

r. 37

Part 3 – General Provisions

PART 3 – GENERAL PROVISIONS

37. Other procedures

- (1) A council may determine any other procedures relating to meetings it considers appropriate.
- (2) Despite subregulation (1), a council may not determine that a councillor may attend a meeting in any manner that does not consist of the person attending the meeting in person.

38. Invitations to address meeting

- (1) The chairperson of a meeting, including a closed meeting, may invite a person –
 - (a) to address the meeting; and
 - (b) to make statements or deliver reports to the meeting.
- (2) An invitation under subregulation (1) may be subject –
 - (a) in the case of a council meeting, to any condition the council may impose; or
 - (b) in the case of a council committee meeting, to any condition the council, or the council committee, may impose.

39. Leave of absence

- (1) If a councillor wishes to take a leave of absence in respect of one or more meetings, the

Local Government (Meeting Procedures) Regulations 2015
Statutory Rules 2015, No. 38

Part 3 – General Provisions

r. 40

councillor, or the chairperson on behalf of the councillor, may request that leave of absence.

- (2) At a meeting –
 - (a) the council may grant a request for a leave of absence from one or more of its meetings or one or more council committee meetings, or both; and
 - (b) a council committee may grant a request for a leave of absence from one or more of its meetings.
- (3) A leave of absence may not be granted retrospectively.
- (4) The purpose of the leave of absence and the period involved are to be recorded in the minutes.

40. Suspension from meeting

- (1) The chairperson of a meeting may suspend a councillor from part or all of the meeting if the councillor –
 - (a) makes a personal reflection about another councillor or an employee of the council and refuses to apologise; or
 - (b) interjects repeatedly; or
 - (c) disrupts the meeting and disobeys a call to order by the chairperson.

GOV 3 2015-2016 COMMUNITY GRANTS APPLICATION ASSESSMENTS – ROUND 3 JANUARY 2016

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 third 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: Councillor Tanya King, Councillor Ian Mackenzie, Vicki Jordan (Community Officer), Jonathan Harmey (Acting Corporate Services Manager) and support officers: Patrick Gambles (Community Development Manager) and Merrilyn Young (Grants Administrator) met on 27 January 2016 to consider the applications received.

3) Strategic/Annual Plan Conformance

Further 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 October-December 2015:

Name	Resident in	Purpose	\$	
Zane	Arnold	Deloraine	School Sport Australia Championships - ACT	125
Samuel	Cullen	Prospect Vale	Tas Schools Swim Team - Pacific School Games - SA	250
Conall	McCormack	Prospect Vale	2016 National Futsal Championships - NSW	125
Lailani	Pybus	Blackstone	Aus School Sport Track & Field Champs - VIC	125
Meg	Sauerwald	Prospect Vale	Girls' Touch Football - Pacific School Games - SA	250
				875

Grant Applications and Sponsorship Requests from Organisations

Eight applications were received totalling requests of \$18,120. 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
		\$	\$	\$
Australian Italian Club	Defibrillator & Training	3810	3000	3000
Carrick Speedway Promotions	Security Lighting	3730	3000	2000
Lions Club of Riverside	Special Needs Magic Show	220	220	220*
Prospect Hawks JFC	Under 8 Mini-League	10866	3000	1800
Prospect Park Sports Club	Recognition Project	3147	1500	1500
Van Diemens Street Rod Club	Deloraine Street Car Show	6043	3000	3000*
Westbury Com. Health Centre	Women's Ride Event	2118	1400	900
Westbury Rec. Ground Com.	Public BBQ Facility	8000	3000	0
TOTAL		37,934	18,120	12,420

* These two applications have been funded in advance of the February Council meeting in order to meet their respective timeframes - with the approval of Council's General Manager.

Seven grant allocations are recommended for approval by Council equalling \$12,420. These have a total project cost of \$37,934 plus voluntary labour estimated in excess of \$20,000 (calculated @ \$20 per hour).

One application was not supported for funding in this Round for the following reason:

Organisation	Project	Grant Requested	Reason
Westbury Rec. Ground Com.	Public BBQ Facility	\$ 3,000	Deferred for consideration in Round 4 as its timeframe is not pressing.

AUTHOR: Patrick Gambles
COMMUNITY DEVELOPMENT MANAGER

12) Recommendation

It is recommended that Council:

- a) notes the Individual Sponsorships approved by the General Manager during the period October - December 2015 and**
- b) endorses the recommendations of the Community Grants Committee and approves the allocation of funds to the applicants as listed in the following table:**

Organisation	Project	Grant Recommended \$
Australian Italian Club	Defibrillator & Training	3000
Carrick Speedway Promotions	Security Lighting	2000
Lions Club of Riverside	Special Needs Magic Show	220
Prospect Hawks JFC	Under 8 Mini-League	1800
Prospect Park Sports Club	Recognition Project	1500
Van Diemens Street Rod Club	Deloraine Street Car Show	3000
Westbury Com. Health Centre	Women's Ride Event	900
TOTAL		12,420

DECISION:

ED & S 1 BASS HIGHWAY SIGNAGE AT WESTBURY

1) Introduction

The purpose of this report is to seek Council's approval for the revised design for Bass Highway signage at Westbury.

2) Background

In an effort to support local businesses and address their concerns about decreasing visitor numbers, Council officers have proposed replacing the existing 'Be Bowled Over' image and tagline signs, with new information and temporary event signs; refer Figure 1.



Figure 1: revised design showing colours, header sign, preferred attractions and event placeholders (Note: not to scale, schematic only)

The signs have been designed through extensive consultation with 29 key stakeholders (including State Government), Councillors, Council officers, as well as 130 local residents and business owners.

The replacement sign design has been discussed with Councillors at the November 2014 Council Workshop, then presented at the April and May

Council Meetings in 2015. The item was deferred twice, to allow for a redesign by a working group of Councillors and Council officers. The motion was resubmitted to elected members at the July Council Meeting where it was moved, before lapsing for want of a seconder.

This item is presented to Council once more in an effort to address concerns of local business and complete a project on which Council officers and others have dedicated a significant amount of resources.

If the proposed replacement is approved then it will result in the removal of four existing signs:

- i. Eastern approach Be Bowled Over
- ii. Western approach Be Bowled Over
- iii. Eastern approach Westbury (*Exton Exit 500m*)
- iv. Western approach Westbury (*Frankford/Exeter Exit 400m*)

The conditions for business placement and use presented in previous reports have not changed:

- Signs promoting upcoming events can include branded colours and logos;
- The temporary corflute signs would be paid for by individual businesses;
- The signs should be designed to include the what, when (date and time) and where required to promote upcoming events, but not include telephone numbers, address details, opening hours, or a website address;
- The sign owner shall meet all costs of artwork, design and manufacture of their corflute signs and, prior to manufacturing their sign, they shall submit the sign design to Council for approval;
- Council will not be responsible for any damage that may occur to the sign owner's temporary sign while attached to the sign structure;
- Event managers may be charged a fee for installation/removal of corflute signs where events are run for profit; and
- Event signs would be displayed for three weeks leading up to an event, with extensions at the discretion of the Director Development Services.

In addition it is recommended that the proposed application process for business to have temporary signs erected is:

- i. The application for a temporary event sign is made to Council's Director of Development Services that includes the applicant's preferred sign content;
- ii. Council provides approved applicant with preferred font sizes, sentence case, as well as contact information for sign manufacturers;

- iii. Applicant arranges manufacture and delivery of sign to Council offices at 26 Lyall Street, Westbury; and
- iv. Council install sign within one week.

3) Strategic/Annual Plan Conformance

Furtheres 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

The replacement of the signs is undertaken under the Roads and Jetties Act 1935.

6) Risk Management

Installing and removing temporary signs near the road reserve poses a risk to Council employees that will be managed by Council's Works Director in consultation with Council's Work, Health and Safety Officer.

7) Consultation with State Government and other Authorities

Feedback and advice from the Department of State Growth (formerly DIER) was sought to test the designs, dimensions and positions. Council will work closely with the Department during installation.

8) Community Consultation

The proposed design was developed through consultation with a subcommittee of Westbury business owners and the Department of State Growth. The design was workshopped with elected members of Council and then included in a survey that was completed by 130 Meander Valley residents, and business owners. The design was further revised by a working group of Councillors and Council officers.

9) Financial Impact

The Department of State Growth has offered to jointly fund the manufacture and installation of the proposed signs, as well as removal of existing signs. Council will therefore be required to fund approximately \$6,375 of the estimated \$12,750 project (both excluding GST). Costs will need to be confirmed once design is approved.

Installation and removal of temporary event signs will have an ongoing operational cost that the Works Director estimates will cost Council around \$60 to install and remove a single event sign.

The cost to event managers for one corflute event sign using Class 2 materials is estimated at \$140 (excluding GST).

10) Alternative Options

Council can elect to leave the 'Be Bowled Over' signs.

11) Officers Comments

The provision of signage structures that enable approved promotion of events may encourage more visitors, and reduce unapproved signs. This in turn may reduce the distraction to passing motorists and risks to members of the public who are regularly erecting/removing illegal signs alongside the highway without correct traffic management processes.

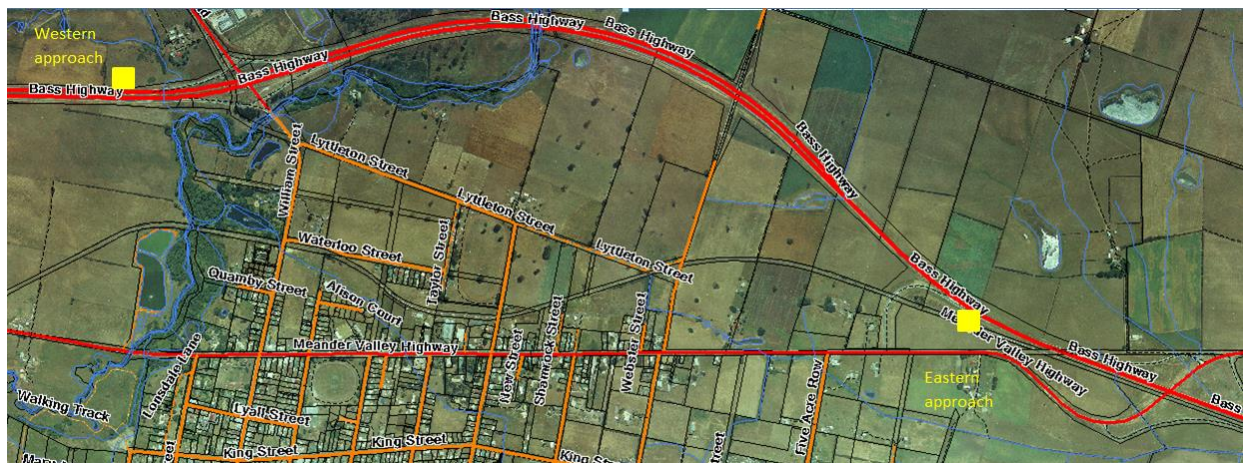


Figure 2: aerial image of Bass Highway near Westbury showing approximate locations of the 2 new Information Signs with Temporary Events

The suggested position of the new signs is just before the first off ramp into Westbury on the eastern approach, and at the start of the lay-by on the western approach; refer Figure 2. The ground at the new locations is level,

and vehicles can be positioned three or more metres off the road. The western lay-by will be closed by the State road authority over the coming months.

The locations have been selected to maximise visibility for passing motorists, maximise accessibility for Council employees when changing signs and to minimise overall risks. Decisions are based on site assessments by Council officers – including a formal assessment of risk by Council's Work, Health & Safety Officer with the Works Director. The entire process has been done in consultation with members of the Traffic Engineering Branch within the Department of State Growth. The exact position of signs will be confirmed with the Department at the time of installation.

The 'Be Bowled Over' signs are proposed to be relocated to the Westbury Recreation Ground. Repurposing the infrastructure will ensure that Council maximise the use of existing resources, increase the promotion of the Recreation Ground and raise the profile of the giant cricket wicket installation.

The probability of the Department of State Growth approving a design that includes a website address – such as www.visitwestbury.org – was investigated with the General Manager of the Department, with the aid of the State Government's Tourism Signs Consultant. They have confirmed that 'any design which includes a website reference will not be acceptable to the Department on road safety grounds'.

The reasoning is as follows:

'The Department's concerns relate to the possible actions drivers may take in response to reading this element of sign content such as braking suddenly, slowing, pulling over and/or reversing to take down the details or to access the internet on smart devices in vehicle. The Department has a duty of care to all road users and considers this policy to be consistent with the right and proper exercise of that responsibility. Website references have not been allowed on any "Welcome" signs erected on the State road network, for the same reasons, including the recent Latrobe signs.'

AUTHOR: Craig Plaisted
PROJECT OFFICER

12) Recommendation

It is recommended that Council replace the existing 'Be Bowled Over' signs with the proposed information and temporary events design shown in Figure 1.

DECISION:

ED & S 2 NATURAL RESOURCE MANAGEMENT COMMITTEE **CHARTER AMENDMENTS**

1) Introduction

The purpose of this report is to seek Council's endorsement for amendments to the *Natural Resource Management Charter for Meander Valley Council Natural Resource Management Committee (March 2011)*.

2) Background

This item seeks specifically to make amendments to the composition of the Committee; amend the manner in which representation and nominations are reviewed; amend the period of appointment for the Chair of the Committee; amend the minimum frequency of meetings; and amend the number of members required to form a quorum.

The NRM Committee was first convened in 1999. In order to formalise the roles and membership of this Committee, a Charter was first prepared in 2004. This was subsequently updated in 2006 and again in 2011 to streamline operation, review representation and recognise the need to engage with regional NRM partners.

The current *Charter for Meander Valley Council Natural Resource Management Committee (2011)* states that:

"The charter may be amended by Council from time to time in consultation with the Committee."

The Committee passed a motion on 4 February 2015 to refer an early draft of the changes to the General Manager. This document was presented to the General Manager for comment on 6 March 2015. His additional suggested minor changes were incorporated into the subsequent draft and approved as the *Draft NRM Committee Charter August 2015*. This is the document being presented to Council for endorsement.

The NRM Committee discussed improvements to the Charter at its October 2014, February 2015, and April 2015 meetings. The following motion was passed by the NRM Committee on 12 August 2015:

Maureen Bennett moved and Michael Kelly seconded "that the Draft NRM Committee Charter August 2015 be considered by Council for endorsement." *Carried*

3) Strategic/Annual Plan Conformance

Furtheres the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future Direction 1: A sustainable natural and built environment
- Future Direction 3: Vibrant and engaged communities
- Future Direction 4: A healthy and safe community

4) Policy Implications

The Meander Valley Council Natural Resource Management Committee oversees the maintenance and implementation of Council's strategic document *Meander Valley Council Natural Resource Management Strategy*.

The proposed amendments alter some responsibilities for the Committee, but not for Council. The purpose of the Committee remains unchanged.

5) Statutory Requirements

The NRM Committee is a Special Committee of Council formed under Section 24 of the Local Government Act 1993.

6) Risk Management

Not Applicable

7) Consultation with State Government and other Authorities

Representation of State Government agencies and other Authorities have been taken into consideration.

8) Community Consultation

It is anticipated that community representation on the NRM Committee will be enhanced by the amendments to the Charter. Broad community consultation is not required.

9) Financial Impact

Not Applicable

10) Alternative Options

Council can elect to amend or not endorse the *Draft NRM Committee Charter August 2015*.

11) Officers Comments

In February 2015 the Committee commenced another review of the Charter document. In essence, it was resolved that the Charter move away from prescribing organisation-based membership to individual membership. This modification will provide more flexibility and opportunity for membership amongst people with the requisite skills and interest.

Under proposed amendments the total number of representatives on the NRM Committee will change **from** thirteen (2011) **to** twelve (2016)

Comments on individual changes to the Charter are listed below:

1. **From** "One representative from NRM North" **to** "Two representatives from N.R.M. North, one being the Meander Valley NRM Facilitator, the other a staff member (may be a revolving nomination from the NRM North staff pool)".

This amendment reflects the importance of engaging with NRM North to fulfil Committee objectives. The NRM Officer (contracted to facilitate for NRM North) holds one of these nominations. The Committee, in consultation with NRM North, recommend that the other nomination be open to revolving representation with other NRM North staff. This will ensure that a representative is available; expose their staff to Meander Valley issues and opportunities; and allow the Committee to tap into a variety of expertise.

2. **From** "One representative from the agricultural sector (a local person to be nominated by the Tasmanian Farmers and Graziers Association)" **to** "One representative from the agricultural sector".

Amendment to broaden opportunity for representation within this sector. Removes the need to constantly work through an organisation for endorsement of a nominee.

3. **From** "One representative from the Parks and Wildlife Northern Region (nominated by Parks & Wildlife Service) **to** "One representative from the Parks and Wildlife Northern Region".

Removes the need to constantly work through this Department for endorsement of a nominee.

4. **Deleted** "One representative from Nature Conservation Branch (nominated by Nature Conservation Branch, D.P.I.W.E.)".

The Nature Conservation Branch, D.P.I.W.E. advised the Committee on 12 August 2015 that the current nominee is resigning from this Committee, and that their Branch could no longer field a nominee to the Committee for the foreseeable future.

The Committee had little choice but to accept the resignation and resolve an amendment to delete "One representative from Land Conservation Branch" from the Draft Charter. There remains goodwill between the Committee and this Branch despite this change.

5. **From** "One person representing the forestry sector (nominated by Private Forests Tasmania)" **to** "One person representing the forestry sector".

Amendment to broaden opportunity for representation within this sector. Removes the need to constantly work through an organisation for endorsement of a nominee.

6. **From** "Three local group representatives from Landcare Tasmania" **to** "Three representatives from local groups with an NRM interest".

Amendment to broaden opportunity for community representation. Removes the need to constantly work through Landcare Tasmania for endorsement of nominees.

Landcare Groups in Meander Valley have been not been able to fill the three community positions on the Committee for the last decade. Generally there has been only one Landcare Group position filled, and these persons have held the Chair

position by vote since the Committee was first formed. The NRM Committee supports broadening community involvement by proposing acceptance of any resident who is affiliated with a group interested in NRM activities.

7. **From** "One local industry representative (e.g. Tasmanian Alkaloids) OR a fourth Landcare representative" **to** "One local industry representative (e.g. Tasmanian Alkaloids)".

Amendment to remove option to replace an industry representative with an additional Landcare representative. Industry has been an important contributor to NRM Committee discussions and its retention is important. It is unlikely that the Committee will have nominations for four community representatives, and three is considered adequate. The Councillor(s) on the Committee can also be considered community representatives with an interest in NRM.

8. **Delete** "One representative from the Northern Tasmania Water Monitoring Team".

Amendment to remove this position. The position ceased to exist within NRM North on 30th June 2014, and the representative holding this position on the Committee tendered her resignation soon after. This position is superseded by, and supports, the second (revolving) NRM North position.

9. **From** "All representation is to be reviewed every two years by the nominating bodies, with nominations being accepted at the discretion of Council" **to** "All representation and nominations are to be reviewed and determined every four years (commencing Nov/Dec 2014) by the sitting Committee. The Committee as a whole will be endorsed during the subsequent review of Committees by Council".

Amendment to bring review of representation into line with Council processes relating to review of Committees, and to conform to the *Local Government Act 1993*. The review cycle is timed to coincide with Local Government elections.

10. **From** "A Chairman is to be appointed by the Committee on an annual basis" **to** "A Chairman is to be appointed by the Committee on a biennial basis".

Amendment to appoint a Chairperson for a more realistic period of time, as recommended by the Committee.

11. **From** "To ensure that a Committee meeting is held at least every three (3) months" **to** "To ensure that a Committee meeting is held at least every four (4) months".

An amendment to the mandated number of meeting per year for the Committee. Whilst the Committee aims to hold at least four meetings a year, this objective may not be met due to failure of a meeting to provide a quorum, lack of business to progress in a particular season, or other unforeseeable reasons. For comfort, the Committee prefers a mandate of a meeting every four months (three times a year).

12. **From** "A quorum for decision-making is six members; ..." **to** "A quorum for decision-making is five (5) members; ...".

An amendment to reduce the quorum quota by one member. Although the proposed new Charter is designed to enhance representation, experience has shown that fielding a quorum can be quite a challenge. Both professional and community members often have higher obligations than volunteering on this Committee, thus drawing numbers down regularly. It has been difficult to predict how many members will attend a particular meeting more than forty eight hours prior to a meeting, even with apologies submitted. The Committee therefore recommends a five member quorum as a realistic figure.

AUTHOR: Stuart Brownlea
NRM OFFICER

12) Recommendation

It is recommended that Council endorse the Draft Natural Resource Management Committee Charter August 2015, as follows:-



Meander Valley Council

WORKING TOGETHER

CHARTER

FOR

**MEANDER VALLEY COUNCIL
NATURAL RESOURCE MANAGEMENT COMMITTEE**

This Charter outlines the arrangements for the effective operation of the Meander Valley Council Natural Resource Management Committee (a Special Committee of Council).

Management Committee

The N.R.M. Committee has been appointed as a Special Committee by Council, under Section 24 of the Local Government Act 1993, for the purpose of providing guidance on Natural Resource Management issues.

The representation on the Management Committee is comprised as follows:

- Council, up to three representatives comprising one or two Councillor(s), and one Officer;
- Two representatives from N.R.M. North, one being the Meander Valley NRM Facilitator, the other a staff member (may be a revolving nomination from the NRM North staff pool)~~One representative from N.R.M. North;~~
- One representative from the agricultural sector ~~(a local person to be nominated by the Tasmanian Farmers and Graziers Association);~~
- One representative from the Parks and Wildlife Northern Region ~~(nominated by Parks & Wildlife Service);~~
- ~~One representative from Nature Conservation Branch (nominated by Nature Conservation Branch, D.P.I.W.E.);~~
- One person representing the forestry sector ~~(nominated by Private Forests Tasmania).~~
- Three representatives from local groups with an NRM interest; and, local group representatives from Landcare Tasmania;
- One local industry representative (e.g. Tasmanian Alkaloids) ~~OR a fourth Landcare representative.~~
- ~~One representative from the Northern Tasmania Water Monitoring Team.~~

Skill base required

- Primary production
- Community group on-ground expertise
- Conservation management
- Forestry expertise
- Catchment management
- Environmental projects design and implementation

All representation and nominations are to be reviewed and determined every four years (commencing Nov/Dec 2014) by the sitting Committee. The Committee as a whole will be endorsed during the subsequent review of Committees by Council.~~All representation is to be reviewed every two years by the nominating bodies, with nominations being accepted at the discretion of Council.~~

Purpose of the Management Committee

The purpose of the N.R.M. Committee is to:

- Develop and review Natural Resource Management Strategy documents to inform Council policy in this area;
- Provide oversight and develop procedures for environmental projects;
- Provide a stakeholder view on issues as required;
- To work cooperatively with NRM North.
- To promote the principles of sustainable development; and
- To explore opportunities consistent with sustainable development or conservation.

Natural Resource Management Committee responsibilities

1. A Chairman is to be appointed by the Committee on ~~a biennial~~an annual basis;
2. To undertake its brief as a representational committee;
3. To provide timely information to the General Manager, or Council as requested through the General Manager;
4. To comply with statutory requirements, State Government policies, as well as Council policies and strategies in the execution of its duties;
5. To ensure that a Committee meeting is held at least every ~~four (4)~~three (3) months. The business for each ordinary meeting shall include:
 - i. Confirmation of minutes from the previous meeting.
 - ii. Review of any outstanding business.
 - iii. Report by N.R.M. Officer; ~~and~~
 - iv. Recommended actions and timeframes; ~~and~~
6. A quorum for decision-making is ~~five (5)~~six members; however business can be progressed by the following mechanism:
 - i. At meetings the members present can conduct business including accepting Minutes and moving motions on the basis of a simple majority vote of members (Chair has casting vote in case of even number); and
 - ii. That these decisions are considered ratified by the full Committee fourteen (14) days after members receive the relevant documentation, unless concerns are raised. A lack of response will be taken as endorsement.

Council responsibilities

1. Provide a meeting venue for the Committee as required to fulfil its functions;
2. Provide support to the Committee through the N.R.M. Officer;
3. To give proper and timely consideration to Committee recommendations;

4. Allow the formation of Subcommittees under Committee guidance where special circumstances warrant it; and
5. Provide reasonable notice of any changes it intends to make in respect to the N.R.M. Committee.

Amending the Charter

The charter may be amended by Council from time to time in consultation with the Committee.

ED & S 3 NOTICE OF MOTION - NBN EXTENSION INFORMATION – CR ANDREW CONNOR

1) Introduction

The purpose of this motion is to publicly release the cost estimate from NBN Co to Council's application for an extension of the NBN fibre optic rollout to Westbury and Hadspen. Additionally, it will request reimbursement for the application fee of around \$10,000.

2) Background

During 2015, Meander Valley Council applied to NBNCo for an estimate of the cost of upgrading the NBN rollout in the Westbury and Hadspen areas from a copper to fibre optic-based system under their 'Technology Choice' program. Meander Valley Council paid around \$10,000 for this estimate and the level of details in the response was underwhelming to say the least. The cost estimate range for each area had a significant difference between the upper and lower amounts. There was no explanation of how the estimate figures were arrived at and it appears there was no on-the-ground consideration given to the situation in each area such as an inspection of assets or consultation with council. A further request to NBNCo for more information about this estimate did not provide any solid justification as to why the application fee of \$10,000 resulted in an estimate lacking in any detail to help councillors or the community determine the value of proceeding in this matter.

It is noted that the cost estimates to upgrade the NBN network from copper to fibre in each of these towns is an exorbitant amount which is well beyond the means of council and these communities to fund. Additionally, the estimate figures arrived-at are no-more detailed than simply multiplying the stated difference between technology options by the number of premises in each area. Hardly worth \$10,000. In this context and in the case of council accepting this estimate, the upgrade cost would be in the public domain anyway through council budget papers.

Since making the application, it has been reported that there are cost blow-outs in the copper-based NBN rollout meaning the actual difference between copper and fibre systems will be a smaller figure than as estimated by NBNCo in 2015.

Should this motion be passed, the responses from NBNCo will be published in the minutes of this meeting, on Council's website and on social media.

Furthermore, council will write to NBNCo and demand a refund of part or all of the application fee on the grounds that it did not sufficiently meet the level of detail expected for a \$10,000 fee for council to make a reliably informed decision.

3) Strategic/Annual Plan Conformance

Create a more liveable community.

4) Policy Implications

Not Applicable

5) Statutory Requirements

Not Applicable

6) Risk Management

Not Applicable

7) Consultation with State Government and other Authorities

Council have attempted to gather further information from NBN Co but their response provided little more detail than the original estimate.

8) Community Consultation

Not Applicable

9) Financial Impact

Council have made a substantial investment in taking the first step towards NBN upgrades in these towns, but the level of detail in the responses from NBN Co has been far below expectations. This motion does not propose any further spending but seeks to get better value from previous expenditure.

10) Alternative Options

Council can elect to amend or not support the motion.

11) Officers Comments

No comment provided.

AUTHOR: Andrew Connor
COUNCILLOR

12) Recommendation

It is recommended that Council make public the responses received from NBN Co in regard to Councils application for NBN upgrades in Hadspen & Westbury. Council will write to NBN Co and demand a refund of the application fee because the level of detail in the response received was not of a standard commensurate with the application fee.

DECISION:

ED & S 4 NOTICE OF MOTION – SCHOOL TRANSPORT - CR TANYA KING

1) Introduction

The purpose of this report is for Council to consider a Notice of Motion from Councillor Tanya King regarding school transport.

2) Background (Cr Tanya King)

The Minister for Education, Mr Jeremy Rockliff, MP, in August 2015, announced that an inquiry into school transport, particularly in relation to travel out of a schools catchment area would occur early in 2016.

TASSO (Tasmanian Association of State School Organisations Inc) at their 2015 conference, reported as follows –

Home School Area & Transport Review

Moved that this conference calls on the Minister for Education and Skills to direct the Department of Education to complete the School Home-Area and Transport reviews.

CARRIED UNANIMOUSLY

Further information from Ant Dry, TASSO President informs as follows:-

In supporting free transport to students attending their nearest or designated government school, we are implying that we do NOT support free transport to out of area schools. Anyone wishing to make the choice to send their child out of area is free to do so, but the additional cost of the related transport should not be shared by those not making that choice.

Justification

- Supports the views of the peak body that represents Tasmanian School Communities
- Is likely to save Tasmanian taxpayers significant monies which could be better spent elsewhere in the Education Department
- Is likely to support the sustainability of local schools

Issues

- Supports Council policies of working together and building better/sustainable communities
- The cost of implementation would be minimal

3) Strategic/Annual Plan Conformance

Furtheres 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

Not Applicable

7) Consultation with State Government and other Authorities

No formal consultation between Council and the Tasmanian Government has taken place on this issue.

8) Community Consultation

No formal consultation between Council and Meander Valley communities has taken place on this issue.

9) Financial Impact

Not Applicable

10) Alternative Options

Council can elect to amend or not support the motion.

11) Officers Comments

No comments provided.

AUTHOR: Rick Dunn
DIRECTOR ECONOMIC DEVELOPMENT & SUSTAINABILITY

12) Recommendation (Cr Tanya King)

It is recommended that Council write to Minister Rockliff, the Shadow Minister and all State Parliamentarians advising that:

- a) Council supports the continuation of operation of primary schools in local communities, and the provision of school transport for students within those communities;***
- b) Endorse the views of TASSO (Tasmanian Association of State School Organisation Inc), which states "In supporting free transport to students attending their nearest or designated government school, we are implying that we do NOT support free transport to out of area schools. Anyone wishing to make the choice to send their child out of area is free to do so, but the additional cost of the related transport should not be shared by those not making that choice."***

DECISION:

CORP 1 REVIEW OF POLICY NO 71 – INVESTMENT OF SURPLUS COUNCIL FUNDS

1) Introduction

The purpose of this report is for Council to review Policy No 71 - Investment of Surplus Council Funds.

2) Background

The investment policy was first adopted in 2007 to support Council's Instrument of Delegation for the Investment of Surplus Funds and was last reviewed in March 2013.

The policy provides guidelines for the General Manager, Director Corporate Services and the Senior Accountant who have the responsibility for the Investment of Surplus Funds.

It formalises the decision making process used for determining the placement of those funds and aims to maximise Council's rate of return whilst ensuring the security of investments.

3) Strategic/Annual Plan Conformance

The Annual Plan requires policy number 71 to be reviewed by 31 March 2016.

4) Policy Implications

The process of policy review will ensure that policies are kept up to date and appropriate.

5) Statutory Requirements

The Local Government Act 1993, Section 75 applies as follows:

75. Investments

A Council may invest any money -

- a) In any manner in which a trustee is authorised by law to invest trust funds; and*
- b) In any investment the Treasurer approves.*

6) Risk Management

The policy provides a formal decision making process for investments, thereby reducing the possibility of unsuitable investment decisions.

7) Consultation with State Government and other Authorities

Not Applicable

8) Community Consultation

Not Applicable

9) Financial Impact

There are expected to be no additional expenses resulting from the review and continued operation of Policy No. 71.

10) Alternative Options

Council can amend the revised policy or continue with the existing policy.

11) Officers Comments

Council experiences an uneven income stream which peaks when the four rates instalments are due throughout the year. The different timing of capital and operating expenditure requires the monitoring and estimation of available funds to meet expenditure obligations. Regular monitoring and investment of surplus funds seeks to maximise Council's income from financial assets.

In accordance with the policy, surplus funds are transferred from Council's working account to approved Commonwealth, State or authorised deposit-taking institutions (ADI's) to provide Council with a greater return on investment should those funds have remained in the working account, and conversely, be redeemed as and when required.

The policy was discussed at the Audit Panel meeting on 18 December 2015. The committee provided one suggestion for the review which has been inserted as section 4.2. The chairman Stephen Hernyk was comfortable with the policy with or without the amendment. The suggested change was designed to bring the policy in line with current practices of Council officers and provide some assurance of the credit ratings of invested funds. It was

also discussed that institutions which are not rated, is not necessarily an indication of the institutions credit rating rather their corporate structure and reporting requirements that the firm deems necessary.

Changes to the current policy are proposed as follows:-

- Addition of section 4.2 maximum holding limits with Commonwealth, State or authorised deposit taking institutions.

AUTHORS: Malcolm Salter Jonathan Harmey
DIRECTOR CORPORATE SERVICES SENIOR ACCOUNTANT

12) Recommendation

It is recommended that Council adopt the amended Policy No 71 – Investment of Surplus Council Funds, as follows:

POLICY MANUAL

Policy Number: 71

Investment of Surplus Council Funds

Purpose:

To provide guidelines for the investment of surplus Council funds.

Department:

Corporate Services

Author:

Director Corporate Services

Council Meeting Date:

~~12th March 2013~~ 9 February 2016

Minute Number:

~~49/2013~~

Next Review Date:

~~March 2016~~ March 2020

POLICY

1. **Definitions**

Surplus Council Funds - are funds that are not required to be expended in the course of normal operations.

Authorised deposit taking institution - a body corporate in relation to which an authority under subsection 9 (3) of the Banking Act (No. 6 of 1959 as amended) is in force.

Investment arrangement – an arrangement that relates to acquiring, consolidating, dealing with, or disposing of certificates of deposit, bonds or notes issued or proposed to be issued.

2. **Objective**

The objective of this policy is to ensure that the best possible rate of return is achieved from the investment of surplus Council funds whilst, at the same time, ensuring the security of those funds.

3. **Scope**

This policy applies to all investments of surplus Council funds.

4. **Policy**

4.1 The level of Council funds available for investment is to be reviewed at least weekly. During the review process likely cash inflows and outflows for the immediate future will be assessed to establish either the availability of surplus funds or the need to redeem existing investments.

4.2 Funds may be deposited with any Commonwealth, State or Authorised Deposit Taking Institution. To control the overall credit quality of the deposits, the following maximum holding limits will apply:

S&P Long Term Credit Rating *	Maximum % holding
AAA to AA-	100%
A+ to A-	70%
BBB+ to BBB	50%
Not Rated	50%

** or equivalent*

4.2 4.3 Where surplus funds are available the following procedures will apply:

Not less than two (2) quotations shall be obtained from authorised deposit-taking institutions whenever an investment arrangement is proposed. The best quote of the day will be successful after allowing for ~~security credit rating~~, timing of investment return, administrative and banking costs.

An 'Investment of Surplus Funds Form' is to be completed which will include the following information:

- Amount of cash to be invested

- The duration of the investment
- Details of products including security (i.e. S & P rating, State or Commonwealth) and interest rates offered by the institutions approached
- Name of the institution and product selected
- Endorsement of the selection by any two of the following Council officers; the Senior Accountant, the Director Corporate Services and the General Manager.

5. Legislation & Related Council Policies

Section 75 of the Local Government Act 1993 ~~applies.~~
Australian Government Financial Claims Scheme
Banking Act 1959

6. Responsibility

The Director Corporate Services is responsible for the application of this policy.

DECISION:

INFRA 1 WASTE MANAGEMENT STRATEGY 2016-2020

1) Introduction

The purpose of this report is to seek Council approval for the implementation of the Waste Management Strategy 2016-2020.

2) Background

The Draft Waste Management Strategy attached to this agenda report has been prepared to set out a framework for waste management and resource recovery for Council over a period of 5 years.

The Draft Strategy was presented to Council in April 2014 and then released for community consultation for a period of 2 months.

Following the community consultation period, Council staff provided the Draft Strategy together with comments received through community consultation to Councillors at the August 2014 Council Workshop and again in late 2015 and early 2016.

3) Strategic/Annual Plan Conformance

The Annual Plan 2015/2016 provides for the implementation of the Waste Management Strategy.

4) Policy Implications

Not Applicable

5) Statutory Requirements

Not Applicable

6) Risk Management

The implementation of the Waste Management Strategy will allow for the structured and coordinated planning of future waste management activities.

7) Consultation with State Government and other Authorities

Not Applicable

8) Community Consultation

The Draft Strategy was provided to the community for comment in May and June 2014.

9) Financial Impact

Not applicable in the adoption of the Strategy. The funding of projects arising from the Strategy will be subject to future Council approval of operational budgets and capital works programs.

10) Alternative Options

Council can elect to amend or not adopt the Waste Management Strategy.

11) Officers Comments

It is noted that some of the actions listed in the Strategy have been progressed in the last 12 months, these include but are not limited to;

- B3.1 Commence disposal of kerbside waste and Commercial and Industrial material to Cluan Road landfill site
- C1.3 Assist with the investigation of a regional organics facility
- C1.7 Participate in the 'public place recycling' initiative
- C.2 Support the NTWVG Strategy
- C3.1 Participate in Federal television and computer stewardship program

The first critical step in implementation of the Strategy will be for Council officers to develop an action plan outlining short term objectives and the resourcing and funding requirements for those objectives. There will be immediate needs around satisfying Environment Protection Authority compliance requirements in relation to auditing of our landfill operations as this will be one area of focus for the Tasmanian Audit Office.

Short term projects that Council officers need to develop and present to Council include the roll-out of an organics kerbside collection service in Prospect Vale, a review of the remaining life of our landfill sites through detailed volume survey, preparation and costing for rehabilitation plans for our landfill sites, and purchase and installation of a weighbridge for the Deloraine landfill site.

AUTHOR: Dino De Paoli
DIRECTOR INFRASTRUCTURE SERVICES

12) Recommendation

It is recommended that Council adopts the Waste Management Strategy 2016-2020.

DECISION:

DRAFT
**Waste Management
Strategy
2016 - 2020**



Reth!nk Waste
TASMANIA





Contact Us

To obtain copies of this Waste Management Strategy you can contact or visit Meander Valley Council.

26 Lyall Street, Westbury
Ph: 6393 5300
Email: meander.tas.gov.au

Waste Management Strategy 2016 - 2020

1. Introduction
2. Strategic Plan
3. Background
4. Waste Management Goals
 - Goal A - Provide effective and efficient kerbside services
 - Goal B - Provide high quality landfill and resource recovery infrastructure
 - Goal C - Develop regional and strategic partnerships
 - Goal D - Ensure services are sustainable through review, monitoring, innovation and improvement
 - Goal E - Be a community leader in waste management



1. Introduction

The Waste Management Strategy has been developed to address how waste services, activities, and disposal are provided, and to improve the management of waste resources within the Meander Valley Council local government area.

Council is part of the Northern Tasmanian Waste Management Group and this strategy outlines our role in this region and within Tasmania. The strategy aims to outline the changes needed to provide best practice management of our waste. The strategy will be delivered by acknowledging our current situation, building on our strengths, and listening to the aspirations of our community.

Council's landfill sites at Cluan (near Westbury) and Deloraine will reach their capacity within the next ten years. A key goal of this strategy is to develop

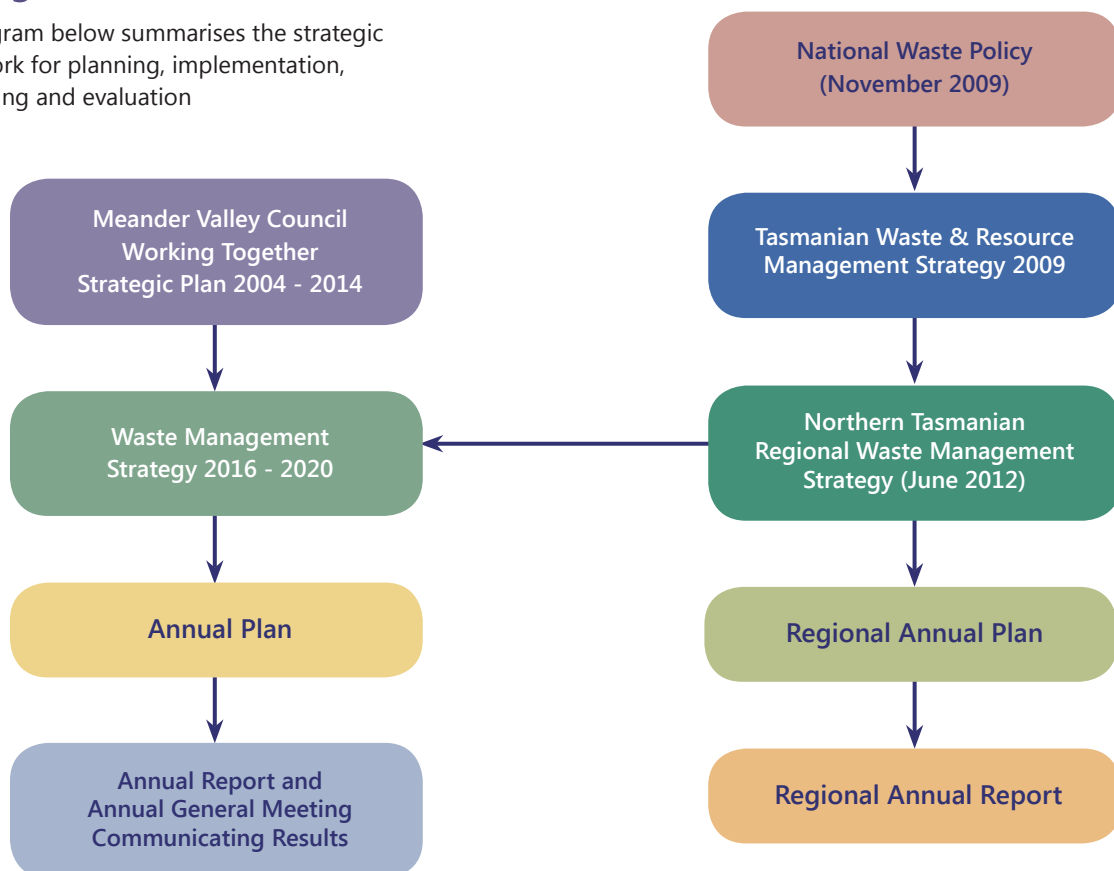
and implement a plan for the move from landfill to a resource recovery centre.

This strategy will help Council determine how we will provide our residents with services and how we will work with our community to manage our waste in terms of both financial and environmental cost. We need to continue to champion an innovative approach for both the region and the state.

Meander Valley Council has taken a progressive approach to sustainability practices. By introducing the Waste Management Strategy, Council aims to reach a position of self-reliance and environmental sustainability in its waste processes.

Strategic Framework

The diagram below summarises the strategic framework for planning, implementation, monitoring and evaluation



2. Vision - Meander Valley

The Vision - where we are going

Majestic landscape and rural splendour

The backdrop of the Great Western Tiers, the unique rural countryside of fields, hedges and villages, give Meander Valley its unique look and feel.

Growing for generations to come

Growth will be sustainable and respect our special environment and lifestyle.

Working Together

Council and community, township and township, everyone with each other, for the benefit of all.

Values

What will guide our choices and behaviour

- Respect, listen and care for one another
- Work together
- Be positive and receptive to new ideas
- Be creative and learn
- Take a fair, balanced, long term approach.

Future Directions

Natural and Built Environment

Sustainable management that protects our natural heritage including karst management and water quality.

Economic Growth

Support and development, attract investment, and encourage business co-operation.

Working Together

Culture of communication, consultation and listening. Being responsive to everyone's responsibility.

Infrastructure and Services

Developed in a sustainable way to meet the future needs of our community.

Maintenance of existing assets and the development of long term innovation solutions to respond to waste management.

Specifically working with other councils in the region on the implementation of a Regional Waste Management Strategy.

3. Background

The Meander Valley Council carries out the following waste management activities:

- collection of kerbside waste and recyclables from approximately 6500 customers within the major urban areas, and 450 Blackstone Heights residents with kerbside organics collection
- contracts for the operation of two landfills at Deloraine and Cluan and a small transfer station for the Mole Creek area
- contribution towards the operation of a community operated transfer station at Meander
- waste collection services at Council's parks, halls, main streets, and other facilities and reserves
- annual hard waste collection.

In 2013 the municipality generated 17,800 tonnes of waste from kerbside collections, council street and facility bins, general domestic, industrial, and construction activities. This was deposited to the following facilities:

- 1800 tonnes of waste to the Launceston Waste Facility at Remount Road
- 10,000 tonnes of waste material to the Deloraine landfill
- 6000 tonnes at Cluan landfill.

Council currently recycles an extensive range of materials and participates in various programs to reduce and divert waste from landfill. This has the potential for opening up new markets for waste resources.

Council is meeting the requirements of the Environmental Protection Authority (EPA) through strong investment in the landfills at Deloraine and Cluan through:

- lining of future cells
- security fencing and fire access roads
- environmental contents including leachate filter.

Council engages in best practice waste management at facilities through:

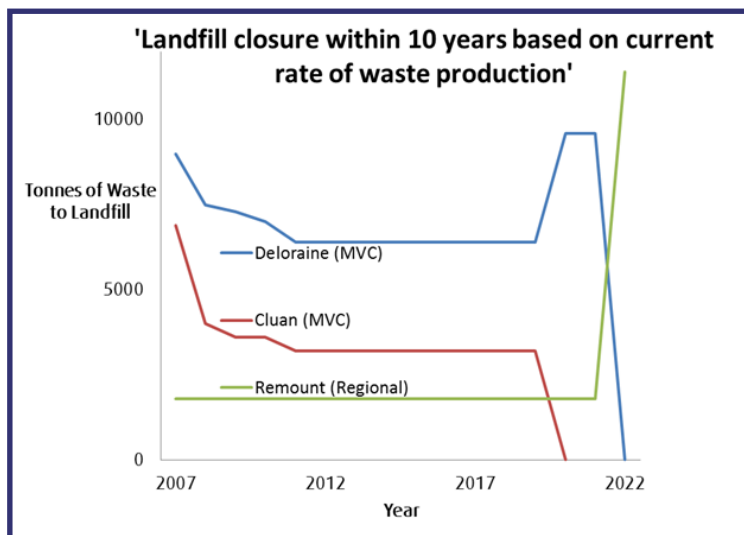
- separation of recyclables and reusables
- operation of a tip shop
- monitoring of ground water.

Council is a partner to the Northern Tasmanian Waste Management Group and actively participates in initiatives that benefit the region. This includes:

- kerbside recycling assessments
- public place recycling
- trial of kerbside organics collection
- strategic studies
- garage sale trail.

The following activities are conducted by Council:

- rural dual bin station at Felmingham Road
- bailing and sale of recyclables
- fortnightly kerbside collection system into Blackstone Heights for waste, recycling and organics
- public place recycling at events including Deloraine Craft Fair.

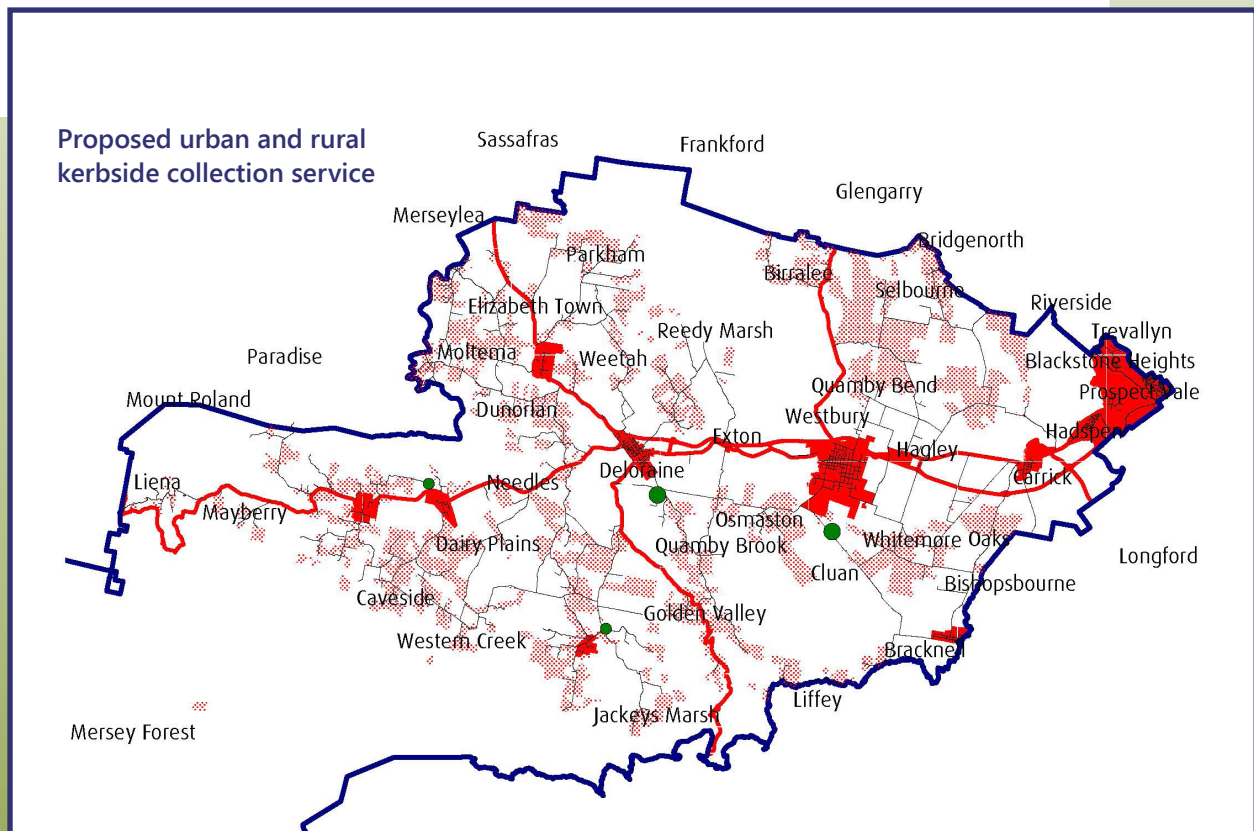


4. Waste Management Goals

The Waste Management Strategy has identified five goals:

- Goal A** - Provide effective and efficient kerbside services
- Goal B** - Provide high quality landfill and resource recovery infrastructure
- Goal C** - Develop regional and strategic partnerships
- Goal D** - Ensure services are sustainable through review, monitoring, innovation and improvement
- Goal E** - Be a community leader in waste management.

Each of these Goals is briefly discussed with some key issues identified. Each Goal consists of objectives and associated actions.



Goal A

Provide effective and efficient kerbside services

Overview

Council is committed to providing its residents with effective waste management services. These services include sustainable and community accepted kerbside collection for waste, recyclables, and organics and Waste Transfer Facilities at locations that are convenient and viable.

Blackstone Heights currently has a successful fortnightly kerbside collection program. This program is delivered at no additional cost and is proven to be sustainable. To ensure waste management services are effective and efficient, Council is looking at introducing this program to other areas.

Waste management services will be reviewed for service delivery and efficiency. This will involve internal assessments, monitoring, reviews, and benchmarking processes.

It will also be necessary to review provider processes to increase effectiveness of contracted services. Meander Valley Council will actively seek new technologies, ideas, efficiencies and best practices for all of its current operations and kerbside collection services.

Service Delivery Plans will be developed for operations at the waste transfer facilities and kerbside collection services in consultation with stakeholders.

Council will also investigate the requirements of, and implement strategies for, recycling in public places.



Objectives & Actions

Objective A.1

Provide effective and efficient collection services

- A.1.1 Expansion of kerbside collection services to Chudleigh, Mole Creek and Meander
- A.1.2 Expansion of fortnightly kerbside collection system of waste, recycling and organics into Prospect Vale
- A.1.3 Review the service delivery of Council's Hard Waste Collection including a 'by appointment' model and integration with the Garage Sale Trail initiative
- A.1.4 Develop a Service Delivery Plan in rural and urban communities for kerbside collection and rural dual bin stations.
- A.1.5 Review Council's internal waste management processes, with regard to service delivery and accountability.



Rethink Waste
TASMANIA
www.rethinkwaste.com.au



Goal B

Provide high quality land fill and resource recovery infrastructure

Overview

Meander Valley Council currently maintains two landfill sites at Cluan and Deloraine, and a network of three waste transfer facilities. The transfer facilities include a contractor operated transfer station, a community run transfer station, and a rural dual bin station.

Council has an obligation to ensure that it has an equitable system of waste disposal. This will ensure that waste is managed fairly and appropriately from domestic, commercial and industrial sectors.

The objectives will ensure the current system is reviewed and look at how best to manage waste into the future. This may include new facilities, changes to current facilities, additional rural dual bin stations, and closures of some facilities.

Council's two landfill sites, under current practices, will reach their capacity within the current decade. Council will investigate the expansion of the Cluan Road Landfill Site and the viability of a new Resource Recovery Centre.

The construction of a Resource Recovery Centre within the municipality, together with the rehabilitation of the Deloraine and Cluan Road landfill sites will be the single largest development for Meander Valley Council in the next 10 years.

A Resource Recovery Centres will play a key role in waste management as reducing the amount of waste to landfill. A new facility would improve material handling and separation, and the safety and amenity for customers and staff.

Meander Valley Council will investigate the requirements of an environmentally and economically viable Resource Recovery Centre.

Objectives & Actions

Objective B.1

Progressively rehabilitate both the Deloraine and Cluan Road landfill sites

- B1.1 Prepare comprehensive rehabilitation plans for approval by the Environmental Protection Authority (EPA).
- B1.2 Progressively rehabilitate the sites in accordance with the rehabilitation plan and EPA requirements.



Objective B.2

To develop an effective and efficient network of waste transfer facilities

- B.2.1 Consult with stakeholders and interested parties regarding the viability of existing waste transfer facilities incorporating other service delivery options
- B.2.2 Undertake a feasibility study into the construction of a Resource Recovery Centre.

Objective B.3

Improved utilisation of the Cluan Road landfill site

- B.3.1 Commence disposal of kerbside waste and Commercial and Industrial material to Cluan Road landfill site
- B3.2 Obtain approval from EPA for expansion of the Cluan Road landfill site
- B3.3 Pending EPA approval, removal of inert material and lining of new cell to better utilise air space
- B.3.4 Investigate cost benefits for the closure of the Cluan Road landfill site to the public in association with Objective B.2.

Objective B.4

Improve operation of transfer facilities

- B.4.1 Undertake operation and WHS audit to identify gaps in processes
- B.4.2 Introduce electronic data collection
- B.4.3 Introduce regular auditing of WHS and recovery processes, and EPA permit requirements at all facilities.



Goal C

Develop regional and strategic partnerships

Overview

Meander Valley Council will continue to support the Northern Tasmanian Waste Management Group (NTWMG). This group is central to combining efforts from eight northern councils as well as those in the Cradle Coast Waste Management Group. Many programs that relate to its four main goals of waste diversion, regional planning & efficiencies, partnerships and community engagement, have been funded through the \$5/tonne voluntary levy collected by councils through the landfill gates.

Council encourages regional discussion and partnership and will continue to identify potential partners in the management of solid waste through periodic review of its programs, participation in state sponsored waste industry development programs, and ongoing membership of the NTWMG.

Council is developing markets for recyclable materials deposited at Council's waste disposal facilities and materials that are currently processed using non-environmentally friendly methods at industry or agricultural locations. Council will also investigate the promotion of a regional or local resource exchange register. The NTWMG will be integral to this proposal.

Council will seek partnerships with areas such as the building industry through the promotion of the re-use of commercial and domestic materials. This may involve fee incentives at Council's waste disposal facilities.

The development of educational materials and campaign strategies at a regional and/or state level to maximise available expertise and resources and to encourage full participation in solid waste initiatives is crucial. Council will continue to support the Northern Tasmanian Waste management Group, levels of government and industry associations to ensure consistency, wherever possible, of educational messages and to take advantage of expertise and resources.

Objectives & Actions

Objective C.1

To promote cooperative waste planning and implementation of strategies and activities throughout the northern region

- C.1.1 Trial regional collection points for Chem Clear, batteries, paint and fluorescent tubes
- C.1.2 Development of standard data collection
- C.1.3 Assist with the investigation of a regional organics facility
- C.1.4 Alignment of service delivery standards and implementation of joint kerbside collection contracts
- C.1.5 Develop regional waste programs - timber, mattresses, cardboard
- C.1.6 Support the legislation of a \$10/tonne state levy
- C.1.7 Participate in the 'public place recycling' initiative
- C.1.8 Identify partnerships for the facilitation of education to all member councils on the NTWMG
- C.1.9 Develop education programs and resources.



Objective C.2

Support the NTWMG strategy

- C.2.1 Attend quarterly NTWMG meetings
- C.2.2 Development and action of Annual Plan
- C.2.3 Collection and payment of voluntary \$5/tonne levy on waste
- C.2.4 Support the 50% reduction in waste to landfill
- C.2.5 Implement the four goals of the strategy:
 - waste diversion
 - regional planning and efficiencies
 - partnerships
 - community engagement.
- C.2.6 Support and participate in study tours.

Objective C.3

Develop and participate in strategic partnerships

- C.3.1 Participate in Federal television and computer stewardship program
- C.3.2 Identify potential partnerships to facilitate the introduction of procedures for the treatment of white goods and electronic equipment
- C.3.3 To investigate and implement, where possible, recycling market strategies and partnerships in the field
- C.3.4 To encourage the re-use/exchange of recyclable materials and goods.



Goal D

Ensure waste management services are sustainable through review, monitoring, innovation and improvement

Overview

It is essential that each of Council's Goals have dynamic key performance indicators (KPIs) to measure and monitor its waste management strategy. A full cost benefit analyses will be done prior to and post any changes to a program so Council can present solid arguments for current and proposed practices.

Council will establish a project team to develop actions plans to ensure the delivery of the strategy. This team will consist of key staff members and stakeholders relevant to all areas of waste management.

It is essential that all decisions made by Council are informed and transparent. Council will obtain accurate baseline and ongoing data. This data will be rigorously analysed to ensure that Council is undertaking the most environmental and financial sustainable waste management practices possible.

The need for accurate and timely data collection will require the development of both internal data capturing processes and suitable requirements within all of Council tenders that relate to the processing of Council's waste materials.

Objectives & Actions

Objective D.1

To establish a Project Team to deliver the waste management strategy

- D.1.1 Allocate timeframes, develop action plan and resources
- D.1.2 Review key performance indicators to monitor against targets.

Objective D.2

To develop a culture within Council of robust data collection and analysis of all aspects of Council's waste management to give guidance to the successful implementation of best practice waste management processes

- D.2.1 Development and review of data collection systems
- D.2.2 Undertake audits of all facets of Council's waste management
- D.2.4 Balance of financial cost with acceptable levels of service.



Objective D.3

To promote waste minimisation and provide incentives to business, through partnerships and trials

- D.3.1 Investigate the availability of grant funding through the NTWVG and industry alliances
- D.3.2 Undertake trials and conduct cost analysis of results.

Objective D.4

To be seen as incentivising waste minimisation throughout the municipality and provide funds for waste management via a user pays system

- D.4.1 Undertake benchmarking of current waste management practices against best practice
- D.4.2 Investigate incentive through fee structuring to increase source separation
- D.4.3 Undertake community and industry consultation.



Goal E

Be a community leader in waste management

Overview

Council understands that waste collection and disposal are important subjects for many members of the community. As a result Council will keep the community informed and involved, where possible, in all aspects of Council's direction for waste management.

Council Officers will be crucial to the successful implementation, monitoring and review of the Waste Strategy. It is essential that officers have a thorough understanding of resource conservation and recovery concepts and industry practices. It is also crucial that Council encourages the purchase of environmentally responsible goods where possible.

There will be an education program for initiatives such as a regional approach to the introduction of a composting facility, and subsequent kerbside organics and green waste collection systems within the region. Council aims will also seek to reduce the costs per capita of rural waste management with regards to transfer station operation. Council aims to create ownership by the rural community of their waste management and processing.

In 2013 Grade 7 Deloraine High School children visited the Deloraine Landfill site and saw how waste was managed and processed. Council wants to expand the engagement of schools and community groups.

Meander Valley community events or public venues can create significant quantities of packaging and food waste. These events currently have little or no recycling.

In the future Council will provide more support to events such as the Deloraine Craft Fair and Agfest that are visited by state wide, national and international visitors. These events are a great opportunity to inform the community around the need to improve our waste management. In order to attain community and industry support for reforms in waste management throughout the municipality, Council must strive to lead by example in instigating sustainable waste management and reduction practices.

The first initiative for the project team will need to be the identification of all these waste streams and then the recommendation of appropriate Action Plans. This will be the basis of Council's Waste Management Plan.



Objectives & Actions

Objective E.1

To minimise waste generated and increase recycling of appropriate material at community events

- E.1.1 Produce generic waste management plans for events and have them included in Council's Events Package
- E.1.2 Conduct trials with event organisers to implement specific strategies in association with industry.

Objective E.2

Become a leader in Education to the residents and council officers of the municipality and the northern region

- E.2.1 Identify partnerships to educate Council Officers
- E.2.2 Investigate possible community education strategies and resources within Council
- E.2.3 Identify possible partnerships for facilitating and providing information to the public.

Objective E.3

To minimise the impacts of litter and illegal dumping on the community

- E.3.1 Participate in current and new initiatives of the NTWMG
- E.3.2 Identify local hot spots for illegal dumping activity
- E.3.3 Undertake cost analysis of reduction strategies.

Objective E.4

To encourage the purchase of goods that can be shown to viably produce a smaller environmental impact on society

- E.4.1 Review and benchmarking of existing practices
- E.4.2 Investigate viable alternative products such as:
 - recycled plastic bollards
 - crushed glass bedding for pipes
 - recycled materials in asphalt.





INFRA 1

INFRA 2 REVIEW OF POLICY NO 13 – SUBDIVISION SERVICING

1) Introduction

The purpose of this report is for Council to review Policy No 13 - Subdivision Servicing.

2) Background

This policy was developed in order to ensure that developers provide appropriate services at the standard required by Council. The policy was last reviewed in March 2013.

3) Strategic/Annual Plan Conformance

The Annual Plan 2015/2016 provides for the review of this policy in the March quarter.

4) Policy Implications

The process of policy review will ensure that policies are kept up to date and appropriate.

5) Statutory Requirements

Local Government (Building & Miscellaneous Provisions) Act 1993

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 elect to amend, delete or retain the existing Policy.

11) Officers Comments

Council officers do not recommend any significant changes to this policy. The revised policy was reviewed by Council's Audit Panel in December 2015. The Panel did not recommend any changes to the revised policy.

Council's Infrastructure Department typically applies the requirements of the Tasmanian Subdivision Guidelines (October 2013) and the Tasmanian Standard Drawings (2013) which are documents prepared through a joint project by Tasmanian Local Government Authorities and supported by the Local Government Association of Tasmania and also the Tasmanian Division of the Institute of Public Works Engineering Australia.

The Guidelines and Standard Drawings provide information on the minimum standards required by participating Tasmanian Councils for the design and construction of roads and utilities as per the relevant statutory requirements (including the Urban Drainage Act 2013 and the Local Government Act Highways 1982). Additionally the Subdivision Guidelines outlines the process to be followed during the construction of civil works, audit inspections, practical completion of works, defects liability periods and final take-over of the roads and civil works. Further information on the Guidelines and Standard Drawings will be presented to Council at an upcoming Workshop.

AUTHOR: Dino De Paoli
DIRECTOR INFRASTRUCTURE SERVICES

12) Recommendation

It is recommended that Council adopts the revised Policy No 13 Subdivision Servicing, as follows:

POLICY MANUAL

Policy Number: 13

Subdivision Servicing

Purpose:

The purpose of this policy is to require all newly created lots to be fully serviced by the owner or

developer to the appropriate standard and requirements of Council.

Department:

Infrastructure Services

Author:

~~Ted Ross~~ Dino De Paoli, Director

Council Meeting Date:

~~12th March 2013~~ 9 February 2016

Minute Number:

~~51/2013~~

Next Review Date:

~~March 2016~~ March 2020

POLICY

1. Definitions

Nil

2. Objective

To provide guidelines for developers servicing newly created lots.

3. Scope

This policy applies to development of any public or private land.

4. Policy

All new lots created by subdivision are to be fully serviced by the owner or developer to the standard consistent with the locality and to the requirements of the Council Engineer. Such services may include the provision of roads, kerbs, vehicle access, footpaths, nature strips and landscaping, and drainage works including the extension of services from the nearest available Council location.

Where the provision of such services may place an intolerable or unaffordable burden on existing Council infrastructure, then Council may refuse the subdivision. This refusal may be reviewed at a future date when there is adequate capacity available within the Council infrastructure.

5. Legislation & Related Council Policies

~~Not applicable.~~

6. Responsibility

The Director Infrastructure Services is responsible for the application of this policy.

DECISION:

INFRA 3 REVIEW OF POLICY NO 78 – NEW AND GIFTED ASSETS

1) Introduction

The purpose of this report is for Council to review Policy No. 78 – New and Gifted Assets.

2) Background

The New and Gifted Assets Policy was first adopted by Council in February 2013.

The aim of this policy is to provide Council with information on the future financial effect of new assets, which may be Council or grant funded projects, and gifted assets. This is done by considering the long term ongoing and often hidden Whole of Life (WoL) costs associated with the ownership of long life infrastructure assets and initial upfront project costs.

Through our strategic planning processes, Council identifies new projects and receives regular requests to build new assets each year. These projects are funded from internal sources as well as grant funding that may be available. Council is responsible for the WoL costs associated with operating and maintaining these assets.

Council is also given assets from various sources including volunteer groups and members of the public. While these assets are created at no cost to Council, the WoL costs associated with these assets often become the full responsibility of Council. There may be an expectation for Council to take on the responsibility for replacing these gifted assets.

Grant funding allows Council to construct new assets without relying totally on internal funding. Consideration of long term WoL costs needs to be part of the project assessment process as Council is required to fund these ongoing costs.

In September 2015 the New and Gifted Asset policy was discussed at the Council Workshop.

This policy refers to and uses an Asset Assessment and Cost Benefit Analysis. This template is used to assist in the assessment of projects to determine future WoL costs and the expected benefits from the project and summarise this information for Council.

3) Strategic/Annual Plan Conformance

The Annual Plan allows for the review of this Policy in the first quarter of 2016.

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

New and Gifted Assets can potentially have safety as well as financial implications.

The Policy assists Council to provide input into community led projects and aims for involvement at initial planning stage to avoid problems being identified after the fact that may be costly to rectify.

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

The focus of asset management is the long term sustainable delivery of services to the community. The construction of new assets that meet Council's strategic objectives is an important part of this process.

Construction of new and gifted assets will increase ongoing operational and maintenance (WoL) costs. This increase may be in excess of current levels of affordability, and may result in Council needing to reduce services in other areas to balance the budget, or increase user charges and rates.

The aim of the New and Gifted Asset Policy is to not just focus on initial upfront project cost, but consider ongoing WoL costs for long life infrastructure assets and the financial impact on the community and balancing this with Council's.

The current policy has been discussed at a Council Workshop and reviewed by the Audit Panel. Two changes have been made to the policy resulting from this review and feedback from these meetings. These include the consideration of potential risks and reference to the Proposed Projects List.

There are two tools used for detailing project WoL costs. These are the Proposed Project List and Asset Assessment and Cost Benefit Analysis.

The Proposed Project List is presented to Council each year at the commencement of capital work considerations. It has been updated to now include summary WoL costs for lower risk and minor capital projects. This helps provide an overview of predicted increases in operational and maintenance expenditure (including depreciation) required to fund new assets or asset upgrades, but is not carried out as an in-depth analysis.

The Asset Assessment and Cost Benefit Analysis Template developed to support this Policy assists Council in calculating WoL costs that can then be considered when producing Council's Long Term Financial Plan.

The Asset Assessment and Cost Benefit Analysis is used as an in-depth review of projects and is used for all gifted assets or where more detail is required, such as assets with high WoL costs (when compared to capital value) or major projects. This template has been updated to include the feedback received from the Council Workshop. These updates refer to:

- Ensuring community groups are aware of this policy so they understand the process

- Providing Council with the opportunity to be aware of the project at the initial proposal/consultation stage, not after the asset has been constructed
- Communicating this policy does not guarantee funding or grants to community groups from Council
- Discussing with community groups on their expectation of the ongoing provision of the asset (renewal) or the removal (disposal) at the end of its useful life
- Providing Council with the opportunity to consider alternatives to gifted assets that may result in better outcomes

Attached to this report is an example of the revised Asset Assessment and Cost Benefit Analysis template.

AUTHOR: Rob Little
ASSET MANAGEMENT CO-ORDINATOR

12) Recommendation

It is recommended that Council adopts the revised Policy No 78 - New and Gifted Assets as follows:

POLICY MANUAL

Policy Number: 78

New and Gifted Assets

Purpose:

To provide guidelines for Council when considering new and gifted assets.

Department:

Infrastructure Services

Author:

~~Ted Ross~~ Dino De Paoli, Director

Council Meeting Date:

~~12th February 2013~~ 9 February 2016

Minute Number:

~~34/2013~~

Next Review Date:

February 2016 2020

POLICY

1. Definitions

New assets including **gifted assets** are assets or asset upgrades that will be owned, operated, maintained, and in most cases renewed at the end of their life by Council with **whole of life** costs incurred by Council.

Gifted assets are assets that are not constructed by Council, or have been part or whole funded through a grant process. This excludes subdivisions.

Whole of life costs include costs associated with the ownership of an asset that allows it to continue to function to meet service needs over its life including planning/creation, operations, maintenance, renewal and disposal.

Proposed Projects List is Council's master list of renewal and new asset projects from which the annual Capital Works Program is developed.

2. Objective

To be fair and equitable when consideration is given to new assets to be constructed by Council or proposed gifted assets to be taken-over by Council to ensure decisions are made with full understanding of long term effects on Council's financial sustainability and any inherent risks.

3. Scope

This policy applies to:

- All new assets over \$20,000
- All assets with an annual operating expense of over \$2,500
- All gifted assets

4. Policy

Council will undertake an asset assessment and cost benefit analysis to consider the whole of life costs, or include in the Proposed Projects List a summary of whole of life costs, associated with any proposed new or gifted asset. This will allow Council to understand and consider the impact on the Long Term Financial Plan, ratepayers, facility users and the broader community prior to agreeing to construct or take over these assets.

5. Legislation & Associated Related Council Policies

Local Government Act 1993
Policy 56 - Recreation Facilities Pricing
Policy 60 - Asset Management

6. Responsibility

The Director Infrastructure Services is responsible for the application of this policy.

DECISION:

Asset Assessment and Cost Benefit Analysis

Summary		
Project Title	A new asset - constructed by Council	
Executive Summary and Recommendation	Identified by strategic plan as a future need. This service places extra demand on works and requires a high level of service. Existing services are provided in the immediate area, but not at this exact location	
Optional Asset Delivery alternatives	Services are provided at another location, but are 400m away	
Cost		
Project Cost	\$70,000	
Annual Life Cycle Costs	\$29,875	
Whole of Life Cost	\$1,265,000	
Asset Write-off Existing Asset (if required)	\$0	
Annual Rate increase	0.36%	
Annual Costs funded by Council (%)	100%	
Usage Cost(based on asset use)	\$3.27	
Asset Usage	25 People per day	
Benefits		
Economic	None identified	
Social	Provide better community facility	
Environmental	None identified	
Participation	Will cater for users of this location	
Use	Usage is not predicted to be high as location is slightly remote compared with high use central locations	
Catchment	Local residents and users	
Safety	None identified	
Community and Strategic		
Community consultation	No initial community consultation has been conducted to date to understand the demand for this asset	
Link to Strategic Objectives	Project does align with Community Strategic Plan 2014-2024	
Risk Assessment Summary	Details of Risk	
	Community expectations	High
	Demand on Works Budget	Significant
	Vandalism	Significant
	Flooding	Significant
	Residual Risk	
	Community expectations	Minor
	Demand on Works Budget	Minor
	Vandalism	Minor
	Flooding	Minor
Issues considered		
Y/N	Comments	
Is council involved in initial project consultation	N/A	
Has the community group been made aware of the process	No	
Is the community group aware there is no guarantee of funding from Council	Yes	
Community groups expectation of ongoing asset renewal or disposal at the end of its life	Yes	
Consider risk of the project	N/A	A first pass risk assessment has been undertaken at a project assessment level
Opportunity for Council to propose an alternative - that may result in a better outcome (lower Whole of life costs)	Yes	
Has Council been made aware of the project in the proposal stage (not after construction is complete)	N/A	
Is there a link to or does the project address Strategic Objectives of Council	Yes	
Is there, or does Community consultation need to be undertaken	Yes	
Have Optional Asset Delivery alternatives been considered	Yes	

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 19 January, 2016.

GOV 4 LEAVE OF ABSENCE

(Reference Part 2 Regulation 15(2)(h) Local Government (Meeting Procedures) Regulations 2015)

ED & S 5 MEANDER SCHOOL EXPRESSION OF INTEREST PROCESS

(Reference Part 2 Regulation 15(2)(f) 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

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CRAIG PERKINS (MAYOR)