

Meander Valley Council

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

ORDINARY AGENDA

COUNCIL MEETING

Tuesday 11 July 2017

COUNCIL MEETING VISITORS

Visitors are most welcome to attend Council meetings.

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

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

SECURITY PROCEDURES

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



PO Box 102, Westbury,
Tasmania, 7303

Dear Councillors

I wish to advise that an ordinary meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on **Tuesday 11 July 2017 at 1.30pm.**

Martin Gill
GENERAL MANAGER

Table of Contents

CONFIRMATION OF MINUTES:.....	6
COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:.....	6
ANNOUNCEMENTS BY THE MAYOR:.....	7
DECLARATIONS OF INTEREST:.....	7
TABLING OF PETITIONS:.....	8
PUBLIC QUESTION TIME.....	9
COUNCILLOR QUESTION TIME.....	9
DEPUTATIONS BY MEMBERS OF THE PUBLIC.....	10
NOTICE OF MOTIONS BY COUNCILLORS.....	10
C&DS 1 10A NEPTUNE DRIVE, BLACKSTONE HEIGHTS - CHANGES TO AN EXISTING NON- CONFORMING USE (STORAGE BUILDING).....	12
C&DS 2 45A PARSONAGE STREET, DELORAINE - MULTIPLE DWELLINGS (2 UNITS).....	40
C&DS 3 2172 MOLE CREEK ROAD, MOLE CREEK - UTILITIES (TELECOMMUNICATION TOWER, EQUIPMENT SHELTER & SECURITY FENCE).....	82
C&DS 4 REPRESENTATIONS TO DRAFT PLANNING SCHEME AMENDMENT 1/2017 MEANDER VALLEY INTERIM PLANNING SCHEME 2013 – WESTBURY ROAD ACTIVITY CENTRE.....	186
C&DS 5 2017-2018 COMMUNITY GRANTS APPLICATION ASSESSMENTS - ROUND 1 - JULY 2017.....	209
C&DS 6 MEANDER VALLEY COUNCIL NATURAL RESOURCE MANAGEMENT STRATEGY 2017- 2021.....	213
C&DS 7 REVIEW OF POLICY NO. 82 – COMMUNITY GRANTS & REMOVAL OF COUNCIL POLICY 55 aND COUNCIL POLICY 75.....	240
C&DS 8 REVIEW OF POLICY NO. 43 - DOG MANAGEMENT.....	263
GOV 1 2016-2017 ANNUAL PLAN – QUARTERLY REVIEW – JUNE 2017.....	269
GOV 2 MEANDER VALLEY COUNCIL ANNUAL PLAN 2017-18.....	337
GOV 3 COUNCIL AUDIT PANEL MINUTES, 2016-17 ANNUAL REPORT AND 2017-18 WORK PLAN.....	393
GOV 4 NOTICE OF MOTION - REPEAL SECTION 13 OF THE FLUORIDATION ACT 1968 – CR TANYA KING.....	405

GOV 5	NOTICE OF MOTION - AUSTRALIA DAY – CR ANDREW CONNOR	409
CORP 1	NEW POLICY NO. 88 – RELATED PARTY DISCLOSURES	412
CORP 2	REQUEST FOR REMISSION OF THE 2017-18 RATES AND CHARGES ON 46 CHELTENHAM WAY, PROSPECT VALE & REQUEST FOR COMPENSATION FROM COUNCIL.....	423

ITEMS FOR CLOSED SECTION OF THE MEETING:..... 433

GOV 6	CONFIRMATION OF MINUTES	433
GOV 7	LEAVE OF ABSENCE	433
INFRA 1	WESTBURY RECREATION GROUND PAVILION UPGRADE.....	433

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 11 July 2017 at 1.30pm.

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

Councillor xx moved and Councillor xx seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 13 June, 2017, be received and confirmed.”***

COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
27 June 2017	<ol style="list-style-type: none"> 1. Deloraine & Districts Recreation Feasibility Study 2. Proposed Speed Limit Reduction – Pitcher Parade 3. Proposed Notice of Motion – Cr Tanya King 4. Review of Policy No 79 – Pursuit of Illegal Buildings 5. Review of Policy No 56 – Recreation Facilities Pricing 6. Review of Policy No 43 – Dog Management 7. Review of Policy No 82 – Community Grants 8. New Policy No 88 – Related Parties 9. NRM Strategy 2017-2021 10. Mountain Man – Deloraine

ANNOUNCEMENTS BY THE MAYOR:

Sunday 18 June to Wednesday 21 June 2017

ALGA National General Assembly (Canberra)

Friday 23 June 2017

Meeting with Teen Challenge

Tuesday 27 June 2017

Council Workshop

Hadspen Community Forum

Wednesday 28 June

LGAT General Management Committee

Premiers Local Government Council (Hobart)

Thursday 29 June 2017

Beacon Foundation and Country Club Dessert Challenge

Saturday 1 July 2017

Rotary Club of Westbury Changeover

Sunday 2 July 2017

Winterfire Lantern making workshop

Tuesday 4 July 2017

Prospect High School Beacon Charter signing

Wednesday 5 July 2017

NAIDOC Week (Deloraine)

Thursday 6 July 2017

Meeting with Premier Will Hodgman (Deloraine)

Tuesday 11 July 2017

Citizenships Ceremony (Westbury)

DECLARATIONS OF INTEREST:

TABLING OF PETITIONS:

A copy of a petition to the Rt Hon Malcolm Turnbull, the Prime Minister and Parliament of Australia regarding the Restoration of Preventative Health Programs is tabled.

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. PUBLIC QUESTIONS TAKEN ON NOTICE – JUNE 2017

2. PUBLIC QUESTIONS WITH NOTICE – JULY 2017

3. QUESTIONS WITHOUT NOTICE – JULY 2017

COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – JUNE 2017

1.1 Cr Bob Richardson

On Sunday, last, I drove to St Mary's. I passed through Avoca, Fingal and St Mary's. I noted that most, if not all, of the streets were kerbed and guttered, and most streets had concrete footpaths. Two of the three population centres have schools and swimming pools and.....

The population centres have about 200, 200 and 500 people.

Why has Hadspen, a much larger centre, not been provided with a school? Why does not Hadspen and Westbury not have pools. Are these not reasonable questions to ask?

Response by Martin Gill, General Manager

Hadspen does not have a school because, to this point, neither the Department of Education nor another education provider has elected to establish a school in the township.

Hadspen and Westbury do not have pools because neither Westbury Council nor the Meander Valley Council have resolved to build a pool in either township.

I have assumed the last question regarding the reasonableness of the two prior questions was rhetorical. If it was not please let me know and I will prepare a response.

2. COUNCILLOR QUESTIONS WITH NOTICE – JULY 2017

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – JULY 2017

DEPUTATIONS BY MEMBERS OF THE PUBLIC

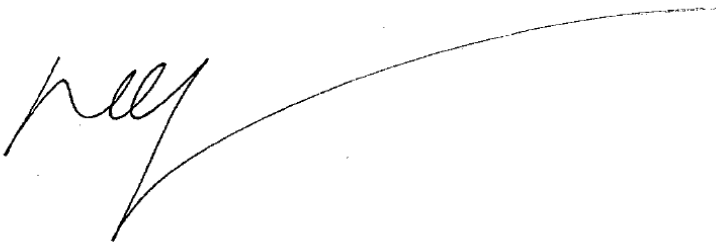
NOTICE OF MOTIONS BY COUNCILLORS

- GOV 4 Notice of Motion – Repeal section 13 of the Fluoridation Act 1968 – Cr Tanya King
- GOV 5 Notice of Motion – Australia Day - Cr Andrew Connor

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."



Martin Gill
GENERAL MANAGER

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

COUNCIL MEETING AS A PLANNING AUTHORITY

The Mayor advises that for items C&DS1 to C&DS4 Council is acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993*.

C&DS 1 10A NEPTUNE DRIVE, BLACKSTONE HEIGHTS - CHANGES TO AN EXISTING NON-CONFORMING USE (STORAGE BUILDING)

1) Introduction

This report considers application PA\17\0205 for Changes to an Existing Non-conforming Use (storage building) on land located at 10A Neptune Drive, Blackstone Heights (CT 169236/2).

2) Background

Applicant

R Harrison

Planning Controls

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

Use & Development

The application is for retrospective approval for a 26.6m x 9m x 6.3m (h) storage building. The steel framed building with a gable roof has 7 roller doors facing into the property. There are no other windows or doors.

The subject building is to be used to store equipment that is associated with a contractor's depot. The land has been used over time as a Contractor's depot, and as such has existing use rights. Storage (contractor's depot) is a Prohibited use in that zone. As such, the application is being processed in accordance with Clause 9.1, *Changes to an Existing Non-conforming Use*.



Photo 1: south-west view of subject building



Photo 2: north-east view of subject building

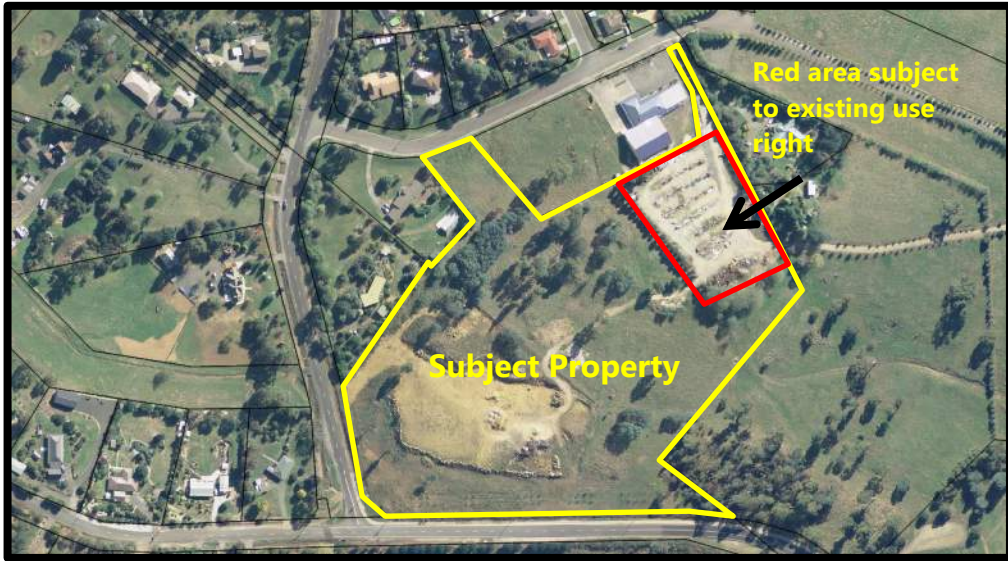


Photo 3: aerial view of subject site



Photo 4: aerial view of subject area, showing approximate area of subject building

Site & Surrounds

The property is located on the edge of the residential area for Blackstone Heights. The property is bordered by Neptune Drive, Panorama Road and Blackstone Heights. There are no other buildings on the site.

A previous planning permit was issued for the property in 2012. That permit (PA\12\0055) was for a Restaurant (with shop) and a manager's residence and barn. This permit has commenced.

Statutory Timeframes

Date Received:	12 May 2017
Request for further information:	Not applicable.
Information received:	Not applicable.
Advertised:	20 May 2017
Closing date for representations:	5 June 2017
Extension of time granted:	8 June 2017
Extension of time expires:	12 July 2017
Decision due:	11 July 2017

3) Strategic/Annual Plan Conformance

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

4) Policy Implications

Not applicable.

5) Statutory Requirements

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

6) Risk Management

Management of risk is inherent in the conditioning of the permit.

7) Consultation with State Government and other Authorities

Not applicable.

8) Community Consultation

The application was advertised for the statutory 14-day period.

One (1) representation was received (attached document). The representation is discussed in the assessment below.

9) Financial Impact

Not applicable.

10) Alternative Options

Council can either approve the application with amended conditions or refuse the application.

11) Officers Comments

Zone

The subject property and surrounding area are located in the Low Density Residential Zone.

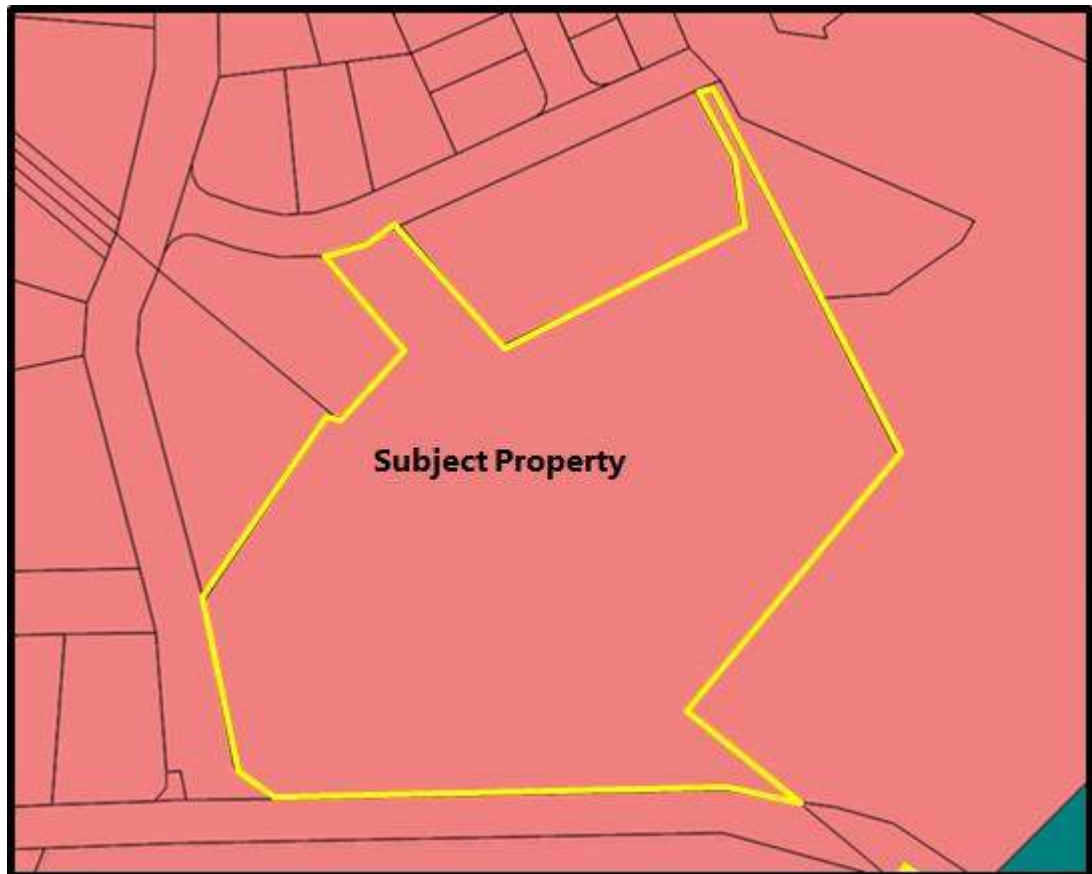


Figure 1: zoning map

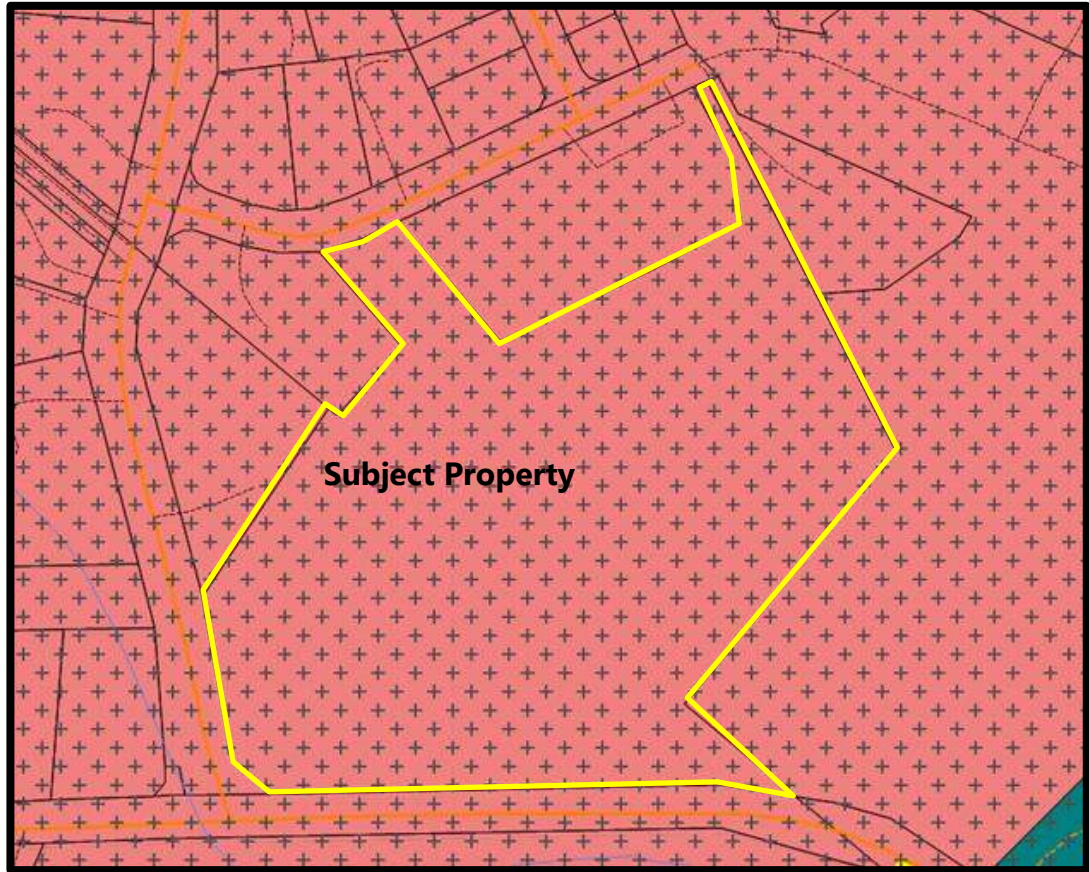


Figure 2: overlay map (showing the salinity risk overlay)

Use Class

Table 8.2 of the Scheme, categorises the proposed use class as:

- Changes to an Existing Non-conforming Use

Applicable Standards

This assessment considers all applicable planning scheme standards.

In accordance with Clause 9.1 *Changes to an Existing Non-conforming Use*, Council has the Discretion to approve minor development associated with an existing non-conforming use where the development does not impact adjoining users or the amenity of the location and there is no intensification of the use.

The subject building is associated with an existing use right. The sole purpose of the building is to house some of the equipment normally stored outside. There will be no intensification of the use of the land.

The subject building is located in close proximity to the building on 8 Neptune Drive (Cityview Christian Church). The overall height of the rear building extension on 8 Neptune Drive is 7m (the overall height of the subject building is 6.3m). In addition, the closest dwelling (10 Neptune Drive) is located approximately 46m to the east. Due to this separation distance, the shadow cast by the subject building will not reach this dwelling or its private open space.

Based on the above, the proposal is not expected to impact on the adjoining users or amenity of the area.

In exercising its discretion, Council may have regard to the purpose and provisions of the zone and any applicable codes. The most applicable standards have been considered below.

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

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

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

Compliance Assessment

The proposed development is assessed against the Zone Purpose, the Local Area Objectives and Desired Future Character Statements.

12.1 Zone Purpose

12.1.1 Zone Purpose Statements

12.1.1.1 To provide for residential use or development on larger lots in residential areas where there are infrastructure or environmental constraints that limit development.

12.1.1.2 *To provide for non-residential uses that are compatible with residential amenity.*

12.1.1.3 *To ensure that development respects the natural and conservation values of the land and is designed to mitigate any visual impacts of development on public views.*

12.1.2 Local Area Objectives

Blackstone Heights

a) Infill development on existing lots will be supported, however infrastructure constraint will determine the rate and density of future residential development.

12.1.3 Desired Future Character Statements

Blackstone Heights

a) Blackstone Heights is characterised by large, prominent single dwellings and outbuildings on larger lots. This character is to be maintained with due consideration to the mitigation of building bulk through landscaping and the minimization of cut and fill works where development is viewed from public open space.

Comment:

As stated, the purpose of the subject building is to house equipment associated with a contractor's depot. The site has an existing use right as Storage (contractor's depot). These items are currently stored on and near the subject site (see Photos 3 & 4).

The proposal will not result in any increase in activity. The sole purpose of the building is to house some equipment normally stored outside. As such, the proposal will reduce the "industrial" visual appearance of the site when viewed from adjoining properties.

The majority of the subject building is screened from Neptune Drive by the Cityview Christian Church building (8 Neptune Drive). Due to the topography of the land and neighbouring buildings, the subject building is only marginally visible from Blackstone Road and Neptune Drive. As such, additional landscaping is not considered necessary.

Based on the above, the development is considered in keeping with the Zone Purpose, Local Area Objective and Desired Future Character Statement.

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

Low Density Residential Zone			
Scheme Standard		Comment	Assessment
12.4.2.1 Non Residential Buildings			
A1	If for permitted or no permit required uses.	The proposal is not a permitted or no permit required use.	Can be considered

Urban Salinity Code			
Scheme Standard		Comment	Assessment
E16.6.1 Stormwater			
A1	<p>A.1 All stormwater runoff from hardened surfaces is to be collected and discharged to a reticulated stormwater system.</p> <p>A1.2 If stormwater is collected and stored in a detention basin, the basin is to be lined with impermeable material.</p>	The proposal is for stormwater to be directed to a soakage trench.	Can be considered

Car Parking and Sustainable Transport Code			
Scheme Standard		Comment	Assessment
6.6.1 Car Parking Numbers			
A1	The number of car parking spaces must not be less than the requirements of: <ul style="list-style-type: none"> a) Table E6.1; or b) a parking precinct plan. 	The development does not increase demand or reduce the supply of car parking spaces.	Not applicable

Performance Criteria

As stated above, in exercising its discretion, Council **may** have regard to the provisions of the zone and any applicable codes. The most applicable standards have been considered below.

Low Density Residential Zone
12.4.2.1 Non Residential Buildings
Objective <i>To ensure that all non residential development undertaken in the Low Density Residential Zone is sympathetic to the form and scale of residential development and does not affect the amenity of nearby residential properties.</i>
Performance Criteria P1 <i>Development must be designed to protect the amenity of surrounding residential uses and:</i> <i>a) the proportion of the site covered by buildings must have regard to the:</i> <i>i) size and shape of the site; and</i> <i>ii) site coverage of existing buildings and any constraints imposed by existing development or the features of the site; and</i> <i>iii) site coverage of adjacent properties; and</i> <i>iv) effect of the visual bulk of the building and whether it respects the neighbourhood character; and</i> <i>v) capacity of the site to absorb runoff; and</i> <i>vi) landscape character of the area and the need to remove vegetation to accommodate development; and</i> <i>b) the building height must have regard to the:</i> <i>i) effect of the slope of the site on the height of the building; and</i> <i>ii) relationship between the proposed building height and the height of existing adjacent buildings; and</i> <i>iii) visual impact of the building when viewed from the road and from adjoining properties; and</i> <i>iv) degree of overshadowing and overlooking of adjoining properties; and</i> <i>c) the setback of the building to a road frontage must be appropriate to the location and the character of the area having regard to:</i> <i>i) the prevailing setbacks of existing buildings on nearby lots; and</i> <i>ii) the visual impact of the building when viewed from the road; and</i> <i>iii) treatment of development within front setback; and</i> <i>d) the setback of the building to side and rear boundaries must prevent unreasonable impacts on the solar access and privacy of habitable room windows and private open space of adjoining dwellings; and</i>

e) traffic circulation and parking areas must be located away from residential boundaries; and

f) landscaping must integrate development having regard to:

i) the level and effectiveness of physical screening by fences or vegetation; and

ii) the location and impacts of illumination of the site; and

iii) passive surveillance of the site.

Comment:

The application is for a building only. The use of the land has already been established. As such, the following assessment is restricted to the building only.

The subject property is 6.041ha in size. The building floor area is 240m², which is less than 1% of site coverage. Combined with the approved buildings (PA\12\0055 restaurant, manager's residence and barn) for the property, the building area of the total site coverage is less than 3% (the standard for the Low Density Residential Zone is 30%).

The subject building is located 1m off the shared boundary with 8 Neptune Drive and approximately 7.9m from the Cityview Christian Church building. That building has a floor area of 1,137.7m² with an overall height of 7m. The subject building has a floor area of 240m² and is 6.3m in overall height.

The setback to the closest boundary is 1m. The standard setback in this zone is 3m. The closest building is that of the Cityview Christian Church (not a dwelling). The closest dwelling is located approximately 46m to the east (10 Neptune drive). With this separation distance, the shadow cast by the subject building will not reach this dwelling or its private open space.

The subject building is only marginally visible from Neptune Drive (mostly obscured by the Cityview Christian Church building). The proposal is that stormwater from the building is to a soakage trench. No vegetation removal was required to accommodate the subject building.



Photo 6: view from Neptune Drive

The development does not increase demand or reduce the supply of car parking spaces.

The proposal is considered consistent with the objective.

Urban Salinity Zone

E16.6.1 Stormwater

Objective

To ensure that stormwater runoff from buildings and hardened surfaces does not increase the risk of salinity through ground saturation or raising the water table.

Performance Criteria P1

A Salinity Hazard Assessment is to demonstrate that stormwater runoff from buildings and hardened surfaces is to be managed so as not to result in:

- a) an increase over the pre-development level in the amount of water entering the groundwater table;*
- b) the disposal of surface water to adjoining low lying areas subject to waterlogging.*

Comment:

The proposal is to direct all the stormwater from the subject building to a

soakage trench. The proposed location for the soakage trench is downslope from the subject building. The slope continues downslope towards Blackstone Road. The location of the proposed soakage trench is not a water logged area.

The discharge into the soakage trench is only associated with the building runoff. The proposal does not include any extensive irrigation nor are there any plumbing fixtures inside the building. The amount of water entering the ground water system would be the same amount pre-development.

Due to the size of the property (6ha in size), that no vegetation is to be removed as part of this application and that the site is not water-logged, on-site disposal of stormwater can be considered. However, if the subject property was to be subdivided in the future, the suitability of on-site detention must be re-considered.

As an alternative, the applicant has recently stated a willingness to consider directing the stormwater to a Council maintained system, if possible. No detailed stormwater drainage plan has been submitted.

Recommended condition:

That the applicant can either:

- (1) use the proposed soakage trench and enter into a Part 5 Agreement requiring the stormwater to be directed to Council's stormwater system prior to sealing any future subdivision; or
- (2) direct the stormwater to Council's stormwater system.

Representations

One (1) representation was received (see attached documents). A summary of the representation is as follows:

- *As this building has already been erected what changes to a non-conforming building is being applied for?*
- *Were building approvals obtained prior to the construction of said shed?*
- *Is the zoning for this area classed as residential or industrial?*
- *What are the height restrictions and water run off ramifications for said shed?*
- *What will be stored in the said shed?*
- *Will there be heavy machinery and farming equipment accessing this property?*

- *What overall impact will be created from said shed?*

Comment:

The application is for retrospective approval of a building. The change described in the classification is the erection of this building.

The building was erected without permits.

The zoning of the area is Low Density Residential.

The Acceptable Solution for overall height in the Low Density Residential Zone is 8m. All stormwater runoff will be managed on site.

Due to the configuration and ownership of the surrounding properties, vehicle access is primarily through 12 Neptune Drive (see Photo 7 below).

The subject building will house equipment associated with the Contractor's depot, normally stored on the site.

As discussed above, the proposal is not expected to impact on the adjoining users or amenity of the area.



Photo 7: aerial photo of subject property and surrounding properties showing internal driveways linking the properties together

Conclusion

In conclusion, it is considered that the application for Use and Development for a Change to an Existing Non-conforming Use - storage building is acceptable in the Low Density Residential Zone.

AUTHOR: Leanne Rabjohns
TOWN PLANNER

12) Recommendation

That the application for Use and Development for Changes to an Existing Non-conforming Use (storage building) on land located at 10A Neptune Drive, Blackstone Heights (CT 169236/2) by R Harrison requiring the following discretions:

- ***Changes to an Existing Non-conforming Use***

be APPROVED, generally in accordance with the endorsed plans:

- a) Johnstone McGee & Gandy – Site plan; Shed plans, elevations and details & Site and drainage plan;***

and subject to the following conditions:

- 1. Prior to the commencement of use, either:**

- a) a Section 71 agreement must be executed, that provides for the following:**

Prior to any future sealing of a subdivision of the land (CT 169236/2), the stormwater from the subject building must be directed to Council's stormwater system to the satisfaction of Director Infrastructure Services.

Once executed, the agreement must be lodged and registered in accordance with Section 78 of the *Land Use Planning and Approvals Act 1993*.

All costs associated with preparing and registering the Agreement must be borne by the applicant.

OR

- b)
 - i. **Design drawings are to be submitted showing the means of connection to Council's stormwater system, to the satisfaction of Director Infrastructure Services; and**
 - ii. **All construction is to be completed in accordance with the endorsed stormwater design drawings, to the satisfaction of Director Infrastructure Services.**

Note:

1. **Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au.**
2. **This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:**
 - a) **Building approval**
 - b) **Plumbing approval****All enquiries should be directed to Council's Permit Authority on 6393 5322 or Council's Plumbing Surveyor on 0419 510 770.**
3. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
 - c) Any other required approvals under this or any other Act are granted.
4. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au
5. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

6. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date.
7. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
8. If any Aboriginal relics are uncovered during works;
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
 - c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

PROPOSED SHED 2 PANORAMA ROAD, BLACKSTONE HEIGHTS JOB No. J162284CL.

BUILDING DESIGNER & ENGINEER
 R.J. GOWLAND CC1590Y
 J.M.G. LAUNCESTON 0413 314 364

CERTIFICATE OF TITLE VOLUME 149075
 FOLIO 2
 AREA OF LAND 9.815 ha
 AREA OF SHED 240m²

DESIGN WIND CLASSIFICATION - N2
 SOIL CLASSIFICATION - H1 (LOCAL KNOWLEDGE)
 BAL - NOT APPLICABLE (ALL STEEL CONSTRUCTION)
 SITE HAZARDS - NO KNOWN HAZARDS

DRAWING SCHEDULE

NO.	DESCRIPTION	REV
S00	COVER SHEET	A
S01	SITE PLAN	B
S02	NOTES AND CONCRETE DETAILS	A
S03	SHED PLANS, ELEVATIONS AND DETAILS	A
S04	DRAINAGE PLAN	A

JOHNSTONE MCGEE & GANDY

Incorporating **Dale P Luck & Associates**
 ACN 009 547 139 www.jmg.net.au ABN 76 473 834 852
 117 Harrington Street, HOBART, TASMANIA (03) 6231 2555
 Level 1 49 - 51 Elizabeth Street, LAUNCESTON, TASMANIA (03) 6334 5548



ENGINEERS AND PLANNERS

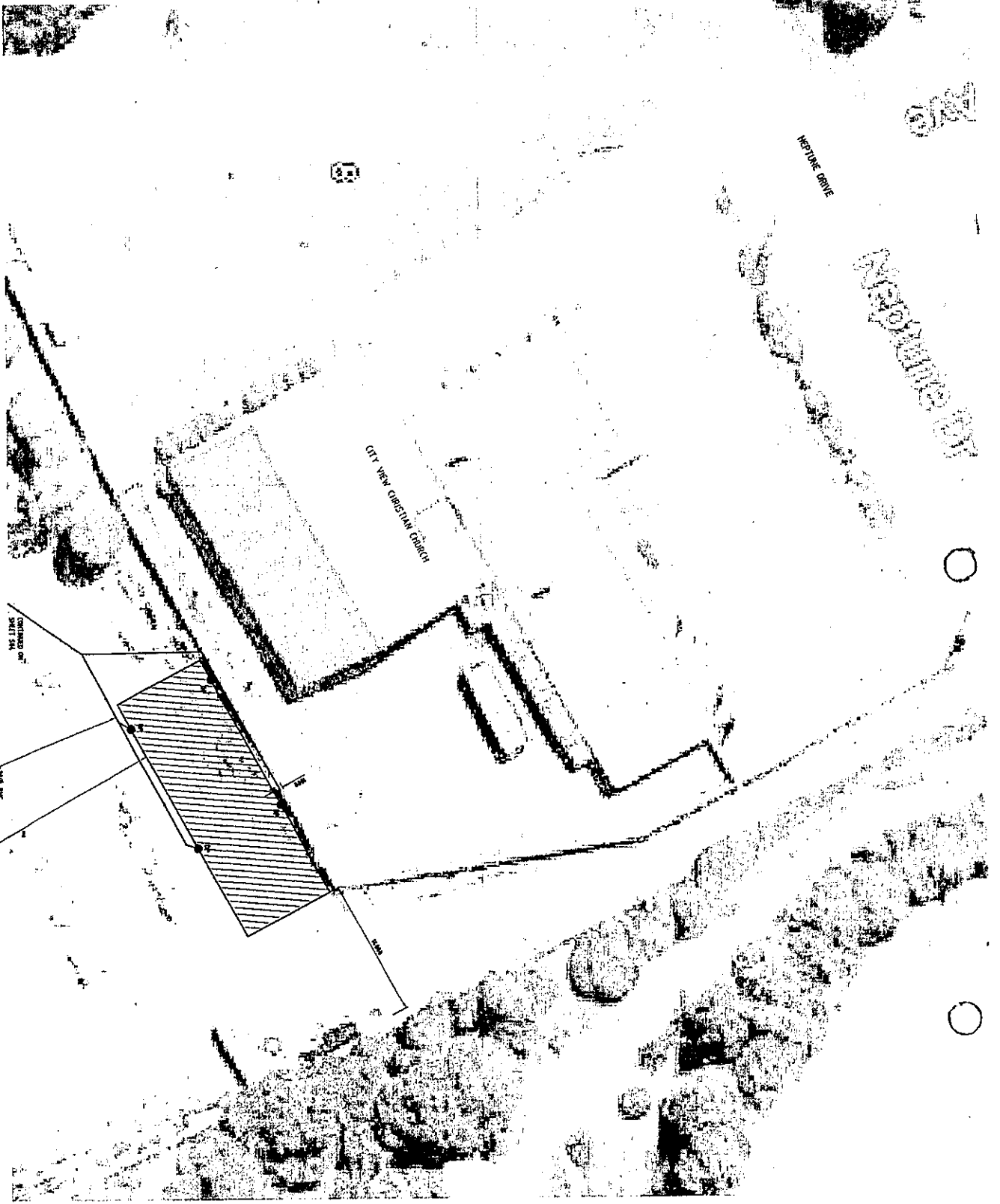


002

HEVY DUTY DRIVE

WATERMETER

ST. MARK'S CHRISTIAN CHURCH



GOOGLE MAP & SHED LOCATION PLAN
SCALE: 1:200

CONCRETE ON SPLIT 3M
MIG. PVC. SUBMITTER
PROPOSED LOCATION OF NEW SHED



Pyramid Document referenced on Certificate
Building Supervising of Substantial Compliance
Cert No: 0095/2017 Date: 31/03/2017
Greg Green CC264V - BS - Signed: *Greg Green*

C&DS 1

JING
21 Johnsons Road & Quay, Pty. Ltd.
21 Johnsons Road & Quay, Pty. Ltd.
21 Johnsons Road & Quay, Pty. Ltd.
21 Johnsons Road & Quay, Pty. Ltd.
21 Johnsons Road & Quay, Pty. Ltd.

21 JOHNSONS ROAD & QUAY, PTY. LTD.
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CONSTRUCTION ISSUE

21 JOHNSONS ROAD & QUAY, PTY. LTD.
21 JOHNSONS ROAD & QUAY, PTY. LTD.
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16. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES.

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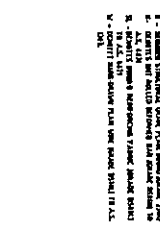
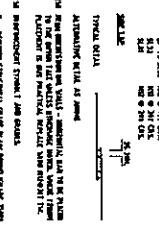
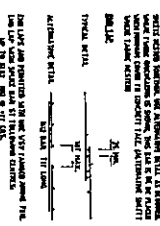
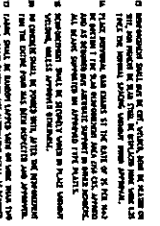
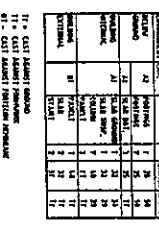
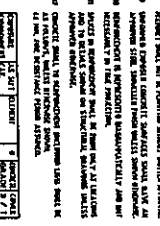
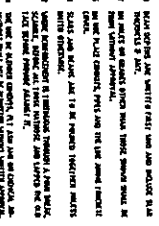
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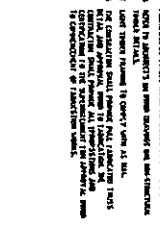
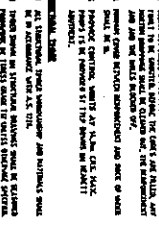
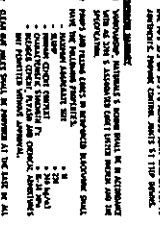
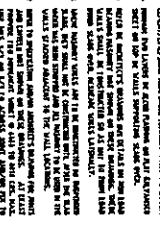
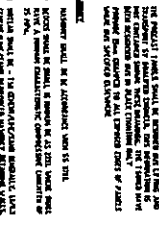
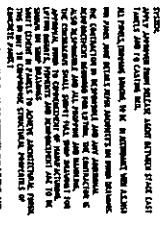
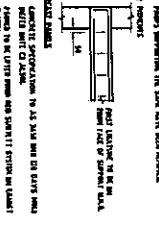
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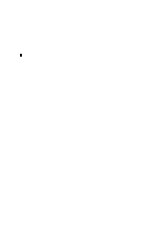
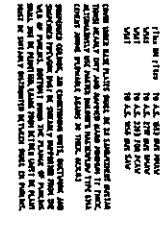
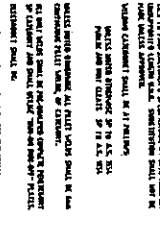
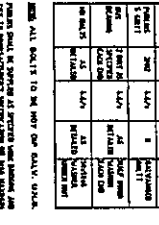
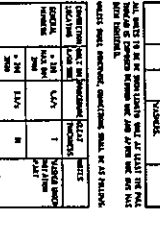
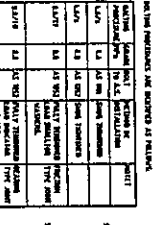
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4	LABOR	1000	HOUR	15.00	15000.00
5	EQUIPMENT	10	DAY	100.00	1000.00
6	PERMITS	1	SET	500.00	500.00
7	INSURANCE	1	MONTH	100.00	100.00
8	PROTECTION	1	MONTH	100.00	100.00
9	UTILITIES	1	MONTH	100.00	100.00
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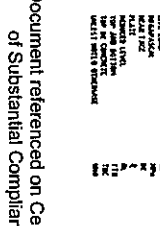
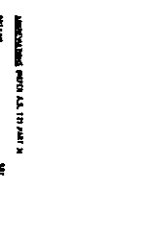
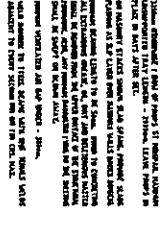
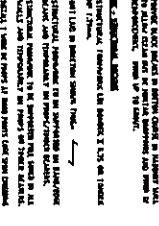
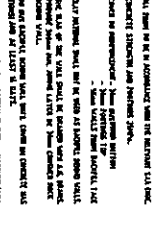
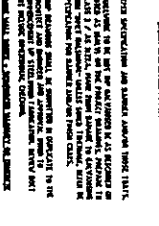
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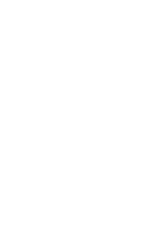
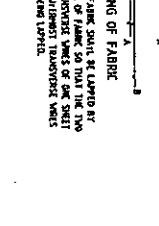
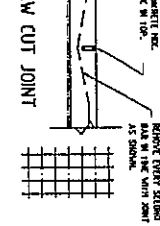
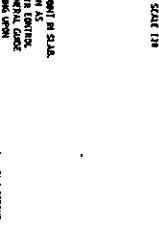
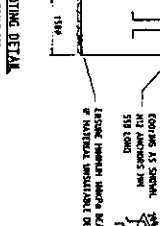
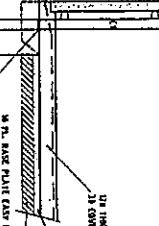
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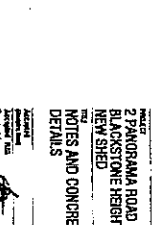
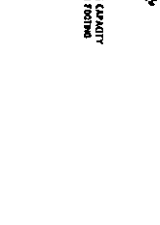
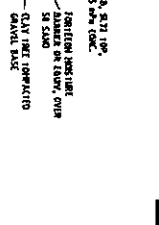
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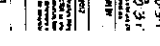
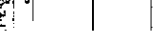
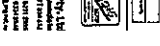
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Page 30

C&DS 1

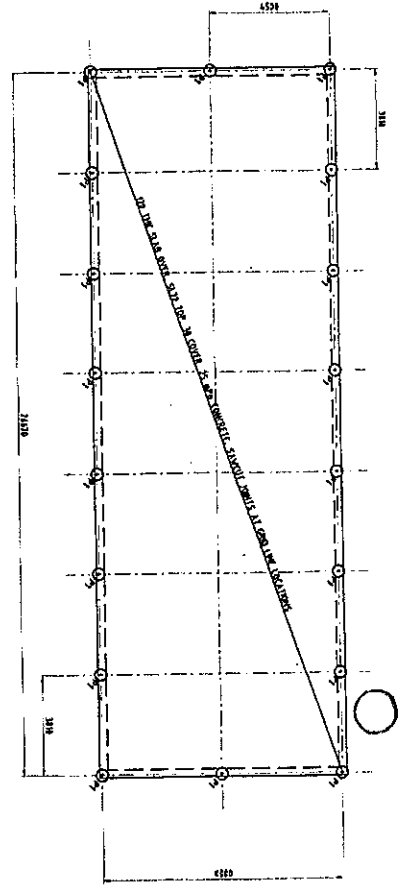
CONSTRUCTION ISSUE

Building Grouping
Cert No: 009512017
Date: 31/03/2017
Greg Green CC264V - BS - Signed

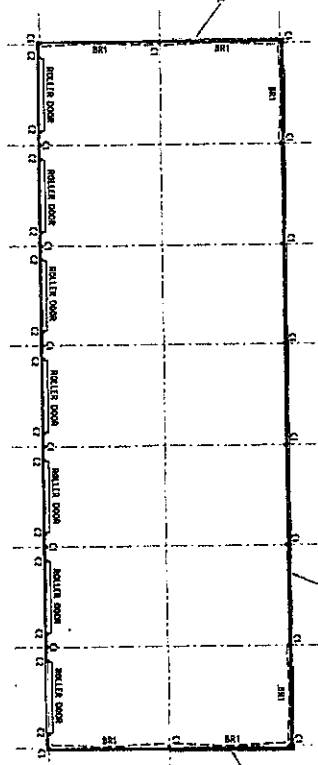
JMG
Engineers & Planners
2 PANORAMA ROAD
BLACKSTONE HEIGHTS
NEW SHED
NOTES AND CONDITIONS
DETAILS

Scale: 1:50
Date: 31/03/2017
Project: J16228401

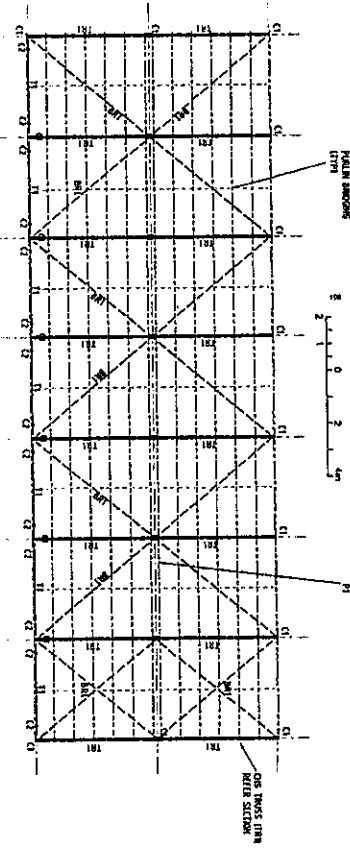
502



FOOTING PLAN

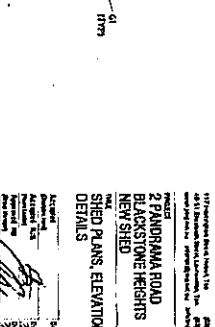
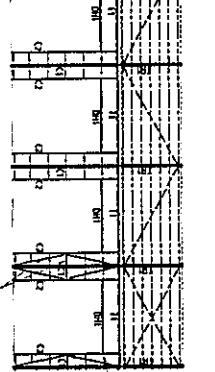
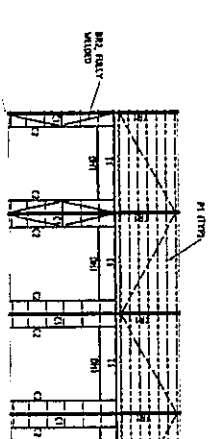
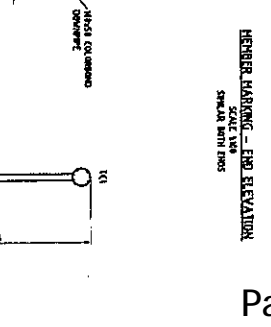
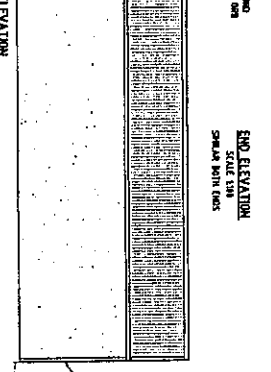
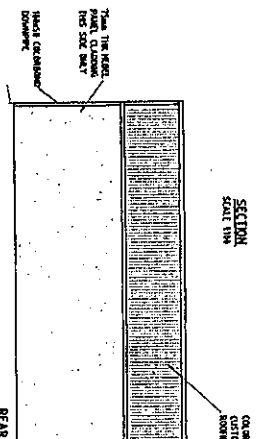
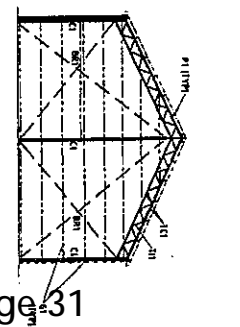
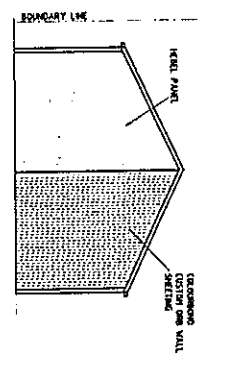
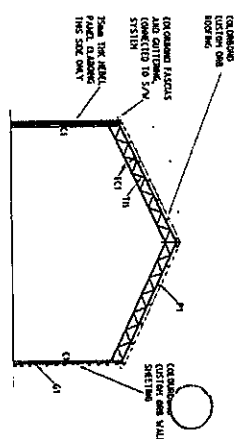


FLOOR PLAN



ROOF FRAMING PLAN

MARK	DESCRIPTION	REMARKS
C1	17x14.3 DS	REFER DETAIL ABOVE
C2	17x14.3 DS	REFER DETAIL ABOVE
M1	20x20 SRS	BLINDING
M2	20x20 SRS	BLINDING
T1	21x21.3 DS	TRUSS CHORDS
T2	21x21.3 DS	TRUSS INTERMEDIATES
T3	21x21.3 DS	TRUSS INTERMEDIATES
P1	17x14.3 DS	TRUSS CHORDS
P2	17x14.3 DS	TRUSS CHORDS
P3	17x14.3 DS	TRUSS CHORDS
P4	17x14.3 DS	TRUSS CHORDS
P5	17x14.3 DS	TRUSS CHORDS
P6	17x14.3 DS	TRUSS CHORDS
P7	17x14.3 DS	TRUSS CHORDS
P8	17x14.3 DS	TRUSS CHORDS
P9	17x14.3 DS	TRUSS CHORDS
P10	17x14.3 DS	TRUSS CHORDS
P11	17x14.3 DS	TRUSS CHORDS
P12	17x14.3 DS	TRUSS CHORDS
P13	17x14.3 DS	TRUSS CHORDS
P14	17x14.3 DS	TRUSS CHORDS
P15	17x14.3 DS	TRUSS CHORDS
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P17	17x14.3 DS	TRUSS CHORDS
P18	17x14.3 DS	TRUSS CHORDS
P19	17x14.3 DS	TRUSS CHORDS
P20	17x14.3 DS	TRUSS CHORDS
P21	17x14.3 DS	TRUSS CHORDS
P22	17x14.3 DS	TRUSS CHORDS
P23	17x14.3 DS	TRUSS CHORDS
P24	17x14.3 DS	TRUSS CHORDS
P25	17x14.3 DS	TRUSS CHORDS
P26	17x14.3 DS	TRUSS CHORDS
P27	17x14.3 DS	TRUSS CHORDS
P28	17x14.3 DS	TRUSS CHORDS
P29	17x14.3 DS	TRUSS CHORDS
P30	17x14.3 DS	TRUSS CHORDS
P31	17x14.3 DS	TRUSS CHORDS
P32	17x14.3 DS	TRUSS CHORDS
P33	17x14.3 DS	TRUSS CHORDS
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P35	17x14.3 DS	TRUSS CHORDS
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P89	17x14.3 DS	TRUSS CHORDS
P90	17x14.3 DS	TRUSS CHORDS
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P92	17x14.3 DS	TRUSS CHORDS
P93	17x14.3 DS	TRUSS CHORDS
P94	17x14.3 DS	TRUSS CHORDS
P95	17x14.3 DS	TRUSS CHORDS
P96	17x14.3 DS	TRUSS CHORDS
P97	17x14.3 DS	TRUSS CHORDS
P98	17x14.3 DS	TRUSS CHORDS
P99	17x14.3 DS	TRUSS CHORDS
P100	17x14.3 DS	TRUSS CHORDS



Document referenced on Certificate of Substantial Compliance

Date: 31/03/2017

CONSTRUCTION ISSUE

C&DS 1

Page 31

JMC Engineering & Planning
 2 PANDORANA ROAD
 BLACKSTONE HEIGHTS
 NEW SOUTH WALES
 2158
 Phone: (02) 9638 1111
 Fax: (02) 9638 1112
 Email: info@jmc.com.au
 Website: www.jmc.com.au

Project: 2 PANDORANA ROAD
 Blackstone Heights
 New South Wales
 2158

Scale: 1/8

Author: [Signature]
 Date: 31/03/2017

Check: [Signature]
 Date: 31/03/2017

Approved: [Signature]
 Date: 31/03/2017

Scale: 1/8

Project: J162284CL

Sheet: S03

Version: A



Document referenced on Certificate of Substantial Compliance

Cert No: 0095/2017

Date: 31/03/2017

Greg Green CC264V - BS - Signed: *SA Green*

SEARCH OF TORRENS TITLE

VOLUME 169236	FOLIO 2
EDITION 1	DATE OF ISSUE 31-Aug-2015

SEARCH DATE : 31-Mar-2017

SEARCH TIME : 10.16 AM

DESCRIPTION OF LAND

Parish of LAUNCESTON Land District of CORNWALL
 Lot 2 on Sealed Plan 169236
 Derivation : Part of 500 Acres Located to Patrick Dalrymple &
 Part of 1536 Acres Gtd to Thomas Scutt Kelsey
 Prior CT 149075/2

SCHEDULE 1

C676769 TRANSFER to TORQUE HOLDINGS PTY LTD Registered
 25-Jun-2008 at noon

SCHEDULE 2

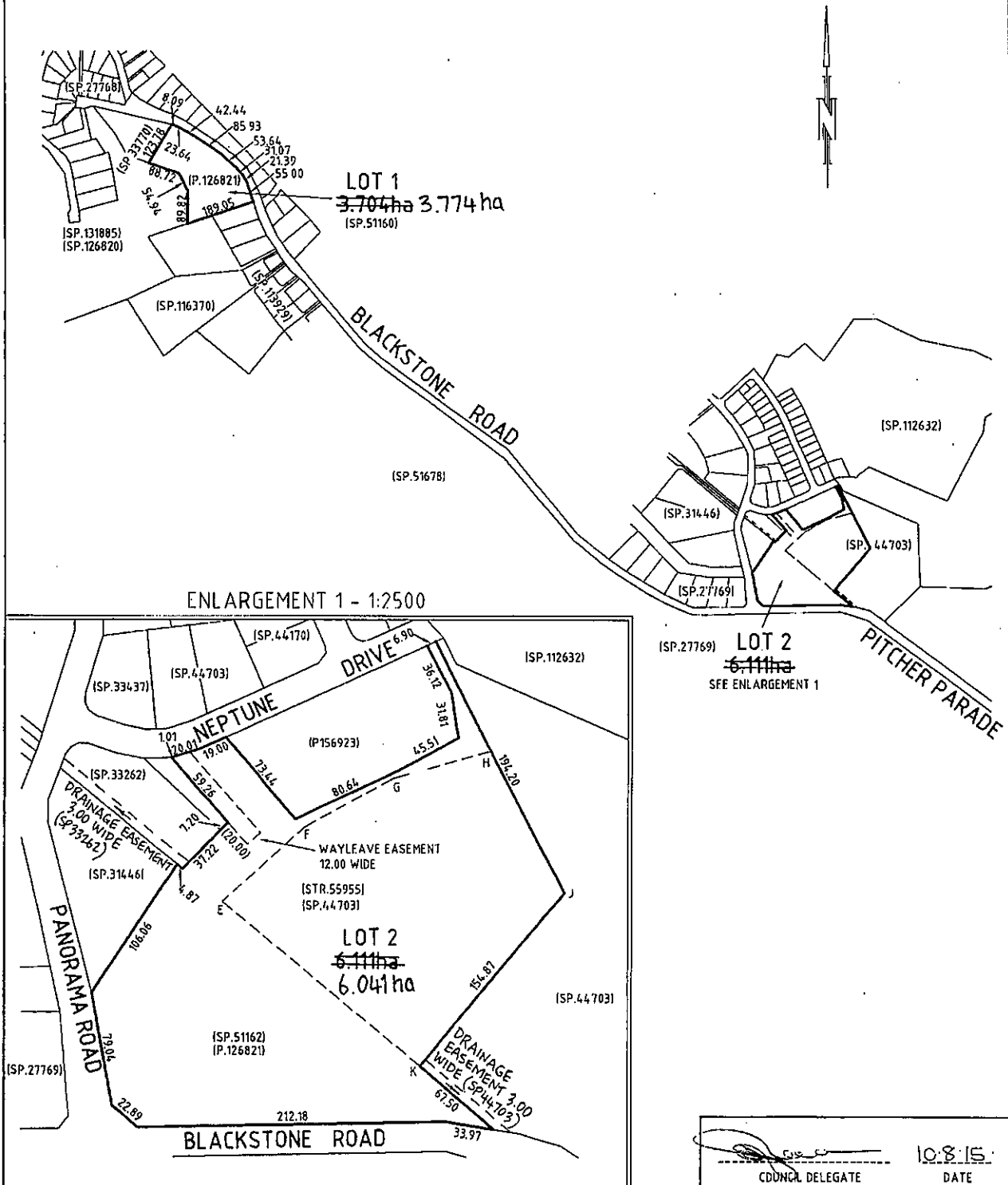
Reservations and conditions in the Crown Grant if any
 SP169236 EASEMENTS in Schedule of Easements
 SP169236 COVENANTS in Schedule of Easements
 SP169236 FENCING PROVISION in Schedule of Easements
 SP44703 & SP149075 COVENANTS in Schedule of Easements
 SP 44703 FENCING COVENANT in Schedule of Easements
 C991901 MORTGAGE to Westpac Banking Corporation Registered
 12-Jan-2011 at noon

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

OWNER: TORQUE HOLDINGS PTY LTD.		PLAN OF SURVEY		REGISTERED NUMBER SP169236	
FOLIO REFERENCE: CT.14,9075/2				BY SURVEYOR John William Dent of PDA SURVEYORS 3/23 BRISBANE STREET, LAUNCESTON	
GRANTEE: PART OF 500 ACRES LOCATED TO PATRICK DALRYMPLE & PART OF 1536 ACRES GRANTED TO THOMAS SCUTT KELSEY.		LOCATION LAND DISTRICT OF CORNWALL PARISH OF LAUNCESTON		SCALE: 1:10,000	
MAPSHEET MUNICIPAL CDDE No. 121		LAST UPI No		LAST PLAN No. SP149075	
ALL EXISTING SURVEY NUMBERS TO BE CROSS REFERENCED ON THIS PLAN					

LOT 1 AND LOT 2 ARE COMPILED FROM CT.14,9075/2



[Signature] 10.8.15
COUNCIL DELEGATE DATE

Sandi Scott
Development Services Officer
Meander Valley Council
26 Lyall Street
WESTBURY TAS 7301

Index No. 12272			
Doc No.			
RCV'D	-5 JUN 2017		MVC
Action Officer	LR	Dept.	CDS
EO		OD	✓

Dear Ms Scott,

Re: Notification for Planning Approval -R Harrison-PA\17\0205

I am in receipt of your letter dated 19 May, 2017.

I would like to submit my objection to this application due to the following stated below:

- As this building has already been erected what changes to a non-conforming building is being applied for?
- Were building approvals obtained prior to the construction of said shed?
- Is the zoning for this area classed as residential or industrial?
- What are the height restrictions and water run off ramification for said shed?
- What will be stored in the said shed?
- Will there be heavy machinery and farming equipment accessing this property?
- What overall impact will be created from said shed?

As a Meander Valley ratepayer I am somewhat bewildered by the actions taken by Mr Harrison being a long standing developer and businessman. I find it difficult to believe that Mr Harrison would not be aware of The Law and Council processes and procedures.

I sincerely hope that Council will take a strong stance against this blatant and deliberate act of non-compliance.

I await further correspondence with regard to this matter.

Yours Sincerely,



P Parker
9 Neptune Drive
Blackstone Heights

31 May, 2017

SCHEDULE OF EASEMENTS	Registered Number
NOTE: THE SCHEDULE MUST BE SIGNED BY THE OWNERS & MORTGAGEES OF THE LAND AFFECTED. SIGNATURES MUST BE ATTESTED.	SP 169236

PAGE 1 OF 4 PAGE/S

EASEMENTS AND PROFITS

Each lot on the plan is together with:-

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as may be necessary to drain the stormwater and other surplus water from such lot; and
- (2) any easements or profits a prendre described hereunder.

Each lot on the plan is subject to:-

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as passing through such lot as may be necessary to drain the stormwater and other surplus water from any other lot on the plan; and
- (2) any easements or profits a prendre described hereunder.

The direction of the flow of water through the drainage easements shown on the plan is indicated by arrows.

~~Lots 1 and 2 (inclusive) on the Plan which together formerly comprised Lot 2 on Sealed Plan No. 149075 are burdened by the easements and restrictive covenants set forth in Sealed Plan No. 149075.~~

Lot 2 is subject to a Wayleave Easement in favour of Tasmanian Networks Pty Ltd over the area "WAYLEAVE EASEMENT 12.00 WIDE" shown on the plan.

For the purpose of this schedule Wayleave Easement and restriction as to user of land means:

FIRSTLY the full and free right and liberty for Tasmanian Networks Pty Ltd and its successors and its and their servants, agents, invitees and contractors ("TasNetworks") at all times:


- (a) TO clear the lands marked "WAYLEAVE EASEMENT" on the plan (described as "the servient land") and to lay, erect, construct, inspect, install, maintain, repair, modify, add to, replace, remove and operate in, upon, through, over, along and under the servient land the following:
 - (i) Towers, poles, wires, cables, apparatus, appliances, and all other ancillary and associated equipment which includes telecommunication equipment (described collectively as "electricity infrastructure")

for, or principally for, the transmission and distribution of electrical energy and for any incidental purposes.

- (b) TO operate and maintain electricity infrastructure on the servient land.

- (c) TO cut away remove and keep clear of the electricity infrastructure all trees and other obstructions or erections of any nature whatsoever which may at any time:

(USE ANNEXURE PAGES FOR CONTINUATION)

SUBDIVIDER: Torque Holdings Pty Ltd	PLAN SEALED BY: Meander Valley Council
FOLIO REF: volume 149075 folio 2	DATE: 10.8.2015
SOLICITOR & REFERENCE: Rae & Partners Lawyers Will Edwards (KLW)	REF NO. PALM/0243
	 Council Delegate

NOTE: The Council Delegate must sign the Certificate for the purposes of identification.

<p>ANNEXURE TO SCHEDULE OF EASEMENTS</p> <p>PAGE 2 OF 3₄ PAGES</p>	<p>Registered Number</p> <p>SP 169236</p>
<p>SUBDIVIDER: TORQUE HOLDINGS PTY LTD FOLIO REFERENCE: 149075/2</p>	

- (i) overhang, encroach upon or be in or on the servient land; or
 - (ii) which may in the opinion of TasNetworks endanger or interfere with the proper operation of the electricity infrastructure.
- (d) TO enter the servient land for all or any of the above purposes and to cross the remainder of the land with any and all necessary plant, equipment, machinery and vehicles for the purpose of access and egress to and from the servient land, and where reasonably practicable, in consultation with the registered proprietor/s (except when urgent or emergency repair work is needed).

SECONDLY the benefit of a covenant for TasNetworks and with the registered proprietor/s for themselves and their successors not to:

- (i) erect any buildings; or
 - (ii) place any structures, objects or vegetation;
- within the servient land without the prior written consent of TasNetworks.

TasNetworks may rescind their consent if in the opinion of TasNetworks there are safety, access or operational concerns.

FENCING PROVISION

In respect to the Lots shown on the Plan the Vendor (Torque Holdings Pty Ltd) shall not be required to fence.

Executed by **TORQUE HOLDINGS PTY LTD** (being the registered proprietor of the land comprised in folio of the register volume 149075 folio 2) in accordance with section 127 of the Corporations Act 2001:



Ross Robert Harrison
Sole Director/Sole Secretary

NOTE: Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.

<p>ANNEXURE TO SCHEDULE OF EASEMENTS</p> <p>PAGE 3 OF 4 PAGES 4</p>	<p>Registered Number</p> <p>SP 169236</p>
<p>SUBDIVIDER: TORQUE HOLDINGS PTY LTD FOLIO REFERENCE: 149075/2</p>	

I certify that the Attorney for the Mwigale, with whom I am personally acquainted or as to whose identity I am otherwise satisfied, signed this instrument in my presence.

Signature of Witness: [Signature]
Name of Witness: Anura Srivastava
Address of Witness: 150 Collins Street, Melbourne

SIGNED by John Hanslow as attorney for Westpac Banking Corporation under power of attorney Registered No. 72/5446.

[Signature]
(Signature) Tier Three Attorney
By executing this instrument the attorney states that the attorney has received no notice of the revocation of the power of attorney.

NOTE: Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.

<p>ANNEXURE TO SCHEDULE OF EASEMENTS</p> <p>PAGE 4 OF 4 PAGES</p>	<p>SP169236</p>
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SUBDIVIDER: - TORQUE HOLDINGS PTY LTD
 FOLIO REFERENCE: - 149075/2

EASEMENTS

That part of Lot 2 on the plan formerly comprised in Lot 2 on SP44703 is together with a Right of Drainage over the strip of land shown as Drainage Easement 3.00 wide (SP44703) on the plan.

Those parts of Lots 1 and 2 on the plan formerly comprised in Lot 1 on P126821 are each together with:

A Right of Drainage over the strip of land shown as Drainage Easement marked TT, UU, VV, WW, WW, XX and TT, YY on P126821.

A Right of Drainage over the Drainage Easement 5.00 wide marked A K L on P126821.

A Right of Drainage (appurtenant to Lot 1 on plan number 114217 excepting thereout the land marked A1, B1, C1, D1 thereon) over the strip of land shown as Drainage Easement marked CC, DD, EE, FF on P126821.

A Right of Drainage over the strip of land shown as Drainage Easement passing through the land comprised in Lots 116, 117, 119 and 120 on SP113929.

A Power Right over the Power Easement on SP113929.

A Right of Drainage over the strips of land shown as Drainage Easement 5.00 wide 6.00 wide and 3.00 wide shown passing through the land comprised in Lots 24-37 and 70, Lots 65 and Lots 13-15 respectively on SP 27768.

A Right of Drainage over the strip of land shown as Drainage Easement marked AA-BB shown passing through the land comprised in Lot 1 on SP126820.

COVENANTS

Lot 2 on the plan is burdened by the restrictive covenants set forth in Sealed Plan 149075 & 44703.

NOTE: - Every annexed sheet must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.

C&DS 2 45A PARSONAGE STREET, DELORAINE - MULTIPLE DWELLINGS (2 UNITS)

1) Introduction

This report considers application PA\17\0212 for Multiple Dwellings (2 units) on land located at 45A Parsonage Street, Deloraine CT:161933/2).

2) Background

Applicant

M Walters

Planning Controls

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

Use & Development

The application proposes to construct multiple dwellings (2 units) at 45A Parsonage Street, Deloraine. The units have identical floor plans, including two bedrooms, open plan kitchen/dining/lounge, laundry, bathroom and single carport. The dwellings will be largely cut into the slope, with some fill on the downslope to create a flat building area. Each unit provides parking for two vehicles. The application also proposes to demolish an existing outbuilding. Full plans are included in the attached documents.

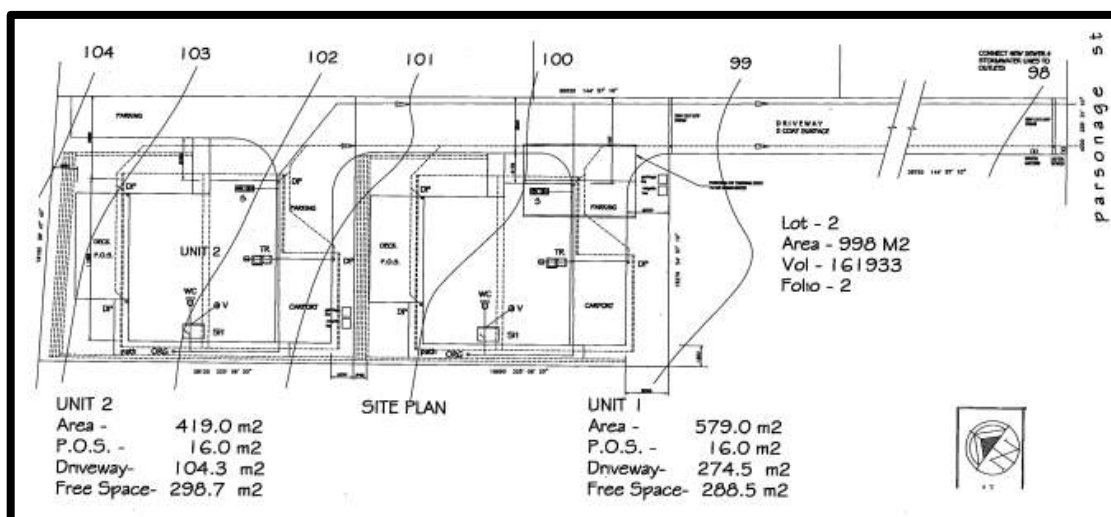


Figure 1: site plan (Wood Design and Drafting, 2016)

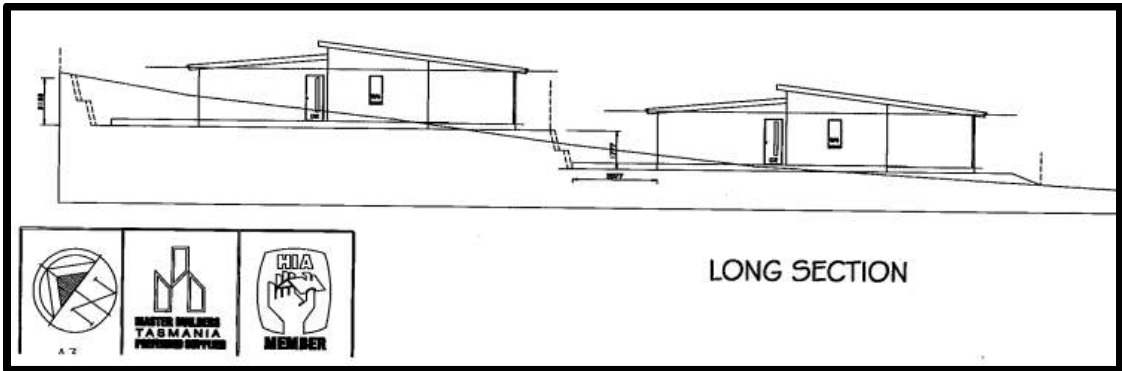


Figure 2: long section (Wood Design and Drafting, 2016)

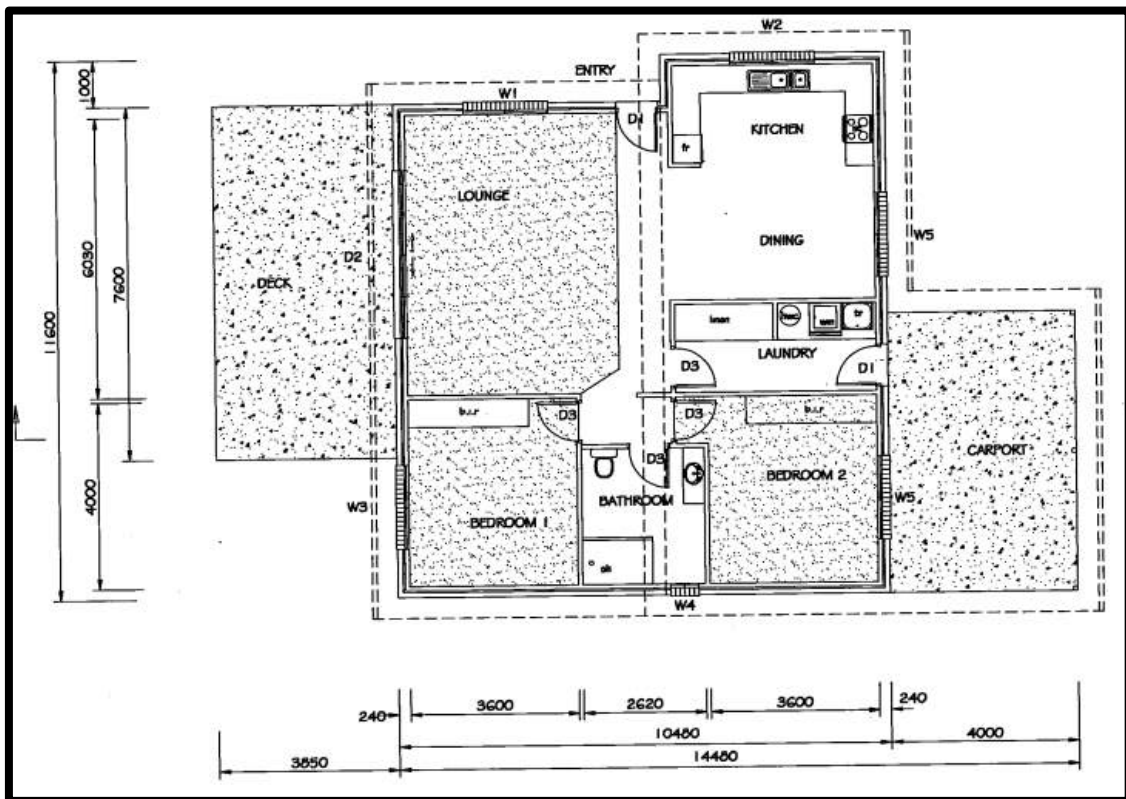


Figure 3: Proposed floor plan (Wood Design and Drafting, 2016)

Site & Surrounds

The subject property is an internal lot, located within the urban area of Deloraine, with an area of 998m². The land slopes downward from north to south, with a fall of approximately 5 metres across the lot (excluding the access handle). There is an existing outbuilding on the lot, however, it is otherwise cleared and free from development. The land has frontage onto Parsonage Street.

The surrounding properties are all used for residential purposes and have been developed with a mix of multiple and single dwellings.



Photo 1: Aerial photo of subject title and surrounds



Photo 2: Existing outbuilding at 45A Parsonage Street, to be demolished



Photo 3: Subject title, viewed from Parsonage Street, showing the access handle



Photo 4: Subject title, looking south from within the lot



Photo 5: Subject title, looking north from within the lot

Statutory Timeframes

Date Received: 23 May 2017

Request for further information:	Not applicable.
Information received:	Not applicable.
Advertised:	10 June 2017
Closing date for representations:	27 June 2017
Extension of time granted:	3 July 2017
Extension of time expires:	12 July 2017
Decision due:	11 July 2017

3) Strategic/Annual Plan Conformance

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

4) Policy Implications

Not applicable.

5) Statutory Requirements

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

6) Risk Management

Management of risk is inherent in the conditioning of the permit.

7) Consultation with State Government and other Authorities

The application was referred to TasWater. A Submission to Planning Authority Notice (TWDA 2017/00854 - MVC) was received on 13 June 2017 (attached document).

8) Community Consultation

The application was advertised for the statutory 14-day period.

Three (3) representations were received (attached documents). The representations are discussed in the assessment below.

9) Financial Impact

Not applicable.

10) Alternative Options

Council can either approve the application with amended conditions or refuse the application.

11) Officers Comments

Zone

The subject property is located in the General Residential Zone. The land surrounding the site is located in the General Residential Zone.



Figure 4: Zoning of subject title and surrounding land

There are no planning overlays applicable to this development.

Use Class

Table 8.2 of the Scheme, categorises the proposed use class as:
Residential (Multiple Dwellings)

Applicable Standards

This assessment considers all applicable planning scheme standards.

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

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

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

Compliance Assessment

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

General Residential Zone			
Scheme Standard		Comment	Assessment
10.3.1 Amenity			
A1	If for permitted or no permit required uses.	The application is for multiple dwellings; a permitted use in the General Residential Zone.	Complies
A2	Commercial vehicles for discretionary uses must only operate between 7.00am and 7.00pm Monday to Friday and 8.00am to 6.00pm Saturday and Sunday.	Not applicable	
10.4.1 Residential density for multiple dwellings			
A1	Multiple dwellings must have a site area per dwelling of not less than: a) 325m ² ; or b) in accordance with a	Excluding the access handle, the lot has an area of approximately	Complies

	density area.	840m ² , resulting in a site area of approximately 420m ² per dwelling.	
10.4.10 Common Property for multiple dwellings			
A1	Development for multiple dwellings must clearly delineate public, communal and private areas such as: a) driveways; and c) site services, bin areas and any waste collection points.	Public and private areas are clearly delineated by the driveway and internal fencing.	Complies
10.4.12 Site Services for multiple dwellings			
A1	Provision for mailboxes must be made at the frontage.	The application shows provisions for mail boxes at the frontage.	Complies
10.4.2 Setbacks and building envelope for all dwellings			
A1	Unless within a building area, a dwelling, excluding protrusions (such as eaves, steps, porches, and awnings)that extend not more than 0.6m into the frontage setback, must have a setback from a frontage that is: (a) 4.5m from the primary frontage or, if the setback from the primary frontage is less than 4.5 m, not less than the setback of any existing dwelling on the site; or (b) 3m from a non-primary frontage, or if the setback is less than 3 m, not less than the setback of any existing dwelling on the site; or	The proposed development is located on an internal lot. The carport of unit 1 is setback less than 4.5 metres from the rear boundary of 45 Parsonage Street.	Relies on Performance Criteria

	<p>(c) if for a vacant site with existing dwellings on adjoining sites, not more than the greater, or less than the lesser setback of the dwellings on the adjoining sites; or</p> <p>(d) in accordance Table 10.4.2.</p>		
A2	<p>A garage or carport must have a setback from a primary frontage of at least:</p> <p>(a) 5.5m, or alternatively 1m behind the façade of the dwelling; or</p> <p>(b) the same as the dwelling façade, if the dwelling has floor area above the garage or carport; or</p> <p>(c) 1m, if the slope is greater than 1 in 5 for a distance of 10m from the frontage.</p>	<p>The proposed development is setback more than 5.5 metres from the frontage.</p>	<p>Complies</p>
A3	<p>A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6m horizontally beyond the building envelope, must:</p> <p>(a) be contained within a building envelope determined by:</p> <p>(i) a distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a lot with an adjoining</p>	<p>The proposed development does not comply with the frontage setback, as discussed above.</p> <p>The development is contained within the building envelope in regard to the side and rear boundaries. The development is setback 1.5 metres from the side boundary</p>	<p>Relies on Performance Criteria</p>

	<p>frontage; and</p> <p>(ii) projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above natural ground level at the side boundaries and a distance of 4m from the rear boundary to a building height of not more than 8.5m above natural ground level; and</p> <p>(b) only have a setback within 1.5m of a side boundary if the dwelling:</p> <p>(i) does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining lot; or</p> <p>(ii) does not exceed a total length of 9m or one-third the length of the side boundary (whichever is the lesser).</p>	<p>and is contained within the building envelope described in the Acceptable Solution A1 (a)(ii) above (see Figure 5) and is more than 4 metres from the rear boundary.</p>	
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10.4.3 Site coverage and private open space for all dwellings

A1	<p>Dwellings must have:</p> <p>(a) a site coverage of not more than 50% (excluding eaves up to 0.6m); and</p> <p>(b) 60m² for multiple dwellings, unless the dwelling has a finished floor level that is entirely more than 1.8m above the finished ground level; and</p> <p>(c) a site area of which at least 25% of the site area is free from impervious surfaces.</p>	<p>The application includes the development of two 140m² units. Resulting in a site coverage of 28% of the 998m² site.</p> <p>Unit 1 has more than 66m² of private open space adjoining it, while Unit 2 has more than 72m² of private open space.</p>	Complies
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		More than 250m ² (25%) of the title is shown as being free of impervious surfaces, including the private open space areas to the north and south of each dwelling and landscaping areas within the shared access.	
A2	<p>A dwelling must have an area of private open space that:</p> <p>(a) is in one location and is at least:</p> <p>(i) 24m²; or</p> <p>(ii) 12m², for multiple dwellings above ground floor level; and</p> <p>(b) has a minimum horizontal dimension of:</p> <p>(i) 4m; or</p> <p>(ii) 2m, for multiple dwellings above ground floor level; and</p> <p>(c) is directly accessible from, and adjacent to, a habitable room (other than a bedroom); and</p> <p>(d) is not located to the south, south-east or south-west of the dwelling, unless the area receives at least 3 hours of sunlight to 50% of the area between 9.00am and 3.00pm on the 21st June; and</p> <p>(e) is located between the dwelling and the frontage</p>	Each dwelling has an area of private open space that; is located to the north of each dwelling, has an area greater than 46m ² , a minimum dimension greater than 4 metres, has a slope less than 10%, is directly accessible from the lounge room and is not used for parking.	Complies

	only if the frontage is orientated between 30 degrees west of north and 30 degrees east of north; and (f) has a gradient not steeper than 1 in 10; and (g) is not used for vehicle access or parking.		
10.4.4 Sunlight and overshadowing for all dwellings			
A1	A dwelling must have at least one habitable room (other than a bedroom) in which there is a window that faces between 30 degrees west of north and 30 degrees east of north.	The dwellings do not include any habitable room windows orientated within the Acceptable solution.	Relies on Performance Criteria
A2	Multiple dwellings to the north of a habitable room window (other than a bedroom) of another dwelling on the same site, which window faces between 30 degrees west of north and 30 degrees east of north, must be in accordance with (a) or (b), unless excluded by (c): (a) The multiple dwelling is contained within a line projecting: (i) 3 m from the window; and (ii) vertically to a height of 3 m and then at an angle of 45 degrees. (b) Sunlight to the habitable room is not reduced to less than 3 hours between 9.00 am and 3.00 pm on 21 st June. (c) That part, of a	The development does not include any habitable room windows orientated within the parameters of the Acceptable Solution. However, it is noted that, while Unit 2 is to the north of Unit 1, the separation between the two is consistent with A1 (a).	Complies

	<p>multiple dwelling, consisting of:</p> <p>(i) an outbuilding with a building height no more than 2.4 m; or</p> <p>(ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6 m horizontally from the multiple dwelling.</p>		
A3	<p>Multiple dwellings, that to the north of the private open space of another dwelling on the same site, must be in accordance with (a) or (b), unless excluded by (c):</p> <p>(a) The multiple dwelling is contained within a line projecting:</p> <p>(i) 3 m from the northern edge of the private open space; and</p> <p>(ii) vertically to a height of 3 m and then at an angle of 45 degrees.</p> <p>(b) Sunlight to 50% of the private open space is not reduced to less than 3 hours between 9.00 am and 3.00 pm on 21st June.</p> <p>(c) That part, of a multiple dwelling, consisting of:</p> <p>(i) an outbuilding with a building height no more than 2.4 m; or</p> <p>(ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6 m horizontally from the multiple dwelling.</p>	<p>Unit 2 is to the north of Unit 1 and does not achieve the separation required by the Acceptable Solution. However the shadow diagrams submitted with the application demonstrate that the private open space will receive 3 hours of sunlight to more than 50% of the private open space area on the 21 June.</p> <p>The private open space provided to the north of Unit 1 is significantly greater in area than the minimum (24m²) required in Clause 10.4.3 A1. The shadow</p>	Complies

		<p>diagrams submitted with the application demonstrate that at 9:00 am approximately 55.6m² of the private open space area will receive direct solar access. While this is significantly reduced by 12:00 noon, the space will continue to receive direct solar access to more than 12m².</p>	
10.4.6 Privacy for all dwellings			
A1	<p>A balcony, deck, roof terrace, parking space, or carport, that has a finished surface or floor level more than 1m above natural ground level, must have a permanently fixed screen at least 1.7m above the finished surface or floor level, with a uniform transparency of no more than 25%, along the sides facing a:</p> <p>(a) side boundary, unless there is a setback of at least 3m; and</p> <p>(b) rear boundary, unless there is a setback of at least 4m; and</p> <p>(c) dwelling on the same site, unless there is a setback of at least 6m:</p> <p>(i) from a window or glazed door, to a habitable</p>	<p>The proposed development does not include any finished floor surfaces more than 1 metre above natural ground level. The fill required for each unit will raise the existing ground level by 0.6 metres.</p>	Complies

	<p>room; or</p> <p>(ii) from a balcony, deck, roof terrace or the private open space.</p>		
A2	<p>A window or glazed door, to a habitable room that has a floor level more than 1 m above the natural ground level, must be in accordance with (a), unless it is in accordance with (b):</p> <p>(a) The window or glazed door:</p> <p>(i) is at least 3 m from a side boundary; and</p> <p>(ii) is at least 4m from a rear boundary; and</p> <p>(iii) for a multiple dwelling, is at least 6m from a window or glazed door to a habitable room, of another dwelling on the same site; and</p> <p>(iv) for a multiple dwelling, is at least 6m from the private open space of another dwelling on the same site.</p> <p>(b) The window or glazed door:</p> <p>(i) is offset in the horizontal plane, at least 1.5 m from the edge of a window or glazed door to a habitable room of another dwelling; or</p> <p>(ii) has a sill height or fixed obscure glazing at least 1.7 m above the floor level; or</p> <p>(iii) has a permanently fixed external screen at least 1.7 m above floor level with a</p>	<p>The development does not include any habitable rooms with a finished floor level more than 1 metre above natural ground level.</p>	<p>Complies</p>

	uniform transparency not more than 25%.		
A3	<p>For multiple dwellings, a shared driveway or parking space must be separated from a window or glazed door to a habitable room by a horizontal distance of at least:</p> <p>(a) 2.5m; or (b) 1m if: (i) separated by a screen of at least 1.7m height; or (ii) the window or glazed door has a sill height or fixed obscure glazing at least 1.7m above the shared driveway or parking space.</p>	The distance between the habitable room windows of each dwelling and shared parking and manoeuvring spaces is greater than 2.5 metres.	Complies
10.4.8 Waste storage for multiple dwellings			
A1	<p>A multiple dwelling must have a storage area for waste and recycling bins of at least 1.5m² per dwelling and is:</p> <p>(a) in an area for the exclusive use of each dwelling, excluding the front of the dwelling; or (b) in a communal storage area with an impervious surface that: (i) has a setback of at least 4.5m from a frontage; and (ii) is at least 5.5m from any dwelling; and (iii) is screened from the frontage and any dwelling by a wall at least 1.2m in height.</p>	Each dwelling includes an area identified within the associated private open space for the storage of bins.	Complies
10.4.9 Storage for multiple dwellings			

A1	Each dwelling must have access to at least 6 cubic metres of secure storage space.	The proposed development does not include any garden sheds or secure storage area.	Relies on Performance Criteria
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Road and Railway Assets Code

Scheme Standard	Comment	Assessment	
E4.6.1 Use and road or rail infrastructure			
A1	Sensitive use within 50m of a category 1 or 2 road with a speed limit of more than 60km/h, a railway or future road or railway, does not increase the annual average daily traffic movements by more than 10%.	Not applicable	
A2	For roads with a speed limit of 60km/h or less the use must not generate more than 40 movements per day.	The application is for the development of two multiple dwellings. In accordance with the NSW, RTA Guide to Traffic Generating Developments, on average each unit will generate four to five movements per day. As such the development will result in approximately ten movements per day; significantly less than the 40 movements permitted by the	Complies

		Acceptable Solution.	
A3	For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic movements by more than 10%.	Not applicable	

Car Parking and Sustainable Transport Code			
Scheme Standard		Comment	Assessment
6.6.1 Car Parking Numbers			
A1	The number of car parking spaces must not be less than the requirements of: c) Table E6.1; or d) a parking precinct plan.	The development includes two parking spaces per dwelling and also identifies a visitor parking space in the north corner of the lot. While the development includes adequate parking numbers, one of the spaces is not considered to be formed to an adequate standard. As such the availability of parking on the street has been considered in Performance Criteria of E6.7.2 below.	Complies

E6.6.3 Taxi Drop-off and Pickup			
A1	One dedicated taxi space must be provided for every 50 car spaces required by Table E6.1 or part thereof (except for dwellings in the General Residential Zone.	The application is for dwellings within the General Residential Zone.	Complies
E6.6.4 Motorbike Parking Provisions			
A1	One motorbike parking space must be provided for each 20 car spaces required by Table E6.1 or part thereof.	There is sufficient space within the driveway of each unit for the parking of a motorbike.	Complies
E6.7.1 Construction of Car Parking Spaces and Access Strips			
A1	All car parking, access strips manoeuvring and circulation spaces must be: <ul style="list-style-type: none"> a) formed to an adequate level and drained; and b) except for a single dwelling, provided with an impervious all weather seal; and c) except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces. 	The proposed driveway and parking spaces will be finished with a two coat bitumen seal and will be drained to the reticulated stormwater system in accordance with the Building Act 2016 and Council's Plumbing Surveyor. Parking spaces are clearly delineated by the extent of the two coat seal.	Complies
E6.7.2 Design and Layout of Car Parking			
A1	A1.1 Where providing for 4 or more spaces, parking areas (other than for parking located in garages and carports for dwellings in the	All parking is located behind the building line established by the proposed carport of Unit 1.	Complies

	<p>General Residential Zone) must be located behind the building line; and</p> <p>A1.2</p> <p>Within the General Residential Zone, provision for turning must not be located within the front setback for residential buildings or multiple dwellings.</p>		
A2	<p>A2.1</p> <p>Car parking and manoeuvring space must:</p> <ul style="list-style-type: none"> a) have a gradient of 10% or less; and b) for more than 4 cars, enter and exit the site in a forward direction; and c) have access width not less than and not 10% greater than Table E6.2; and d) have a width of access and manoeuvring space to parking spaces not less than Table E6.3 where: <ul style="list-style-type: none"> (i) there are three or more spaces; and (ii) where parking is more than 30m from the road; or (iii) the sole vehicle access is to a category 1, 2, 3 or 4 road; and <p>A2.2</p> <p>The layout of car spaces and</p>	<p>The proposed car parking spaces for each dwelling have a gradient less than 10%. The slope of the visitor parking space is approximately 11%.</p> <p>There is insufficient room on the site for a vehicle using the proposed visitor parking space to manoeuvre onsite and exit in a forward direction. The visitor spaces dedicated to each unit, however, can manoeuvre and exit in a forward direction.</p> <p>The existing access is 3.6 metres wide and</p>	Relies on Performance Criteria

	<p>access ways must be designed in accordance with <i>Australian Standard AS 2890.1</i>.</p>	<p>exceeds the minimum required by table E6.2. The driveway does not include an overtaking bay.</p> <p>The access and manoeuvring spaces adjacent to the parking spaces at 90° to the access provide sufficient room in accordance to Table E6.3 to manoeuvre. The visitor parking space, however, is not afforded sufficient room to manoeuvre.</p> <p>The development complies with AS2890.1 in so far as it is applicable to residential situations.</p>	
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Performance Criteria

General Residential Zone
10.4.2 Setbacks and building envelope for all dwellings
Objective <i>To control the siting and scale of dwellings to:</i> <ul style="list-style-type: none"><i>(a) provide reasonably consistent separation between dwellings on adjacent sites and a dwelling and its frontage; and</i><i>(b) assist in the attenuation of traffic noise or any other detrimental impacts from roads with high traffic volumes; and</i><i>(c) provide consistency in the apparent scale, bulk, massing and proportion of dwellings; and</i><i>(d) provide separation between dwellings on adjacent sites to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.</i>
Performance Criteria P1 <i>A dwelling must:</i> <ul style="list-style-type: none"><i>(a) have a setback from a frontage that is compatible with the existing dwellings in the street, taking into account any topographical constraints; and</i><i>(b) if abutting a road identified in Table 10.4.2, include additional design elements that assist in attenuating traffic noise or any other detrimental impacts associated with proximity to the road.</i>
Comment: As the title is an internal lot with a relatively narrow access handle, any development of the land will inevitably be located behind the existing buildings fronting Parsonage Street. Being a significant distance from the street and largely screened by existing developments fronting the road, the proposal will not make a significant contribution to the street scape. As there will be minimal alteration to the visual appearance of the street scape resulting from the reduced frontage setback, the proposal is considered to be compatible with the setbacks of existing dwellings in the street. The closest dwelling on an adjoining title is 8 metres from the proposed dwellings. This separation is consistent with that allowed by the Acceptable Solutions in the General Residential Zone. The proposal is consistent with the objective.
Performance Criteria P3 <i>The siting and scale of a dwelling must:</i>

- (a) *not cause unreasonable loss of amenity by:*
- (i) *reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or*
 - (ii) *overshadowing the private open space of a dwelling on an adjoining lot; or*
 - (iii) *overshadowing of an adjoining vacant lot; or*
 - (iv) *visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and*
- (b) *provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.*

Comment:

A 3 metre setback from the rear of 45 Parsonage Street is considered to be acceptable. That part of the development located within 4.5 metres of the frontage includes a portion of the car port associated with Unit 1.

It is noted that a residential outbuilding with a maximum height of 2.4 metres above natural ground level is not subject to the building envelope and can be constructed within 4.5 metres of the boundary shared with 45 Parsonage Street subject to a permitted application. Council does not have the ability to refuse a permitted application and this process does not include public consultation. As such, this assessment focuses on the impacts which exceed those which would result from a "permitted" or "no permit required" development.

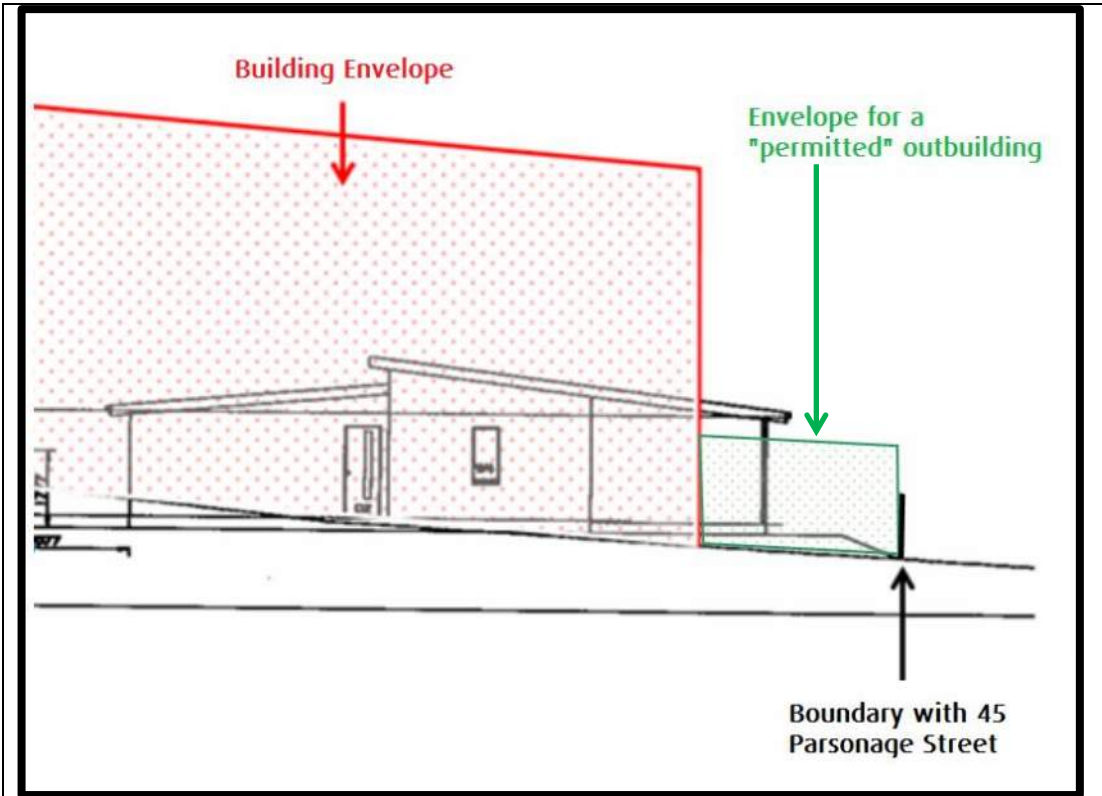


Figure 5: elevation of Unit 1, showing the permitted building envelope in red, envelope for a "permitted" outbuilding in green, the boundary shared with 45 Parsonage Street and the extent of development outside the building envelope

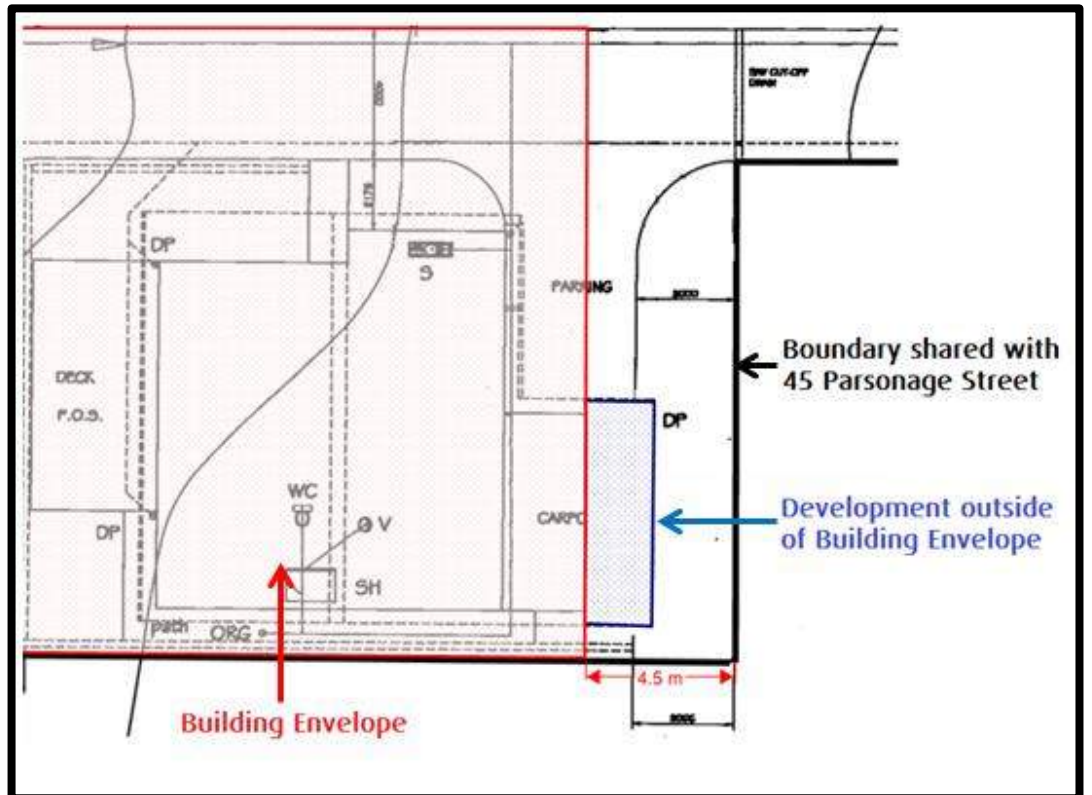


Figure 6: part site plan, showing Unit 1, the permitted building envelope in red, development outside the envelope in blue and the boundary shared with 45 Parsonage Street.

Due to the small area of the building which is outside the building envelope, the shadows cast by the building will result in a marginal increase compared to that part of the development which is compliant. It is also noted that due to the shape of the building envelope, there is significant potential for a much larger structure to be fully compliant and cast a significantly greater shadow. Both 45 Parsonage Street and 23 West Goderich Street have large back yards, both greater than 250m² in area. Both will receive direct solar access to large areas throughout the day.

The proposal is not considered to result in unreasonable visual bulk when viewed from the neighbouring properties. That part of the development which relies on discretion comprises of an open sided carport with a height between 3.4 and 3.6 m above natural ground level. As the structure is open sided and is setback from the boundaries, it does not carry significant visual bulk. A 1.8 metre or 2.1 metre high boundary fence, combined with the proposed setbacks, would substantially screen the structure from view.

The development is considered to be consistent with the objective, having reasonable separation between dwellings and allowing opportunity for solar access to neighbouring properties.

10.4.4 Sunlight and overshadowing for all dwellings

Objective

To provide:

- (a) *the opportunity for sunlight to enter habitable rooms (other than bedrooms) of dwellings; and*
- (b) *separation between dwellings on the same site to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.*

Performance Criteria P1

A dwelling must be sited and designed so as to allow sunlight to enter at least one habitable room (other than a bedroom).

Comment:

The proposed window orientation is considered to be acceptable. The lounge room includes windows orientated 35° west of north and 55° east of north. As such, the living areas of the dwelling will receive direct solar access throughout the day as the sun moves across the sky from east to west.

The development is consistent with the objective and allows sunlight to enter the habitable rooms.

10.4.9 Storage for multiple dwellings

Objective

To provide adequate storage facilities for each multiple dwelling.

Performance Criteria P1

Each multiple dwelling must provide storage suitable to the reasonable needs of residents.

Comment:

The reasonable storage needs of the residents have been considered. The dwellings each include a car port. While not secure, this area does provide some space for undercover storage in addition to the space required for parking. There is sufficient room within the private open space of each dwelling for the erection of a garden shed or storage locker, without compromising the amenity of the private open space areas. A garden shed up to 9m², with a maximum height of 2.4 metres, can be erected without requiring a planning permit at the discretion of the residents.

Car Parking and Sustainable Transport Code

E6.7.2 Design and Layout of Car Parking

Objective

To ensure that car parking and manoeuvring space are designed and laid out to an appropriate standard.

Performance Criteria P2

Car parking and manoeuvring space must:

- a) be convenient, safe and efficient to use having regard to matters such as slope, dimensions, layout and the expected number and type of vehicles; and*
- b) provide adequate space to turn within the site unless reversing from the site would not adversely affect the safety and convenience of users and passing traffic.*

Comment:

The visitor parking space located in the northern corner of the lot is the only space which does not comply with the Acceptable Solutions. Due to the limited space available, there is insufficient room for a vehicle exiting the visitor parking space to turn on-site and exit in a forward direction. Reversing more than 75 metres from the visitor parking space to the road is not ideal and poses a safety risk. However, an on-site visitor parking space is not considered fundamental to the proposed development. There are ample opportunities for parking on Parsonage Street in the vicinity (previously discussed).

As such it is considered acceptable that the use of the visitor parking space identified on the plans be used and managed at the discretion of the landowners and any future body corporate. The provision of the space will generally result in minor inconvenience for the residents and their visitors and has no impact on the safety and amenity of the public road. Removing the space from the plans is not considered necessary as a vehicle would still be able to park there informally. A note reflecting that the visitor space is not fundamental to the assessment or approval should be included on the permit.

The development does not provide an overtaking bay every 30 metres within the driveway. However, the existing access handle is 36.8 metres in length after which the driveway widens. The additional length will have a negligible impact on the safety and efficiency of the driveway due to the low speed environment and low number of parking spaces within the

development.

The development is consistent with the objective and parking is designed and laid out to an acceptable standard.

Representations

Three (3) representations were received (see attached documents). A summary of the concerns raised in the representations is as follows:

- Impacts on heritage buildings and precincts.
- Impacts on adjoining properties due to earth works and retaining walls.
- Standard of existing boundary fence.
- Impacts on views from existing dwellings.
- Impact on property values.
- High densities not appropriate in Deloraine.

Comment:

The subject property is not a Heritage Listed property. There is no legal mechanism by which Council or the Tasmanian Heritage Council can consider or influence development of the subject land on heritage grounds. It is also noted that, while they may have heritage values, none of the adjoining properties are Heritage Listed or formally protected in any way. Council's planning scheme does not include a register of local heritage places or heritage precincts.

The *Meander Valley Interim Planning Scheme 2013* and the *Land Use Planning and Approvals Act 1993* does not consider damage to adjoining properties as a result of construction. This is a civil matter. However, the *Building Act 2016* requires Protection of Works if working within proximity of the boundary as determined by the Building Surveyor. This is to ensure that adjoining properties are not damaged/undermined as a result of development. All retaining walls are required to be drained in accordance with the National Construction Code and this permit does not provide for any works to extend beyond the boundaries of the property.

The application has not triggered any Performance Criteria which relate to privacy. As such there is no criteria that directly warrants the erection of new

fencing. It is not appropriate to manage the specific standards of existing fencing, such as capping or gaps at ground level through the planning process. The standards and costs of boundary fencing are generally negotiated between landowners in accordance with the Boundary Fences Act 1908. This Act is a far more appropriate means to negotiate fencing between residential properties.

Impacts on views cannot be considered, except in so far as they are raised by the applicable Acceptable Solutions or Performance Criteria. The visual bulk of the development has been considered in the assessment of clause 10.4.2 P3 above and is considered to be acceptable. The scheme does not consider the general appearance of the proposal or the obstruction or degrading of existing views.

The *Meander Valley Interim Planning Scheme 2013* and the *Land Use Planning and Approvals Act 1993* do not consider impacts on property values.

The proposed dwelling density complies with the Acceptable Solutions for the General Residential Zone.

Conclusion

In conclusion, it is considered that the application for Use and Development for Multiple Dwellings (2 units) is an acceptable development in the General Residential Zone and should be approved.

AUTHOR: Justin Simons
TOWN PLANNER

12) Recommendation

That the application for Use and Development for Multiple Dwellings (2 units) on land located at 45A Parsonage Street, Deloraine (CT:161933/2) by M Walters, requiring the following discretions:

- 10.4.2 Setbacks and building envelope
- 10.4.4 Sunlight and overshadowing for all dwellings
- 10.4.9 Storage for multiple dwellings
- E6.7.2 Design and Layout of Car Parking

be APPROVED, generally in accordance with the endorsed plans:

- a) **Wood Drafting and Design Services, drawing number MW-1320, Sheets 01, 02 & 04.**

and subject to the following conditions:

1. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA No 2017/00854-MVC attached).

Note:

- 1. The provision of a dedicated visitor parking space is not a condition of this approval.**
- 2. The stormwater drainage system designed for the development must incorporate stormwater detention. Approval of the proposed on-site detention by Council's Infrastructure Department will be required prior to the issue of building and plumbing permit approvals. Refer to the separate letter from Council attached to this permit.**
- 3. This permit does not imply that any other approval required under any other by-law or legislation has been granted. At least the following additional approvals may be required before construction commences:**
 - a) Building permit**
 - b) Plumbing permit**

All enquiries should be directed to Council's Permit Authority on 6393 5322 or Council's Plumbing Surveyor on 0419 510 770.

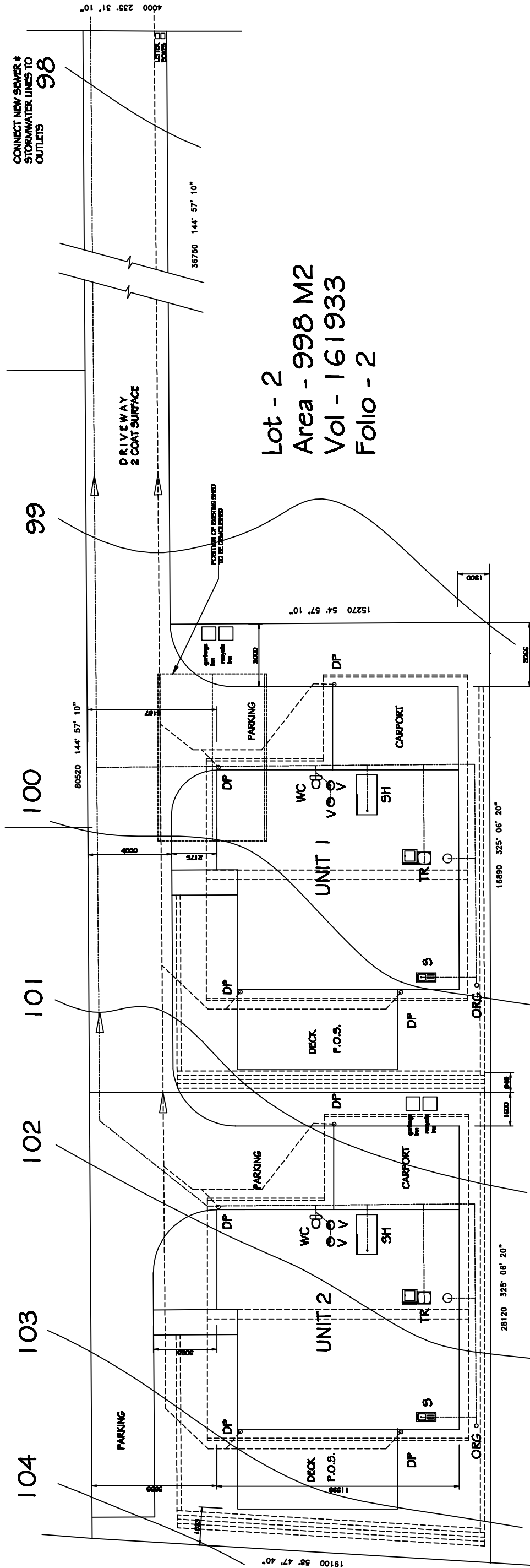
4. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
 - c) Any other required approvals under this or any other Act are granted.
5. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au .

6. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.
7. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received at least 6 weeks prior to the expiration date.
8. In accordance with the legislation, all permits issued by the planning authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
9. If any Aboriginal relics are uncovered during works;
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
The relevant approval processes will apply with State and Federal government agencies.

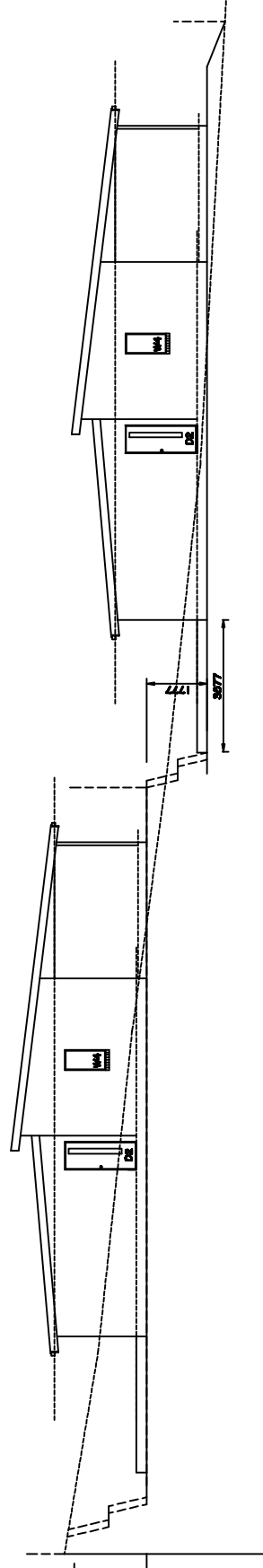
DECISION:

ALL DIMENSIONS IN MILLIMETRES IF IN DOUBT-DO NOT SCALE

Parsonage st



SITE PLAN



Project: - NEW UNIT DEVELOPMENT

M. WALTERS
45 PARSONAGE ST
DELOURANE
TAS 7304

WOOD DRAFTING & DESIGN SERVICES
102 Park St. Devonport Tas 7810
Mobile: 0429 565 646
CC397C

SCALE	DATE	REV	DRAW NUMBER	SHEET
1:200	1.7.16	0	MW-1320	01

OF 10

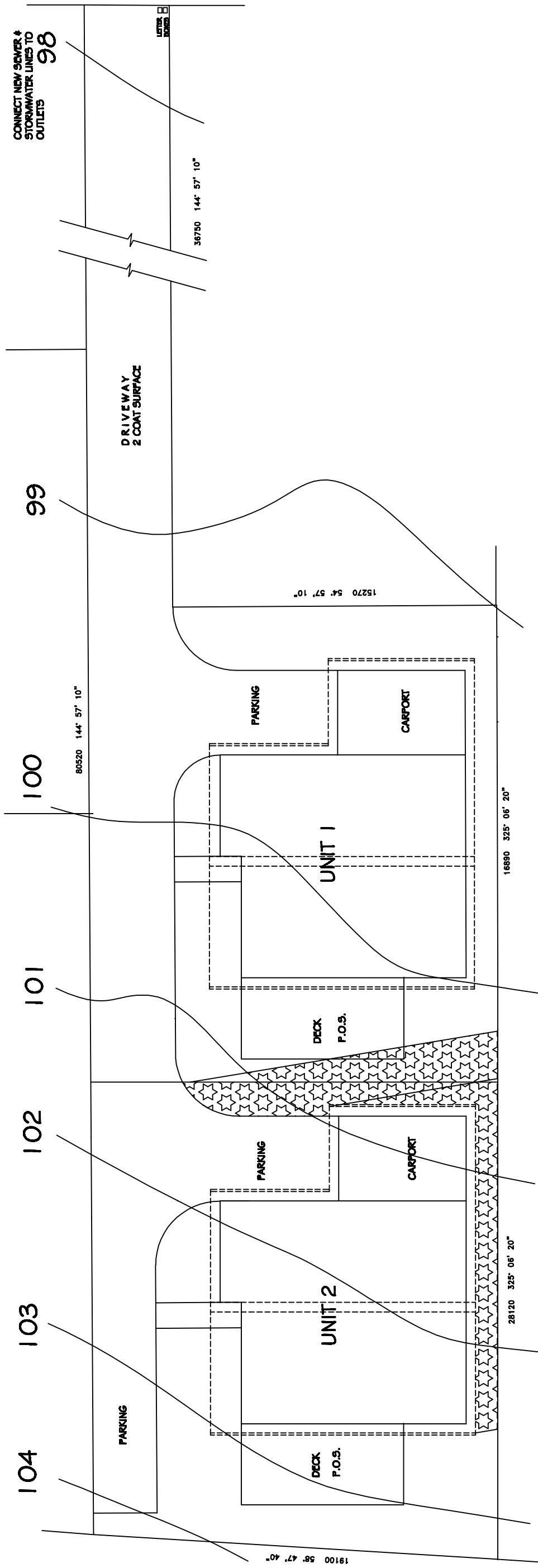
HIA MEMBER

WALTER WALTERS TASMANTIA PREMIER SUPPLIES

A3

ALL DIMENSIONS IN MILLIMETRES IF IN DOUBT-DO NOT SCALE

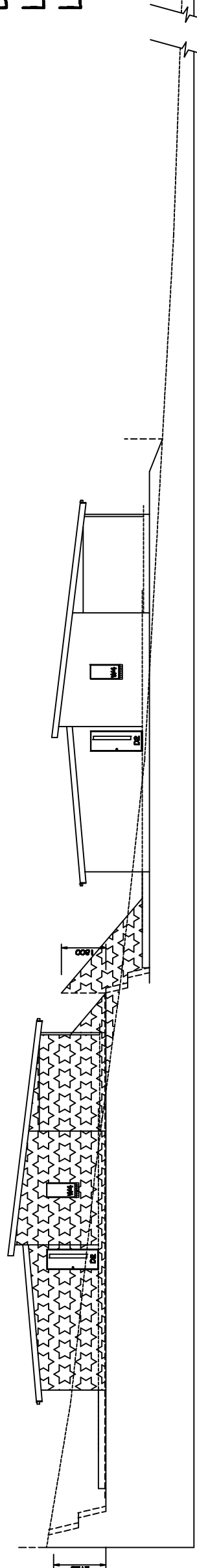
parsonage st
4000 235' 31' 10"



SUN SHADING
0900 HRS
21.6.2016
 Azimuth 44°39'32"
 Altitude 10°58'29"

SITE PLAN

DELORAINÉ
 Lat- 41°31'
 Lon- 146°39'



HIA MEMBER

WALTER BULLNESS
TASMANIA
PREFERRED SUPPLIER

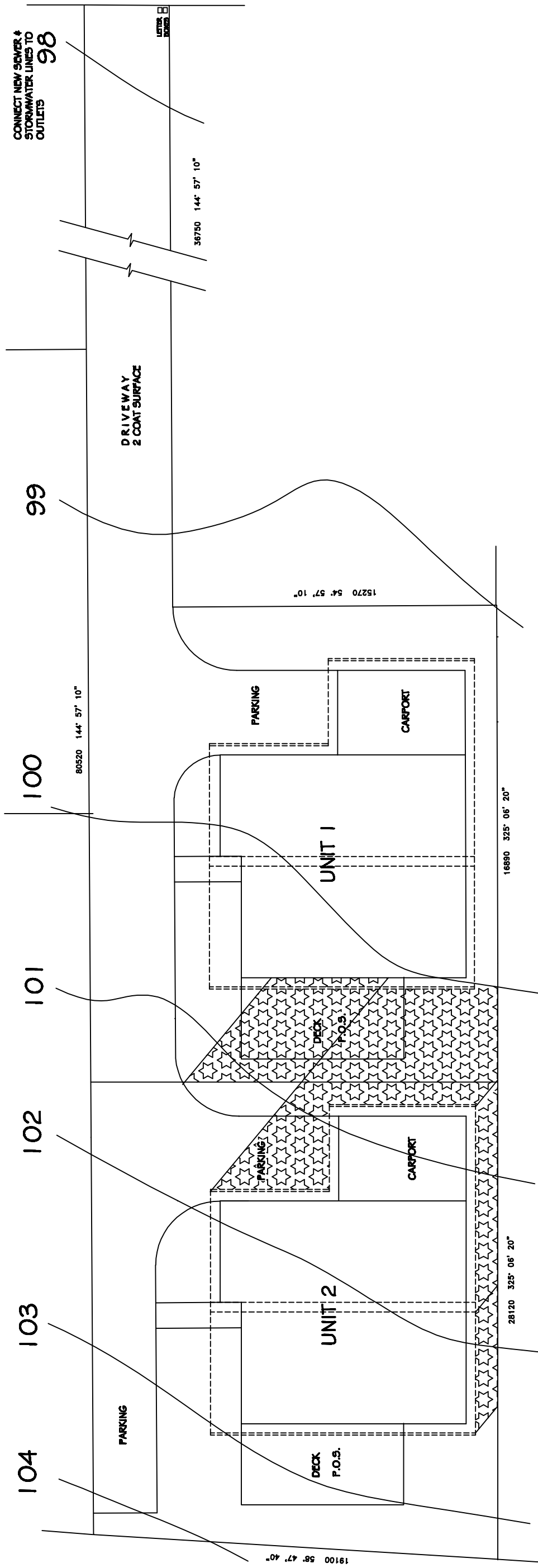
A3

WOOD DRAFTING & DESIGN SERVICES
 102 Park St. Devonport Tas 7910
 Mobile: 0425 565 646
 CC897C

Project: - NEW UNIT DEVELOPMENT			
M. WALTERS 45 PARSONAGE ST DELORAINÉ TAS 7304			
SHADING	DATE	REV	DRAW NUMB
SCALE	1:200	1.7.16	0
MW-1320			
SHEET	01		
OF 10			

ALL DIMENSIONS IN MILLIMETRES IF IN DOUBT-DO NOT SCALE

parsonage st
4000 235' 31' 10"



SUN SHADING

1200 HRS

21.6.2017

Azimuth 03°50'22"

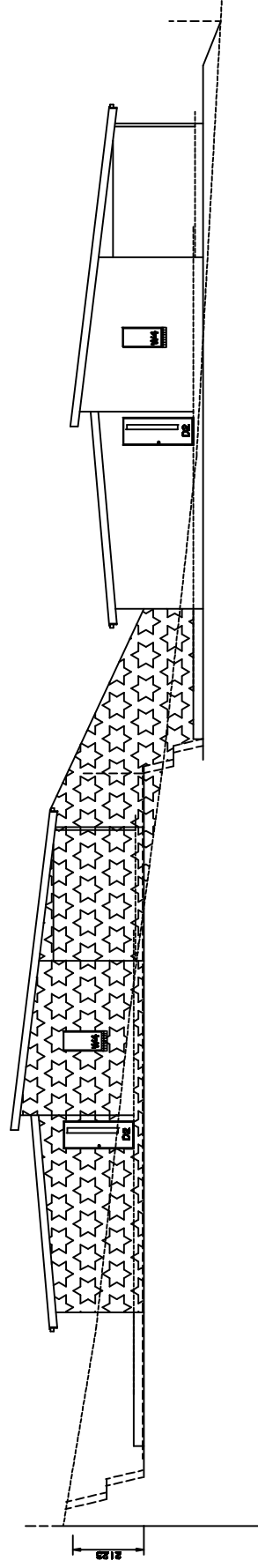
Altitude 24°59'10"

SITE PLAN

DELORRAINE

Lat- 41°31'

Lon- 146°39'



LONG SECTION

Project: - NEW UNIT DEVELOPMENT

M. WALTERS
45 PARSONAGE ST
DELORRAINE
TAS 7304

WOOD DRAFTING & DESIGN SERVICES
102 Park St. Deloraine Tas 7310
Mobile: 0409 565 646
CC397C

SCALE	DATE	REV	DRAW NUMB	SHEET
1:200	1.7.16	0	MW-1320	01

SHADING

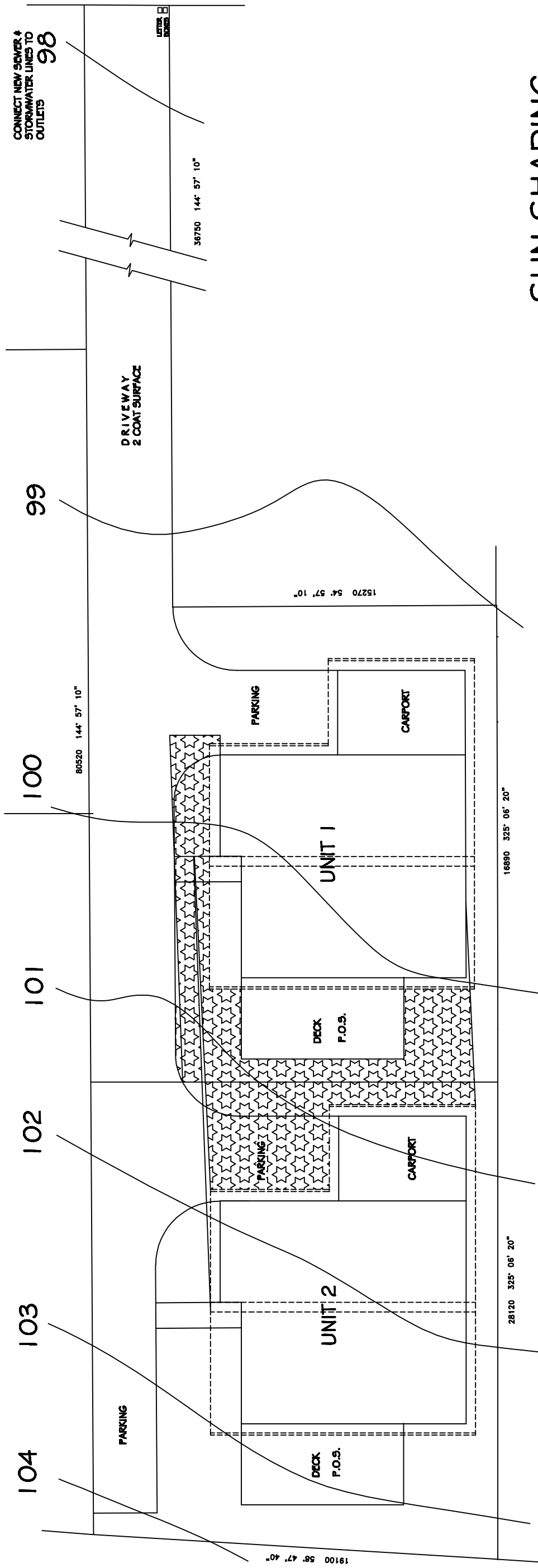
HIA MEMBER

WALTER WALTERS TASMANTIA PREFERRED SUPPLIER

A3

ALL DIMENSIONS IN MILLIMETRES IF IN DOUBT-DO NOT SCALE

4000 235' 31' 10" **parsonage st**



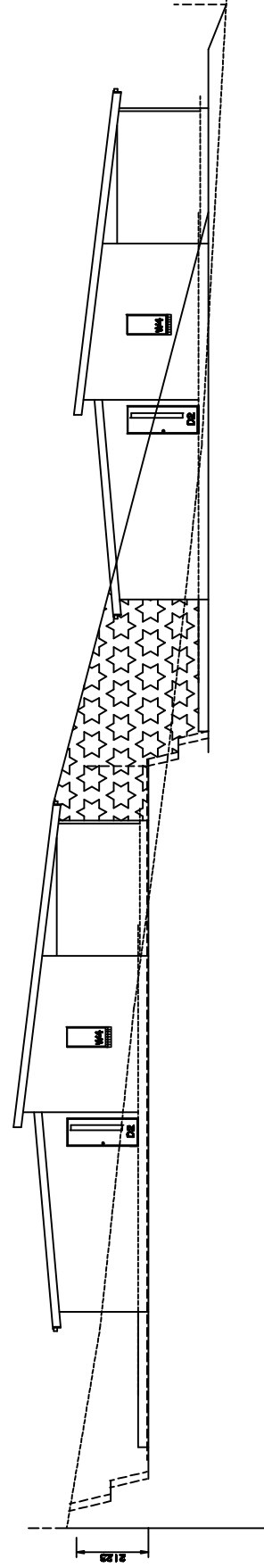
C&DS 2

SUN SHADING
1500 HRS
21.6.2017
Azimuth 321°20'17"
Altitude 14°43'53"

DELORAINÉ

Lat- 41°31'

Lon- 146°39'



MEMBER	MASTER BUILDERS TASMANIA	MEMBER
	A3	

WOOD DRAFTING & DESIGN SERVICES
 102 Park St. Devonport Tas 7910
 Mobile: 0425 565 646
 CC697C

Project: - NEW UNIT DEVELOPMENT			
M. WALTERS 45 PARSONAGE ST DELORAINÉ TAS 7304			
SHADING	DATE	REV	DRAW NUMB
1:200	1.7.16	0	MW-1320
SHEET	01	OF	10

(i)

Leanne Rabjohns

From: mark butson <butsonmark@live.com>
Sent: Tuesday, 27 June 2017 1:03 PM
To: Planning @ Meander Valley Council
Subject: 45 PARSONAGE ST DELORAINE TASMANIA CT:161933/2

Attention Sandi Scott

My name is Mark Butson I live at 29 West Goderich St Deloraine.

I have serious concerns about this proposal, detailed as follows.

1 Proximity to a heritage precinct. There are heritage houses along Parsonage St and West Goderich St, some are historically significant, including Blakes Manor, Bromley, Thornfield, Catholic Church and school, and Georgian cottages in Parsonage St. These all date from the 1800's. My house is the old Catholic Presbytery circa 1890. Also there are 4 houses dating from circa 1900 adjoining this proposal. This proposal would not be sympathetic to this important heritage area. This could impact on the heritage of the Town of Deloraine. Deloraine is listed as a heritage town by the National trust.

The heritage houses near this proposal are detailed in several books, including "Sketches of Deloraine" (G. Woods) and "In Pioneers Footsteps" (G. Davis).

To build new units right next to these homes, would seriously impact on the heritage nature of this precinct.

I request that time be given to consult with the Heritage Council and The National Trust, to seek advice regarding this issue.

Also I would like to get advice from my State Government Member regarding this issue, because it has serious concerns for the heritage of Deloraine.

2 The view from my house will be impacted by the building of these units. There will be no gardens or space, in the area of these 4 houses with units crammed in behind them. Currently I look over only 4 heritage houses (next to this proposal) and open space and gardens behind them. This proposal would impact that view, and block the view to other heritage houses and their gardens, particularly Bromley and Thornfield. I only recently bought here in March this year from WA, and this view was an important part of my decision to buy. This proposal would seriously impact my view and the reason I moved here.

3 There is a significant ground level drop from the rear to the front of the block. The floor levels of the units, would require substantial cutting into the ground, and associated retaining walls. These would impact the fence along 27 West Goderich St and 23 and 25 West Goderich St. There would be serious risks to undermining of these properties. The ground excavations and building of retaining walls, may cause damages to boundary structures and general ground collapse along the boundaries.

4 The earthworks and vibration and compaction of the floor pads and retaining walls, pose a serious risk of damages to the adjoining heritage houses. 4 of these houses are immediately next to this proposal. 25 West Goderich St is circa 1900, 23 West Goderich St is art deco circa 1920, and the home on the corner is circa 1900, likewise the house in front of 45 Parsonage St is circa early 1900's. Also 27 West Goderich St is circa 1930 and my house is circa 1890.

Some of these neighbouring houses, have Bluestone foundations and lathe and plaster walls and ceilings. These works have a high risk of significant damage to these houses. If this proceeds, these houses would require inspection reports before and after, to detail damages and legal liabilities to the developers. Also Bromley, Blakes Manor and the Catholic Church, would also be potentially impacted by such damages.

The legal liabilities of damages to all these heriatage houses, is enormous. We the owners of these houses, are seriously concerned for any damages that may occur to our houses. We have all spent huge sums of money restoring our homes, and don't want to see hard work destroyed.

5 Deloraine is a quiet country town with low density living and a semi rural atmosphere. This would create a high density living in this area, with these units crammed in behind 4 heritage houses. They would add extra demand to the sewerage and stormwater systems, which were not designed for this density at this location.

There are plenty of blocks available in the new part of town, off Emu Bay Rd, to the north of town. There is no need to build high density living in the middle of town, and create all these problems.

ADDITIONAL COMMENTS

I have spoken to the owners of 27 and 25 West Goderich St and also the owner of the house on the corner of West Goderich and Parsonage Sts. They all agree with the above concerns. The owner of 27 West Goderich St said he would make a subission, however the other 2 houses, have elderly folk, and do not have the skills to make a submission, however I think they should be consulted with by the Council, to hear their concerns, even though the submission time closed today.

I am also a Structural Design Engineer, experienced with the issues of compaction, earthworks, retaining walls, and damages caused to houses by such issues. I therefore speak with authority on such issues. My phone number is below.

Yours sincerely

Mark Butson B.Eng CPEng MIE(Aust)
Director Mark Butson and Associates
Consulting Structural Engineers
Owner of 29 West Goderich St Deloraine Tel 0468 433 224

2

Leanne Rabjohns

From: peter hendley <pete.intas@yahoo.com.au>
Sent: Monday, 26 June 2017 7:44 PM
To: Planning @ Meander Valley Council
Subject: Application for Planning Approval. Ref. PA\17\0212

Re the above proposed for 45 Parsonage St. Deloraine.

I would like to raise a few points that concern me, and would welcome a reply.

1. Our main view is south and southwest, overlooking quaint older buildings, a lovely old church, farmlands, Quamby Bluff and Pumice Stone Ridge. That view is important both from an aesthetic point of view, and for the value that the view adds to our property.
2. We have a concern about vibrations damaging surrounding houses, many which are of heritage value, and some of which are sitting on bluestone foundations. Vibrations could possibly damage the foundations, or the interior lining, cornices and plaster ceilings.
3. Parts of Deloraine are largely architecturally intact, as is the precinct concerned. Ideally any proposed building would not clash with or otherwise devalue the integrity of the precinct.
4. Should the proposed buildings, drive ways, private open spaces and outbuildings require excavating and leveling of the block, retaining walls around the boundary would need to be adequate as would storm water drainage.
5. Due to time frames, and the ability of some nearby residents (who are elderly) and not computer literate, or mobile, and for whom it is not in character, some objections that have been raised verbally may not be raised with the council.

I would like the points raised to be considered.

Please be aware that I am not opposed to development of our lovely town, however it needs to be done in a fashion that is of benefit to the town in many ways.

Regards

Peter Hendley
27 West Goderich St
Deloraine

3

Justin Simons

From: Gillian Douglass <gilliand33@gmail.com>
Sent: Friday, 16 June 2017 2:47 PM
To: Planning @ Meander Valley Council
Subject: Application for planning approval 45, Parsonage Street, Deloraine

Dear General Manager,

Thank you for the notification that M. Walters is applying for planning permission for the land behind my property at 45, Parsonage St, Deloraine.

When I bought the property last April, I noticed that the new fencing on the north and east of the property is dangerously exposed, without a cap on the top of the corrugated iron. It also is far too short, not high enough for privacy and doesn't reach the ground for most of the eastern side. It may be that the developer plans to re-fence the area defining the new boundaries for number 45 and 45A.

However, I would appreciate it if you would consider adding a requirement to finish the fencing safely and adequately to your approval of the application.

My contact details are:
Gillian Alison Douglass
0420 245 337

Sincerely,
Gillian Douglass

Submission to Planning Authority Notice

Council Planning Permit No.	PA\17\0212	Council notice date	6/06/2017
TasWater details			
TasWater Reference No.	TWDA 2017/00854-MVC	Date of response	
TasWater Contact	David Boyle	Phone No.	6345 6323
Response issued to			
Council name	MEANDER VALLEY COUNCIL		
Contact details	planning@mvc.tas.gov.au		
Development details			
Address	45 PARSONAGE ST, DELORAINE	Property ID (PID)	3124228
Description of development	Multiple dwellings (Actually 45a Parsonage S t CT 161933/02)		
Schedule of drawings/documents			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
Wood Drafting & Design Services	Site Plan MW-1320 - 02		1/07/2016
Conditions			
<p>Pursuant to the <i>Water and Sewerage Industry Act 2008</i> (TAS) Section 56P(1) TasWater imposes the following conditions on the permit for this application:</p> <p>CONNECTIONS & METERING</p> <ol style="list-style-type: none"> 1. A suitably sized water supply with metered connection / sewerage system and connection for this unit development must be designed and constructed to TasWater’s satisfaction and be in accordance with any other conditions in this permit. 2. Any removal/supply and installation of water meters and/or the removal of redundant and/or installation of new and modified property service connections must be carried out by TasWater at the developer’s cost. 3. Prior to commencing construction a water meter must be installed, to the satisfaction of TasWater. <p>DEVELOPMENT ASSESSMENT FEES</p> <ol style="list-style-type: none"> 4. The applicant or landowner as the case may be, must pay a development assessment fee to TasWater, as approved by the Economic Regulator and the fees will be indexed, until the date they are paid to TasWater, as follows: <ol style="list-style-type: none"> a. \$201.93 for development assessment. <p style="margin-left: 40px;">The payment is required within 30 days of the issue of an invoice by TasWater.</p> 			
Advice			
<p>For information on TasWater development standards, please visit http://www.taswater.com.au/Development/Development-Standards</p> <p>For application forms please visit http://www.taswater.com.au/Development/Forms</p> <p>The developer is responsible for arranging to locate existing TasWater infrastructure and clearly showing it on any drawings. Existing TasWater infrastructure may be located by TasWater (call 136 992) on site at the developer’s cost, alternatively a surveyor and/or a private contractor may be engaged at the developers cost to locate the infrastructure.</p>			

Declaration

The drawings/documents and conditions stated above constitute TasWater’s Submission to Planning Authority Notice.

Authorised by



Jason Taylor
Development Assessment Manager

TasWater Contact Details

Phone	13 6992	Email	development@taswater.com.au
Mail	GPO Box 1393 Hobart TAS 7001	Web	www.taswater.com.au

C&DS 3 2172 MOLE CREEK ROAD, MOLE CREEK - UTILITIES (TELECOMMUNICATION TOWER, EQUIPMENT SHELTER & SECURITY FENCE)

1) Introduction

This report considers application PA\17\0180 for Discretionary use - utilities (telecommunication tower, equipment shelter & security fence) on land located at 2172 Mole Creek Road, Mole Creek (CT:16100/2).

2) Background

Applicant

Metasite Pty Ltd C/- Optus

Planning Controls

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

Use & Development

The proposal is to construct a mobile base station that will include a telecommunications tower (monopole) and ancillary equipment shelter (merino (beige) colour - 3 metres x 2.4 metres x 3 metres high) and security fence (2 metres high). The overall height of the monopole is 45 metres. The antennas will be located to the side of the monopole and will, therefore, not increase the height of the structure.

The lease area is 7.4 metres by 10.4 metres having an area of 76.96m². Section 80 of the *Local Government (Building and Miscellaneous Provisions) Act 1993* determines that a lease which exceeds a term of ten years becomes a subdivision. The application states that the arrangement with the land owner is for two by ten year lease terms. This arrangement does not activate the subdivision provisions of the scheme.

The power supply to the facility is yet to be determined; however the plan indicates that it will be underground.

Access to the site will be via the existing access off Mole Creek Road.

Figure 1 and 2 below illustrate the proposal.

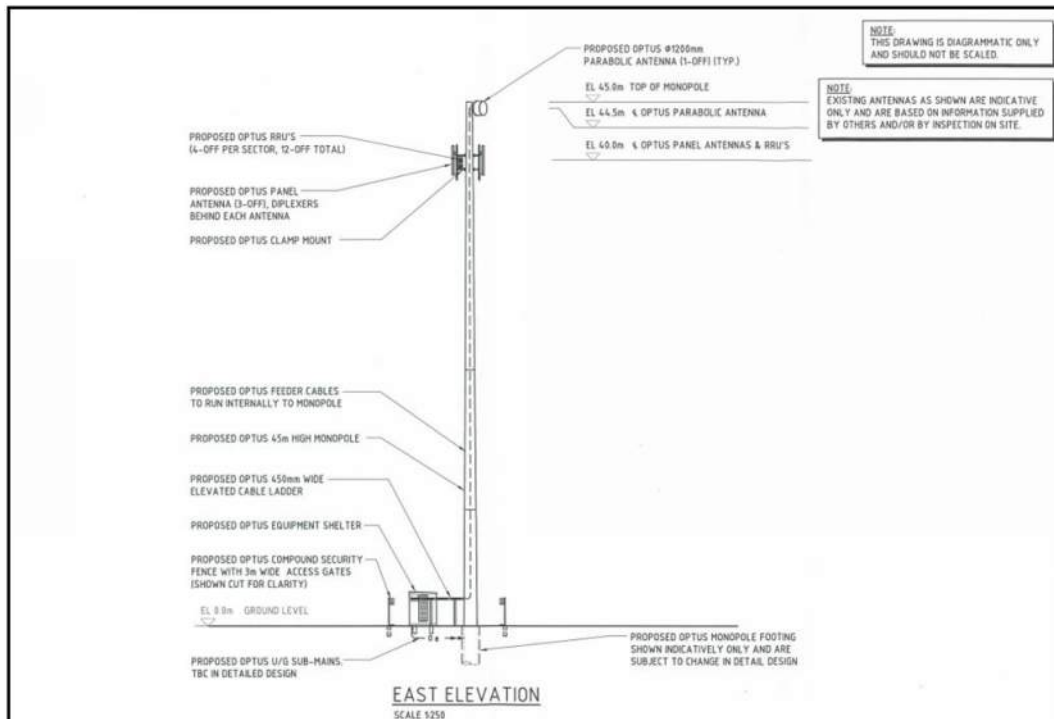


Figure 1: Proposed elevation

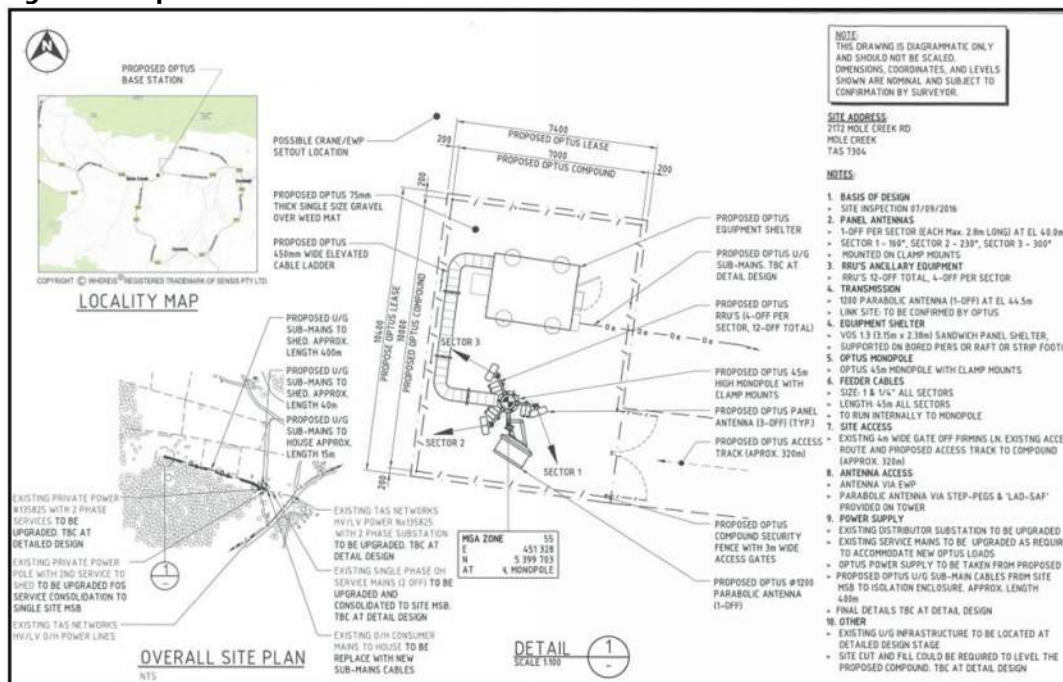


Figure 2: Proposed site plan and detail

Site & Surrounds

The property is located to the north-east of the Mole Creek township and is surrounded by lifestyle lots and small rural holdings. The adjoining properties contain houses and associated outbuildings.

The topography of the area is undulating. The proposed location of the facility is to the north of established mature vegetation. The elevation of the

site is approximately 306 metres above sea level. The site has a downward slope to both Mersey Hill Road and Mole Creek Road, but continues to rise to the north-west. Pioneer Drive in Mole Creek is approximately 50-60 metres lower in elevation than the proposed development site.

There are existing towers located at 528 Mersey Hill Road, Mole Creek and a recently approved tower at 80 Baldocks Road, Mole Creek which is to the north of the Mole Creek township. The hill where the towers are located at 528 Mersey Hill Road is at an elevation of approximately 414 metres above sea level. These towers are approximately 840 metres to the north-west of the subject development location.

The subject property is vacant from buildings. It is used for grazing and contains a large vegetated area. Whilst having a separate certificate of title number, the property that is surrounded by the subject title is within the same ownership. These two titles are currently rated as one property. This title, CT: 16100/1, contains a house and associated outbuildings and gains access to Mole Creek Road via the subject title. Photo 1 below is an aerial photo of the subject land and immediate area.

The title is subject to a Right of Way 6.1 metres wide and a pipeline easement 6.1 metres wide. The development is approximately 3.5 metres to the north of the Right of Way. The small title to the south of the development site contains TasWater's water reservoir that supplies water to Mole Creek.



Photo 1: Aerial photo showing subject and surrounding land. The approximate location of the development is also shown

Photo 2 below shows the approximate development location when viewed from Mersey Hill Road.



Photo 2: Photo of subject site taken from Mersey Hill Road

Statutory Timeframes

Date Received:	8 June 2017
Request for further information:	10 June 2017
Information received:	30 May 2017
Advertised:	3 June 2017
Closing date for representations:	20 June 2017
Extension of time granted:	28 June 2017
Extension of time expires:	12 July 2017
Decision due:	11 July 2017

3) Strategic/Annual Plan Conformance

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

4) Policy Implications

Not applicable.

5) Statutory Requirements

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

6) Risk Management

Management of risk is inherent in the conditioning of the permit.

7) Consultation with State Government and other Authorities

Not applicable.

8) Community Consultation

The application was advertised for the statutory 14-day period.

One (1) representation was received (attached document). The representation is discussed in the assessment below.

9) Financial Impact

Not applicable.

10) Alternative Options

Council can either approve the application with amended conditions or refuse the application.

11) Officers Comments

Zone

The subject property is located in the Rural Living zone. The land surrounding the site is located in the Rural Living zone and Utilities zone.

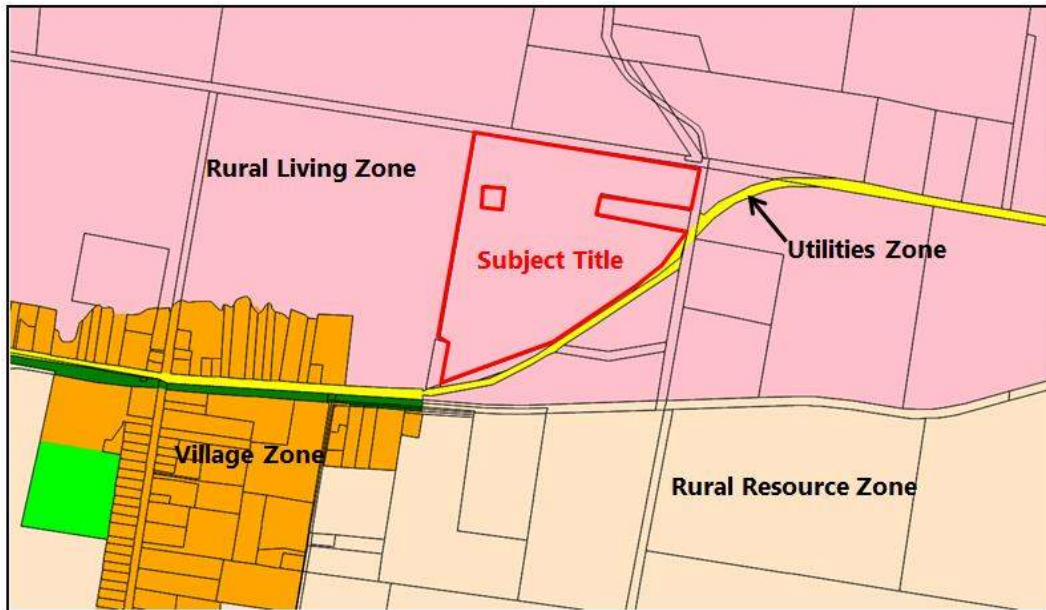


Figure 3: Zoning map of subject property and adjoining land

Use Class

Table 8.2 of the Scheme, categorises the proposed use class as:

- a) Utilities - telecommunications

In the Rural Living Zone, this use is listed as discretionary use under section 13.2 - Use Table. As such, the proposed use is assessed against the Zone Purpose including the Local Area Objectives and Desired Future Character Statements. The use standards in the zone and applicable codes are also considered relative to each applicable issue.

13.1 Rural Living Zone - Zone Purpose

13.1.1 Zone Purpose Statements

- 13.1.1.1 To provide for residential use or development on large lots in a rural setting where services are limited.
- 13.1.1.2 To provide for compatible use and development that does not adversely impact on residential amenity.
- 13.1.1.3 To provide for rural lifestyle opportunities in strategic locations to maximise efficiencies for services and infrastructure.
- 13.1.1.4 To provide for a mix of residential and low impact rural uses.

13.1.2 Local Area Objectives

Mole Creek

- a) To retain lower densities and a low level of visibility of development through unobtrusive siting and design, including materials and finishes.

- b) Where development is visible, ensure that materials are non-reflective and the design integrates with the landscape.
- c) The retention or planting of vegetation is the preferred means to integrate and screen development throughout the zone.
- d) Direct growth away from the use of the Mersey Hill Road junction with Mole Creek Road.

13.1.3 Desired Future Character Statements

Mole Creek

- a) Mole Creek is characterised by undulating pastures, rising to hills and escarpments with some areas of remnant vegetation.
- b) The hill slopes to the north of the township are prominent in the village viewscape.

Comment:

The proposed telecommunication monopole and associated development is considered to be a use and development that is compatible with the residential uses within the area. It will be contained in a leased area measuring 10.4 metres by 7.4 metres. Access to the facility will be for maintenance purposes only once constructed. The facility will be located 340 metres from the closest dwelling. It is considered that the use and development will not adversely impact on the residential amenity of the area given its distance from adjoining dwellings. Whilst the monopole will be visible from some vantage points to the east, specifically along Mole Creek Road, it will be screened by the mature vegetation located to the south and south-east, that is between the development location and the Mole Creek Township (refer to photos below).

The proposed facility will not impact the rural lifestyle opportunities that the land offers. It will comprise a small area of the land, and the existing use of the land will not change as a result of the development. The development is on a cleared site and as such, no vegetation will be removed. Appropriate areas remain available to locate future development (residential or other) on the title. The telecommunication development will also enhance the area by providing mobile service for Optus customers in an area that currently has poor coverage.

The proposed design is considered to be as unobtrusive as possible, being a single pole. The colour will be non-reflective, however the finished material is still to be determined (either concrete or galvanised iron). The proposed equipment shelter will be clad with iron coloured 'Merino' which is the colour of a dirty sheep (which is a beige colour). There is no external illumination proposed. There will be no smoke or odours emitted when the

facility is operating. Noise emanating from the air conditioning equipment is expected to be at a comparable level to a domestic air conditioning installation. The radio frequency electromagnetic energy emissions are calculated at being 0.37% the regulated public exposure limit.

The proposed tower is located on the hill slopes to the north-east of the Mole Creek township. The photos below show where the monopole will be approximately located. The photos also capture the existing towers that are to the north of the township. The existing vegetation will screen the bulk of the monopole from the Mole Creek township. However, like the other towers within the area, it will penetrate the top of the tree line but will be minor in nature. The development is not considered to impact the viewscape from the Mole Creek township.



Photo 3: Looking at development site from Pioneer Drive Mole Creek



Photo 4: Looking at development site from South Mole Creek Road. The towers to the north of Mole Creek are also visible

Given the orientation of Mole Creek Road that is directly to the east of the proposed location of the facility, the monopole (and possibly at closer distances the compound) will be visible. The development will also be visible from Mersey Hill Road. Mole Creek Road is considered to be a tourist route and has a scenic corridor overlay which provides a 100 metre buffer either side of the road corridor. The development, however, is greater than 100 metres from Mole Creek Road so the provisions of the Scenic Management Code are not applicable.

When driving west along Mole Creek Road, the site stands out because towards the top of the hill there is a clump of vegetation to the left and right with a cleared area in the middle, where the development is proposed. The proposed monopole will be non-reflective and is slimline in its design. The equipment shelter will also be a non-reflective colour being 'merino'. The monopole will be higher than the tree line. As this section of Mole Creek Road is fairly straight there will be the opportunity to see the monopole from a far. However, like other towers, it will blend in with the skyline at distance and will become more apparent and obvious the closer you get. The visual impact, however, is considered to be minimal as it will only be a small proportion of such a wide vista.



Photo 5: Looking west along Mole Creek Road before entering Mole Creek

Telecommunication towers are common within the area and are generally accepted as they require height to provide further coverage. Another example of telecommunication towers in a prominent location is shown in the photo below. This photo is taken from Mole Creek Road as you leave Chudleigh driving towards Deloraine. The towers are located at Needles. From a distance the towers are not visible but as you get closer they become more obvious. Whilst they penetrate the skyline, it is only minor given the wider view. Given the colour being muted non-reflective tones they do not dominate the skyline.



Photo 6: Telecommunication towers at Needles taken travelling towards Deloraine from just outside Chudleigh

Telecommunication towers – by their nature and required use – are visible infrastructure. However, based on the separation distance to Mole Creek township and properties along Mersey Hill Road, the topography of the land, existing vegetation and the existing towers in close proximity, the visual impact of the tower is considered acceptable in this instance.

The proposal is considered in keeping with the zone purpose including the local area objectives and desired future character statements.

Applicable Standards

This assessment considers all applicable planning scheme standards.

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

Where use or development relies on performance criteria, discretion is applied for that particular standard only. To determine whether discretion should be used to grant approval, the proposal must be considered against

the objectives of the applicable standard and the requirements of Section 8.10.

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

Compliance Assessment

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

Rural Living Zone			
Scheme Standard		Comment	Assessment
13.3.1 Amenity			
A1	If for permitted or no permit required uses.	Utilities is a Discretionary use.	Relies on Performance Criteria
A2	Commercial vehicles for discretionary uses must only operate between 6.00am and 10.00pm.	Once constructed, the facility will be unmanned. Visits to the site will be for maintenance and any emergency works.	Complies
13.3.2 Rural Living Character			
A1	Use must: <ul style="list-style-type: none"> a) be for permitted or no permit required uses; or b) not exceed a combined gross floor area of 250m² over the site. 	Utilities is a Discretionary use class in the Rural Living zone. The site coverage is 77m ² .	Complies
A2	Commercial vehicles for discretionary uses must be parked within the boundary of the property.	The facility will be unmanned. However, vehicles will enter the site for maintenance and emergency works. There is	Complies

		ample space on the subject property for vehicles to park.	
A3	Goods or material storage for discretionary uses must not be stored outside in locations visible from adjacent properties, the road or public land.	All materials will be stored within the compound.	Complies
13.4.1 Building Design and Siting			
A1	Site coverage must not exceed 5%.	The property has an area 18.73 hectares. The site coverage for the development is 77m ² . Site coverage is less than 5%.	Complies
A2	Building height must not exceed 8 metres.	The overall building height is 45m.	Relies on Performance Criteria
A3	Buildings must be set back a minimum distance of 25 metres from a frontage.	The development will be greater than 300 metres from Mole Creek Road and 400 metres from Mersey Hill Road.	Complies
A4	Buildings must be set back a minimum of: a) 25 metres to side and rear boundaries; and b) 200m to the Rural Resource Zone where a sensitive use is proposed.	The development will be 34 metres to the western boundary and 73 metres to the northern boundary.	Complies
A5	The development is for permitted or no permit required uses.	Utilities is a Discretionary use.	Relies on Performance Criteria

A6	Development must not require the removal of standing vegetation.	No vegetation is required to be removed.	Complies
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Car Parking and Sustainable Transport Code			
Scheme Standard	Comment	Assessment	
6.6.1 Car Parking Numbers			
A1	The number of car parking spaces must not be less than the requirements of: e) Table E6.1; or f) a parking precinct plan.	The scheme does not prescribe the number of car parking spaces required for utilities. It is noted that there is adequate area available on site for car parking.	Complies

Karst Management Code			
Scheme Standard	Comment	Assessment	
15.5 Use Standards			
A1	Plantation forestry is in accordance with a certified Forest Practices Plan.	Not applicable - Not for plantation forestry.	
A2	Wastewater disposal fields must be setback to sinkholes and caves the following distances: <i>Upslope</i> <5 ⁰ 40m 5 ⁰ -10 ⁰ 50m 10 ⁰ -15 ⁰ 60m 15 ⁰ -20 ⁰ 70m Add 10m for every additional 5 ⁰ of slope <i>Downslope</i> All slopes 40m	Not applicable	
A5	The use must not facilitate access to cave systems.	The development will not provide	Complies

		access to cave systems.									
A6	Hard waste must not be disposed of on-site.	Hard waste will not be disposed of on-site.	Complies								
A7	The use does not involve the abstraction of water.	No water will be abstracted.	Complies								
E15.6.1 Sedimentation and pollution											
A1	Forestry and plantation forestry is in accordance with a certified Forest Practices Plan.	Not Applicable - Forestry or plantation forestry is not proposed.									
A2	<p>A2.1 Excavation, buildings, access ways and subsurface drainage (not including forestry and plantation forestry) must be located a minimum of 100 metres from Karst features.</p> <p>A2.2 Runoff from buildings and access ways (not including forestry and plantation forestry) does not concentrate water flows into the groundwater system.</p>	<p>There are no known karst features within 100 metres of the site.</p> <p>The equipment shelter does not require any plumbing due to being less than 10m² in area. As such the runoff will not be concentrated as it can runoff across the entire roof.</p>	Complies								
A3	<p>Vegetation must be retained surrounding sinkholes and caves for the following distances (not including forestry and plantation forestry):</p> <p><i>Upslope</i></p> <table> <tr> <td><5⁰</td> <td>40m</td> </tr> <tr> <td>5⁰-10⁰</td> <td>50m</td> </tr> <tr> <td>10⁰-15⁰</td> <td>60m</td> </tr> <tr> <td>15⁰-20⁰</td> <td>70m</td> </tr> </table>	<5 ⁰	40m	5 ⁰ -10 ⁰	50m	10 ⁰ -15 ⁰	60m	15 ⁰ -20 ⁰	70m	No vegetation will be removed.	Complies
<5 ⁰	40m										
5 ⁰ -10 ⁰	50m										
10 ⁰ -15 ⁰	60m										
15 ⁰ -20 ⁰	70m										

	Add 10m for every additional 5° of slope <i>Downslope</i> All slopes 40m		
A4	Development must not fill caves or sinkholes.	The development will not fill caves or sinkholes.	Complies
E15.6.2 High Sensitivity Karst Features			
A1	Where located within the High Sensitivity Area: a) Forestry and plantation forestry is in accordance with a certified Forest Practices Plan; or b) the site does not contain the following: i) karren; ii) caves; iii) sinking stream; iv) less than 500mm soil coverage over the area of development.	The site does not contain any known Karst features, karrens, caves or sinking streams. The soil coverage is greater than 500mm over the development area as demonstrated in the geotechnical report.	Complies

Performance Criteria

Rural Living Zone

13.3.1 Amenity

Objective

To ensure that uses do not adversely impact upon the occupiers of adjoining and nearby residential uses.

Performance Criteria P1

The use must not cause or be likely to cause an environmental nuisance through emissions including noise, smoke, odour, dust and illumination.

Comment:

The proposed telecommunication infrastructure is over 340 metres from the

closest dwelling. This separation distance, and being an unmanned facility, it is not expected to create any noise, smoke, odour, dust or illumination nuisances (once constructed). The Environmental EME (Electromagnetic energy) Report demonstrated that the maximum EME level is 0.37% of the public exposure limit.

The proposal is consistent with the objective.

13.4.1 Building Design and Siting

Objective

To ensure that siting and design:

- a) protects the amenity of adjoining lots; and*
- b) is consistent with the local area objectives and desired future character statements for the area, if any.*

Performance Criteria P2

Building height must be appropriate to the site and the streetscape having regard to the:

- a) effect of the slope on the height of the building; and*
- b) the character of the surrounding landscape and height of adjoining buildings; and*
- c) amenity of adjoining dwellings from unreasonable impacts of overshadowing and overlooking.*

Comment:

The proposed monopole is 45 metres in height and triggers assessment against the performance criteria. The slimline pole will be finished in neutral non-reflective muted tones.

Views of the tower will be limited from the Mole Creek township, due to the topography of the land and existing vegetation. No trees will be removed to accommodate the facility. The monopole will be visible to the east of the development site. However, as discussed above, the visual impact is considered to be minimal when considering the wider vista. The development will not impact the character of the surrounding landscapes.

The development is located on higher ground which facilitates mobile phone coverage requirements. There are other telecommunication towers to the north-west of the subject site that are located on higher elevations.

The proposed monopole will not cause any unreasonable overshadowing given its narrow width. There are no overlooking concerns.

The proposal is considered in keeping with the objective.

Performance Criteria P5

Development must not be obtrusive and must complement the character of the surrounding area having regard to:

- a) landscaping; and*
- b) building form and materials; and*
- c) local area objectives, if any.*

Comment:

Utilities is considered a discretionary use in the Rural Living zone and as such this triggers assessment against the performance criteria.

As discussed above, the proposal is for a tall tower (45 metres high) and associated development on top of a hill in Mole Creek. Whilst there is mature vegetation to the southern side of the development which will aid in screening the development from the Mole Creek township, there is no vegetation to the eastern side. This means the development will be obtrusive to some vantage points along Mole Creek Road and Mersey Hill Road. The development will also be visible to the houses to the east and north-east, specifically located off Mersey Hill Road.

The land is currently used for grazing and the development will occupy an area of 77m². Given the height of the development, the requirement to landscape will not aid in minimising the obtrusiveness of the structure or effectively screen, as it will not be high enough. The monopole will be non-reflective, however, the material will either be concrete or finished with galvanised iron. Therefore, it is recommended that a condition of approval reinforces that the development must be in colours that are non-reflective and proposes a colour schedule/finish be submitted to the satisfaction of Council.

The comments regarding the zone purpose above, discuss the local area objectives. By enforcing that the materials are non-reflective is also in keeping with the local area objective for development in visible areas. No vegetation will be removed as a result of the development.

The proposal is considered in keeping with the objective.

Recommended condition:

Prior to the commencement of works, a colour/finishes schedule is to be

submitted to the satisfaction of Council's Town Planner. The materials and finishes of all structures are to be non-reflective and in tones that blend with the landscape.



Photo 7: Photo of development area taken from the north-east of the site on Mersey Hill Road

Representations

One (1) representation was received (see attached documents). A summary of the representation is as follows:

E Skinner

1. Health, safety and environmental impacts are of concern.
2. E11.6 - Can it be ensured that any potential incompatible use is separated by a distance sufficient to ameliorate any adverse effects?
3. 2.2 - Integral to any proposed land use must be importance of Northern region's significant landscape assets.
4. 3.1.5 - protection of agricultural (grazing) land.
5. 3.4.3 - Minimising environmental harm and avoiding land use conflict.
6. 3.5.1 Supports tourism development that builds on Great Western Tiers Tourist Route.

7. 13.1.2 - Local Area Objectives - (a) to retain... low level of visibility development through unobtrusive siting and design.
8. 13.1.3 - Desired Future Character Statements - (a) Mole Creek is characterised by undulating pastures, rising hills and escarpments... (b) the hill slopes to the north of the township are prominent in the village viewscape.
9. 13.3.1 - Amenity objective - To ensure that uses do not adversely impact upon the occupiers of adjoining and nearby residential uses.
10. 13.3.2 - Rural Living Character - To ensure that non-residential uses "support the visual character of the area" (P1.3 - "...the size and appearance of the use must not dominate the residential character of the area").
11. 13.4.1 Building Design and Siting - conformance of general performance criteria e.g. height etc.
12. E.7 - Scenic Management Code - To enhance the visual amenity of... identified tourist road corridors through - (i) setback to provide views significant to traveller experience and to 'mitigate bulk of development' and 'avoid obtrusive visual impacts'.
13. Extension to representation period.
14. What other sites were considered for the erection of this telecom pole?
15. Why were the other sites rejected?
16. Was an initial face-to-face community consultation held to address any community concerns?
17. Does 'low impact' refer only to physical visibility and not emissions?
18. Why is a telecom tower proposed to be erected on rural land?
19. What does the term 'minor works' (4.6 Environmental) denote?
20. What measurements refer to non-'low impact' facilities? (5.1 Telecom Act)
21. Who is the final arbiter who decides on the 'safety' of these towers and what credentials does he/she possess?

Comment:

1. The EME report that accompanied the application demonstrates that the emissions from the facility are 0.37% of the public exposure limited that is regulated under national legislation.
2. Clause E11.6 refers to the Environmental Impacts and Attenuation Code. The proposed telecommunication facility is not a sensitive use or a use listed in table E11.1 - Attenuation Distances. As such, no attenuation distances are relevant to the application and the Environmental Impacts and Attenuation Code is not applicable.

3. Clause 2.2 of the Planning Scheme outlines the Regional Land Use Strategy. The strategy supports the need to 'invest in the improvement of services and infrastructure and enhance the quality of life'. Providing better mobile infrastructure is considered to support rural communities and can enhance the quality of life by enabling easier access to services.

The landscape assets within the Meander Valley area are protected by the Scenic Management Code. Mole Creek Road has a scenic management - tourist road corridor overlay. This extends to 100 metres either side of the road. The proposed development is outside the corridor.

It is common for such facilities to be located on top of ridges in order to provide better coverage. Whilst the monopole will be visible from Mole Creek Road when travelling east, it is not considered to scar the skyline as it is a slimline design sited next to mature vegetation that will be constructed from non-reflective materials.

4. The subject property is zoned Rural Living under the Meander Valley Interim Planning Scheme 2013 and is not highly productive agricultural land that requires protection through the Planning Scheme. The property is not adjacent to land zoned Rural Resources, for which Clause 3.1.5 of the scheme intends to protect. The small footprint of the development (77m²) will still allow the property to be used for grazing of sheep and cattle as it currently is.
5. There will be no land use conflicts associated with the development. Adjoining properties are also zoned Rural Living and already have houses established. The main environmental harm associated with telecommunication facilities are the electromagnetic energy emissions which are 0.37% of the acceptable public exposure limit. Noise and dust which are other factors that can cause environmental harm will not be a factor in this development.
6. Mole Creek has poor mobile service and by providing a monopole that will improve the reception in the area is considered to improve tourism in the area.
7. Refer to the zone purpose discussion above.
8. Refer to the zone purpose discussion above.
9. Refer to the discussion regarding amenity above. The development is 340 metres from the nearest house. It is not considered to adversely impact the occupiers of these properties.
10. Acceptable Solution A1 for the Rural Living Character is considered to be complied with due to the development having a gross floor area of less than 250m². Therefore, the performance criteria is not considered. However, even though the development will be visible

from Mole Creek Road when travelling east, it is consistent with other towers that are also visible in the area. The monopole will be slimline in design and non-reflective. It will not dominate the skyline or detract from the residential character of the area. The existing vegetation will aid in softening the impact on the ridgeline and will also screen the development from the Mole Creek township.

11. Refer to Building Design and Siting discussion above.
12. Whilst Mole Creek Road has a Scenic Management tourist road corridor overlay, the corridor only extends to 100 metres either side of the road. The development is greater than 300 metres from Mole Creek Road and as such this code is not applicable to the assessment.
13. The representation period was extended to the 26 June 2017.
14. Section 2.0 of the accompanying report discusses the potential sites that were considered.
15. Section 2.0 of the accompanying report provides a statement regarding each of the sites. One site was located too far north to provide sufficient coverage of the intended area. The other site was located closer to a number of residential properties making the visual impact greater than the selected site.
16. Council is not aware of any face-to-face community consultation being undertaken prior to the submission of the planning application. The applicant is not aware of any public consultation being undertaken. Section 57 of *Land Use Planning and Approval Act 1993* regulates the requirements for giving notice of a planning application. This has been undertaken by Meander Valley Council in accordance with the provisions, including a notice in the Examiner newspaper on 3 June 2017, adjoining owners and occupiers notified in writing, a notice erected on the boundary of the property, and the application displayed in the office and on Council's website for the duration of the advertising period.
17. This is not something that Council can consider under the planning scheme. The development is not a low impact facility and, therefore, requires assessment against the Meander Valley Interim Planning Scheme 2013. The *Telecommunications Act 1997* and the Telecommunications (Low Impact Facilities) Determination 1997 may clarify the differences between low impact and non-low impact.
18. The land is zoned Rural Living under the Meander Valley Interim Planning Scheme 2013.
19. The minor earthworks will result in some scraping of the area to provide a level surface to site the compound and to provide the footings.

20. Because the application is not considered a low impact facility under the Telecommunications Act 1997 it requires a Planning Permit to be issued by Meander Valley Council. Council will be assessing the development against the Meander Valley Interim Planning Scheme 2013, specifically the Rural Living Zone.
21. This not a planning matter. The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is responsible for radio frequency safety in Australia.

Conclusion

In conclusion, it is considered that the application for Use and Development for Utilities being a telecommunication mobile base station, located in the Rural Living zone can be effectively managed by conditions and should be approved.

AUTHOR: Natasha Whiteley
TOWN PLANNER

12) Recommendation

That the application for Use and Development for Discretionary use - utilities (telecommunication tower, equipment shelter & security fence) on land located at 2172 Mole Creek Road, Mole Creek (CT:16100/2) by Metasite Pty Ltd C/- Optus , requiring the following discretions:

- Clause 13.3.1 - Amenity
- Clause 13.4.1 - Building Design and Siting

be APPROVED, generally in accordance with the endorsed plans:

- a) **Huawei; Dated: 10 March 2017; Drawing No.: H0099C – P1 & P2; Revision 2.**
- b) **Rogerson & Birch Surveyors; Dated: 22 February 2017; Ref No.: METAS16 10080-01 – Lease Detail Survey Plan.**

and subject to the following conditions:

- 1. Prior to the commencement works, a colour/finishes schedule is to be submitted to the satisfaction of Council's Town Planner. The materials and finishes of all structures are to be non-reflective and in tones that blend with the landscape.**

Note:

- 1. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au**
- 2. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:**
 - a) Building approval**
 - b) Plumbing approval**

All enquiries should be directed to Council's Permit Authority on 6393 5322 or Council's Plumbing Surveyor on 0419 510 770.

3. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
 - c) Any other required approvals under this or any other Act are granted.
4. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au
5. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit

has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

6. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date.
7. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
8. If any Aboriginal relics are uncovered during works;
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
 - c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

Our Reference: H0099_Mole Creek

metasite

metasite Level 5, 3 Bowen Crescent, Melbourne VIC 3004
t +61 3 9804 5324 f +61 2 9436 1089
e info@metasite.com.au w www.metasite.com.au

22 March 2017

Planning Department
Meander Valley Council
PO Box 102
WESTBURY TAS 7303

Dear Sir/Madam,

Development Application – Installation of a Telecommunications Facility and associated infrastructure (Optus Monopole)

Address: 2172 Mole Creek Road, Mole Creek TAS 7304
Site Number: H0099
Site Name: Mole Creek
Description: Lot 2 on Plan 16100

Metasite, acts on behalf of Singtel Optus Pty Limited (“Optus”) in the identification, planning, acquisition and deployment of its network throughout Australia.

We are writing to Council to provide a planning permit application submission with the following documents enclosed;

- Planning Application Form;
- Copy of Title;
- Planning Application Submission Report
- Three (3) copies of A3 size plans of the proposals

Please confirm the application fee with the undersigned and we will organise payment once confirmed.

Should you wish to discuss this matter further or require any additional information, please do not hesitate to contact me on 0414 367 361 or email clinton.northey@metasite.com.au

Yours sincerely,



Clinton Northey
Town Planner, Metasite Pty Ltd
On Behalf of Singtel Optus Pty Limited

SEARCH OF TORRENS TITLE

VOLUME 16100	FOLIO 2
EDITION 2	DATE OF ISSUE 07-Jan-2010

SEARCH DATE : 02-Sep-2016

SEARCH TIME : 04.50 PM

DESCRIPTION OF LAND

Parish of ALPHINGTON, Land District of DEVON
 Lot 2 on Plan 16100
 Being the land described in Conveyance No. 30/4577
 Derivation : Part of Lot 1194 Gtd. to H Reed
 Prior CT 3897/35

SCHEDULE 1

A806993 TRANSFER to CARLYLE GEORGE BLAIR and EMILY MARLENE
 EMMA BLAIR

SCHEDULE 2

Reservations and conditions in the Crown Grant if any
 BURDENING EASEMENT: The full right and liberty for the Warden
 Councillors and Electors of the Municipality of
 Deloraine and their successors in title and the
 owners and occupiers for the time being of the land
 described in Conveyance No. 32/3154 or any part and
 their tenants servants agents workmen visitors and
 all other persons by their permission to go pass and
 repass at all times hereafter and for all purposes
 and either with or without horses or other animals
 carts drays motor cars lorries wagons trucs trollies
 and other carriages into and out of and from the said
 land described in the said Conveyance No. 32/3154 or
 any part thereof through over and along that portion
 of the right of way 6.10 metres wide shown on Plan
 16100 and passing through the said Lot 2

BURDENING EASEMENT: The full right and liberty for the Warden
 Councillors and Electors of the Municipality of
 Deloraine and their successors in title and the
 owners and occupiers for the time being of the land
 described in the said Conveyance No. 32/3154 or any
 part thereof and their tenants servants agents
 workmen visitors and all other persons by their
 permission and with or without horses or other
 animals carts drays motor cars lorries wagons trucks

trolleys and other vehicles and things at all times by day or night and for the purposes hereinafter mentioned to enter upon the strip of land marked pipeline easement 6.10 metres wide to have construct and thereafter for ever to use and maintain any on Plan 16100 water mains and water pipes not less than .30 below the surface of the said strip of land and at all times to obtain full free and uninterrupted access to the said water mains and water pipes from the surface of the said land for the purposes aforesaid and for the purpose of replacing inspecting cleansing amending and repairing all such water mains and water pipes full free and uninterrupted right and liberty at all times to enter upon and to go pass and repass over along and under the said strip of land or any part thereof and to open and break up the soil of the said strip of land or any part thereof as well the surface as the sub surface thereof and to bring and replace in and upon such strip of land or any part thereof and remove such materials machinery tools and other articles as the said Warden Councillors and Electors of the Municipality of Deloraine and their successors and assigns shall in their discretion think fit without doing unnecessary damage to the said strip of land

C950585 MORTGAGE to Australia and New Zealand Banking Group Limited Registered 07-Jan-2010 at noon

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

7.0 Local Government Regulatory Framework

7.1 Council Planning Scheme

As highlighted earlier in this report, the planning scheme applicable to the proposed development is the *Meander Valley Interim Planning Scheme 2013* (the Planning Scheme).

7.2 Meander Valley Interim Planning Scheme Objectives

Under the Meander Valley Planning Scheme, the scheme identifies regional and local policies objectives. The purpose of the scheme is;

- (a) To further the Objectives of the Resource Management and Planning System and of the Planning Process as set out in Parts 1 and 2 of Schedule 1 of the Act; and
- (b) To achieve the planning scheme objectives set out by regulating or prohibiting the use or development of land in the planning scheme area.

Regional Land Use Strategy

Under the Meander Valley Planning Scheme, the relevant land use strategy objectives are:

- a) Tourism
 - Support tourism development that builds on the Great Western Tiers Tourist Route and the Meander Valley's natural values, rural production, arts and crafts and Indigenous culture.
 - Support the development of appropriate access, interpretation and visitor facilities to maximise the tourism potential of the state forests, national parks and World Heritage areas.
- b) Small Business Development
 - Support the future development of small business and facilitate development of this sector where appropriate.
- c) Village and Neighbourhood Centres
 - Support the provision of local retail and commercial facilities in established commercial centres in suburban neighbourhoods and rural villages.

The proposal will promote the growth of tourism with access to communications for customers as visitors, businesses and residents. The facility will allow growth of local businesses and enhance the growth of the Mole Creek area.

7.3 Zoning

The site is zoned Rural Living Zone pursuant to the Meander Valley Planning Scheme. The purpose of the zone is:

- To provide for residential use or development on larger lots in a rural setting where services are limited.
- To provide for compatible use and development that does not adversely impact on residential amenity.
- To provide for rural lifestyle opportunities in strategic location to maximise efficiencies for services and infrastructure.
- To provide for a mix of residential and low impact rural uses.

The application for a telecommunications facility within a rural living zone provides the appropriate location and area and not change the use or hinder the expansion of residential development on the fringes of Mole Creek Township. The proposal will provide growth opportunities for rural economic and tourism development of the Mole Creek area.

7.4 Overlay

The subject site is located within an area where the Karst Management Code applies. The purpose of this Code is as follows (E15 of the Meander Valley Interim Planning Scheme):

- a) ensure development proposals minimise adverse impact on groundwater dependent ecosystems.
- b) ensure appropriate protection of sensitive karst features.
- c) ensure erosion of sediment within the karst area is managed to minimise adverse impacts on karst features and the karst system.

E15.6 Development Standards

Objective: To ensure that the impacts of development are managed to minimise erosion and to prevent sediment and pollution entering the Karst System.

Acceptable Solutions	Performance Criteria	Proposed Solution
<p>A1.1</p> <p>Forestry and plantation forestry is in accordance with a certified Forest Practices Plan.</p>	<p>P1</p> <p>No Performance Criteria</p>	<p>N/A</p>
<p>A2.1</p> <p>Excavation, buildings, access ways and subsurface drainage (not including forestry and plantation forestry) must be located a minimum of 100m from Karst features.</p> <p>A2.2</p> <p>Runoff from buildings and access ways (not including forestry and plantation forestry) does not concentrate water flows into the groundwater system.</p>	<p>P2</p> <p>Sediment and pollutant loss into the karst system is to be minimised through:</p> <ul style="list-style-type: none"> a) the use of sediment control measures; b) the avoidance of karst features and subterranean cavities in the construction of subsurface infrastructure; c) vegetation retention or permanent perennial ground cover between development and karst features; d) improvement of vegetation cover in critical areas for soil conservation, such as steep slopes, unstable soils and riparian areas; e) directing on-site effluent disposal away from Karst features; f) the use of specialised, lower impact on-site effluent disposal systems. 	<p>While the area that will be disturbed is only a small area (approximately 100sqm plus new access track) sediment control measures will be put in place to ensure soil is retained on site and not washed away.</p> <p>Furthermore there appears to be no karst features on site where the proposed works will make an impact to a karst system.</p>

<p>A3</p> <p>Vegetation must be retained surrounding sinkholes and caves for the following distances (not including forestry and plantation forestry):</p> <p>Upslope</p> <p>Less than 5 degrees 40m 5 to 10 degrees 50m 10 to 15 degrees 60m 15 to 20 degrees 70m Add 10m for every additional 5 degrees of slope</p> <p>Downslope</p> <p>All slopes must not fill caves or sinkholes.</p>	<p>P3</p> <p>Clearance of vegetation must not result in an increase of sediments entering the karst system or increased instability of the karst features having regard to:</p> <ul style="list-style-type: none"> a) the type of vegetation on the site; b) the type of soil on the site; c) existing structure of the sinkhole; d) proposed treatment of the cleared area including replacement vegetation. 	<p>The proposed works will not involve vegetation removal. All works is to occur on already previously cleared.</p>
<p>A4</p> <p>Development must not fill caves or sinkholes.</p>	<p>P4</p> <p>No Performance Criteria.</p>	<p>The development will not fill a cave or a sinkhole. A geotechnical survey will be conducted to confirm this.</p>

8.0 Environmental Assessment

Further to the planning scheme assessment undertaken above, the proposal has addressed environmental considerations which are specific to mobile phone base station deployment, including:

- Visual considerations;
- Health and safety (i.e. electromagnetic energy);
- Heritage;
- Flora and fauna; and
- Social and economic considerations.

8.1 Visual Impact

This assessment has identified the proposed telecommunications facility as having a medium level of visual impact. The visual impact of the proposed development will vary depending on the viewing distance, number of viewers, period of view and vantage point within the surrounding areas.

Attention has been given to the design of the various elements of the telecommunications facility. In particular the design of a monopole rather than a larger three sided lattice tower and a height designed at height of 45 metres will ensure the best possible outcome to minimise the impact on views within the visual catchment of the site.

Overall it is anticipated that the proposed development will not have a significant visual impact on the surrounding area. The proposed facility will be visible however they will be distant views of part of the top of the facility from adjoining properties and roads in the Mole Creek area in particular. The location is within the Rural Living zone which provides the suitable landscape for the proposed facility.

Given the advantages to be gained by the public by receiving improved telecommunications services, it is considered that the facility provides an acceptable level of impact which outweighs any general loss of visual amenity.

8.2 EME & health

Optus acknowledges some people are genuinely concerned about the possible health effects of electromagnetic energy (EME) from mobile phone base stations and is committed to addressing these concerns responsibly.

Optus, along with the other mobile phone carriers, must strictly adhere to Commonwealth Legislation and regulations regarding mobile phone facilities and equipment administered by the Australian Communications and Media Authority (ACMA).

In 2003 the ACMA adopted a technical standard for continuous exposure of the general public to RF EME from mobile base stations. The standard, known as the Radiocommunications (Electromagnetic Radiation – Human Exposure) Standard 2003, was prepared by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and is the same as that recommended by ICNIRP (International Commission for Non-Ionising Radiation Protection), an agency associated with the World Health Organisation (WHO). Mobile carriers must comply with the Australian Standard on exposure to EME set by the ACMA.

The Standard operates by placing a limit on the strength of the signal (or RF EME) that Optus can transmit to and from any network base station. The general public health standard is not based on distance limitations, or the creation of “buffer zones”. The environmental standard restricts the signal

strength to a level low enough to protect everyone at all times. It has a significant safety margin, or precautionary approach, built into it.

In order to demonstrate compliance with the standard, ARPANSA created a prediction report using a standard methodology to analyse the maximum potential impact of any new telecommunications facility. Carriers are obliged to undertake this analysis for each new facility and make it publicly available.

Importantly, the ARPANSA-created compliance report demonstrates the maximum signal strength of a proposed facility, assuming that it's handling the maximum number of users 24-hours a day.

In this way, ARPANSA requires network carriers to demonstrate the greatest possible impact that a new telecommunications facility could have on the environment, to give the community greater peace of mind. In reality, base stations are designed to operate at the lowest possible power level to accommodate only the number of customers using the facility at any one time. This design function is called "adaptive power control" and ensures that the base station operates at minimum, not maximum, power levels at all times.

Using the ARPANSA standard methodology, Optus has undertaken a compliance report that predicts the maximum levels of radiofrequency EME from the proposed installation. The maximum environmental EME level from the site, once it is operational, this will comply with the ACMA mandated exposure limit (**See Appendix B**). Optus complies with the public health and safety standard by a significant margin.

Optus relies on the expert advice of national and international health authorities such as the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and the World Health Organisation (WHO) for overall assessments of health and safety impacts. The WHO advises that all expert reviews on the health effects of exposure to radiofrequency fields have concluded that no adverse health effects have been established from exposure to radiofrequency fields at levels below the international safety guidelines that have been adopted in Australia.

Optus has strict procedures in place to ensure its mobile phones and base stations comply with these guidelines. Compliance with all applicable EME standards is part of Optus's responsible approach to EME and mobile phone technology.

8.3 Heritage

In order to determine the likelihood of the proposal impacting on any natural, physical, cultural or Aboriginal heritage, a number of searches were conducted against the relevant heritage registers. No known items of heritage significance have been found within the subject land holding.

8.4 Flora and fauna

There are no known items of Flora and Fauna significance (including endangered species) located in the vicinity of the proposal site.

No clearance of vegetation is proposed other than to establish the compound space footprint where minimal low grass vegetation maybe cleared to establish the facility. Extensive measures have been taken within the planning, design and procurement of the telecommunications facility to minimise the vegetation clearance required and therefore will not result in adverse environmental impact to the surrounding locality.

8.5 Social and economic benefits

Since 2007, the number of mobile phone subscriptions has exceeded the overall population of Australia. As such, consumers have an increasing expectation for a reliable, fast and cost effective mobile phone network across all areas of Australia.

In addition, the wider community has seen a general reliance on mobile phone networks for a number of uses beyond that of traditional voice calls. Australia has one of the highest penetrations of “smartphone” usage in the world. A sample study by the Digital Industry Association of Australia has estimated the usage of smartphones at rate of 76% of all mobile phone users, allowing additional services such as checking emails, social networking, e-commerce and browsing the internet. Community expectation requires the mobile phone network to support these activities in a dependable and reliable manner.

Optus has sought to ensure major improvements to their network through 24hr monitoring of network performance. Furthermore, upgrading existing infrastructure and building new telecommunication facilities are necessary to provide a sustainable mobile network which meets the community expectation. Therefore, the subject application is necessary to deliver an appropriate mobile service to the Mole Creek area.

Further to this, mobile phone networks form a vital “first response” tool to emergency situations – hence the importance of carriers to ensure that their infrastructure can be maintained to the highest standards.

9.0 Conclusion

The proposed telecommunications facility 2172 Mole Creek Road, Mole Creek TAS 7304 (Lot 2 on Plan 16100) will form a vital component of the Optus network. As previously highlighted, the proposed Optus mobile phone base station will provide both voice and data services to the Mole Creek area. Optus has identified that coverage within the specified area requires improvement to ensure ongoing service provisions to personal users and businesses who take advantage of the Optus network. The proposal will allow for the enhanced coverage and increased data speeds for end users. The proposed facility is considered appropriate on the site given:

- The site is located within the Rural Living Zone which is considered a suitable location. The application demonstrates compliance with all applicable planning scheme requirements and therefore supports the intent of the planning scheme. As such, the proposal is an appropriate use on the site;
- The proposal will not require the clearing of any trees;
- The majority of the proposed facility will be screened via existing vegetation on site.
- The site is not located within an environmentally or culturally significant area;
- The site is appropriately serviced and has a readily available access to the electricity supply and existing transport network;
- The proposed facility will not prejudice the existing or anticipated future use of the site;

Based on the above, the proposed application, to install a telecommunications facility at 2172 Mole Creek Road, Mole Creek TAS 7304 (Lot 2 on Sealed Plan 16100) is considered appropriate for the site and warrants favorable consideration by Council subject to reasonable and relevant conditions. Should Council have any further queries regarding the subject application, please do not hesitate to contact the nominated representative outlined within this document.

APPENDIX A

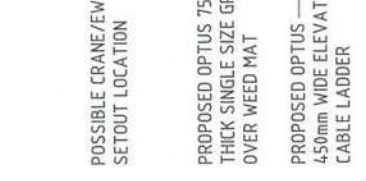
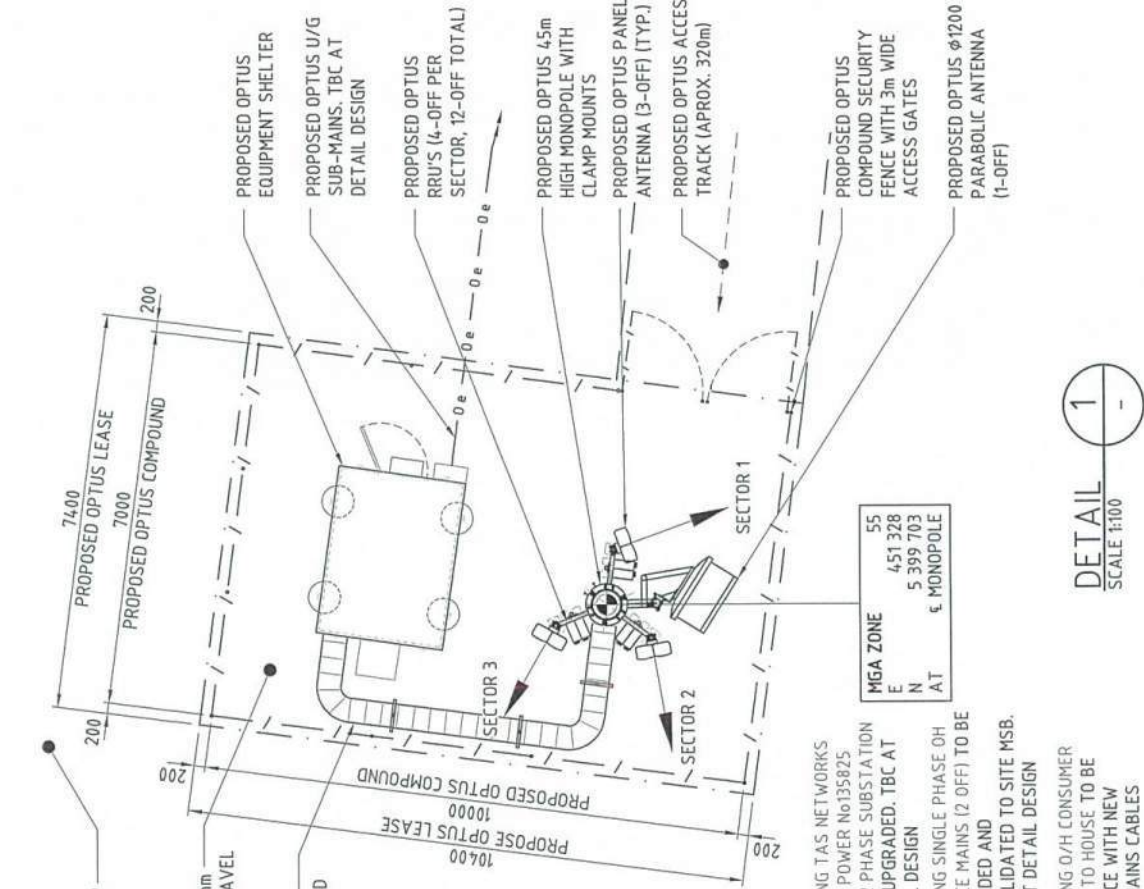
PLANS

NOTE:
THIS DRAWING IS DIAGRAMMATIC ONLY AND SHOULD NOT BE SCALED. DIMENSIONS, COORDINATES, AND LEVELS SHOWN ARE NOMINAL AND SUBJECT TO CONFIRMATION BY SURVEYOR.

SITE ADDRESS:
2172 MOLE CREEK RD
MOLE CREEK
TAS 7304

NOTES:

1. BASIS OF DESIGN
SITE INSPECTION 07/09/2016
2. PANEL ANTENNAS
1-OFF PER SECTOR (EACH Max. 2.8m LONG) AT EL 4.0m
SECTOR 1 - 160°, SECTOR 2 - 230°, SECTOR 3 - 300°
MOUNTED ON CLAMP MOUNTS
3. RRU'S ANCILLARY EQUIPMENT
RRU'S 12-OFF TOTAL, 4-OFF PER SECTOR
4. TRANSMISSION
1200 PARABOLIC ANTENNA (1-OFF) AT EL 44.5m
LINK SITE: TO BE CONFIRMED BY OPTUS
5. EQUIPMENT SHELTER
VOS 1.3 (3.15m x 2.38m) SANDWICH PANEL SHELTER,
SUPPORTED ON BORED PIERS OR RAFT OR STRIP FOOTING
5. OPTUS MONOPOLE
OPTUS 4.5m MONOPOLE WITH CLAMP MOUNTS
6. FEEDER CABLES
SIZE: 1 & 1/4" ALL SECTORS
LENGTH: 4.5m ALL SECTORS
TO RUN INTERNALLY TO MONOPOLE
7. SITE ACCESS
EXISTING 4m WIDE GATE OFF FIRMS LN. EXISTING ACCESS
ROUTE AND PROPOSED ACCESS TRACK TO COMPOUND
(APPROX. 320m)
8. ANTENNA ACCESS
ANTENNA VIA EWP
PARABOLIC ANTENNA VIA STEP-PEGS & 'LAD-SAF'
PROVIDED ON TOWER
9. POWER SUPPLY
EXISTING DISTRIBUTOR SUBSTATION TO BE UPGRADED
EXISTING SERVICE MAINS TO BE UPGRADED AS REQUIRED
TO ACCOMMODATE NEW OPTUS LOADS
OPTUS POWER SUPPLY TO BE TAKEN FROM PROPOSED MSB
PROPOSED OPTUS U/G SUB-MAIN CABLES FROM SITE
MSB TO ISOLATION ENCLOSURE. APPROX. LENGTH
4.0m
10. OTHER
FINAL DETAILS TBC AT DETAIL DESIGN
- EXISTING U/G INFRASTRUCTURE TO BE LOCATED AT
DETAILED DESIGN STAGE
SITE CUT AND FILL COULD BE REQUIRED TO LEVEL THE
PROPOSED COMPOUND. TBC AT DETAIL DESIGN



PROPOSED OPTUS BASE STATION

LOCALITY MAP

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MGA ZONE	55
E	451 328
N	5 399 703
AT	€ MONOPOLE

DETAIL
SCALE 1:100

OVERALL SITE PLAN

NTS

Rev	Date	Description	Designer	Checker	Approver
01	18/11/16	ISSUED FOR APPROVAL			
02	18/11/16	ISSUED FOR APPROVAL			

HUAWEI
HUAWEI TECHNOLOGIES (AU) PVT LTD
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HUAWEI AUSTRALIA PTY LTD
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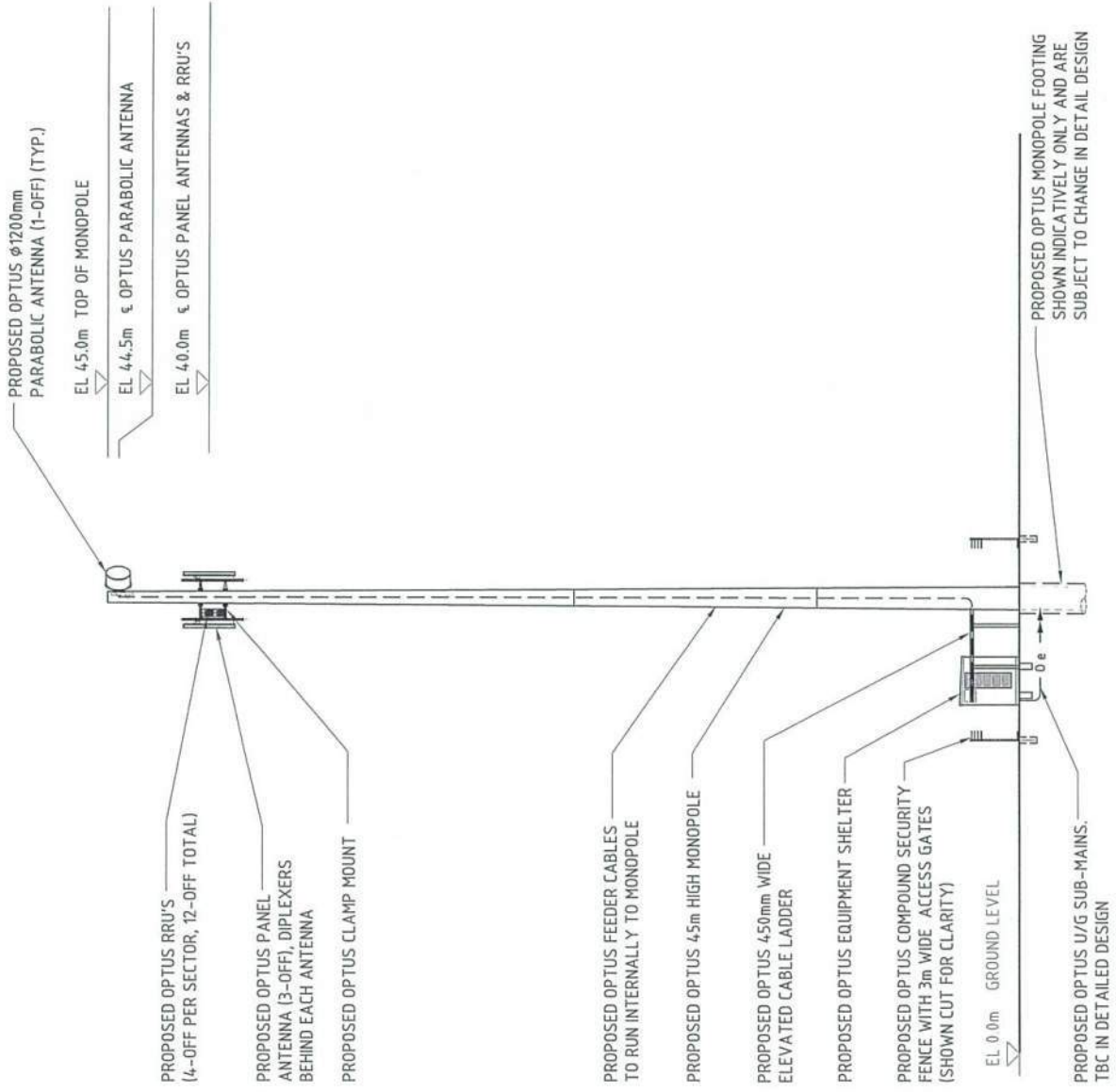
MOBILE NETWORK AUSTRALIA
SITE NO: - H0099C
MOLE CREEK
2172 MOLE CREEK RD

DRAFT SITE LAYOUT

Drawing No.	H0099C-P1	Revision	02
FOR APPROVAL			

NOTE:
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AND SHOULD NOT BE SCALED.

NOTE:
EXISTING ANTENNAS AS SHOWN ARE INDICATIVE
ONLY AND ARE BASED ON INFORMATION SUPPLIED
BY OTHERS AND/OR BY INSPECTION ON SITE.



EAST ELEVATION
SCALE 1:250

Project: MOBILE NETWORK AUSTRALIA SITE NO:- H0099C MOLE CREEK 2172 MOLE CREEK RD		Drawing Title: DRAFT SITE ELEVATION																			
Client:  OPTUS		Drawing No: H0099C-P2																			
Huawei Technologies (Aus) Pty Ltd 100/100 Pacific Highway Cammeray NSW 1585 TEL: +61 2 9551 3888 FAX: +61 2 9551 3333 MELBOURNE: 100 LAKE STREET MILDURAH VIC 3009 TEL: +61 3 9585 0888 FAX: +61 3 9581 0195		Drawing Status: FOR APPROVAL																			
Revision History: <table border="1"> <thead> <tr> <th>Rev</th> <th>Date</th> <th>Revision Details</th> <th>By</th> <th>Check</th> <th>Appr</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>18/11/17</td> <td>ISSUED FOR APPROVAL</td> <td>BL</td> <td>JK</td> <td>PH</td> </tr> <tr> <td>01</td> <td>16/11/16</td> <td>ISSUED FOR APPROVAL</td> <td>JM</td> <td>GEH</td> <td>PJ</td> </tr> </tbody> </table>		Rev	Date	Revision Details	By	Check	Appr	02	18/11/17	ISSUED FOR APPROVAL	BL	JK	PH	01	16/11/16	ISSUED FOR APPROVAL	JM	GEH	PJ	Revision: 02	
Rev	Date	Revision Details	By	Check	Appr																
02	18/11/17	ISSUED FOR APPROVAL	BL	JK	PH																
01	16/11/16	ISSUED FOR APPROVAL	JM	GEH	PJ																

APPENDIX B

EME REPORT

Environmental EME Report 2172 Mole Creek Rd, MOLE CREEK TAS 7304

This report provides a summary of Calculated RF EME Levels around the wireless base station

Date 4/1/2017

RFNSA Site No. 7304013

Introduction

The purpose of this report is to provide calculations of EME levels from the existing facilities at the site and any proposed additional facilities.

This report provides a summary of levels of radiofrequency (RF) electromagnetic energy (EME) around the wireless base station at 2172 Mole Creek Rd MOLE CREEK TAS 7304. These levels have been calculated by Huawei using methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

The maximum EME level calculated for the proposed systems at this site is 0.37% of the public exposure limit.

The ARPANSA Standard

ARPANSA, an Australian Government agency in the Health and Ageing portfolio, has established a Radiation Protection Standard specifying limits for general public exposure to RF transmissions at frequencies used by wireless base stations. The Australian Communications and Media Authority (ACMA) mandates the exposure limits of the ARPANSA Standard.

How the EME is calculated in this report

The procedure used for these calculations is documented in the ARPANSA Technical Report "Radio Frequency EME Exposure Levels - Prediction Methodologies" which is available at <http://www.arpansa.gov.au>.

RF EME values are calculated at 1.5m above ground at various distances from the base station, assuming level ground.

The estimate is based on worst-case scenario, including:

- wireless base station transmitters for mobile and broadband data operating at maximum power
- simultaneous telephone calls and data transmission
- an unobstructed line of sight view to the antennas.

In practice, exposures are usually lower because:

- the presence of buildings, trees and other features of the environment reduces signal strength
- the base station automatically adjusts transmit power to the minimum required.

Maximum EME levels are estimated in 360° circular bands out to 500m from the base station.

These levels are cumulative and take into account emissions from all wireless base station antennas at this site.

The EME levels are presented in three different units:

- volts per metre (V/m) – the electric field component of the RF wave
- milliwatts per square metre (mW/m²) – the power density (or rate of flow of RF energy per unit area)
- percentage (%) of the ARPANSA Standard public exposure limit (the public exposure limit = 100%).

Results

The maximum EME level calculated for the proposed systems at this site is 3.16 V/m; equivalent to 26.56 mW/m² or 0.37% of the public exposure limit.

Radio Systems at the Site

There are currently no existing radio systems for this site.

It is proposed that this base station will have equipment for transmitting the following services:

Carrier	Radio Systems
Optus	WCDMA2100 (proposed), LTE700 (proposed), WCDMA900 (proposed), LTE1800 (proposed), LTE2600 (proposed)

Calculated EME Levels

This table provides calculations of RF EME at different distances from the base station for emissions from existing equipment alone and for emissions from existing equipment and proposed equipment combined.

Distance from the antennas at 2172 Mole Creek Rd in 360° circular bands	Maximum Cumulative EME Level at 1.5m above ground – all carriers at this site					
	Existing Equipment			Proposed Equipment		
	Electric Field V/m	Power Density mW/m ²	% ARPANSA exposure limits	Electric Field V/m	Power Density mW/m ²	% ARPANSA exposure limits
0m to 50m				2.44	15.75	0.21%
50m to 100m				2.054	11.19	0.14%
100m to 200m				2.37	14.96	0.23%
200m to 300m				3.16	26.56	0.37%
300m to 400m				3.063	24.89	0.34%
400m to 500m				2.42	15.55	0.21%
Maximum EME level				3.16	26.56	0.37
	261.67 m from the antennas at 2172 Mole Creek Rd					

Calculated EME levels at other areas of interest

This table contains calculations of the maximum EME levels at selected areas of interest that have been identified through the consultation requirements of the Communications Alliance Ltd Deployment Code C564:2011 or via any other means. The calculations are performed over the indicated height range and include all existing and any proposed radio systems for this site.

Additional Locations	Height / Scan relative to location ground level	Maximum Cumulative EME Level All Carriers at this site Existing and Proposed Equipment		
		Electric Field V/m	Power Density mW/m ²	% of ARPANSA exposure limits
1 No locations identified				

RF EME Exposure Standard

The calculated EME levels in this report have been expressed as percentages of the ARPANSA RF Standard and this table shows the actual RF EME limits used for the frequency bands available. At frequencies below 2000 MHz the limits vary across the band and the limit has been determined at the Assessment Frequency indicated. The four exposure limit figures quoted are equivalent values expressed in different units – volts per metre (V/m), watts per square metre (W/m²), microwatts per square centimetre (µW/cm²) and milliwatts per square metre (mW/m²). Note: 1 W/m² = 100 µW/cm² = 1000 mW/m².

Radio Systems	Frequency Band	Assessment Frequency	ARPANSA Exposure Limit (100% of Standard)
LTE 700	758 – 803 MHz	750 MHz	37.6 V/m = 3.75 W/m ² = 375 µW/cm ² = 3750 mW/m ²
WCDMA850	870 – 890 MHz	900 MHz	41.1 V/m = 4.50 W/m ² = 450 µW/cm ² = 4500 mW/m ²
GSM900, LTE900, WCDMA900	935 – 960 MHz	900 MHz	41.1 V/m = 4.50 W/m ² = 450 µW/cm ² = 4500 mW/m ²
GSM1800, LTE1800	1805 – 1880 MHz	1800 MHz	58.1 V/m = 9.00 W/m ² = 900 µW/cm ² = 9000 mW/m ²
LTE2100, WCDMA2100	2110 – 2170 MHz	2100 MHz	61.4 V/m = 10.00 W/m ² = 1000 µW/cm ² = 10000 mW/m ²
LTE2300	2302 – 2400 MHz	2300 MHz	61.4 V/m = 10.00 W/m ² = 1000 µW/cm ² = 10000 mW/m ²
LTE2600	2620 – 2690 MHz	2600 MHz	61.4 V/m = 10.00 W/m ² = 1000 µW/cm ² = 10000 mW/m ²
LTE3500	3425 – 3575 MHz	3500 MHz	61.4 V/m = 10.00 W/m ² = 1000 µW/cm ² = 10000 mW/m ²

Further Information

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is a Federal Government agency incorporated under the Health and Ageing portfolio. ARPANSA is charged with responsibility for protecting the health and safety of people, and the environment, from the harmful effects of radiation (ionising and non-ionising).

Information about RF EME can be accessed at the ARPANSA website, <http://www.arpansa.gov.au>, including:

- Further explanation of this report in the document "Understanding the ARPANSA Environmental EME Report"
- The procedure used for the calculations in this report is documented in the ARPANSA Technical Report; "Radio Frequency EME Exposure Levels - Prediction Methodologies"
- the current RF EME exposure standard
Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), 2002, 'Radiation Protection Standard: Maximum Exposure Levels to Radiofrequency Fields — 3 kHz to 300 GHz', Radiation Protection Series Publication No. 3, ARPANSA, Yallambie Australia.
[Printed version: ISBN 0-642-79400-6 ISSN 1445-9760] [Web version: ISBN 0-642-79402-2 ISSN 1445-9760]

The Australian Communications and Media Authority (ACMA) is responsible for the regulation of broadcasting, radiocommunications, telecommunications and online content. Information on EME is available at <http://emr.acma.gov.au>

The Communications Alliance Ltd Industry Code C564:2011 'Mobile Phone Base Station Deployment' is available from the Communications Alliance Ltd website, <http://commsalliance.com.au>.

Contact details for the Carriers (mobile phone companies) present at this site and the most recent version of this document are available online at the Radio Frequency National Site Archive, <http://www.rfnsa.com.au>.



Figure 3: Subject Site Boundary (Google Earth)



Figure 4: Photo from the facility location looking west.



Figure 5: Proposed facility location looking to the south.

The subject site is within Rural Residential Zoned land and is irregular in shape, is 18 hectares in area and is currently used for primary production purposes (grazing). The land rises to the west from Mole Creek Road and is the northern side of a hill ridge that runs in an east-west direction. The land also comprises a single dwelling and associated out buildings that are located on the southern portion of the site. Further there is a driveway from the southern boundary providing access to the dwelling. The site contains significant vegetation up to 35m in height on the hillridge where the proposed monopole is to be located.

3.2 Surrounding area

To surrounding area is typified by small rural allotments on the periphery of Mole Creek Township. The area contains a number of dwellings on these rural sites where existing native vegetation is located on the areas hilltops. Cleared grazing land is generally contained within the valleys in the area. The nearest residential property (asides from the landowners) is located approximately 320m to the east of the proposed facility. To the west is the Township of Mole Hill is approximately 600m to the south west of the proposed facility.

4.0 Proposal

Mobile networks are like roads when traffic increases, upgrades are needed to relieve congestion and remove roadblocks. Congestion is relieved by making changes to existing base stations or adding additional base stations in areas where we may already have existing coverage. The following proposal is necessary to alleviate congestion and provide coverage servicing the Mole Creek locality.

4.1 Overview

The proposed telecommunication installation requires installing the equipment outlined in the "Executive Summary" section on page 4 of this report.

As previously highlighted, Optus Mobile Pty Ltd has an obligation under the Industry Code to ensure that all suitable alternatives have been explored as part of the justification behind this development application. It is believed that proposed works as outlined above will not result in any adverse visual or environmental impact to the surrounding environs within the Mole Creek locality.

The proposal is demonstrated through the proposal plans, attached to this submission in **Appendix A**.

4.2 Transport, access and parking

Access to the facility will be obtained via an existing access gate from Mole Creek to the property. A new internal access track will be extended from the existing track within the site. No formal parking is proposed, given the facility will function on a continuously unmanned basis, and will typically only require infrequent maintenance. There is sufficient space onsite for a vehicle to park during these times.

Mobile phone base stations require only infrequent maintenance visits (i.e. only two (2) to four (4) times per year). Furthermore, the site will operate on a continually unmanned basis. As such, the proposal will not be a significant generator of vehicular and/or pedestrian traffic. Therefore, the proposed informal access will provide appropriate access for the infrequent maintenance inspections.

4.3 Utilities

The final power design for the site is yet to be confirmed. The indicative power design/route for the proposed facility has been outlined within the drawing package, located within **Appendix A** of this document.

The unmanned nature of the proposed mobile base station removes the need for connection to water or sewer services. Furthermore, the proposal incorporates very minimal hard surfaces and therefore will

generate insignificant stormwater runoff from the site. As such, the proposal does not require connection to the stormwater network.

4.4 Construction Schedule

The construction of the proposed mobile phone base station primarily consists of the following processes:

- Remediation – ensuring that the land is suitable for construction. This is inclusive of confirming existing structural assessments and the provisioning of cabling (if required).
- Installation of new equipment – reflective of the scope of works outlined within this Development Application; and
- Network Integration – Ensuring that the mobile phone base station can connect with both end users and other sites within the Optus network.

During the construction of the facility, a truck will be required to deliver necessary equipment to the site and a crane will be used to establish the extension of the facility. Traffic associated with the construction phase will be temporary in nature and will not affect existing traffic flows of the surrounding area. Should a road closure be required for the erection and installation of equipment, the appropriate approvals will be obtained from Council.

4.5 Acoustic

Air conditioners will be installed for each of the outdoor cabinets located within the base station, which enable the equipment to stay within normal operating temperatures. The air conditioning units will emit a small amount of noise commensurate to that of domestic air conditioning units. The operation of air conditioning units from the site will not result in any adverse impact to neighboring properties, given the low noise levels generated by the air conditioners, the remote location of the proposed facility and the separation of the facility to surrounding land uses.

4.6 Environmental

As it is an existing facility there will only be minor earth works to establish the facility. No Vegetation is proposed to be removed as part of the works other than field grass cover to establish the compound area.

4.7 Retaining structures

The topography of the site ensures that retaining structures will not be necessary for the proposed telecommunications facility. The Standard operates by placing a limit on the strength of the signal (or RF EME) that Optus can transmit to and from any network base station. The general public health standard is not based on distance limitations, or the creation of “buffer zones”. The environmental standard restricts

the signal strength to a level low enough to protect everyone at all times. It has a significant safety margin, or precautionary approach, built into it.

In order to demonstrate compliance with the standard, ARPANSA created a prediction report using a standard methodology to analyse the maximum potential impact of any new telecommunications facility. Carriers are obliged to undertake this analysis for each new facility and make it publicly available.

Importantly, the ARPANSA-created compliance report demonstrates the maximum signal strength of a proposed facility, assuming that it's handling the maximum number of users 24-hours a day.

In this way, ARPANSA requires network carriers to demonstrate the greatest possible impact that a new telecommunications facility could have on the environment, to give the community greater peace of mind. In reality, base stations are designed to operate at the lowest possible power level to accommodate only the number of customers using the facility at any one time. This design function is called "adaptive power control" and ensures that the base station operates at minimum, not maximum, power levels at all times.

Using the ARPANSA standard methodology, Optus has undertaken a compliance report that predicts the maximum levels of radiofrequency EME from the proposed installation. The maximum environmental EME level from the site, once it is operational, this will comply with the ACMA mandated exposure limit **(See Appendix B)**. Optus complies with the public health and safety standard by a significant margin.

Optus relies on the expert advice of national and international health authorities such as the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and the World Health Organisation (WHO) for overall assessments of health and safety impacts. The WHO advises that all expert reviews on the health effects of exposure to radiofrequency fields have concluded that no adverse health effects have been established from exposure to radiofrequency fields at levels below the international safety guidelines that have been adopted in Australia.

Optus has strict procedures in place to ensure its mobile phones and base stations comply with these guidelines. Compliance with all applicable EME standards is part of Optus's responsible approach to EME and mobile phone technology.

5.0 Federal Regulatory Framework

The following information provides a summary of the Federal legislation relevant to telecommunications deployment.

5.1 Telecommunications Act 1997

The *Telecommunications Act 1997* (the Act) came into operation on 1 July 1997. The Act provides a system for regulating telecommunications and the activities of carriers and service providers.

This legislation establishes the criteria for 'low impact' telecommunication facilities. If a proposed facility satisfies the requirements of a 'low impact' facility, the development is exempt from the planning approval process.

Further clarification of the term 'low impact' is provided in the *Telecommunications Act 1997* and the *Telecommunications (Low Impact Facilities) Determination 1997*, which was gazetted subsequent to the Act. The *Telecommunications (Low Impact Facilities) Determination 1997* establishes certain facilities, which cannot be considered low impact facilities.

This subject proposal is for a freestanding monopole, associated antennas and equipment. Pursuant to the *Telecommunications (Low-impact Facilities) Determination 1997* **the proposed facility cannot be considered as "low- impact."** Accordingly, the proposal is not exempt from State and Local Planning laws and therefore the provisions of the *Land Use Planning and Approvals Act 1993* and the *Meander Valley Interim Planning Scheme 2013* are applicable.

5.2 Telecommunications Code of Practice 1997

The *Telecommunications Code of Practice 1997* (The Code) authorizes a carrier to enter land, inspect land and install and maintain a facility. The Code emphasizes "best practice" design, planning and installation of facilities, compliance with industry standards and minimization of adverse impacts as much as practicable, particularly in terms of degradation of the environment and visual impact. The subject proposal is considered to comply with "best practice" given the proposal will:

- Provide improved telecommunications and wireless internet coverage to the Mole Creek area;
- Be located on with a semi-rural area and that does not hinder the available agricultural activities;
- No significant impact on existing vegetation as no vegetation is proposed to be removed other that coverings to establish the compound.

6.0 State Regulatory Framework

6.1 Land Use Planning and Approvals Act 1993

The proposed telecommunications facility is not considered a low-impact facility and is therefore subject to the *Land Use Planning and Approvals Act 1993*.

The purpose of LUPA Act is to establish a framework for planning the use, development and protection of land in Tasmania in the present and long-term interests of all Tasmanians.

The proposed telecommunications facility is consistent with the key objectives of the LUPA Act and will result in the orderly and sustainable development and use of land that will have minimal impact on natural resources and ecological processes.

6.2 State Planning Policy

Tasmanian state policies address land use, land management, environmental management and environmental protection for the state. State policies include coastal protection, water quality management & protection of agricultural land.

In addition, the relevant regional land use strategy guides the state development, for this particular application the *Cradle Coast Regional Land Use Planning Framework* is applicable.

Purpose of the Cradle Coast Land Use Planning Framework is to provide strategic foundation for land use planning in the Cradle Coast Region of northwest Tasmania which provides a perspective on planning issues of regional significance.

- *The Framework provides background explanation for the land use planning system of Tasmania; and describes the circumstances and conditions of the Region to provide understanding on the key issues and their relevance for land use planning.*
- *More particularly, the Framework provides a Regional Land Use Strategy which sets out the expectations and desired future outcomes for land use planning in the Region.*
- *The Cradle Coast Regional Land Use Strategy promotes wise use of natural and cultural resources, a prosperous regional economy, liveable and sustainable communities, and planned provision for infrastructure and services.*
- *The Strategy seeks to position the Region for a future where many of the traditional approaches to land use and development will come under increasing scrutiny as awareness of the conditions*

necessary for a sustainable future become more apparent and accepted. It provokes changed perspectives and promotes innovative and alternate approaches.

- The Strategy assumes there is limited immediate need or benefit in wholesale change to the shape and appearance of regional towns, rural environments or conservation places. It proposes that settlement centres remain separate, compact, contained and individual, and that growth and development for housing, business and community purposes be achieved through a careful mix of intensification within established urban boundaries and considered expansion.*
- The Strategy prioritises healthy, active and inclusive communities, and efficient, pleasant and safe places in which to work, live and play. It prioritises that towns and related activity become more energy efficient and reduce carbon emissions. It prioritises that the supply of land be matched to need, and that the prosperity and adequacy of each centre to meet economic and social requirements be the result of informed and innovative forward thinking.*
- The Strategy recognises economic prosperity and development grow from the resources that are available and from the attitudes and aptitudes of the communities who use them.*
- The Strategy proposes priority be given the best and most productive use of land, and that irreplaceable and strategic economic, natural and cultural assets, including wilderness, agricultural land, mineral deposits, productive forest, water, scenic and biological resources be protected against consumption and conflict by urban and other uses.*
- The Strategy recognises the potential of new technology and innovative thinking must be accommodated in the opportunities to use and develop land.*
- The Strategy prioritises use of existing and planned infrastructure over new and expanded systems, and requires the function, capacity and security of infrastructure assets be protected.*

The land use strategy refers to recognising the need for telecommunications infrastructure to enhance technology. The proposal to development of telecommunications provides the vehicle to make available access to technologies and competitive providers to residents, visitors and business.

Planning Assessment Report

Development Application for a telecommunications mobile phone base station at;

2172 Mole Creek Road, Mole Creek TAS 7304

Prepared on behalf of Optus Mobile Pty Ltd by Metasite Pty Ltd

Project No. H0099

March 2017

metasite

OPTUS

Document Quality Control

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Contents

Executive Summary	4
1.0 Introduction	5
2.0 Site Selection	8
2.1 <u>Potential Candidates</u>	8
2.2 <u>Preferred Nominated Candidate</u>	9
3.0 Site and Surrounds	11
3.1 <u>Site details</u>	12
3.2 <u>Surrounding area</u>	14
4.0 Proposal	15
4.1 <u>Overview</u>	15
4.2 <u>Transport, access and parking</u>	15
4.3 <u>Utilities</u>	15
4.4 <u>Construction schedule</u>	16
4.5 <u>Acoustic</u>	16
4.6 <u>Environmental</u>	16
4.7 <u>Retaining structures</u>	16
5.0 Federal Regulatory Framework	18
5.1 <u>Telecommunications Act 1997</u>	18
5.2 <u>Telecommunications Code of Practice 1997</u>	18
6.0 State Regulatory Framework	17
6.1 <u>Land Use Planning and Approvals Act 1993</u>	17
6.2 <u>State Planning Policy</u>	18
7.0 Local Government Regulatory Framework	21
7.1 <u>Council Planning Scheme</u>	21
7.2 <u>The Meander Valley Interim Planning Scheme</u>	21
7.3 <u>Zoning</u>	22
7.4 <u>Hadspen Specific Area Overlays</u>	22
8.0 Environmental Assessment	24
8.1 <u>Visual considerations</u>	25
8.2 <u>Health and safety</u>	23
8.3 <u>Heritage</u>	26
8.4 <u>Flora and fauna</u>	26
8.5 <u>Social and economic benefits</u>	27

9.0 Conclusion 24

Appendix A Proposal Plans

Appendix B Environmental EME Report

Executive Summary

Site Address	2172 Mole Creek Road, Mole Creek TAS 7304
Real Property Description	The legal description of the property is Parish of Alphington, Land District of Devon, Lot 2 on Plan 16100.
Land Title reference	Volume 16100, Folio 2.
Site Area	Telecommunications area of approximately 70 square metres within a total land area of 18.7 Hectares.
Registered Owner	Joe Blair
Proposal	<p>Optus proposes use and develop the land for a Telecommunications Facility at 2172 Mole Creek, Mole Creek Tas 7304. The facility will comprise of;</p> <ul style="list-style-type: none"> • Installation of a 45 metre high telecommunications monopole with an headframe above (centre-line of antennas 41 metres) to install six (6) antennas • Twelve (12) Radio Remote Units (RRU's); • 1 x 1200mm diameter radio communication dishes at 38m from ground level; • Optus prefabricated one (1) equipment shelter at ground level; and • Ancillary equipment associated with the operation of the facility, including cable trays, cabling, bird proofing, earthing, electrical works and air-conditioning equipment.
Coverage Objectives	A demonstrated need has been identified for a new telecommunications facility in the area to improve voice and data services to the Mole Creek area.
Site Selection	The site has been identified as the most appropriate location for the new facility following an extensive site selection process.
Council/Planning Scheme	Meander Valley Interim Planning Scheme 2013
Use Definition	Telecommunications Facility
Zone	Rural Living Zone
Overlays	Karst Management Area
Applicant	<p>Optus Mobile Pty Ltd c/- Metasite Pty Ltd Contact: Clinton Northey Phone: 03 9804 5324 Email: clinton.northey@metasite.com.au</p>
Reference No.	Our Site Reference: H0099 Mole Creek

	RFNSA Reference: 7304013
--	--------------------------

1.0 Introduction

1.1 What is a mobile base station and how do they work?

A mobile base station is a facility that provides mobile telephone services to a geographical area. A mobile phone network is made up of base stations which operate together to provide service to users moving from place to place within the coverage area. A mobile base station typically consists of the following components: antennas, support structure, base station and transmission equipment. The antennas are connected by cable to radio equipment usually housed in a room, shelter or outdoor unit. Base stations are connected to the core network by microwave or fibre. Mobile phones work by sending and receiving low power radio signals, much like 2 way radio system. The signals are sent and received from antennas that are attached to radio transmitters and receivers, commonly referred to as mobile phone base stations. The base stations are linked to the rest of the mobile and fixed phone network and pass the signal/call on into those other parts of the network.

1.2 Benefits of mobile technology's

Mobile telecommunications play a central role in society and are becoming more deeply integrated into our day to day lives. Mobile communications networks shape how and when people communicate and how we access information on a daily basis. Today, improved connectivity means that mobile devices are used for everything from commerce and research to location-based services and social media. Individuals, families, businesses and society are all benefiting from the improved connectivity facilitated by mobile technologies.

In addition to its personal and social value, the evolution of mobile technologies has delivered significant benefits to the Australian economy by improving productivity, business management and customer engagement. Since its introduction, mobile technology has played a key role in stimulating labor productivity growth by allowing employees to be more efficient, with more productive use of time. According to Deloitte (2016), the Australian economy is approximately \$34 billion larger in 2015 that it would otherwise be due to the long-term productivity of mobile technologies.

Mobile technology's economic contribution is not limited to improving productivity. It improves connectivity and participation in the workforce. Mobile technology also provides employees with the flexibility to work from home, promoting sustainable commuting and also reducing traffic congestion. According the Australian Mobile Telecommunications Association (AMTA), two decades ago only 4% of Australians owned a mobile device. According to the Australia Bureau of Statistics, there are now over 21 million subscribers with internet access connections via a mobile handset in Australia (ABS, 2015). Mobile technology's continual development has allowed it to become the preferred channel to access the internet for most people in Australia and the rest of the world.

1.3 Purpose of the proposal

To cater for the growing demand for mobile services, Optus has embarked on a nationwide rollout to deliver an improved, reliable telecommunications network to the Australian public. The rollout will provide improved mobile coverage and enhanced services in metropolitan, regional and rural areas throughout Australia. This rollout consists of the upgrade of existing telecommunications facilities and where required the installation of new mobile base stations to expand the coverage footprint and offer seamless mobile services.

Additional base stations are required where surrounding facilities cannot provide sufficient coverage to a target area. New facilities are also required when existing base stations are fully utilised and cannot serve additional users in the area. Optus has undertaken analysis of their mobile network in the area to supply the Mole Creek area and has identified areas where coverage and network quality needs to be improved. If this investment is not made, the following main issues will arise:

1. Users may have difficulty connecting to the mobile network or the call may drop out. This impacts businesses, residents, visitors to the area and the ability of the user to contact emergency services.
2. User may experience reduced data speeds, longer download times and poor network performance at busy times of the day with data intensive and time sensitive applications (e.g. newscasts, social media, mobile banking, weather forecasts, sports highlights and in this instance mainly conducting business through wireless devices).

Metasite Pty Ltd has been engaged by Huawei Pty Ltd to provide Site Acquisition, Town Planning, Design & Engineering services for Huawei's national roll-out contract with Optus Mobile Pty Ltd (Optus). This development application has been prepared by Metasite, on behalf of Optus and seeks approval to allow the installation of a new telecommunications facility at 2172 Mole Creek Road, Mole Creek TAS 7304 (the site).

Optus is currently undertaking the Long Term Evolution (LTE) upgrade of their existing mobile phone infrastructure across Australia. The overall project will improve customer experience through faster and more reliable voice and data services.

Due to increasing network demands for data, Optus has identified the need to install a telecommunications facility in the area to improve voice and data services to customers in Mole Creek.

To provide mobile service to the surrounding area, the proposed telecommunication installation requires the installation and works outlined in the "Executive Summary" section on the previous page.

All mobile phone network operators are bound by the operational provisions of the federal *Telecommunications Act 1997* ("The Act"). This application for a planning permit is bound by the core principles and operator requirements outlined within The Act, however consent is required from the Meander Valley Council in order to undertake the prescribed development. More information regarding the legislative framework pursuant to this proposal is located within **Section 5, 6 & 7** of this report.

2.0 Site Selection

2.1 Potential Candidates

A number of factors have been considered when selecting the appropriate site for the infrastructure. The factors include investigating opportunities to collocate on existing infrastructure, the proposal's proximity to existing sensitive land uses, planning scheme considerations, technical and coverage objectives, cost considerations, lease and land tenure, visual impact and engineering/design criteria.

Furthermore, the site selection process incorporates the mandatory Mobile Phone Base Station Deployment Code (C564:2011) activities which are undertaken in order to justify the proposed location of the subject site (specifically sections 4.1, 4.2 and 8 of the Deployment Code). Such considerations include preparation of a "traffic light model" and assessment against the Deployment Code's precautionary approach provisions.

A number of potential candidate sites are usually considered when selecting the most appropriate site for the infrastructure. In this instance three potential candidates were identified. These are detailed in Figure 1 below as Candidate A, Candidate B & C.

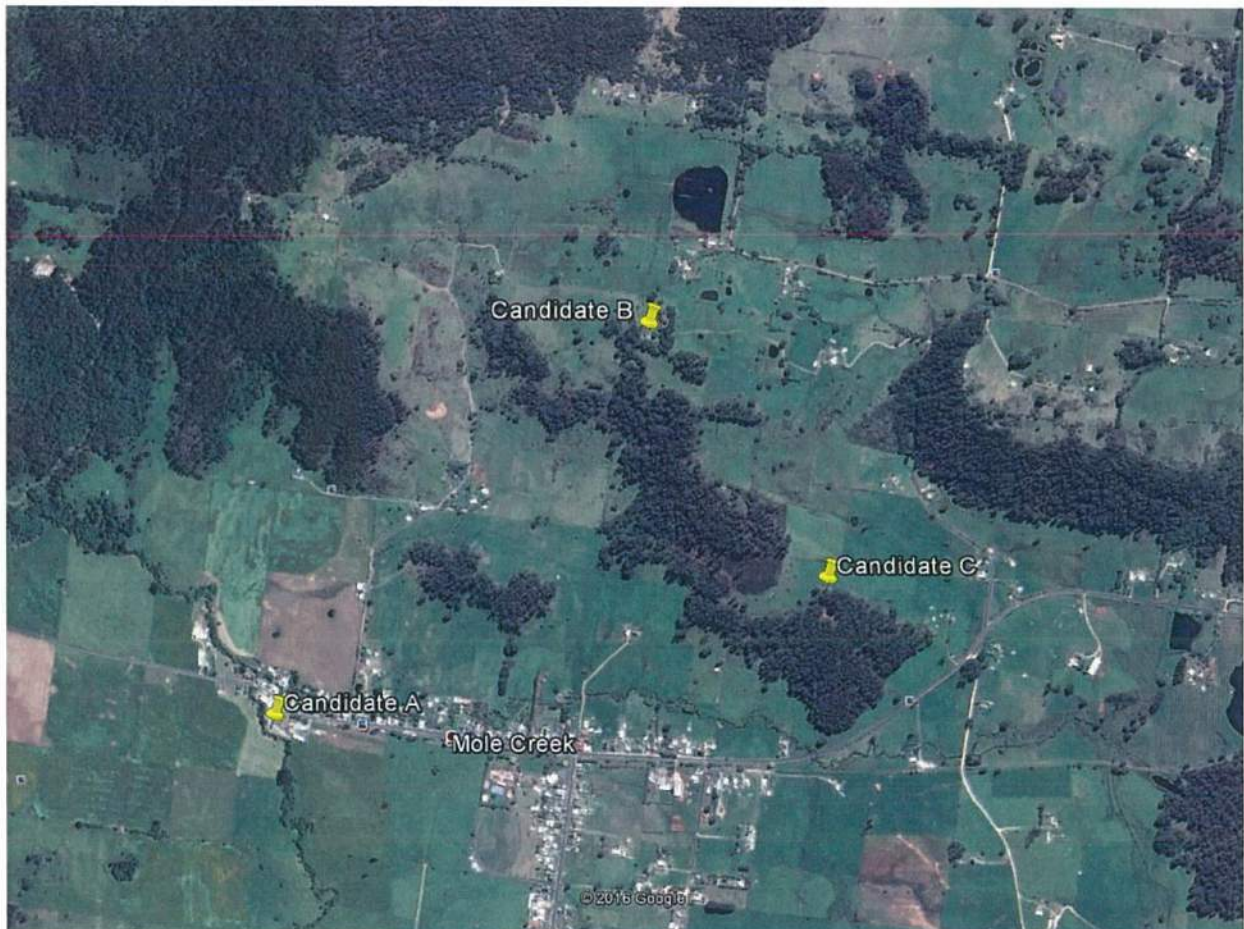


Figure 1: Potential Candidate Locations (source: Google Earth 2016)

A detailed analysis of each candidate has been undertaken in the below table to determine the most appropriate site location for the telecommunications facility. It is also worth noting there was only one opportunity to co-locate Optus' equipment on an existing facility (Candidate A).

Candidate	Address	Opportunities / Constraints
A	528 Mersey Hill Road, Mole Creek TAS 7304	The proposed location was selected as a candidate given an existing NBN tower was located here and may have provided an acceptable co-location option. The facility however was ruled out on the basis that it was located too far to the north to provide sufficient coverage to the intended area.
Co-location on existing NBN tower.		
B New monopole	101 Pioneer Drive, Mole Creek TAS 7304	The proposed location was selected as a candidate given the site provided an acceptable level of coverage. The site however was located closer to a number of residential properties making the visual impact greater than Candidate C. The site was therefore ruled out as a viable candidate on this basis.
C	2172 Mole Creek Road, TAS 7304	This candidate located to the north of the township allowed for sufficient coverage of the town. The location of the site also allowed 24hr access to the site and doesn't interfere with the current residences on site. Furthermore the site is highly screened via vegetation to the Mole Creek Township. For these reasons the site was selected as the prime candidate.
New monopole		

Four (4) further properties were selected in the target area for consideration however were not further progressed in the investigation.

2.2 Preferred Nominated Candidates

The preferred site (Candidate C) at 2172 Mole Creek Road, Mole Creek TAS 7304 was chosen as the preferred site candidate for the following reasons:

- The site is technically feasible, and can achieve Optus' coverage and capacity objectives for the area. It will provide a high quality 2G, 3G & 4G mobile and wireless broadband service, which will greatly improve access to mobile telecommunications services for customers and the business as whole at the and also improve voice coverage;

- The site is within a Rural Living Zone land use which is considered a suitable location for the proposed telecommunications facility;
- The character of the area will not be detrimentally affected by the proposal;
- The position of the monopole mitigates visual impacts;
- The facility will not create any traffic congestion;
- The landowner is supportive of the Optus proposal and its associated benefits for increased telecommunications services in the local area;
- The site will not require the clearing of any trees;
- The site has readily available access to the electricity supply network;
- The proposed facility will not prejudice the existing or anticipated future use of the site;
- The costs associated with delivering the site and constructing the facility are considered by Optus to be reasonable;

3.0 Site and surrounds

3.1 Site details

The subject site is located in on a vineyard plantation at 2172 Mole Creek Road, Mole Creek TAS 7304. The legal description of the property is Parish of Alphington Land District of DEVON Lot 2 on Sealed Plan 16100 Volume 16100, Folio 2. An aerial plan demonstrating the site location and the context of the property is located within **Figure 2, 3, 4 & 5** below:

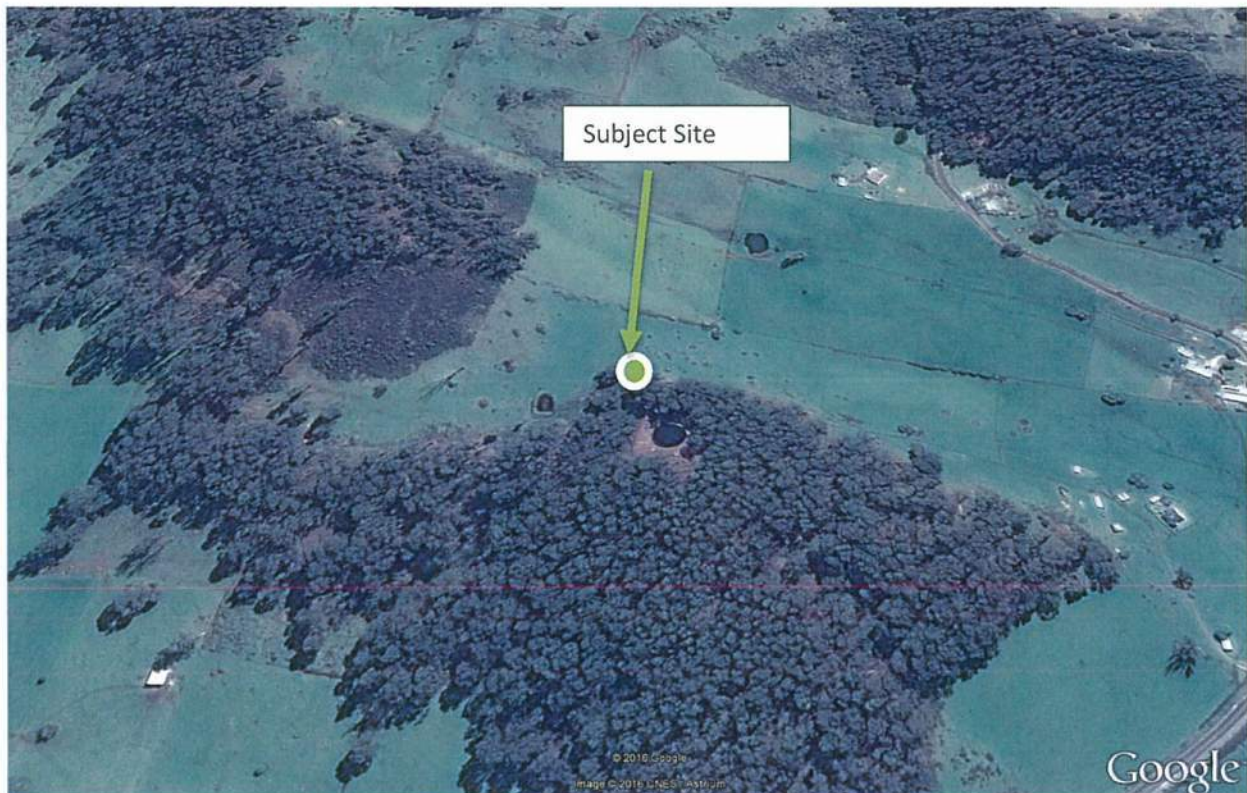
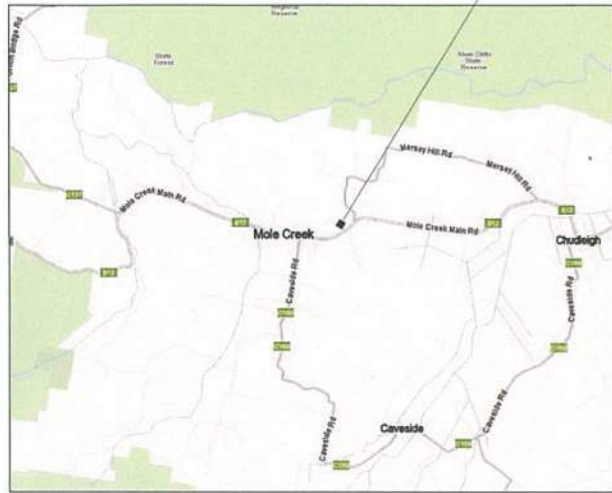


Figure 2: Subject Site (Google Earth)



PROPOSED OPTUS
BASE STATION



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LOCALITY MAP

POSSIBLE CRANE/EWP
SETOUT LOCATION

PROPOSED OPTUS 75mm
THICK SINGLE SIZE GRAVEL
OVER WEED MAT

PROPOSED OPTUS
450mm WIDE ELEVATED
CABLE LADDER

PROPOSED U/G
SUB-MAINS TO
SHED. APPROX.
LENGTH 400m

PROPOSED U/G
SUB-MAINS TO
SHED. APPROX.
LENGTH 40m

PROPOSED U/G
SUB-MAINS TO
HOUSE APPROX.
LENGTH 15m

EXISTING PRIVATE POWER
#135825 WITH 2 PHASE
SERVICES TO BE
UPGRADED. TBC AT
DETAILED DESIGN

EXISTING PRIVATE POWER
POLE WITH 2ND SERVICE TO
SHED TO BE UPGRADED FOR
SERVICE CONSOLIDATION TO
SINGLE SITE MSB

EXISTING TAS NETWORKS
HV/LV O/H POWER LINES

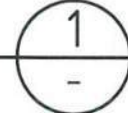
EXISTING TAS NETWORKS
HV/LV POWER No135825
WITH 2 PHASE SUBSTATION
TO BE UPGRADED. TBC AT
DETAIL DESIGN

EXISTING SINGLE PHASE OH
SERVICE MAINS (2 OFF) TO BE
UPGRADED AND
CONSOLIDATED TO SITE MSB.
TBC AT DETAIL DESIGN

EXISTING O/H CONSUMER
MAINS TO HOUSE TO BE
REPLACE WITH NEW
SUB-MAINS CABLES

MGA ZONE	55
E	451 328
N	5 399 703
AT	€ MONOPOLE

DETAIL
SCALE 1:100



NOTE:
THIS DRAWING IS DIAGRAMMATIC ONLY
AND SHOULD NOT BE SCALED.
DIMENSIONS, COORDINATES, AND LEVELS
SHOWN ARE NOMINAL AND SUBJECT TO
CONFIRMATION BY SURVEYOR.

SITE ADDRESS:
2172 MOLE CREEK RD
MOLE CREEK
TAS 7304

NOTES:

1. **BASIS OF DESIGN**
 - > SITE INSPECTION 07/09/2016
2. **PANEL ANTENNAS**
 - > 1-OFF PER SECTOR (EACH Max. 2.8m LONG) AT EL 40.0m
 - > SECTOR 1 - 160°, SECTOR 2 - 230°, SECTOR 3 - 300°
 - > MOUNTED ON CLAMP MOUNTS
3. **RRU'S ANCILLARY EQUIPMENT**
 - > RRU'S 12-OFF TOTAL, 4-OFF PER SECTOR
4. **TRANSMISSION**
 - > 1200 PARABOLIC ANTENNA (1-OFF) AT EL 44.5m
 - > LINK SITE: TO BE CONFIRMED BY OPTUS
4. **EQUIPMENT SHELTER**
 - > VOS 1.3 (3.15m x 2.38m) SANDWICH PANEL SHELTER,
 - > SUPPORTED ON BORED PIERS OR RAFT OR STRIP FOOTING
5. **OPTUS MONOPOLE**
 - > OPTUS 45m MONOPOLE WITH CLAMP MOUNTS
6. **FEEDER CABLES**
 - > SIZE: 1 & 1/4" ALL SECTORS
 - > LENGTH: 45m ALL SECTORS
 - > TO RUN INTERNALLY TO MONOPOLE
7. **SITE ACCESS**
 - > EXISTING 4m WIDE GATE OFF FIRMIN'S LN. EXISTING ACCESS ROUTE AND PROPOSED ACCESS TRACK TO COMPOUND (APPROX. 320m)
8. **ANTENNA ACCESS**
 - > ANTENNA VIA EWP
 - > PARABOLIC ANTENNA VIA STEP-PEGS & 'LAD-SAF' PROVIDED ON TOWER
9. **POWER SUPPLY**
 - > EXISTING DISTRIBUTOR SUBSTATION TO BE UPGRADED
 - > EXISTING SERVICE MAINS TO BE UPGRADED AS REQUIRED TO ACCOMMODATE NEW OPTUS LOADS
 - > OPTUS POWER SUPPLY TO BE TAKEN FROM PROPOSED MSB
 - > PROPOSED OPTUS U/G SUB-MAIN CABLES FROM SITE MSB TO ISOLATION ENCLOSURE. APPROX. LENGTH 400m
 - > FINAL DETAILS TBC AT DETAIL DESIGN
10. **OTHER**
 - > EXISTING U/G INFRASTRUCTURE TO BE LOCATED AT DETAILED DESIGN STAGE
 - > SITE CUT AND FILL COULD BE REQUIRED TO LEVEL THE PROPOSED COMPOUND. TBC AT DETAIL DESIGN

OVERALL SITE PLAN

NTS

Rev	Date	Revision Details	Consultant	CAD	Designer	Verifier	Approver
02	10.30.17	ISSUED FOR APPROVAL	METASITE	BL	JL	MK	PJ
01	16.11.16	ISSUED FOR APPROVAL	METASITE	JM	GEH	MK	PJ



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Client:



Project:

MOBILE NETWORK
AUSTRALIA
SITE NO:- H0099C
MOLE CREEK
2172 MOLE CREEK RD

Drawing Title:

DRAFT SITE LAYOUT

Drawing Status:

FOR APPROVAL

Drawing No.

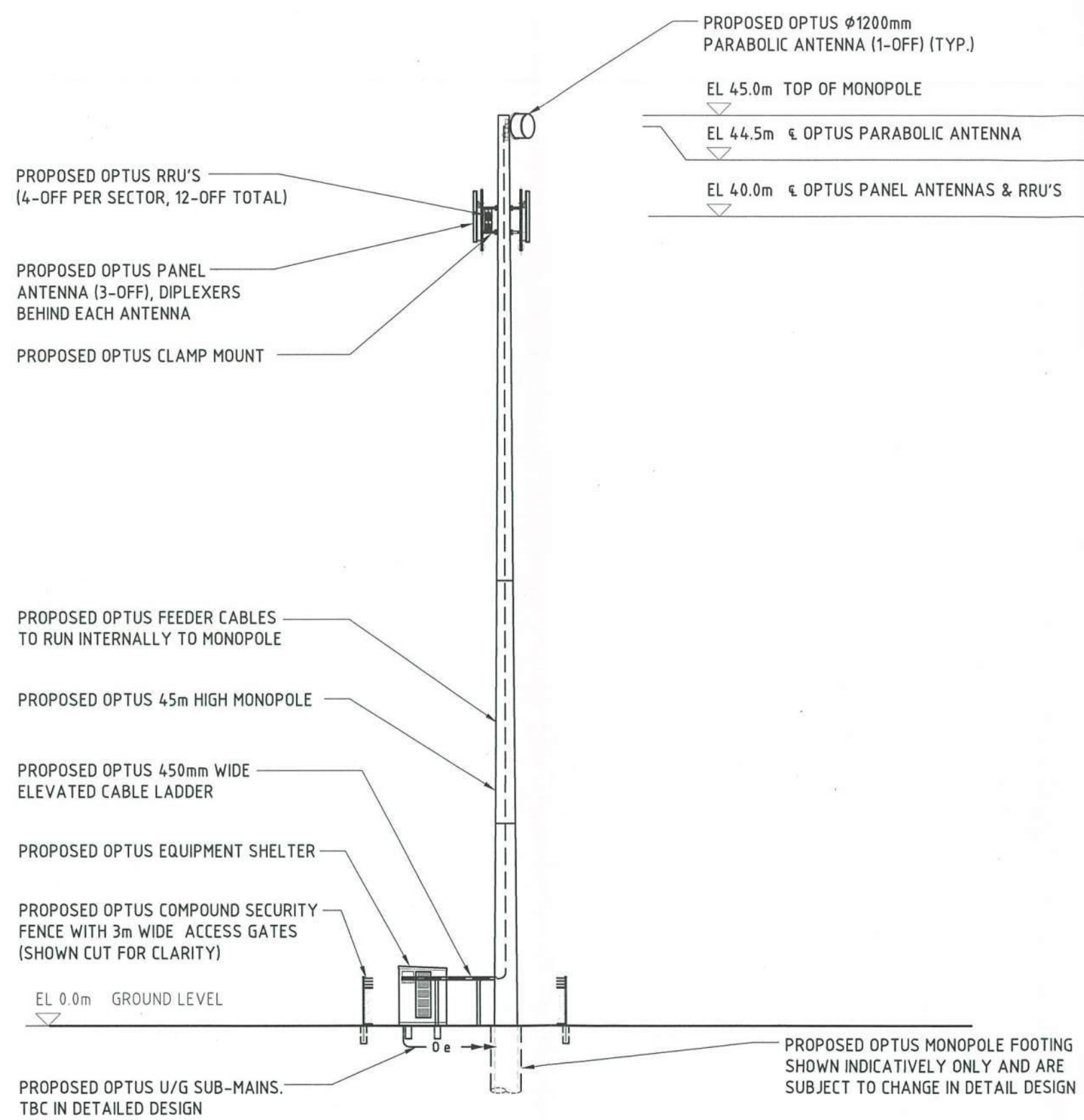
H0099C-P1 02

Revision

02

NOTE:
THIS DRAWING IS DIAGRAMMATIC ONLY
AND SHOULD NOT BE SCALED.

NOTE:
EXISTING ANTENNAS AS SHOWN ARE INDICATIVE
ONLY AND ARE BASED ON INFORMATION SUPPLIED
BY OTHERS AND/OR BY INSPECTION ON SITE.



EAST ELEVATION
SCALE 1:250

Rev	Date	Revision Details	Consultant	CAD	Designer	Verifier	Approver
02	10.03.17	ISSUED FOR APPROVAL	METASITE	BL	JL	MK	PH
01	16.11.16	ISSUED FOR APPROVAL	METASITE	JM	GEH	MK	PJ



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C&DS 3

Client:
Project: MOBILE NETWORK AUSTRALIA
SITE NO:- H0099C
MOLE CREEK
2172 MOLE CREEK RD

Drawing Title:
DRAFT SITE ELEVATION

Drawing Status:
FOR APPROVAL

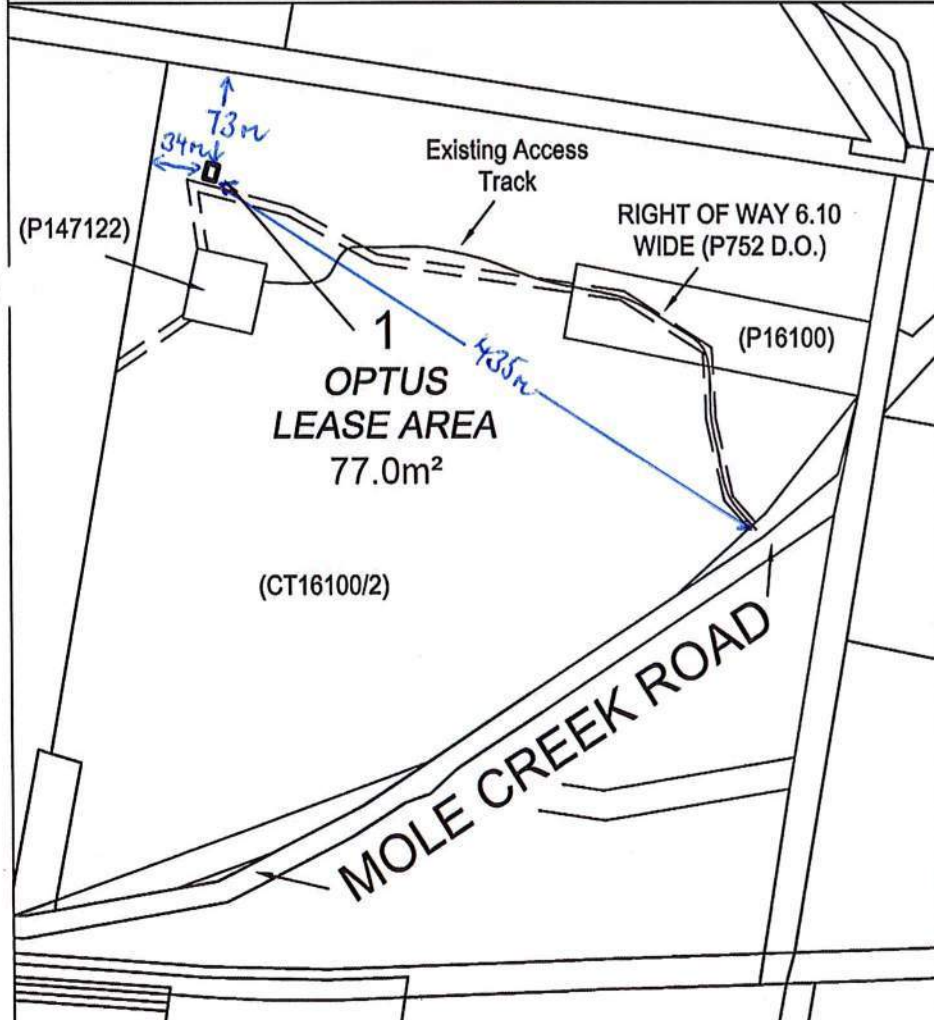
Drawing No. H0099C-P2
Revision 02



VIEW TOWARDS LEASE AREA

MGA COORDS		
(A) MONOPOLE	(B) CP	(C) CP
E 451331.287	E 451336.565	E 451333.926
N 5399717.556	N 5399723.095	N 5399713.040

LOCATION DIAGRAM
SCALE 1:5,000

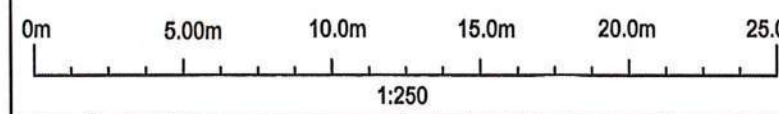
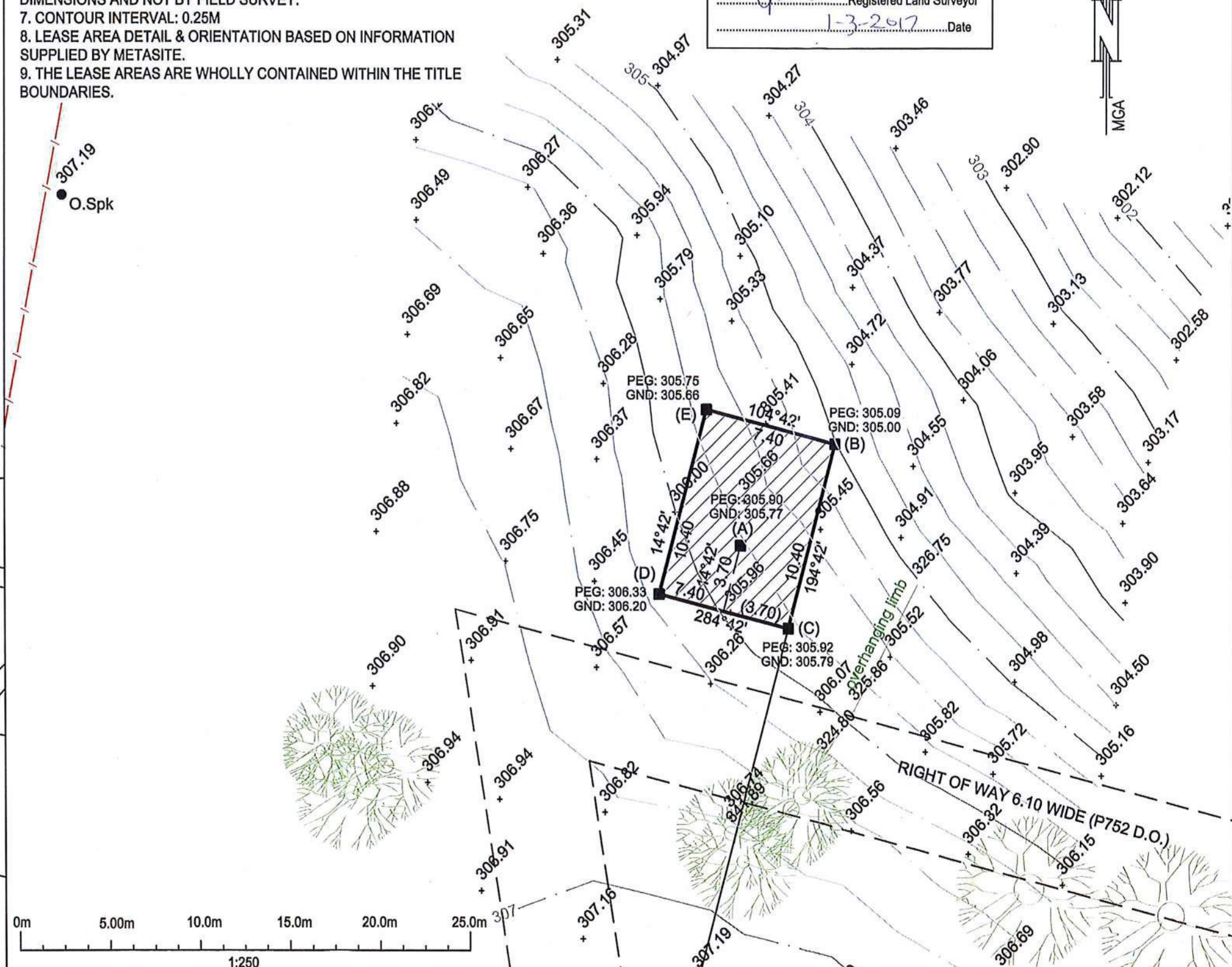


NOTES

1. SITE SURVEY BY ROGERSON & BIRCH SURVEYORS.
2. ALL LEVELS ARE IN METRES TO AHD PER SPM10091
3. GRID COORDINATES ARE TO MGA ZONE 55.
4. TITLE REFERENCE: C.T. 16100/2
5. OWNER: CARLYLE GEORGE BLAIR & EMILY MARLENE EMMA BLAIR
6. THE TITLE BOUNDARIES SHOWN HEREON WERE NOT MARKED AT THE TIME OF SURVEY AND HAVE BEEN DETERMINED BY PLAN DIMENSIONS AND NOT BY FIELD SURVEY.
7. CONTOUR INTERVAL: 0.25M
8. LEASE AREA DETAIL & ORIENTATION BASED ON INFORMATION SUPPLIED BY METASITE.
9. THE LEASE AREAS ARE WHOLLY CONTAINED WITHIN THE TITLE BOUNDARIES.

I, Craig Rogerson of Rogerson & Birch Surveyors at 1, 2 Kennedy Drive, Cambridge TAS 7170 certify that the GDA94 Coordinates (M.G.A Datum) and Australian Height Datum height measurements are within an absolute accuracy of 0.20 metres as per computations from nearby coordinated survey marks.

Registered Land Surveyor
1-3-2017 Date



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metasite
LEVEL 2, 20 CLARK STREET, CROWS NEST, NSW, 2065
T +61 2 9439 1006
WWW.METASITE.COM.AU

OPTUS yes

SITE No: H0099C MOLE CREEK
LOCATION: 2712 MOLE CREEK ROAD MOLE CREEK 7304

LEASE DETAIL SURVEY PLAN	
SHEET 1 OF 1	DATE 22/02/2017
SCALE 1:250	REF. No. METAS16 10080-01

Merrilyn Young

From: Clinton Northey <clinton.northey@metasite.com.au>
Sent: Tuesday, 30 May 2017 9:57 AM
To: Leanne Rabjohns
Subject: FW: 2172 Mole Creek Road, Mole Creek

Good Morning Leanne,

Hope you are well. Please find below an email from our geotechnical engineer regarding the soil structure on site at 2172 Mole Creek Road where the Optus tower is proposed.

If you could confirm that this satisfies the requirements to proceed to advertising it would be appreciated.

Thanks

CLINTON NORTHEY | TOWN PLANNER

metasite

.....
metasite Level 5, 3 Bowen Crescent, Melbourne VIC 3004
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From: Wayne Griffioen [mailto:wayne@tasmangeotechnics.com.au]
Sent: Tuesday, 30 May 2017 9:19 AM
To: 'Clinton Northey' <clinton.northey@metasite.com.au>
Subject: RE: 2172 Mole Creek Road, Mole Creek

Hi Clinton,

Knowing that the Mole Creek area is known for limestone & karst, we took particular note during our fieldwork of any karst features, but did not see any.

The site is about 60 to 70m above the valley floor where the limestone is mapped. Therefore, the likelihood of karst and sinkholes at the site is virtually absent.

I trust this is sufficient for Council.

Regards,
Dr Wayne Griffioen
Senior Geotechnical Engineer
Tasman Geotechnics
Level 1, 10 Goodman Court
PO Box 4026, INVERMAY TAS 7248
m: 0427 810 534
t: 03 6332 3750



TASMAN
geotechnics

**GEOTECHNICAL INVESTIGATION,
MONOPOLE H0099,
2172 MOLE CREEK ROAD, MOLE CREEK**

Prepared for: **Metasite**

Date: 7 June 2017

Document Reference: TG16213/10 - 02report

Contents

1	INTRODUCTION	1
2	SCOPE OF WORK	1
3	RESULTS	1
	3.1 Geology	1
	3.2 Surface Conditions	1
	3.3 Subsurface Conditions	2
	3.4 Resistivity Testing	2
	3.5 Laboratory Results	2
4	DISCUSSION	3
	4.1 General	3
	4.2 Geotechnical Parameters	3
	4.3 Site Classification	3
	4.4 High Level Footing	4
	4.5 Geotechnical Design of Piles	4
	4.5.1 General	4
	4.5.2 End Bearing	5
	4.5.3 Pile Friction	5
	4.5.4 Lateral Pile Capacity	6
	4.6 Groundwater	6
	4.7 Soil Resistivity	6
	4.8 Excavatability	6
	4.9 Presence of Acid Sulphate Soils	6
	4.10 Exposure Classification	7


Important information about your report

Figures

- Figure 1 Site Plan and Borehole Location
Figure 2 Calculated Soil Resistivity Plot

Appendices

- Appendix A Engineering Borehole Log
Appendix B Site Photographs
Appendix C Soil Resistivity Results
Appendix D Laboratory Analysis Certificate

Version	Date	Prepared by	Reviewed by	Signature
Original	7 June 2017	Tom Swinoga	Dr Wayne Griffioen	

1 INTRODUCTION

Tasman Geotechnics was commissioned by Metasite to carry out a geotechnical investigation for monopole H0099C at 2172 Mole Creek Rd, Mole Creek (GDA94 coordinate 451328E 5399703N).

The development involves a 45m high concrete monopole and associated infrastructure as part of the Optus/Huawei network upgrade.

The aim of the geotechnical investigation is to recommend a foundation and footing system for the monopole and provide recommendations for other geotechnical aspects of the development.

2 SCOPE OF WORK

The field work was carried out by an Engineering Geologist from Tasman Geotechnics on 19 May 2017 during fine weather conditions. The fieldwork comprised the following:

- Drilling a borehole (BH1) using a Drillmac 500 Explorer truck mounted rig. Hollow flight augers were used to 1.2m below ground level and replaced by HQ diamond drilling to 8.1m below ground level.
- A Standard Penetration Test (SPT) was carried out at 0.8 to 1.2m while auger drilling.
- Core samples were taken from 1.2m to 8.0m below ground level.
- Earth resistance testing using the 4 pin Wenner arrangement, at pin spacing of 1m increments to 10m along 2 perpendicular lines (Line A and Line B).

The location of BH1 was near the pegged centre of the monopole. The engineering borehole log is presented in Appendix A. A site plan showing the borehole location and alignment of resistivity test lines is presented in Figure 1.

Site photographs were taken, and selected photographs are presented in Appendix B.

The soil resistivity results are presented in Appendix C and discussed in Section 4.7.

Several soil samples were tested by Tasman Geotechnics for Atterberg limits and particle size distribution. The core samples were used to determine the insitu dry and bulk density. A sample from 2.8 to 2.9m below ground level was forwarded to Eurofins|MGT for analysis of soil aggressivity. The laboratory results are presented in Section 3.5. The laboratory analysis certificate from Eurofins|MGT is presented in Appendix D.

3 RESULTS

3.1 Geology

The Mineral Resources Tasmania Digital Geological Atlas, 1:25,000 Series, Mole Creek sheet, shows the monopole site to be mapped on Quaternary aged sediments described as "*Colluvium with dolerite boulders and cobbles derived from Paleogene-Neogene dolerite conglomerate*".

3.2 Surface Conditions

The monopole is located within a 20Ha rural property, north east of the Mole Creek township. The monopole is located in the north west part of the site, 50m north of an existing TasWater reservoir. The nearest residential dwellings are about 330m away from the proposed monopole. The local topography is characterised by a north west to south east trending ridge, with slopes extending towards the east and south east at gradients from about 6-8°, and to the south west at up to 25°.

The site is partly vegetated by grass. The steeper portions and higher elevations are vegetated with medium density forest. Several rock outcrops were observed around the site, with some outcrops consisting of car size boulders.

The proposed location for the monopole appears well drained.

3.3 Subsurface Conditions

The subsurface conditions at the monopole site comprise:

- Medium plasticity, yellow/brown clay, to termination at 8.0m below ground level.

Between 1.2 and 1.8m below ground level, the clay was found to contain traces of gravel and some cobbles. Cobbles were encountered again at 7.0m below ground level, and the clay was found to have increasing portions of a sandy component from 7.4m.

No groundwater inflow was noted while drilling the borehole due to the drilling method implemented.

3.4 Resistivity Testing

Two earth resistance tests were carried out perpendicular to each other (Line A and Line B), and the location of these lines are shown in Figure 1. The results are presented in Appendix C and discussed in Section 4.7.

3.5 Laboratory Results

A number of soil samples were selected for determination of: field moisture content, Atterberg limits, dry and bulk density, pH, Sulphate (SO₄) and Chloride (Cl) content. The soil results are summarised in the following tables.

Table 1A. Physical Properties

Sample depth	MC (%)	LL (%)	PL (%)	PI (%)	LS (%)	Dry Density (g/cm ³)	Field Density (g/cm ³)
BH1, 1.5 – 2.0m	28	49	24	25	12	1.48	1.94
BH1, 6.0 – 6.5m	31	-	-	-	-	1.57	2.05

MC = field moisture content, LL = Liquid Limit, PL = Plastic Limit, PI = Plasticity Index, LS = Linear Shrinkage

Table 1B. Physical Properties Continued

Sample depth	gravel (%)	sand (%)	finer (%)
BH1, 1.5 – 2.0m	4	23	73

Table 2. Chemical Properties

Sample	pH	SO ₄ (mg/kg)	Cl (mg/kg)
BH1, 2.8 – 2.9m	7.6	<30	<5

Based on the laboratory results, the soil is classed as a medium plasticity clay (CL).

4 DISCUSSION

4.1 General

No bedrock was encountered to a depth of 8.0m below ground level, although traces of gravel/cobbles were observed from 1.2 to 1.8m and from 7.0m below ground level. It is our assessment that the following foundation systems may be considered for the monopole:

- High level pad footing on the clay, or
- Large diameter bored pile founded in the clay.

Recommendations for these footing types are given below. In the absence of knowing actual loads (horizontal, vertical and bending moments) we only provide general recommendations.

4.2 Geotechnical Parameters

Table 3 summarises some of the geotechnical parameters recommended for design of footings for each of the material types encountered during the investigation.

Table 3. Geotechnical Parameters

Property	Material type
	Clay
Description	medium plasticity
Depth to top of material	0m
Field density (t/m ³)	2.05 (6.0m bgL)
Effective strength parameters: - Internal Friction angle (°) - Cohesion (kPa)	27 4
Undrained shear strength (kPa)	110 (0 to 2.5m) 160 (from 2.5m)
Elastic Modulus (MPa)	22 (0 to 2.5m) 54 (from 2.5m)
Ultimate bearing capacity of high level footing (kPa)	750
Ultimate pile end bearing capacity (kPa)	1440
Ultimate lateral capacity (kN)	600 (for 2m diam x 8m pile)

bgL = Below Ground Level

Effective strength parameters are based on empirical correlations with soil classification tests, such as Atterberg limits. Refer to sections 4.4 and 4.5 for assumptions made to determine the ultimate bearing and lateral capacities.

4.3 Site Classification

Footings for light weight structures may be designed in accordance with AS2870 – 2011 *Residential Slabs and Footings*. After allowing due consideration of the site geology, drainage and soil conditions, the site has been classified as follows:

CLASS M (AS2870 – 2011)

characteristic surface movement, $y_s = 30\text{mm}$

Footings founded in the clay may be proportioned for an allowable bearing capacity of 100kPa.

This Classification is applicable only for ground conditions encountered at the time of this investigation. If cut or fill earthworks in excess of 0.4m are carried out, then the Site Classification will need to be re-assessed, and possibly changed.

4.4 High Level Footing

The bearing capacity for pad footings founded on clay is a function of the undrained shear strength, C_u , (eg Tomlinson, 2001):

$$q_{ult} = C_u N_c s_c + \gamma \frac{B}{2} N_\gamma s_\gamma + \gamma D N_q s_q$$

Where: s_c , s_γ and s_q are shape factors,

N_c , N_γ and N_q are bearing capacity factors,

B is footing width (m)

D is footing embedment and

γ is the soil bulk density.

Footing size, B , and embedment, D , have very little effect on the bearing capacity of a footing in clay.

For the clay encountered at this site, the representative undrained shear strength is 110kPa to 2.5m depth. The ultimate bearing capacity, q_{ult} , for a high level pad footing was calculated using the Caquot-Kerisel bearing capacity factors as 750kPa. Assuming a geotechnical reduction factor of 0.4, the allowable bearing capacity is 300kPa.

4.5 Geotechnical Design of Piles

4.5.1 General

According to AS2159-2009 Piling – Design and Installation, the design geotechnical strength of a pile, $R_{d,g}$, shall not be less than the design action effect, E_d . The design geotechnical strength, $R_{d,g}$ can be calculated as follows (equation 4.3.1(2), AS2159):

$$R_{d,g} = \phi_g R_{d,ug}$$

Where: $R_{d,ug}$ is the ultimate geotechnical strength of a pile; and

ϕ_g is the geotechnical reduction factor.

The design ultimate geotechnical strength of a pile, $R_{d,ug}$, is given by the sum of the end bearing and side friction. The value assigned to the geotechnical reduction factor is calculated using a risk assessment, and depends on the level of investigation carried out, pile design, and installation procedures. Table 4.3.2(A) (AS2159) gives guidance on determining the individual risk rating (IRR). Table 4 provides our assessment of the IRR for this site.

Table 4. Weighting factors and individual risk ratings

Risk Factor		Weighting, w_i	Assessed IRR	
Site	Geological complexity	2	1	Well defined soil characteristics
	Extent of investigation	2	3	Borehole extended full depth of 8.0m
	Amount and quality of geotechnical data	2	4-5	Simple on-site testing and index tests
Design	Experience with similar foundation	1	1	Extensive
	Assessment of geotechnical parameters for design	2	4	Based on correlations with insitu data
	Design method	1	3	Simplified methods with well-established basis
	Utilization of test and installation data	2	3	Based on average values
Installation	Level of construction control	2	Unknown	-
	Level of performance monitoring during and after construction	0.5	Unknown	-
Σ		14.5	>34	-

The average risk rating (ARR) is calculated as the sum of ($w_i \times IRR_i$) divided by the sum of w_i . Use Table 4.3.2(C), AS2159 to determine the basic geotechnical strength reduction factor ϕ_{gb} .

4.5.2 End Bearing

For bored piles (e.g. CFA piles), the contribution of end bearing to total pile capacity is often ignored due to the displacement required to mobilise the end bearing capacity. Nevertheless, the ultimate end bearing capacity of piles driven into a cohesive soil, q_b , can be calculated as (Tomlinson, 2001):

$$q_b = 9C_u$$

Where: C_u is the undrained shear strength.

At this site, the silt at 8.0m is very stiff, so the undrained shear strength at a depth of 8.0m is about 160kPa. Therefore, the ultimate bearing capacity is 1440kPa.

4.5.3 Pile Friction

For driven piles in cohesive soil, the skin friction, q_s , in compression can be calculated as (Tomlinson, 2001):

$$q_s = F\alpha_p C_u$$

Where: F is a length factor, dependent on the pile slenderness ratio,

α_p is the adhesion factor, dependent on the shear strength of the soil, and

C_u is the average undrained shear strength of the soil along the pile.

For an undrained shear strength, C_u , of between 110 and 160kPa, and slenderness ratio (L/B) less than 40, the ultimate (compressive) skin friction, q_s , for a driven pile is 70kPa. For bored piles, we recommend using an ultimate (compressive) skin friction, q_s , of 40kPa.

4.5.4 Lateral Pile Capacity

The lateral capacity of bored piles depends on the geometry of the bored pile (length to diameter ratio, L/D), load eccentricity (e = moment/shear force) and shear strength of the clay, S_u .

The typical bored pile diameter is between 1.5m and 2.0m, so that for a pier length of 8m, L/D is about 4 to 5. Thus, the piles are considered “short”.

The field investigation showed that the shear strength of clay varies from about 110kPa (to 2.5m below ground level) to 160kPa from 2.5m below ground level. For the purpose of these calculations, a nominal value of 120kPa has been used.

Table 5 summarises the ultimate and allowable lateral pile capacities for 6.0m and 8.0m pile lengths, based on design charts following the analysis proposed by Broms (1964).

Table 5. Ultimate and allowable lateral pile capacities.

Pile length	6.0m		8.0m	
	1.5m	2.0m	1.5m	2.0m
H_{ult} (kN)	200	240	320	600
H_{all} (kN)	100	120	165	310

The allowable lateral pile capacity, H_{all} , was calculated using a geotechnical reduction factor of 0.52.

4.6 Groundwater

Based on the topography of the site, we expect the ground water table to be more than 8.0m below ground level.

4.7 Soil Resistivity

The apparent resistivity, ρ (Ωm) is calculated by using the Equally Spaced (or Wenner Arrangement) method:

$$\rho = \frac{4\pi AR}{1 + \frac{2A}{\sqrt{A^2 + 4B^2}} - \frac{2A}{\sqrt{4A^2 + 4B^2}}}$$

Where: A = distance between pins (m)

R = resistance (Ohms)

B = pin depth (m)

The pin spacing, A, was varied from 1m to 10m at 1m increments. Figure 2 shows the calculated resistivity for the 2 lines as a function of A. Embedment depth of pins was approximately 150mm, varying slightly depending on ground conditions (e.g. presence of gravel/cobbles, or vegetation).

The trend in soil resistivity tends to be a decrease in resistance from 1 to 4m spacing, followed by a reasonably steady resistivity from 4 to 10m spacing. The soil resistivity results show that the typical resistivity is about 270 Ωm for the site, and with a minimum resistivity of 240 Ωm (measured at 10m pin spacing).

4.8 Excavatability

The soils encountered during the investigation can be readily excavated using a small excavator.

4.9 Presence of Acid Sulphate Soils

The site is not located in an acid sulfate soil (ASS) susceptible area (The LIST website). No ASS is expected.

4.10 Exposure Classification

AS2159 - 2009 *Piling – Design and Installation* provides guidance on assessing the exposure classification for concrete and steel construction.

The exposure classification depends on various soil properties, and ground water conditions. Table 6 summarises the classification for the relevant soil properties

Table 6. Classification of soil aggressivity

Property	Result	Classification	
		Concrete	Steel
pH	7.6	Non-aggressive	Non-aggressive
SO ₄ (mg/kg)	<30	Non-aggressive	-
Cl (mg/kg)	<5	Non-aggressive	Non-aggressive
Resistivity (Ω m)	240	-	Non-aggressive

Therefore, for concrete and steel piles in low permeability soils above groundwater the recommended exposure classification is Non-aggressive.



Important information about your report

These notes are provided to help you understand the limitations of your report.

Project Scope

Your report has been developed on the basis of your unique project specific requirements as understood by Tasman Geotechnics at the time, and applies only to the site investigated. Tasman Geotechnics should be consulted if there are subsequent changes to the proposed project, to assess how the changes impact on the report's recommendations.

Subsurface Conditions

Subsurface conditions are created by natural processes and the activity of man.

A site assessment identifies subsurface conditions at discreet locations. Actual conditions at other locations may differ from those inferred to exist, because no professional, no matter how qualified, can reveal what is hidden by earth, rock and time.

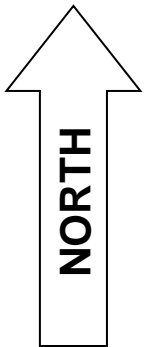
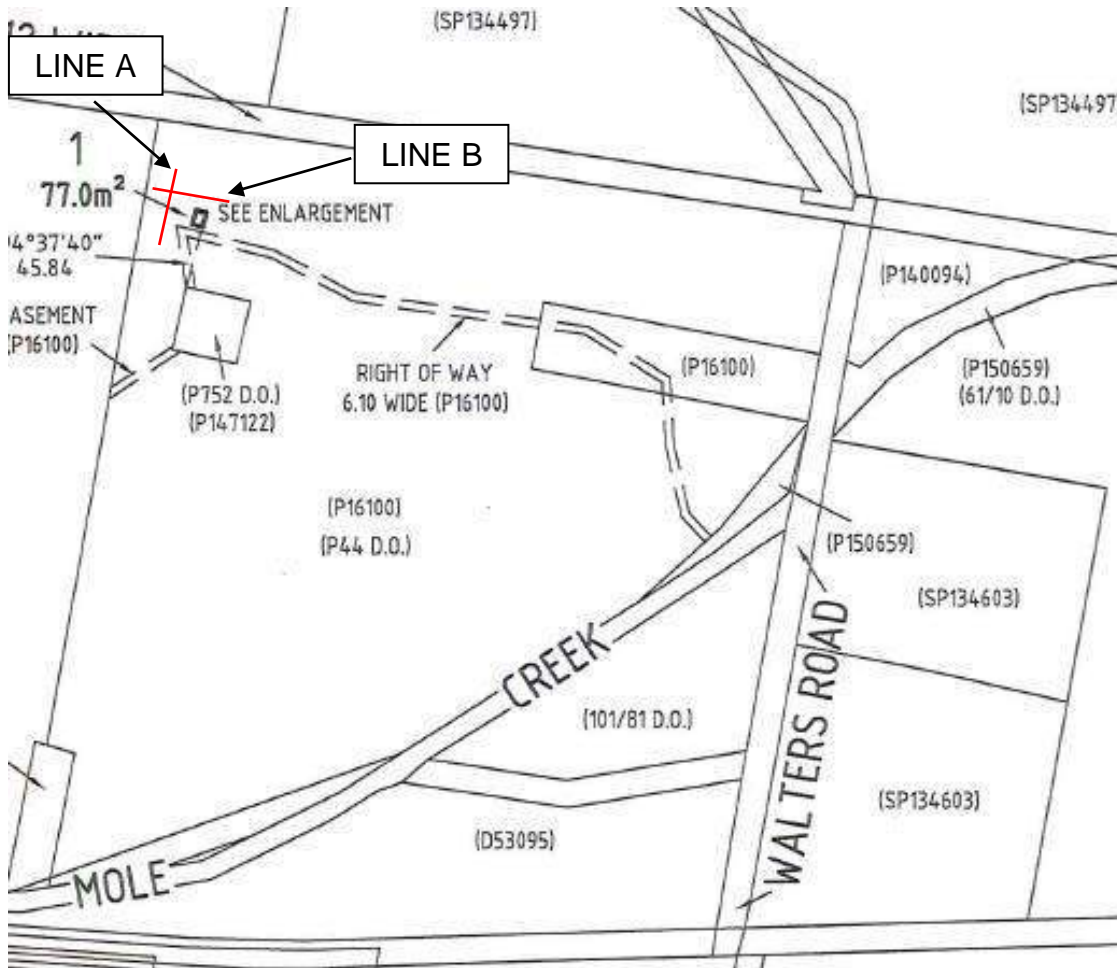
Nothing can be done to change the conditions that exist, but steps can be taken to reduce the impact of unexpected conditions. For this reason, the services of Tasman Geotechnics should be retained throughout the project, to identify variable conditions, conduct additional investigation or tests if required and recommend solutions to problems encountered on site.

Advice and Recommendations

Your report contains advice or recommendations which are based on observations, measurements, calculations and professional interpretation, all of which have a level of uncertainty attached.

The recommendations are based on the assumption that subsurface conditions encountered at the discreet locations are indicative of an area. This can not be substantiated until implementation of the project has commenced. Tasman Geotechnics is familiar with the background information and should be consulted to assess whether or not the report's recommendations are valid, or whether changes should be considered.

The report as a whole presents the findings of the site assessment, and the report should not be copied in part or altered in any way.



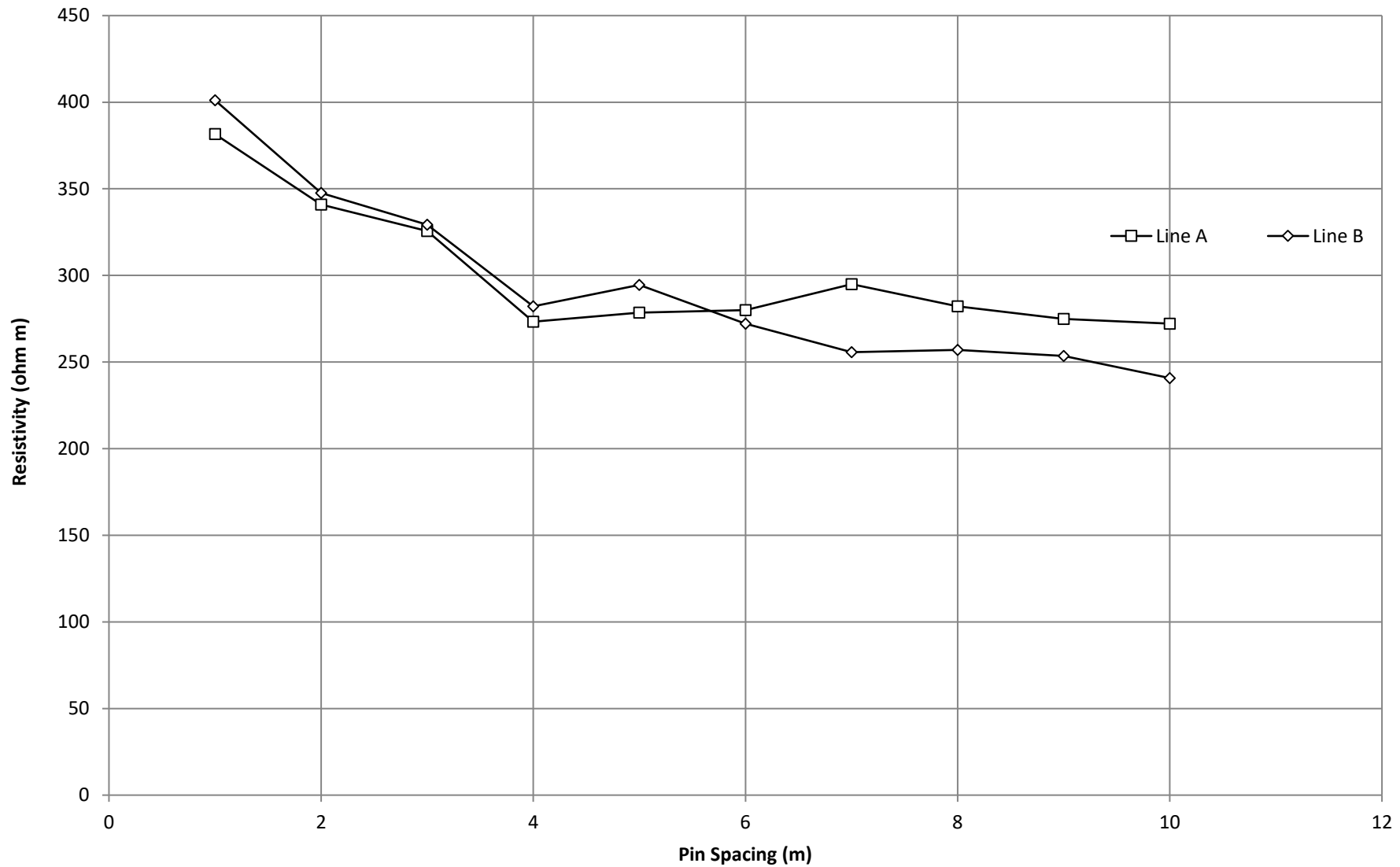
Enlargement of Lease Area




drawn	AC
approved	WG
date	24/5/2017
scale	NTS
original size	A4



client:	Metasite
project:	Geotechnical Investigation 2172 Mole Creek Road, Mole Creek
title:	Site Layout and Borehole Location
project:	TG16213/10 - 02report
figure no:	FIGURE 1



Drawn	TS		Client	Metasite
approved	WG		Project	Geotechnical Investigation
date	30/05/2017			2172 Mole Creek Rd, Mole Creek
scale	NTS		Title	Resistivity Chart
original size	A4		Project No:	TG16213/10 - 02report
			Page:	164
			Figure:	Figure 2

Appendix A

Engineering Borehole Log

ROCK DESCRIPTION EXPLANATION SHEET

Page 1 of 2



TASMAN
geotechnics

The descriptive terms used by Tasman Geotechnics are given below. They are consistent with AS1726-1993

Definitions	
Substance	Effectively homogeneous material, may be isotropic or anisotropic
Defect	Discontinuity or break in the continuity of a substance or substances
Mass	Any body of material which is not effectively homogenous. It can consists of two or more substances without defects, or one or more substances with one or more defects.
In engineering terms, rock substance is any naturally occurring aggregate of minerals and organics material which cannot be disintegrated or remoulded by hand in air or in water. Other material is described using soil descriptive terms.	

SUBSTANCE DESCRIPTIVE TERMS

Rock Name	Simple rock names are used rather than precise geological classification		
Particle Size	Coarse grained	0.6mm to 2mm	
	Medium grained	0.2mm to 0.6mm	
	Fine grained	0.06mm to 0.2mm	
Fabric	Terms for layers or penetrative fabric (e.g. bedding cleavage)		
	Massive	No layering of penetrative fabric	
	Poorly Developed	Layers or fabric just visible. Little effect on properties.	
	Well Developed	Layering or fabric distinct. Rock breaks more easily parallel to layering or fabric.	

BLOCK SHAPE TERMS

Blocky	Approximately equidimensional
Tabular	Thickness much less than length or width
Columnar	Height much greater than cross section

ROCK SUBSTANCE STRENGTH TERMS

Term	Abbreviation	Point Load Index, Is_{50} (MPa)	Field Guide to Strength
Very Low	VL	<0.1	Material crumbles under firm blows with sharp end of pick; can be peeled with knife; too hard to cut a triaxial sample by hand. Pieces up to 30m thick can be broken by finger pressure.
Low	L	0.1 to 0.3	Easily scored with a knife; indentation 1mm to 3mm show in the specimen with firm blows of the pick point; has dull sound under hammer. A piece of core 150mm long by 50mm diameter may be broken by hand. Sharp edges of core may be friable and break during handling
Medium	M	0.3 to 1	Readily scored with a knife; a piece of core 150mm long by 50mm diameter can be broken by hand with difficulty.
High	H	1 to 3	A piece of core 150mm long by 50mm diameter can not be broken by hand but can be broken by a pick with a single firm blow; rock rings under hammer.
Very High	VH	3 to 10	Hand specimen breaks with pick after more than one blow; rock rings under hammer.
Extremely High	EH	>1	Specimen requires many blows with geological pick to break through intact material; rock rings under hammer



CLASSIFICATION OF WEATHERING PRODUCTS

Term	Abbreviation	Definition
Residual Soil	RS	Soil derived from the weathering of rock; the mass structure and substance fabric are no longer evident; there is a large change in volume but the soil has not been significantly transported.
Extremely Weathered	XW	Material is weathered to such an extent that it has soil properties, ie, it either disintegrates or can be remoulded in water. Fabrix of original rock still visible.
Distinctly Weathered	DW	Rock strength usually changed by weathering. The rock may be highly discoloured, usually by iron staining. Porosity may be increased by leaching, or may be decreased due to deposition of weathering products in pores.
Slightly Weathered	SW	Rock is slightly discoloured but shows little or no change of strength from fresh rock.
Fresh	FR	Rock shows no signs of decomposition or staining.

COMMON DEFECTS IN ROCK MASSES

Term	Definition
Parting	A surface or crack across which the rock has little or no tensile strength. Parallel or sub parallel to layering or a planar anisotropy in the rock substance. May be open or closed.
Joint	A surface or crack across which the rock has little or no tensile strength but which is not parallel or sub parallel to layering or planar anisotropy in the rock substance. May be open or closed.
Sheared Zone	Zone of rock substance with roughly parallel near planar, curved or undulating boundaries cut by closely spaced joints, sheared surfaces or other defects. Some of the defects are usually curbed and intersect to divide the mass into lenticular or wedge shaped blocks.
Sheared Surface	A near planar, curved or undulating surface which is usually smooth, polished or slickensided.
Crushed Seam	Seam with roughly parallel almost planar boundaries, composed of disoriented, usually angular graments of the host rock substance which may be more weathered than the host rock. The seam has soil properties.
Infilled Seam	Seam of soil substance usually with distinct roughly parallel boundaries formed by the migration of soil into an open cavity or joint. Infilled seams less than 1mm thick may be described as veneer or coating on joint surface.
Extremely Weathered Seam	Seam of soil substance, often with gradational boundaries. Formed by weathering of the rock substance in places.

DEFECT ROUGHNESS TERMS

Slickensided (Sl)	Grooved or stiated surface; usually polished
Polished (Po)	Shiny smooth surface
Smooth (Sm)	Smooth to touch; few or no surface irregularites
Rough (Ro)	Many small surface irregularites (amplitude generally less than 1mm); feels like fine to coarse sandpaper
Very Rough (VR)	Many large surface irregularities (amplitude generally more than 1mm); feels like, or coarser than, very coarse sandpaper

DEFECT COATING TERMS

Clean (Cl)	No visible coating
Stained (St)	No visible coating but surfaces are discoloured
Veneer (Ve)	A visible coating of soil or mineral too thin to measure; may be patchy
Coating (Co)	A visible coating up to 1mm thick. Thicker soil material is described using appropriate defect terms (e.g. infilled seam). Thicker rock strength material is usually described as a vein.

DEFECT SHAPE TERMS

Planar (Pl)	The defect does not vary in orientation
Curved (Cu)	The defect has a gradual change in orientation
Stepped (Sp)	The defect has one or more well defined steps
Irregular (Ir)	The defect has many sharp changes in orientation
Undulating (Un)	The defect has a wavy surface

Soils are described in accordance with the Unified Soil Classification System (USCS), as shown in the following table.

FIELD IDENTIFICATION

COARSE GRAINED SOILS	more than 50% of material less than 63mm is larger than 0.075mm	GRAVELS	GW	Well graded gravels and gravel-sand mixtures, little or no fines
			GP	Poorly graded gravels and gravel-sand mixtures, little or no fines
		GRAVELLY SOILS	GM	Silty gravels, gravel-sand-silt mixtures, non-plastic fines
			GC	Clayey gravels, gravel-sand-clay mixtures, plastic fines
		SANDS	SW	Well graded sands and gravelly sands, little or no fines
			SP	Poorly graded sands and gravelly sands, little or no fines
		SANDY SOILS	SM	Silty sand, sand-silt mixtures, non-plastic fines
			SC	Clayey sands, sand-clay mixtures, plastic fines

			DRY STRENGTH	DILATANCY	TOUGHNESS		
FINE GRAINED SOILS	more than 50% of material less than 63mm is less than 0.075mm	SILT & CLAY, liquid limit less than 50%	ML	Inorganic silts, very fine sands or clayey fine sands	None to low	Quick to slow	None
		SILT & CLAY, liquid limit greater than 50%	CL	Inorganic clays or low to medium plasticity, gravelly clays, sandy clays and silty clays	Medium to high	None to very slow	Medium
			OL	Organic silts and organic silty clays of low plasticity	Low to medium	Slow	Low
			MH	Inorganic silts, micaceous or diatomaceous fine sands or silts	Low to medium	Slow to none	Low to medium
			CH	Inorganic clays of high plasticity, fat clays	High	None	High
			OH	Organic clays of medium to high plasticity	Medium to high	None to very slow	Low to medium
PEAT	Pt	Peat muck and other highly organic soils					

Particle size descriptive terms

Name	Subdivision	Size
Boulders		>200mm
Cobbles		63mm to 200mm
Gravel	coarse	20mm to 63mm
	medium	6mm to 20mm
	fine	2.36mm to 6mm
Sand	coarse	600µm to 2.36mm
	medium	200µm to 600µm
	fine	75µm to 200µm

Moisture Condition

Dry (D)	Looks and feels dry. Cohesive soils are hard, friable or powdery. Granular soils run freely through fingers.
Moist (M)	Soil feels cool, darkened in colour. Cohesive soils are usually weakened by moisture presence, granular soils tend to cohere.
Wet (W)	As for moist soils, but free water forms on hands when sample is handled

Cohesive soils can also be described relative to their plastic limit, ie: <Wp, =Wp, >Wp

The plastic limit is defined as the minimum water content at which the soil can be rolled into a thread 3mm thick.

Consistency of cohesive soils

Term	Undrained strength	Field guide
Very soft VS	<12kPa	A finger can be pushed well into soil with little effort
Soft S	12 - 25kPa	Easily penetrated several cm by fist
Firm F	25 - 50kPa	Soil can be indented about 5mm by thumb
Stiff St	50-100kPa	Surface can be indented but not penetrated by thumb
Very stiff VSt	100-200kPa	Surface can be marked but not indented by thumb
Hard H	>200kPa	Indented with difficulty by thumb nail
Friable Fb	-	Crumbles or powders when scraped by thumb nail

Density of granular soils

Term	Density index
Very loose	<35%
Loose	15 to 35%
medium dense	35 to 65%
Dense	65 to 85%
Very dense	>85%

Minor Components

Term	Proportions	Observed properties
Trace of	Coarse grained: <5% Fine grained: <15%	Presence just detectable by feel or eye. Soil properties little or no different to general properties of primary component.
With some	Coarse grained: 5-12% Fine grained: 15-30%	Presence easily detected by feel or eye. Soil properties little different to general properties primary component.

**ENGINEERING CORED
BOREHOLE LOG**



Borehole no. BH1

Sheet no. 1 of 2

Job no. TG16213/10

Client : Metasite

Project : Geotechnical Investigation

Location : 2172 Mole Creek Road
Mole Creek

**TASMAN
geotechnics**

Date : 19/5/17

Logged By : AC

Drill model : Drillmac 500 explorer

Slope : deg

RL Surface :

Barrel type : HQT

fluid: CR650

Bearing : deg

Datum :

Drilling information					Rock substance							Rock mass defects						
Method	Case-lift	Water	Notes Samples Tests	Water	Graphic Log	Substance Description rock type, grain characteristics, colour, structure, minor components	Weathering	Strength Is(50)							Defect Spacing (mm)	Defect Description thickness, type, inclination, planarity, roughness, coating		
								VL	L	M	H	EH	30	100			300	1000
HF auger						SILTY CLAY, medium plasticity with slight white mottling, yellow/brown											auger hit cobbles just below surface	
			SPT N=13			0.50												
			4															
			6			1.00												auger refusal at 1.2m
			7															
split spoon							cobbles											
						1.50												PP = 220kPa
HQT							cobbles											
						2.00	very little recovery, clay washed out											
						2.50												
					3.00													
					3.50	clay, medium plasticity, yellow/brown												
					4.00													

Appendix B

Site Photos



Photo 1. Drilling rig set up adjacent to centre peg



Photo 2. Outcropping rocks evident at surface surrounding lease area



Photo 3. View looking north west of lease area

Appendix C

Soil Resistivity Results

EARTHING RESISTANCE TEST



Client: Metasite
Project: Monopole Investigation
Location: 2172 Mole Creek Rd
 Mole Creek

TASMAN
 geotechnics

Job No: TG16213/10
Date: 20/5/2017
Logged by: AC

Direction: Line A **Pin Depth =** 150mm

Electrode Spacing (m)	R _H (kΩ)	R _S (kΩ)	R _E (Ω)
1	3.5	5.0	58.50
2	4.3	5.0	26.87
3	5.6	4.4	17.20
4	4.3	5.0	10.85
5	2.9	5.0	8.85
6	2.8	5.4	7.42
7	5.8	4.8	6.70
8	4.6	4.3	5.61
9	4.6	4.7	4.86
10	3.9	3.4	4.33

Direction: Line B **Pin Depth =** 150mm

Electrode Spacing (m)	R _H (kΩ)	R _S (kΩ)	R _E (Ω)
1	3.6	3.9	61.50
2	2.2	4.1	27.39
3	1.9	2.8	17.39
4	3.6	2.5	11.20
5	6.3	3.5	9.36
6	5.3	2.7	7.21
7	3.9	3.9	5.81
8	4.2	4.2	5.11
9	5.0	4.2	4.48
10	4.4	4.6	3.83

Appendix D

Laboratory Analysis Certificate

Certificate of Analysis

Tasman Geotechnics
PO Box 4026
INVERMAY
TAS 7248



NATA Accredited
Accreditation Number 1261
Site Number 1254

Accredited for compliance with ISO/IEC 17025 – Testing
 The results of the tests, calibrations and/or
 measurements included in this document are traceable
 to Australian/national standards.

Attention: **Wayne Griffioen**

Report **548256-S**
 Project name **MOLE CREEK RD MOLE CREEK**
 Project ID **TG16213/10**
 Received Date **May 30, 2017**

Client Sample ID			BH1
Sample Matrix			Soil
Eurofins mgt Sample No.			M17-My30451
Date Sampled			May 26, 2017
Test/Reference	LOR	Unit	
Chloride	5	mg/kg	< 5
pH (1:5 Aqueous extract)	0.1	pH Units	7.6
Sulphate (as SO4)	30	mg/kg	< 30
% Moisture	1	%	23

Sample History

Where samples are submitted/analysed over several days, the last date of extraction and analysis is reported. A recent review of our LIMS has resulted in the correction or clarification of some method identifications. Due to this, some of the method reference information on reports has changed. However, no substantive change has been made to our laboratory methods, and as such there is no change in the validity of current or previous results (regarding both quality and NATA accreditation).

If the date and time of sampling are not provided, the Laboratory will not be responsible for compromised results should testing be performed outside the recommended holding time.

Description	Testing Site	Extracted	Holding Time
Eurofins mgt Suite B18			
Chloride - Method: LTM-INO-4090 Chloride by Discrete Analyser	Melbourne	May 30, 2017	28 Day
pH (1:5 Aqueous extract) - Method: LTM-GEN-7090 pH in soil by ISE	Melbourne	May 30, 2017	7 Day
Sulphate (as SO ₄) - Method: LTM-INO-4110 Sulfate by Discrete Analyser	Melbourne	May 30, 2017	28 Day
% Moisture - Method: LTM-GEN-7080 Moisture	Melbourne	May 30, 2017	14 Day

Company Name: Tasman Geotechnics Address: PO Box 4026 INVERMAY TAS 7248 Project Name: MOLE CREEK RD MOLE CREEK Project ID: TG16213/10	Order No.: Report #: 548256 Phone: 6332 3750 Fax: 6332 3752	Received: May 30, 2017 4:42 PM Due: Jun 1, 2017 Priority: 2 Day Contact Name: Wayne Griffioen
Eurofins mgt Analytical Services Manager : Onur Mehmet		

Sample Detail						Eurofins mgt Suite B18	Moisture Set
Melbourne Laboratory - NATA Site # 1254 & 14271						X	X
Sydney Laboratory - NATA Site # 18217							
Brisbane Laboratory - NATA Site # 20794							
Perth Laboratory - NATA Site # 18217							
External Laboratory							
No	Sample ID	Sample Date	Sampling Time	Matrix	LAB ID		
1	BH1	May 26, 2017		Soil	M17-My30451	X	X
Test Counts						1	1

Internal Quality Control Review and Glossary

General

1. Laboratory QC results for Method Blanks, Duplicates, Matrix Spikes, and Laboratory Control Samples are included in this QC report where applicable. Additional QC data may be available on request.
2. All soil results are reported on a dry basis, unless otherwise stated.
3. All biota results are reported on a wet weight basis on the edible portion, unless otherwise stated.
4. Actual LORs are matrix dependant. Quoted LORs may be raised where sample extracts are diluted due to interferences.
5. Results are uncorrected for matrix spikes or surrogate recoveries.
6. SVOC analysis on waters are performed on homogenised, unfiltered samples, unless noted otherwise.
7. Samples were analysed on an 'as received' basis.
8. This report replaces any interim results previously issued.

Holding Times

Please refer to 'Sample Preservation and Container Guide' for holding times (QS3001).

For samples received on the last day of holding time, notification of testing requirements should have been received at least 6 hours prior to sample receipt deadlines as stated on the Sample Receipt Advice.

If the Laboratory did not receive the information in the required timeframe, and regardless of any other integrity issues, suitably qualified results may still be reported.

Holding times apply from the date of sampling, therefore compliance to these may be outside the laboratory's control.

****NOTE:** pH duplicates are reported as a range NOT as RPD

Units

mg/kg: milligrams per kilogram	mg/L: milligrams per litre
ug/L: micrograms per litre	ppm: Parts per million
ppb: Parts per billion	%: Percentage
org/100mL: Organisms per 100 millilitres	NTU: Nephelometric Turbidity Units
MPN/100mL: Most Probable Number of organisms per 100 millilitres	

Terms

Dry	Where a moisture has been determined on a solid sample the result is expressed on a dry basis.
LOR	Limit of Reporting.
SPIKE	Addition of the analyte to the sample and reported as percentage recovery.
RPD	Relative Percent Difference between two Duplicate pieces of analysis.
LCS	Laboratory Control Sample - reported as percent recovery.
CRM	Certified Reference Material - reported as percent recovery.
Method Blank	In the case of solid samples these are performed on laboratory certified clean sands. In the case of water samples these are performed on de-ionised water.
Surr - Surrogate	The addition of a like compound to the analyte target and reported as percentage recovery.
Duplicate	A second piece of analysis from the same sample and reported in the same units as the result to show comparison.
Batch Duplicate	A second piece of analysis from a sample outside of the clients batch of samples but run within the laboratory batch of analysis.
Batch SPIKE	Spike recovery reported on a sample from outside of the clients batch of samples but run within the laboratory batch of analysis.
USEPA	United States Environmental Protection Agency
APHA	American Public Health Association
TCLP	Toxicity Characteristic Leaching Procedure
COC	Chain of Custody
SRA	Sample Receipt Advice
CP	Client Parent - QC was performed on samples pertaining to this report
NCP	Non-Client Parent - QC performed on samples not pertaining to this report, QC is representative of the sequence or batch that client samples were analysed within.
TEQ	Toxic Equivalency Quotient

QC - Acceptance Criteria

RPD Duplicates: Global RPD Duplicates Acceptance Criteria is 30% however the following acceptance guidelines are equally applicable:

Results <10 times the LOR : No Limit

Results between 10-20 times the LOR : RPD must lie between 0-50%

Results >20 times the LOR : RPD must lie between 0-30%

Surrogate Recoveries: Recoveries must lie between 50-150%-Phenols & PFASs 20-130%

QC Data General Comments

1. Where a result is reported as a less than (<), higher than the nominated LOR, this is due to either matrix interference, extract dilution required due to interferences or contaminant levels within the sample, high moisture content or insufficient sample provided.
2. Duplicate data shown within this report that states the word "BATCH" is a Batch Duplicate from outside of your sample batch, but within the laboratory sample batch at a 1:10 ratio. The Parent and Duplicate data shown is not data from your samples.
3. Organochlorine Pesticide analysis - where reporting LCS data, Toxaphene & Chlordane are not added to the LCS.
4. Organochlorine Pesticide analysis - where reporting Spike data, Toxaphene is not added to the Spike.
5. Total Recoverable Hydrocarbons - where reporting Spike & LCS data, a single spike of commercial Hydrocarbon products in the range of C12-C30 is added and it's Total Recovery is reported in the C10-C14 cell of the Report.
6. pH and Free Chlorine analysed in the laboratory - Analysis on this test must begin within 30 minutes of sampling. Therefore laboratory analysis is unlikely to be completed within holding time. Analysis will begin as soon as possible after sample receipt.
7. Recovery Data (Spikes & Surrogates) - where chromatographic interference does not allow the determination of Recovery the term "INT" appears against that analyte.
8. Polychlorinated Biphenyls are spiked only using Aroclor 1260 in Matrix Spikes and LCS.
9. For Matrix Spikes and LCS results a dash " - " in the report means that the specific analyte was not added to the QC sample.
10. Duplicate RPDs are calculated from raw analytical data thus it is possible to have two sets of data.

Quality Control Results

Test				Units	Result 1		Acceptance Limits	Pass Limits	Qualifying Code		
Method Blank											
Chloride				mg/kg	< 5		5	Pass			
Sulphate (as SO4)				mg/kg	< 30		30	Pass			
LCS - % Recovery											
Chloride				%	108		70-130	Pass			
Sulphate (as SO4)				%	98		70-130	Pass			
Test	Lab Sample ID	QA Source	Units	Result 1			Acceptance Limits	Pass Limits	Qualifying Code		
Spike - % Recovery											
					Result 1						
Chloride				M17-My28622	NCP	%	124	70-130	Pass		
Sulphate (as SO4)				M17-My28348	NCP	%	105	70-130	Pass		
Test	Lab Sample ID	QA Source	Units	Result 1			Acceptance Limits	Pass Limits	Qualifying Code		
Duplicate											
					Result 1	Result 2	RPD				
Chloride				M17-My28648	NCP	mg/kg	< 5	< 5	<1	30%	Pass
pH (1:5 Aqueous extract)				M17-My30352	NCP	pH Units	8.2	8.2	pass	30%	Pass
Sulphate (as SO4)				M17-My28636	NCP	mg/kg	100	91	12	30%	Pass
% Moisture				M17-My30451	CP	%	23	24	1.0	30%	Pass

Comments

Sample Integrity

Custody Seals Intact (if used)	N/A
Attempt to Chill was evident	No
Sample correctly preserved	Yes
Appropriate sample containers have been used	Yes
Sample containers for volatile analysis received with minimal headspace	Yes
Samples received within HoldingTime	Yes
Some samples have been subcontracted	No

Authorised By

Onur Mehmet	Analytical Services Manager
Alex Petridis	Senior Analyst-Metal (VIC)
Huong Le	Senior Analyst-Inorganic (VIC)



Glenn Jackson

National Operations Manager

Final report - this Report replaces any previously issued Report

- Indicates Not Requested

* Indicates NATA accreditation does not cover the performance of this service

Measurement uncertainty of test data is available on request or please [click here](#).

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Merrilyn Young

From: Liz S <lizski_19@yahoo.com>
Sent: Thursday, 15 June 2017 6:35 PM
To: Planning @ Meander Valley Council
Subject: Planning applic. PA\17\0180

Re phone communication with Sandi Scott and Natasha Whiteley of 15.6.17 re above application.

We are neighbouring landholders and received this Notification (dated 2.6.17) on 8.6.17. This gave us exactly 7 working days to reply by 20.6.17. Considering the complexities of this matter (health/environmental/ visibility), and the fact that most people have no knowledge whatsoever regarding these towers, I hope the Council will consider this representation for an extension of time.

Some initial questions:

- 1) What other sites were considered for the erection of this telecom pole?
- 2) Why were the other sites rejected?
- 3) Was an initial face-to-face community consultation held to address any community concerns?
- 4) Does 'low impact' refer only to physical visibility and not emissions?
- 5) Why is a telecom tower proposed to be erected on rural land?
- 6) What does the term 'minor works' (4.6 Environmental) denote?
- 7) What measurements refer to non-'low impact' facilities?
(5.1 Telecom Act)
- 6) Who is the final arbiter who decides on the 'safety' of these towers and what credentials does he/she possess?

Given that telecom companies themselves seem to be responsible for most of the 'safety assurances' we read, I can only hope that any prospective community consultation would include the latest unbiased research findings. For example, Telecom Standards Consultant Don Maisch PhD (Tasmania) has reported that we can't rely upon standards to assure safety - they're 'not there'. It appears that long-term exposure is not included in standards!! Such comments do not inspire confidence in claims of health safety.

I look forward to any response, and have to commend the staff I have spoken to on phone, particularly Natasha who has been very helpful.....

Elizabeth Skinner

Merrilyn Young

From: Liz S <lizski_19@yahoo.com>
Sent: Monday, 26 June 2017 12:19 AM
To: Planning @ Meander Valley Council
Subject: Planning Application - PA\17\0180 (Metasite P/L)

Attention: Ms. Natasha Whitely

Further to my communication of 15.6.17 and your return email of 20.6.16 regarding the above application, (ref. M.V.Planning Scheme 2013), I forward below the matters still of concern for Council's consideration and reply.

Please note, health, safety and environmental impacts are of highest concern.

- E.11.6 - (re Use Standards) Considering proximity of our property, can developers ensure any potential incompatible use is separated by a distance sufficient to ameliorate any adverse effects?
- 2.2 - integral to any proposed land use must be importance of Northern region's significant landscape assets
- 3.1.5 - protection of agricultural(grazing) land
- 3.4.3 - minimising environmental harm and avoiding land use conflict
- 3.5.1 - Support tourism development that builds on Great Western Tiers Tourist Route
- 13.1.2 - Local Area Objectives -
 - (a) to retain low level of visibility development through unobtrusive siting and design
- 13.1.3 - Desired Future Character Statements -
 - (a) Mole Ck is characterised by undulating pastures, rising to hills and escarpments....
 - (b) the hill slopes to the north of the township are prominent in the village viewscape.
- 13.3.1 - Amenity Objective -
 - To ensure that uses do not adversely impact upon the occupiers of adjoining and nearby residential uses.
- 13.3.2 - Rural Living Character -
 - To ensure that non-residential uses "support the visual character of the area" (P.1.3 - "... the size and appearance of the use must not dominate the residential character of the area"
- 13.4.1 - Building Design & Siting -
 - Conformance of general performance criteria e.g. height etc
- E.7 - Scenic Management Code -
 - To enhance the visual amenity of.....identified tourist road corridors through -
 - (i) setback to provide views significant to traveller experience and to 'mitigate bulk of development' and 'avoid obtrusive visual impacts'.

Although not unaware of the need in the area for improved telecommunication facilities, I hope the above matters will receive serious consideration.

E. Skinner

C&DS 4 REPRESENTATIONS TO DRAFT PLANNING SCHEME AMENDMENT 1/2017 MEANDER VALLEY INTERIM PLANNING SCHEME 2013 – WESTBURY ROAD ACTIVITY CENTRE

1) Introduction

The purpose of this report is for Council to adopt a formal response to the representations made to the exhibition of the draft planning scheme amendment 1/2017 for a rezoning land from Light Industrial Zone to the General Business Zone and the insertion of a Specific Area Plan (SAP) for a future, mixed-use development on the land contained in 361, 369, 375 and 377 Westbury Road.

This report is prepared in accordance with Section 39 of the former provisions of the Land Use Planning and Approvals Act (LUPAA) 1993.

2) Background

At its meeting of the 11 April 2017, Council initiated and certified a draft amendment to the Meander Valley Interim Planning Scheme 2013 to rezone the land at 361, 363, 367, 369, 375, 377 and 379-381 Westbury Road, Prospect Vale from Light Industrial Zone to the General Business Zone and to insert a Specific Area Plan (SAP) for the land at 361, 369, 375 and 377 Westbury Road.

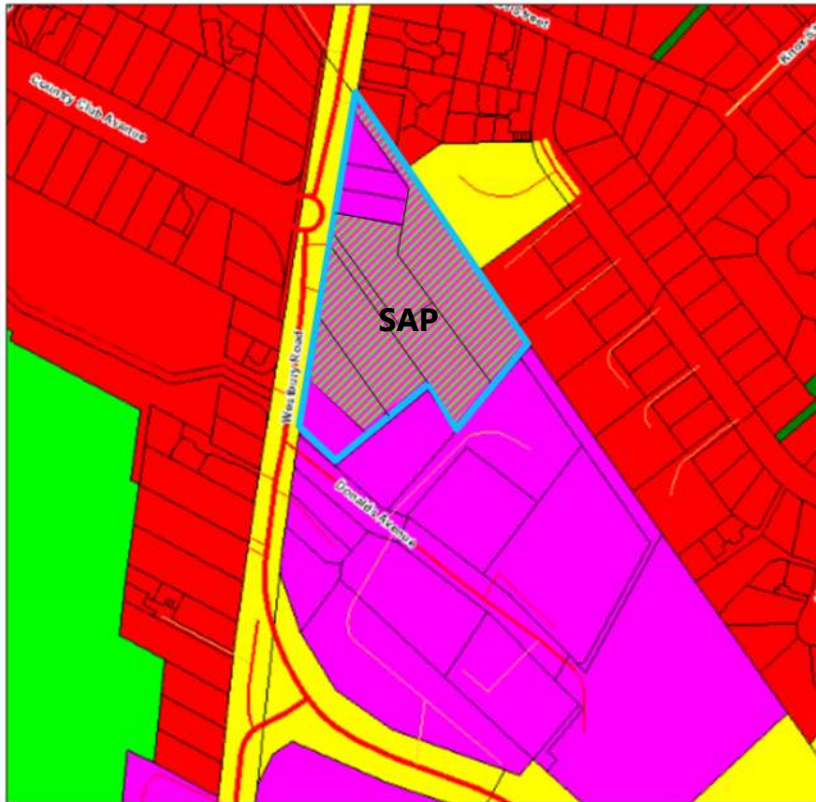


Figure 1 – Area of proposed rezoning showing the current zoning of the site and adjoining land and the SAP area.

Following its decision, in accordance with Section 38 of the former provisions of LUPAA, Council placed the draft amendment on public notice for a period of 35 days.

The formal exhibition period commenced on Saturday 15 April 2017 and concluded on Friday 19 May 2017.

At the end of this period Council had received 3 representations.

In accordance with Section 39 of the former provisions, Council acting as the Planning Authority is required to formally consider the representations and to prepare a report to be submitted to the Tasmanian Planning Commission (Commission).

3) Strategic/Annual Plan Conformance

Further the objectives of the Council's Community Strategic Plan 2014 – 2024 as follows:

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

- Future Direction 3 - Vibrant and Engaged Communities

4) Policy Implications

Not applicable.

5) Statutory Requirements

Amendments to LUPAA 1993 to establish the Tasmanian Planning Scheme were gazetted on the 17 December 2015. Until the Minister declares a new planning scheme following the completion of Council's Local Provisions Schedule, processes for the consideration of planning scheme amendments continue in accordance with the Act as it was written prior to 17 December 2015. These provisions are defined as the 'former provisions' in Schedule 6 – Savings and Transitional Provisions in the amended LUPAA.

Under Section 39(2) of the former provisions, following the public exhibition of a draft amendment, the planning authority must not later than the expiration of 35 days after the exhibition period or such further period as the TPC allows, forward to the TPC a report comprising:

- a) *a copy of each representation received by the authority in relation to the draft amendment or, where it has received no such representation, a statement to that effect; and*
- b) *a statement of its opinion as to the merit of each such representation, including, in particular, its views as to:*
 - i. *the need for modification of the draft amendment in the light of that representation; and*
 - ii. *the impact of that representation on the draft amendment as a whole; and*
- c) *such recommendations in relation to the draft amendment as the authority considers necessary.*

6) Risk Management

Not applicable.

7) Consultation with State Government and other Authorities

The draft amendment was referred to Taswater. The Submission to Planning Authority Notice did not object to the amendment.

8) Community Consultation

The draft amendment was placed on public exhibition for the statutory period between the 15 April 2017 and 19 June 2017.

9) Financial Impact

Not applicable.

10) Alternative Options

Following consideration of the representations, Council acting as the Planning Authority can recommend modifications to the draft amendment to the Commission, in accordance with s.39(c) of the former provisions.

11) Officers Comments

Three representations were submitted to the draft amendment. The representations are considered below in accordance with the requirements of section 39(2) of LUPAA.

Representation 1 - GHD obo A. Kilpatrick

Statement of merit:

The representation is made on behalf of the owner and operator of Kilpatrick's Joinery located 365-367 Westbury Road, within the proposed rezoning. In essence, the representation objects to the inclusion of this property in the rezoning and submits that it should be removed from the draft amendment and remain as Light Industrial Zone. The rationale provided in the representation is that it disadvantages the current manufacturing business, has no relationship to the proposed mixed-use development site and potential land use conflict with future adjoining uses. The representation contends that there is security for the joinery business in the current Light Industrial zoning of the land as it recognises the 'primacy' of manufacturing use, whereas the General Business Zone does not. There is some question as to whether the proposal is substantiated by demand analysis.

The representation includes a section titled 'Other Options', however does not clearly articulate options, other than not rezoning the land. It would appear that the inference from the conclusion is that none of the land should be rezoned to General Business Zone and that only a Specific Area Plan should be applied to the future mixed-use development site over the

existing Light Industrial Zone, or that only the mixed-use development site should be rezoned with an associated SAP.

Comment:

The area proposed for rezoning, and more broadly the subject of the current Light Industrial Zone and Council's strategic objectives for an improved activity centre at Prospect Vale, have a long history of documentation through Council's Land Use and Development Strategy 2005, the Prospect Vale-Blackstone Heights Structure Plan (Structure Plan) 2015 and have been discussed at length through TPC processes for the Meander Valley Interim Planning Scheme 2013, particularly, in regard to transitional issues and so-called 'translation' limitations associated with strategic objectives and land zoning. Those documents discuss the current and predicted future population and demographic for the catchment of the Prospect Vale activity centre and support increased services for the district.

As documented in the draft amendment report, the Structure Plan identifies potential staging associated with commercial land uses that, over time, will realise more of a commercial land use, the first stage maximising opportunities through frontage to Westbury Road. Contrary to the assertion that the area is 'overwhelmingly' industrial use, the area contains numerous commercial and non-industrial uses in the current mix, described in Council's strategic documents. The representor cannot speak for other landowners within the proposed rezoning who do not object, one of which has such a commercial use and has submitted support for the draft amendment. Council refers the representor to the Structure Plan analysis of services in the area and strategic objectives for future use and development.

The representation expresses concern that the joinery use will be adversely impacted by being included in the rezoning, that there is 'security' in the recognition of the 'primacy' of manufacturing use in the Light Industrial Zone. Council considers that the current joinery business, with showroom/offices to the frontage and manufacturing to the rear, is a comfortable fit within the broad mix described in the General Business Zone purpose. There are many such examples where manufacturing uses with a showroom frontage locate appropriately in a General Business Zone, noting that the primary purpose of the General Business Zone is for non-sensitive uses. It is noted that the use has existing use rights under the Act over the full extent of the property which cannot be diminished. The discretionary

use classification would apply to any substantial intensification of the use, as it would presently. There is no intention, stated or implied, to coerce the current landowner to re-develop the site to a different use.

However, the point is taken in regard to the removal of ambiguity and the confidence it provides to business and the signal to the market when considering the future use and development of land. It is precisely for this reason that the representor's suggestion that only a SAP be placed over the mixed-use development site and retaining the Light Industrial Zone is not considered appropriate. The attraction of commercial uses to the mixed-use development is also contingent upon confidence in the principal intention for the site.

Council does not agree with the representor's suggestion that the Kilpatrick's Joinery land be excluded from the rezoning. Land zoning is a strategic mechanism that facilitates consistent and efficient outcomes in the provision of infrastructure, traffic and vehicular access and in the delivery of visual/ environmental, economic and social objectives. These components of an urban environment are interdependent and are not confined to individual property boundaries. It is not entirely correct to assert that there is no relationship between the mixed-use development site and the Kilpatrick's site, as there is an informal, historic access arrangement at the roundabout that will need to be addressed for any future development. Figure 2 below shows the zoning map outcome of this suggestion. Clearly, 'spot zoning' amounts to an anomalous outcome that does not support good strategic planning.

The concerns of the business owner are noted however, and one option available is to include a statement recognising the existing joinery business in the Local Area Objectives. In consideration of the established arrangement of the use on the site (effectively to the boundaries) and the works undertaken to date by the owner to attenuate emissions, there are also grounds to consider this use for a qualified permitted use status. Although the representor submits that there are no current intentions to further develop the site, this would provide a clear indication of the support for the long-term use on that site as a compatible activity.

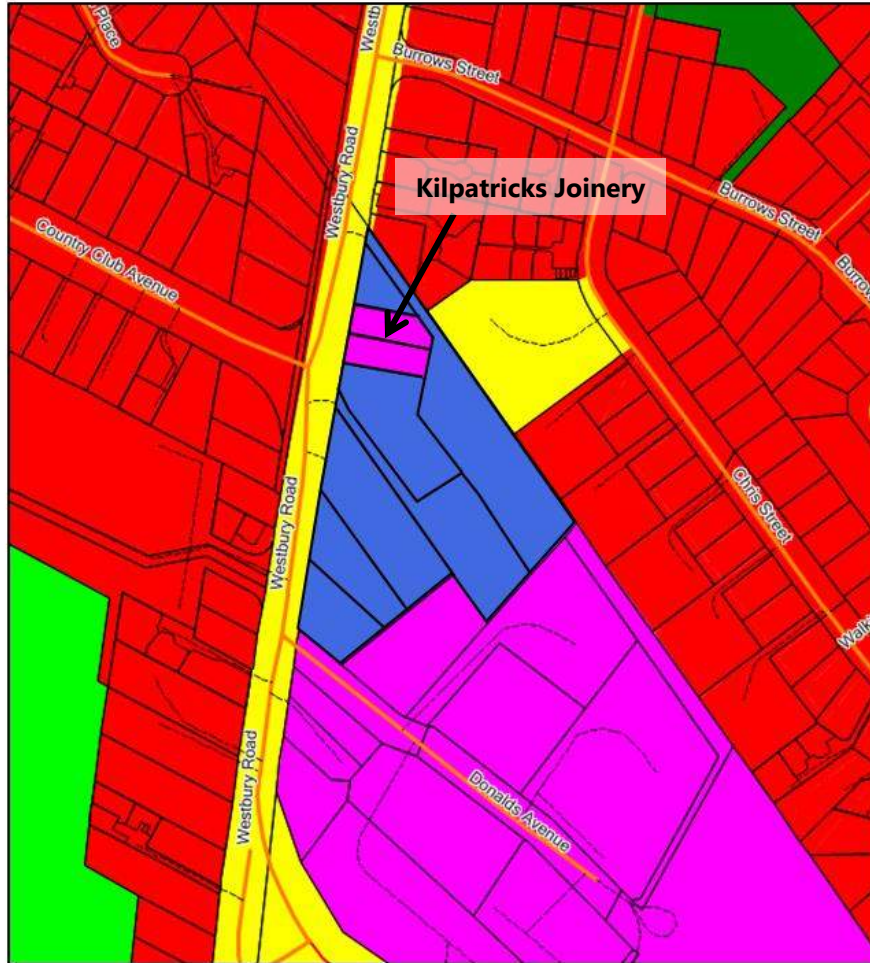


Figure 2 – Representer proposal to retain Kilpatrick’s Joinery in the Light Industrial Zone.

The representation raises concerns regarding the potential for future land use conflict with a Visitor Accommodation use, being a sensitive use that can be considered. It is noted that the Tasmanian Planning Provisions includes joinery as an attenuated use to a distance of 200 metres. This would be the provision that eventually prevails when Council’s Local Provisions Schedule is determined, however in the interim period there is potentially some risk as joinery is not specifically listed in the E11 Attenuation Code (only sawmill).

The existing use does not currently cause any adverse impacts, which is a strong indicator of the efficiency of mitigation measures in place as there are two dwellings within 15 metres and six dwellings within 50 metres of the building. In addition, the layout of the future mixed-use development assists with attenuation as its focus is away from the boundaries toward the public open space to the centre and it is likely that future buildings will have solid boundary walls.

However, this outcome is not certain, and the inclusion of a trigger for consideration for any sensitive use within 40 metres of the Kilpatrick's boundary (consistent with current setbacks in the Light Industrial Zone) in the SAP will ensure the impacts are measured and addressed.

Need for modification:

The draft amendment should be modified to recognise the existing joinery use and include a provision for attenuation measures for future development in proximity to that use and other adjoining industrial uses.

Impact on amendment as a whole:

The representation does not impact on the amendment as a whole, only the impacts on the existing joinery use.

Recommendation:

- That a Local Area Objective is inserted at 21.1.2 – Prospect Vale recognising the existing joinery use;
- That Manufacturing and processing be included as a Permitted Use in 21.2 Use Table, qualified for CT's 32077/2 and 32077/3;
- Insert a standard in the Use Standards at F5.4.2, whereby a sensitive use located within 40 metres of CT's 32077/2 and 32077/3 must demonstrate through performance criteria that sufficient measures are included to attenuate any existing emissions from the joinery activities.

Representation 2 – D. Stephenson

Statement of merit:

The representation is by the landowner of No.379 Westbury Road (corner Donald's Avenue) which is included in the proposed rezoning. Mr Stephenson expresses support for the rezoning, considering that the area will benefit from allowance for more multiple uses.

Support for the amendment is noted.

Need for modification:

There is no need to modify the amendment.

Impact on amendment as a whole:

The representation does not impact the amendment as a whole.

Recommendation:

There is no recommendation arising from this representation.

Representation 3 – D and K Shepard

Statement of merit:

The representation is by a landowner in the immediate vicinity of the proposed rezoning and expresses support for the proposal.

The representation highlights a number of issues related to the function and use of the part of Westbury Road in this locality which are relevant to this particular proposal. Matters related to the existing use of private property are outside the scope of the consideration of this amendment. The submission requests urban treatments (bins, railing) to improve the use safety of the street at the bus stop and the consideration of the junction of Donald's Avenue with Westbury Road.

Matters relating to road function, junctions and the movements of heavy vehicles, bus stop and urban design treatments for Westbury Road are not directly related to the draft amendment, however will be an integral part of Council's imminent urban design project for the section of Westbury Road between the Meander Valley Road connector and the Country Club Avenue roundabout. This project complements the future mixed-use development described for No's 361 – 377 Westbury Road and the intention is to ensure that the two projects blend.

The representation queries whether the complex will become a hub for teenagers to congregate after hours. The future mixed use development will be a substantial private investment. It is envisaged that future development will include measures to ensure the security of the facility after operating hours, noting that hospitality/entertainment type uses will operate into the evening. Anti-social behaviour is generally discouraged where precincts are active with a diverse population. The design of the mixed-use development is specifically aimed at encouraging this type of activity.

Need for modification:

There is no need to modify the amendment.

Impact on amendment as a whole:

The representation does not impact on the amendment as a whole.

Recommendation:

There is no recommendation arising from this representation.

AUTHOR: Jo Oliver
SENIOR STRATEGIC PLANNER

12) Recommendation

It is recommended that Council:

- 1. Endorse the officers comments as its opinion as to the merits of the representations in accordance with Section 39(2) of the former provisions of the Land Use Planning and Approvals Act 1993.**
- 2. Recommend to the Tasmanian Planning Commission the following modifications:**
 - a) Insert a Local Area Objective at 21.1.2 – Prospect Vale recognising the existing joinery use:**
 - c) Provide for the continued use of land for Manufacturing & Processing for a joinery business at 367 Westbury Road as a complementary use within the activity centre.***
 - b) Include 'Manufacturing and Processing' as a Permitted Use in 21.2 Use Table, qualified for a joinery business on Certificates of Title 32077/2 and 32077/3;**
 - c) Insert a standard in the Use Standards at F5.4.2 as follows:**

F5.4.2 Sensitive Use

Objective: <i>To ensure that the use of land for sensitive uses does not adversely impact on the operation of existing industrial activities.</i>	
A1 <i>Sensitive uses must be setback a minimum distance of 40m from the boundary of Certificates of Title 32077/2 and 32077/3 and the Light Industrial Zone.</i>	P1 <i>Applications for sensitive uses are to demonstrate that:</i> <i>a) the emissions of adjoining industrial activities will not adversely impact upon the amenity of that use; or</i> <i>b) measures are included to mitigate potential adverse impacts on that use.</i>

3. Forward the endorsed report to the Tasmanian Planning Commission.

DECISION:

From: John Ayers
Sent: 18 May 2017 23:45:08 +0000
To: Meander Valley Council Email
Cc: andrew@kilpatricksjoinery.com.au
Subject: Submission re Meander Valley Interim Planning Scheme - amendment 1/2017
Attachments: 22862 Final.pdf

General Manager
Meander Valley Council.

Dear Sir

On behalf of our client Kilpatrick's Joinery Pty Ltd, I attach a representation relative to the proposed scheme amendment. Your acknowledgement of receipt would be appreciated.

Regards

John Ayers
Principal Planner

GHD

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18 May 2017

General Manager
Meander Valley Council
PO Box 102
Westbury TAS 7303

Our ref: 32/18446
22862
Your ref:

Dear Sir

Scheme Amendment 1/2017 Representation – Kilpatrick’s Joinery Pty Ltd 365-367 Westbury Road

On behalf of our client Kilpatrick’s Joinery Pty Ltd, we wish to lodge the following representation relative to the proposed planning scheme amendment 1/2017.

1 Introduction and background

Our client’s property is located at 365-367 Westbury Road and is currently zoned *Light Industrial*. The joinery business was first established in the 1950’s and was purchased subsequently by the Kilpatrick family in 1968. Since that time building permits relative to the development site have issued in 1972, 1975, and again in 1994 when the premises underwent a further and substantial upgrade.

The business has operated continuously on this site since the 50’s and we understand that throughout the period of the Kilpatrick management, Council has not received a complaint in relation to its operation. Whilst this speaks to the efficiency of the present business operation, it is also a factor of the relationship that the site has to its current zoning and the level of light industrial development which exists in the immediate precinct.

Our client is aware of the *Prospect Vale – Blackstone Heights Structure Plan* and the urban growth framework identified, and the discussion within the plan as to the transition to commercial use within this precinct. The plan envisaging an enhanced activity centre for the area between the current Prospect Vale Market Place and Meander Valley Connector.

2 Broad Issues

Notwithstanding the objectives enunciated within the *Structure Plan*, we are concerned that whilst the land identified for the proposed mixed-use development will be the subject of a *Specific Area Plan (SAP)*, it is also proposed to alter the underlying zoning of not only the subject property *but to include as part of the proposed zone change*, our client’s property at 365-367 Westbury Road.

One might at first glance be forgiven for suggesting that the proposed zone amendment is opportunistic in its desire to include our client’s property given that the property itself bears no other relationship to the proposed development site, other than the fact that it shares a common boundary.

We note there is no proposal at this stage to include the other properties adjacent the development site in Donalds Avenue, although an eventual transition is identified in the *Structure Plan*. Similar to that of

our client's property, this area supports a range of industrial and commercial activity of long standing that make important contributions to the wider community including economic activity, employment and that supply products to the building construction and home maintenance sector.



Figure 1 365-367 Westbury Road



Figure 2 Extract Industrial Precinct

3 Introduction of the General Business Zone

It is noted that the catalyst for the amendment is the introduction of a new mixed use development proposal on the subject site - titles 361, 369, 375 and 377 Westbury Road. The Council suggests that the proposed redevelopment accords with the strategy for future development of the precinct, currently zoned *Light Industrial*.

Whilst the *SAP* lacks detail as to the future development of the site, broad land use categories are identified to facilitate a mixed use commercial development which aligns with the objectives of the structure plan for enhanced services to meet the forecast demand of the future residential population.

The question as to what arguable relevance there may be in a change to the zoning of our client's property, absent a similar 'live' proposition for the existing light industrial operation bears scrutiny. In addition it is relevant to consider the absence of other industrial properties within the precinct from the amendment – if one assumes there to be planning merit in the current proposal to include the property at 365-367 Westbury Road. The question as to the need to alter the underlying zone given the predominance of industrial use within the precinct when an *SAP* is proposed for the subject site suggests that reliance upon the vehicle of the *SAP* to achieve the outcome would be sufficient.

Appropriately the site's current light industrial zoning has afforded the joinery operation with a commensurate level of security which enables the business to continue absent significant land use issues associated with incompatible use adjacent the precinct. It should also be noted that the change of zone from *Industrial* to *Light Industrial* with the introduction of the Interim Scheme, raised the compliance standard for existing industry and whilst this was accepted by the TPC as a 'like for like' translation, it can be argued that the established industry within the precinct was disadvantaged as a result.

Whilst the *Structure Plan* suggests that the precinct will over time transition to a commercial and community hub, the reality is of course that there are a number of existing businesses such as Kilpatrick's Joinery and others in Donalds Avenue which may be significantly impacted as a result of the current proposal to alter the zoning of the joinery property.

The argument to support the extension of the zone change to include our client's property appears to be that it is potentially the first stage in the transition of the area to a commercial use, which in the case of the subject property is understood, but the extension to include our client's property is considered tenuous at best.

If one were to assume for example such is the case for the subject property, that the intention of our client was that the property be redeveloped for a purpose more aligned with the objective of the *General Business Zone*, then the change to that zone as part of the current amendment would be logical and understood. At this stage however, there are no such plans for the site at 365-367 Westbury Road in the medium to longer term, and in that context the proposal to alter the zoning of this property is considered premature and likely unreasonable.

Rather disingenuously, the report to Council suggests *that the land surrounding the area is predominantly residential to the north, east and across Westbury Road to the west*. Of course the analysis in our view fails to place in context the reality of development within the precinct which is overwhelmingly industrial in character.

We would suggest it is also of relevance that the proposal for the development of a supermarket and ancillary retail tenancies approved in 2014 will no longer proceed on the subject site. Is this not precisely the type of use envisaged by the *Structure Plan* for which currently there appears to be little appetite?

4 Other Options

Importantly, and self-evidently, the development intent for the subject site (361,363, 367, 369, 375, 377, and 379-381), can be met without the need to include our client's land within the planning scheme amendment.

Furthermore and in the broader sense we are not aware that the proposed rezoning is informed by demand analysis or has properly considered the potential for the further development of those properties outside the boundaries of the subject site but within the precinct.

In reviewing the proposal for the *SAP*, it is proposed to change the underlying zone of these properties to *General Business*. It is our view, dealing with the subject site, that the same result can be achieved without the need to alter the underlying *Light Industrial* zone at all. The assumption inherent with the

Council's argument appears to be that because the joinery operation will remain a discretionary use within the new zone, that this is therefore acceptable.

The intent of the zones however is quite different in terms of their emphasis and overriding objective.

By its very nature a joinery business may potentially impact amenity and whilst there has been significant prudence in the management of the operation, there may be times when the amenity of adjoining or nearby properties is impacted.

While ever an industrial zoning is maintained, the primacy of our clients operation and those of other industrial uses is protected. The difference is that whilst a discretionary use within the *General Business Zone*, the purpose statement of that zone is very different to that of the *Light Industrial Zone*. For example:

General Business: 21.1.1.1 *To provide for business, community, food, professional and retail facilities serving a town or group of suburbs.*

Light Industrial: 24.1.1.1 *To provide for manufacturing, processing, repair, storage and distribution of goods and materials where off-site impacts are minimal or can be managed to minimise conflict or impact on the amenity of any other uses.*

Importantly in the case of Prospect Vale, the Local Area Objectives of this zone recognise the precinct as integral to the Prospect Vale activity centre providing a focal commercial and light industrial area that services a district to the south east of Launceston, whilst concurrently recognising the evolution of use and development of the area toward commercial uses.

The shift to a *General Business* zone alters this balance which may over time impact the future operations of our clients business. A practical example of which may involve the effects upon a visitor accommodation development, allowed under the new zoning. In such case a raft of issues might arise to generate potential land use conflict.

We feel that the consequences in such a scenario are plain and whilst not wishing to frustrate such development unnecessarily, the existing operations within the precinct maintain a legitimate right of use which may be compromised as a result of the amendment.

The change to mixed use commercial development may well will occur over time, but this should not be forced by the artificial introduction of new planning regulation in the absence of a cogent economic strategy which contemplates the future of existing business which has already made such a significant commercial investment within the precinct.

On the other hand, the introduction of the *SAP* is considered a more legitimate vehicle in dealing with the temporal transition of use within the precinct, and whilst the introduction of a 'modified zone' allowing industrial use at discretion as proposed may signal Council's ultimate intent, existing industrial use is clearly disadvantaged.

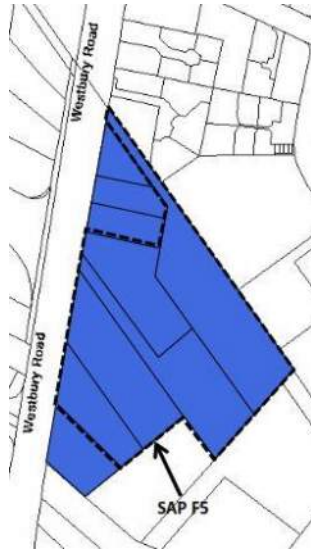


Figure 3 SAP Map

5 Conclusion

It is suggested that aspirations for the development of the subject site can be achieved either by the introduction of a commercial zone and *SAP* for this site alone, or simply the introduction of the *SAP* to give effect to the proposed use contemplated in one sector of the precinct, otherwise dominated by industrial use.

It is submitted that the Council's intent to introduce enabling provisions for the development of the subject site can be achieved without the need to include the property at 365-367 Westbury Road. On that basis we object to the amendment as it is proposed.

Sincerely
GHD Pty Ltd

John Ayers
Principal Planner
61 3 6332 5508

From: Jen Newett
Sent: 17 May 2017 01:02:17 +0000
To: Planning @ Meander Valley Council
Subject: Draft amendment to the Meander Valley Interim Planning Scheme 2013
- Rezoning of land at Westbury Road Propsect Vale, to General business zone
Attachments: Meander Valley Council (rezone) - 15-05-2017.pdf

Good morning,

Please see enclosed correspondence from David Stephenson in relation to the above matter.

Regards,

Jen Newett
Commercial Manager
The Stephenson Group
m: 0438 039 887 | e: jen@jrs.com.au

D STEPHENSON SUPPLIES PTY LTD

ABN: 20 930 264 546

PO Box 5418

Launceston TAS 7250

15th May 2017

General Manager
Meander Valley Council
Po Box 102
WESTBURY TAS 7303

**RE: Draft Amendment to the Meander Valley Interim Planning Scheme 2013 –
Rezoning of land at Westbury Road, Prospect Vale, to General Business Zone**

Dear Jo

We refer to the above.

We advise we are supportive of the council's initiative to rezone our land number 379 Westbury Road.

The area under consideration in Westbury Road will benefit in our view from this rezoning into an area for more multiple use properties.

Yours Faithfully

A handwritten signature in black ink that reads "David Stephenson". The signature is written in a cursive, flowing style.

David Stephenson

Index No. Street ID: 519			
Doc No.			
RCVD	16 MAY 2017	MVC	
Action Officer	CS 009	Dept.	I CS
EO		OD	<input checked="" type="checkbox"/>

NEW COMPLEX

[Faint, mostly illegible handwritten notes on lined paper, possibly bleed-through from the reverse side. Some words like 'NEW COMPLEX' are visible.]

12.5.2017

TO MEANDER VALLEY COUNCIL

RE THE NEW PLANNING FOR WESTBURY ROAD, PROSPECT VALLEY. WHAT A GREAT IDEA FOR THAT AREA IT WILL BE GOOD TO HAVE THIS MESS CLEANED UP. WE LIVE AT 389 W ROAD. WE HAVE A COUPLE OF SUGGESTIONS THAT WE WOULD LIKE YOU TO THINK ABOUT. (1) IF THE BUS STOP REMAINS WHERE IT IS NOW (HOPE IT IS) AND A SHELTER ERECTED THERE. COULD YOU PLEASE PUT A RUBBIN THERE ALSO? AS AT THE MOMENT MY GARDEN IS USED FOR ONE. PLEASE DON'T SHIFT BUS STOP. AS IT STOPS VEHICLES PARKING THERE.

(2) THERE IS CONTINUALLY CARS 4x4, TRAILERS ECT PARKED ON THE FOOTPATH ^{AND NATURE STRIP.} 391 W ROAD MAKING IT HARD FOR US TO GET OUT OF OUR DRIVEWAY. THIS NEEDS TO BE STOPPED AS THERE MOST LIKELY BE CHILDREN RUNNING ABOUT WHILE WAITING FOR THE BUS. SUGGEST A RAIL AT THE END OF NATURE STRIP. WOULD FIX THIS PROBLEM. AND MAKE IT SAFER FOR EVERY ONE.

(3) DONALD AVENUE NEEDS TO BE MADE A "STOP" STREET. THIS IS IMPORTANT AS IT CARRIES EXTREMELY HEAVY AND LARGE TRUCKS, AND WILL COME ALMOST BESIDE THE IN AND OUTLET DRIVE FROM THE FAST FOOD OUTLET AT COMPLEX. THE HUGE B/Doubles, HEAVY LOW LOADERS NEED MORE ROOM TO TURN ON TO W ROAD.

(4) WILL THE COMPLEX BECOME A HUB FOR TEENAGERS TO CONGREGATE AFTER HOURS?

THE NEW ROUNDABOUT WILL BE GREAT AS IT WILL SLOW TRAFFIC DOWN. SOME THINK 60K STARTS AT CASINO ROUNDABOUT.

GOOD LUCK WITH IT ALL, GREAT PLAN WE ARE ALL FOR IT
REGARDS DAWN-KEVIN-SHEPHERD 389 WESTBURY ROAD. PROSPECT VALLEY

From: Amanda Craig
Sent: 10 May 2017 23:03:31 +0000
To: Planning @ Meander Valley Council
Subject: TasWater Submission to Planning Authority Notice Conditions TWDA 2017 00652-MVC for 1/2017
Attachments: PD17 31162 361 WESTBURY RD, PROSPECT VALE TasWater Submission to Planning Authority Notice Conditions DA 2017 00652-MVC.pdf

Dear Sir/Madam

Please find attached TasWater's Submission to Planning Authority Notice as mentioned above. A copy of the attached document(s) should be referenced in and appended to the council permit.

If you have any queries, please contact me.

Regards

Amanda Craig
Assessment Officer




D (03) 6345 6318
F 1300 862 066
A GPO Box 1393, Hobart TAS 7001
36-42 Charles Street, Launceston, TAS 7250
E amanda.craig@taswater.com.au
W <http://www.taswater.com.au/>

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Submission to Planning Authority Notice

Council Planning Permit No.	1/2017	Council notice date	05/05/2017
TasWater details			
TasWater Reference No.	TWDA 2017/00652-MVC	Date of response	11/05/2017
TasWater Contact	Amanda Craig	Phone No.	03) 6345 6318
Response issued to			
Council name	MEANDER VALLEY COUNCIL		
Contact details	planning@mvc.tas.gov.au		
Development details			
Address	361 WESTBURY RD, PROSPECT VALE	Property ID (PID)	7023248
Description of development	Amendment to planning scheme		
Schedule of drawings/documents			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
Meander Valley Council	Agenda - Draft Amendment		April 2017
Conditions			
<p>Pursuant to the <i>Water and Sewerage Industry Act 2008 (TAS)</i> Section 56S(2) TasWater makes the following submission(s):</p> <ol style="list-style-type: none"> TasWater does not object and has no formal comments for the Tasmanian Planning Commission in relation to this matter and does not require to be notified of nor attend any subsequent hearings. 			
Advice			
Nil.			
Declaration			
The drawings/documents and conditions stated above constitute TasWater's Submission to Planning Authority Notice.			
Authorised by			
			
Jason Taylor Development Assessment Manager			
TasWater Contact Details			
Phone	13 6992	Email	development@taswater.com.au
Mail	GPO Box 1393 Hobart TAS 7001	Web	www.taswater.com.au

C&DS 5 2017-2018 COMMUNITY GRANTS APPLICATION ASSESSMENTS - ROUND 1 - JULY 2017

1) Introduction

The purpose of this report is to present for Council approval, the recommendations of the Community Grants Committee for Community Grants Round 1.

2) Background

The total Grants allocation for the year is \$93,200 (1% of the General Rate). \$10,000 of this sum is reserved for Council's policy for refunding regulatory fees to community groups and \$8,000 is earmarked for individual sponsorships and establishment grants leaving a balance of \$75,200 for community grants. With four rounds each year, the Committee aims to work around an amount of 25% of the balance, each quarter. For 2017-18, this is \$18,800.

Cr Tanya King, Cr Ian Mackenzie, Jonathan Harmey (Director Corporate Services) and Neville Scott (General Inspector) met on 27 June 2017 to consider the applications received. They were supported by Patrick Gambles (Community Development Manager) and Merrilyn Young (Grants Administrator).

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 Grants assessment process was undertaken in accordance with the guidelines attached to Council Policy 82 - Community Grants.

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. 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 April - June 2017:

Applicant	Location	Event	\$
Daniel Aylett	Meander	National Trap Championships - NSW	150
Rupert Mackenzie	Hadspen	Kanga Soccer Cup – ACT	150
Safina Oliver	Prospect Vale	MOOTO, Gold Coast Open – QLD	150
Sebastian Oliver	Prospect Vale	MOOTO, Gold Coast Open – QLD	150
Georgia Elias	Bishopsbourne	International Mounted Games Rally – CANADA	300
Aleigha Gumley	Blackstone Heights	School Sports Australia Swimming Champs – SA	150
Matthew Bowen	Deloraine	National AFL Inclusion Carnival – QLD	150
			1200

Grant Applications and Sponsorship Requests from Organisations

Thirteen grant applications were received for the round totalling requests of \$33,905. 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 \$
Darts Tasmania	Junior Nationals - Westbury	7,150	3,000	1,850
Deloraine Golf Club	Renovation of Greens	3,066	3,000	1,000
Deloraine House	Community Garden- Deloraine	3,011	3,000	2,000
Goodstart Early Learning	Community Garden – P/Vale	2,201	2,200	2,000
Kimberley Progress Assoc.	Recreation Ground toilets	3,265	2,565	-
LINC & Mole Creek PS	Mole Creek First Aid Project	2,720	2,100	-
Meander Valley Suns FC	Match Day Footballs	5,520	2,070	2,070
Mole Creek Progress Assoc.	Community Garden – Mole Creek	4,680	3,000	2,000
Prospect Comb. Probus Club	Cultural Trips Subsidy	2,860	1,500	1,000
Prospect Hawks JFC	Kitchen Equipment	8,335	3,000	-
Rotary Club of Westbury	Food Van Safety Upgrade	8,155	3,000	3,000
Westbury Cricket Club	Storage Container	2,960	2,600	2,600
Westbury PS P & F Assoc.	Westbury Maypole Festival	2,869	2,869	2,870
		56,791	33,905	20,390

Ten allocations equalling \$20,390 are recommended for approval by Council. These have a total project cost of \$42,472 plus voluntary labour estimated in excess of \$10,000 (calculated @ \$20 per hour).

Three applications did not receive funding in this round for the following reasons:

Organisation	Project	Grant Requested	Reason (s)
Kimberley Progress Association	Recreation Ground toilets	2,565.	Environmental health concerns for temporary toilets
LINC & Mole Creek PS	Mole Creek First Aid Project	2,100	Considered a State Government agencies' initiative
Prospect Hawks Junior FC	Kitchen equipment	3,000	Club has still not acquitted a previous agreement (Mobile Lighting), all grant considerations on hold..

AUTHOR: Patrick Gambles
COMMUNITY DEVELOPMENT MANAGER

12) Recommendation

It is recommended that Council endorses the recommendations of the Community Grants Committee and approves the following allocations:

Organisation	Project	Grant Recommended \$
Darts Tasmania	Junior Nationals - Westbury	1,850
Deloraine Golf Club	Renovation of Greens	1,000
Deloraine House	Community Garden - Deloraine	2,000
Goodstart Early Learning	Community Garden – P/Vale	2,000
Meander Valley Suns FC	Match Day Footballs	2,070
Mole Creek Progress Assoc.	Community Garden – Mole Creek	2,000
Prospect Combined Probus Club	Cultural Trips Subsidy	1,000
Rotary Club of Westbury	Food Van Safety Upgrade	3,000
Westbury Cricket Club	Storage Container	2,600
Westbury PS P & F Assoc.	Westbury Maypole Festival	2,870
		20,390

DECISION:

C&DS 6 MEANDER VALLEY COUNCIL NATURAL RESOURCE MANAGEMENT STRATEGY 2017-2021

1) Introduction

The purpose of this report is for Council to adopt the Meander Valley Council Natural Resource Management Strategy 2017-2021.

2) Background

One of the main obligations within the Charter for Council's Natural Resource Management (NRM) Committee is to *"Develop and review Natural Resource Management Strategy documents to inform Council policy in this area"*. The *"Meander Valley Council Natural Resource Management Strategy 2017-2021"* will be the fourth version of an NRM Strategy produced since 2000.

Public consultation was undertaken on the *"Meander Valley Council Natural Resource Management Strategy 2017-2021: Draft for Public Comment"* from 22 May 2017 to 19 June 2017. This review included both publicising the document and widely distributing it.

The Draft for Public Comment document was considered at the 27 June 2017 Council Workshop.

At the Meander Valley Council NRM Committee meeting on 28 June 2017 public submissions and survey responses were considered. The Committee also proposed additional minor improvements to the *"Meander Valley Council Natural Resource Management Strategy 2017-2021: Draft for Public Comment"*.

3) Strategic/Annual Plan Conformance

Further the objectives of the Council's Community Strategic Plan 2014 – 2024 as follows:

- Future Direction 1 - A sustainable natural and built environment

4) Policy Implications

Not applicable.

5) Statutory Requirements

Not applicable.

6) Risk Management

Not applicable.

7) Consultation with State Government & other Authorities

Not applicable.

8) Community Consultation

Broad community consultation has been undertaken for a period of four weeks. This included public exhibition across the municipality, hard copy and social media exposure, direct approach to relevant community groups, a workshop session with Councillors and a survey that accompanied the "Meander Valley Council Natural Resource Management Strategy 2017-2021: Draft for Public Comment" on Council's website.

9) Financial Impact

Not applicable.

10) Alternative Options

Council can elect to adopt with amendment the Meander Valley Council Natural Resource Management Strategy 2017-2021.

11) Officers Comments

NRM Strategies identify opportunities for community by promoting intergenerational equity in the management of natural resources. Long term resilience is built through balancing social, economic and environmental considerations. The "Meander Valley Council Natural Resource Management Strategy 2017-2021" considers these factors and suggests ways forward.

For the first time within the Strategy direct threats to natural assets are being assessed in a landscape context: Production, Lifestyle, Natural and Urban. This allows for more tailored interpretations of prevailing

vulnerability across the municipality. For example, productive land may be highly impacted by a decline in soil fertility, whereas lifestyle landscapes may be moderately impacted, and both urban and natural landscapes are unlikely to be impacted at all.

Also new in a Meander Valley Council NRM Strategy is the potential influences of climate change on natural values and threats to them. These are important aspects with regards to both productivity trends and the longevity of natural values that are at risk.

Council has a long history of partnering with NRM organisations, government departments, community groups and individuals to successfully source and deliver projects for managing natural resources in the Meander Valley. It is anticipated that the "Meander Valley Council Natural Resource Management Strategy 2017-2021" will broaden collaborations for planning, project delivery, research and management to the long term benefit of our community.

Council continues to support NRM within its area of influence, particularly where it aligns with the Council "Community Strategic Plan 2014-2024".

AUTHOR: Stuart Brownlea
NRM OFFICER

12) Recommendation

It is recommended that Council adopt the Meander Valley Natural Resource Management Strategy 2017-2021 as follows:

DECISION:

Meander Valley Council

Natural Resource Management Strategy 2017-2021



Share your feedback
To view an online version & share
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www.meander.tas.gov.au

"The Aboriginal people have a long connection to country that includes the Meander Valley Municipality. We respect and value these strong physical and spiritual links. Meander Valley Council acknowledges and pays respect to the Tasmanian Aboriginal Community as the traditional and original owners and custodians of this land, acknowledging Elders - past and present".

Further information

To find out more about this Strategy and how your or your organisation may be involved in it's implementation, contact Council.

Phone 6393 5300 • Fax 6393 1474 • Email mail@mvc.tas.gov.au

8.30am - 5pm, Monday - Friday

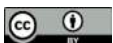
26 Lyall Street Westbury, Tasmania 7303 • PO Box 102, Westbury Tasmania 7303

Disclaimer

The Meander Valley Council Natural Resource Management Strategy 2017-2021 has been prepared with all due care and diligence, using the best available information at the time of publication. Meander Valley Council holds no responsibility for any errors or omissions within the document. Any decisions made by other parties based on this report are the responsibility of those parties.

Photo credits: Rob Burnett Images, pages 3, 4, 6, 9, 10, 12, 14 & 15

Produced and published by Meander Valley Council, April 2017



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Contents

Strategy Vision.....	2
The Meander Valley in an NRM Context.....	5
Land Use in Meander Valley.....	6
Working Together - Natural Resource Management & Meander Valley Council's Community Strategic Plan.....	7
Our Approach to Natural Resource Management.....	8
Strategy Structure	9
Landscape Types in the Meander Valley	10
NRM Landscapes in Meander Valley.....	12
Managing Natural Assets.....	16
Managing Natural Assets Table.....	17
Working Together	22
References	23



Strategy Vision

The Meander Valley Municipality is a place of positive lifestyles where productivity and social opportunities are enhanced through engagement with natural resource management, to maintain our rich natural assets for future generations.

About the Strategy

The Meander Valley Council Natural Resource Management Strategy 2017 – 2021 (this Strategy) is the fourth such Strategy that Council has prepared since 1999. Whilst retaining a focus on strategic, science and community based Natural Resource Management (NRM) objectives, it departs from previous versions in a number of ways.

What is retained

- Close links to the most recent regional NRM Strategy prepared by NRM North, in this case the *Natural Resource Management Strategy Northern Tasmania 2015 – 2020*.
- An emphasis on scientific knowledge and evidence based data as a foundation for NRM planning.
- Local knowledge and aspirations reflected in the NRM Strategy's Vision and in Managing Natural Assets.

What is new

- As a document prepared for Council by its NRM Committee, closer links to Council's strategic and operational frameworks are demonstrated.
- A more contemporary approach to document design and structure. This Strategy is concise and readily comprehended. It connects to a dynamic internet presence to broaden appeal, interaction and accessibility (from 2018).
- A stronger focus on NRM landscapes linked to land use planning. Planning scheme zones inform the distribution of NRM landscapes across the municipality. Zone objectives, land use mapping and NRM landscape objectives combine to provide appropriate direction to NRM priorities at a local scale.
- Climate change is a crucial issue with implications across all landscapes and natural assets, and relevant elements of climate change impacts are identified.

The Meander Valley in an NRM Context



The Meander Valley Municipality is a large and diverse area in Northern Tasmania which offers many business and lifestyle opportunities. The Great Western Tiers form a dramatic backdrop to our rural landscape and settlements. Landscapes range from mountain peaks to extensively forested areas, productive agricultural lands, historic towns and villages, to the more urban communities of Hadspen, Blackstone Heights and Prospect Vale on the fringes of Launceston.

The Meander Valley is rich in natural resources. A variety of soils and relative abundance of water support a high diversity of agricultural pursuits and natural areas. Catchments for the Meander River and part of the Mersey River cover most of the municipality, with a network of streams reaching up into the highlands as well as the northern boundary.

Karst (soluble rock that forms solution features such as caves and sinkholes) is extensive in the Meander Valley, with world class show caves in the Mole Creek National Park, that is part of the broader Tasmanian Wilderness World Heritage Area (TWWHA). This is a special area that requires sensitive NRM responses.

A network of reserves recognises the diversity and quality of biodiversity and geodiversity values present. These range from the TWWHA to National Parks and other public reserve classifications. Complementing these, 2,374Ha of conservation covenant reserves

on 79 private properties have been established to protect important natural values. As you would expect of this network, threatened species and vegetation communities are well represented across the municipality. This is only part of the picture. You can't go far in Meander Valley without seeing some sort of natural values on private or public land.

NRM Landscapes

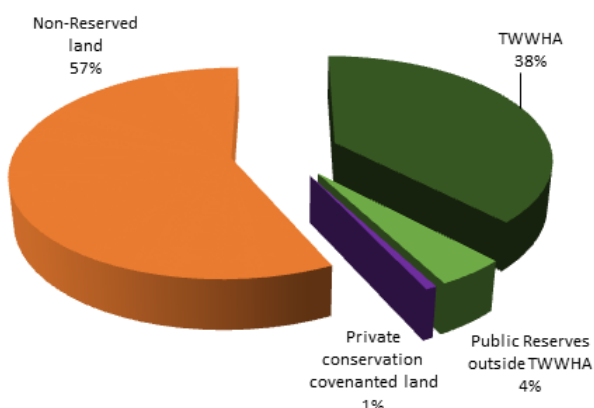
Natural Resource Management (NRM) is important and when outside reserve areas, often more so. NRM has traditionally focussed on areas where management change and strategic planning can make a difference for long term outcomes. NRM stakeholders and facilitators recognise the need to balance social, economic and environmental objectives across all land tenures and scales when making management decisions. A healthy local economy involving agriculture and industry contributes to social and environmental outcomes, just as environmental projects help safeguard economic outcomes and values whilst enhancing social context such as healthy and attractive places for residents and visitors alike.

Increasingly landscape level management is being advocated to build resilience in natural and productive systems that face climate change impacts, catastrophic natural events or land use change. Local, prioritised and well considered activities are still the building blocks of good NRM yet we need landscape connections that will stand the test of time. For example, biodiversity under pressure can benefit from appropriately designed movement and refuge corridors.

The engagement of stakeholders, land managers and policy makers will be critical to ensure that future generations are able to enjoy social, economic and environmental prosperity at least to the standards we have today.

Working to conserve natural values across the municipality will secure them for future generations.

Reserve Status in Meander Valley



Land Use in Meander Valley

Land use in Meander Valley has been dominated by agriculture, forestry and reserves since settlement.

Agriculture and to a lesser extent forestry, continue to drive the local economy. Manufacturing and processing related to agricultural production has grown in recent decades. Engineering, building and fabrication services, generally on the fringes of urban areas, are significant employers and wealth generators even though they have a small footprint. Quarrying and mining also occurs in isolated locations.

The agricultural sector is broad due to the range of soils and rainfall variations. Sheep operations are well represented across the municipality. On better soils with good rainfall or access to irrigation, dairy and beef cattle are common enterprises. Grains, vegetables, and berries are also growth industries in the sector.

Water storage in the form of commercial dams can regulate river flows and contribute to hydro power generation. Farm dams also play a role in managing the water resource.

Tasmanian Alkaloids produces pharmaceutical products at the Valley Central Industrial Estate on the edge of Westbury. This boosts industrial output significantly as well as commissioning the growing of required medicinal poppy stock on suitable land across the Meander Valley and further afield. This has provided a valuable alternative crop for farmers to add to their paddock rotations.



Forestry is undertaken on private rural land, in the form of native forest harvesting and plantation management. Significant areas of forests on selected public land tenures are available to Forestry Tasmania for harvesting, generally on long rotations. Some informal reserve areas are created through the forest practices system.

Areas with a lifestyle focus, typically clusters of small farms or bush blocks, are common in Meander Valley and demand has seen new areas identified in strategic planning to facilitate their expansion. Reedy Marsh, Jackeys Marsh, Golden Valley, Elizabeth Town and Birralee are well established strongholds for lifestyle blocks. Many others areas are being made available for this land use purpose.



The main urban centres that service the rural areas are Deloraine and Westbury. Other villages with some services but limited urban development include Mole Creek, Chudleigh, Meander, Bracknell and Carrick. At the eastern end of the municipality, on the fringes of the City of Launceston, are the significant dormitory suburbs of Prospect Vale, Blackstone Heights and Hadspen.

The Country Club Casino at Prospect Vale is a major tourism hub and a centre for recreation. Tourism is a growth area with cycling trails, town parks, bushwalking trails, accommodation and reserves servicing this sector. Much of this is focussed in urban and natural areas, though increasingly visitors are enjoying scenic rural land with the dramatic Great Western Tiers in the background. The Mole Creek caves are also a big drawcard and provide a link to the Cradle Mountain – Lake St Clair National Park.

Working together - Natural Resource Management & Meander Valley Council's Community Strategic Plan

Visions, Values and Future Directions provide a context for Council programs and projects. This guides where resources are invested and how Council engages and works with the community.

Strategic outcomes are derived from Future Directions: they identify what role Council plays in progressing identified target outcomes and what collaboration will be required to see it realised. This provides a detailed guide on how to structure and put detail on it's Delivery Plan and Annual plans. Council's NRM Officer has a role to play as an advisor on Council projects and activities where natural

resources are at risk or where processes may have impacts on natural values or assets - as part of risk management systems. This NRM Strategy is designed to benefit the municipality and its residents. It strongly aligns with existing Meander Valley Council policy documents such as its *Community Strategic Plan 2014 – 2024*, *Council Delivery Plan 2014 – 2018* and Annual Plans. It will work alongside other planning documents such as the *Meander Valley Council Interim Planning Scheme 2013*, Outline Development Plans, Special Area Plans, and an Open Space Strategy (under development). It also provides a reference for relevant policy reviews.





Our Approach to Natural Resource Management

To create inclusive partnerships for natural resource management across all land tenures and as appropriate to landscape context. To empower and respect everyone willing to get involved in progressing actions to maintain and enhance the natural values of our area.

Community Input

Community input is vital to any Strategy, particularly one as broad and complex as one on Natural Resource Management. Feedback from individuals and groups within the area can assist with the identification of risk areas and the actual distribution of natural assets. The community is well placed to identify social and economic values across our landscapes. Land owners and managers will have to be both direction setters and stakeholders in crafting a sustainable future.

Community consultation in Meander Valley is being undertaken during a Draft Strategy exhibition period. When developing its Natural Resource Management Strategy, Northern Tasmania 2015 – 2020, NRM North joined the other Regional NRM organisations in Tasmania to undertake a comprehensive community and stakeholder consultation process. This Strategy has drawn on that input to inform prioritisation of threats to assets and asset management responses.

It is anticipated that this Strategy will become the core of a web-based version during 2017 – 2018. In that format it can be both responsive and current. New scientific evidence and additional community contributions will be able to inform minor updates during its 2017 – 2021 timeframe. More resources and links will be made available as part of the design.

Science and Evidence Input

Science and evidence together guide the way for management of natural resources. Often imperfect but always better than anecdotes or guesswork, it provides a responsible framework for us to work within. Proven methodologies are more likely to realise expectations. Modelling gives us a glimpse of

possible futures to let us make decisions with more confidence. Our understanding of NRM factors is changing all the time and science needs to critically assess and refocus along the way. After all, we do NRM for tomorrow rather than for today.

An enviable array of scientific research, data and modelling is available in Tasmania to inform Strategies such as this one. Some of these sources will be compiled and further explored in the web-based version of this Strategy.

NRM related projects must include appropriate technical advice and comply with legislation. Council's NRM Officer can provide advice.

NRM North Input

NRM North has been the Regional Natural Resource Management organisation for Northern Tasmania since 2005. The Meander Valley Municipality, as a part of the Northern Region, has maintained a close working relationship with NRM North. Meander Valley Council will continue to collaborate with NRM North for improved outcomes in our municipal area. Together we will tirelessly seek out connections with NRM stakeholders, broker funding for community groups and landowners keen to initiate NRM projects, and develop quality policies and procedures.

NRM North partners in planning, research, trials and monitoring. It gathers and distributes NRM knowledge across all NRM Landscapes and Assets. The structure of this Strategy purposely reflects the structure of the Regional NRM Strategy to further strengthen our collaborative approach at all levels. We value the resources and expertise that can be accessed at NRM North.

Strategy Structure

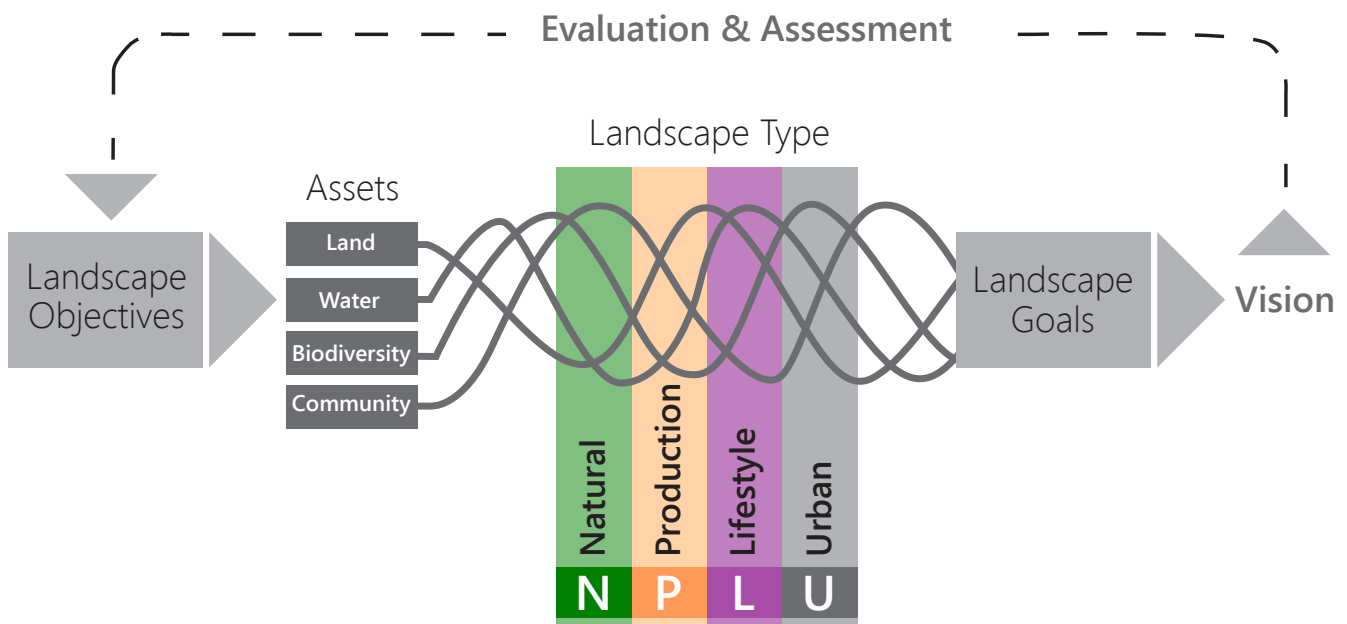
The regional approach to creating an NRM Strategy framework is replicated here. Landscapes and natural assets form the backbone of the NRM Strategy and these are detailed in following sections.

How actions are resourced and undertaken is a matter for prevailing circumstances that in some cases may include availability of grants, which usually come with specific opportunities and constraints. Due to the many considerations required, no specific actions are detailed here. This Strategy is available to justify time and investment, as well as identify priorities and risks to consider.

The Strategy approach is shown in Figure 1.1. The Landscape Objectives on the left, provide direction on how we manage Assets (land, water, biodiversity, community). The Landscape Types identified give context on how to reach landscape goals realistically and ultimately deliver on our Strategy Vision. These are described in further detail in following pages.

Evaluation of improvements and stakeholder engagement will be periodically reviewed. This important process will contribute to a reassessment of priorities and risks present as well as how we can improve delivery of NRM outcomes.

Figure 1.1



Landscape Types in the Meander Valley Municipal Area

Contemporary NRM planning recognises that different locations will have a different mix of social, environmental and economic characteristics. Being responsive to these variables allows more tailored priorities to be developed.

The degree of risk, distribution of natural values and sensitivity to change will vary from place to place. In order to make sense of this complexity, defining a few NRM Landscape types is an effective way to determine objectives and allocate priorities.

The use of Landscape Types identifies how land types connect across property boundaries, which is a critical consideration of NRM. This Strategy uses the NRM North landscape categories comprising of; Natural, Production, Lifestyle and Urban.

These have been applied in a manner that reflects the application of land use zones defined in the Tasmanian Planning System. NRM Landscape Types are shown below:



N Natural



P Production

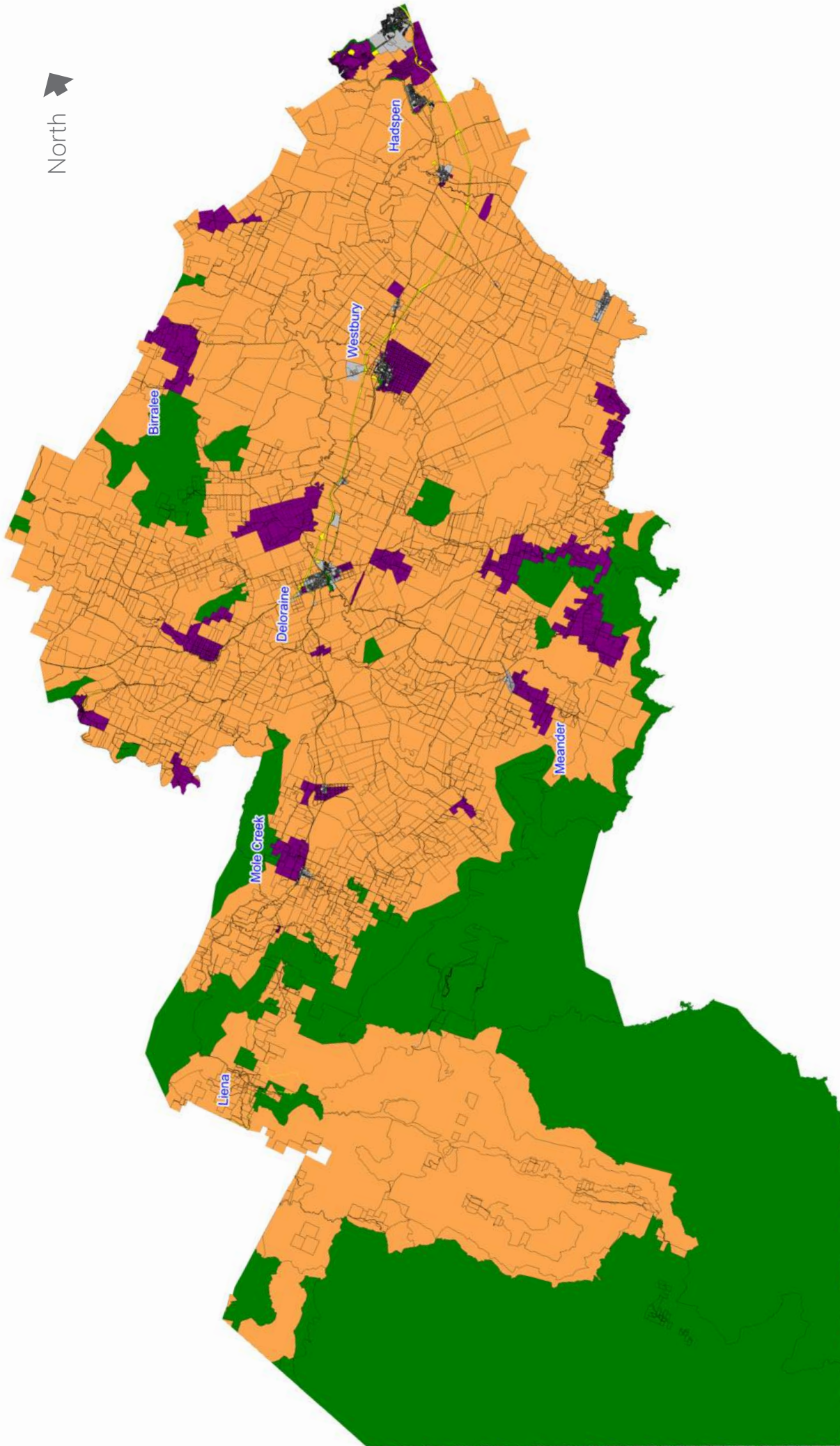


L Lifestyle



U Urban

North →



Identifying the Landscape Type in your Location

The Meander Valley municipal area is shown above. The different Landscape Types are colour coded. Use the key below to identify what Landscape Type applies to your district.

- U Urban
- L Lifestyle
- N Natural
- P Production

NRM Landscapes in Meander Valley

N Natural Landscapes



Landscape Definition

Areas that support native species, communities and ecosystems and have experienced no, or minimal, direct human impact beyond those of pre-settlement, or have been substantially restored to appropriate ecological communities.

Landscape Goal

The character and function of the municipality's Natural Landscapes are maintained to support the community and ecological values that they provide.

Landscape Objectives

- Mitigate and manage the impacts of extreme and/or unseasonal hydrological changes on threatened species, karst, and wetlands.
- Engage and recognise contributions to positive NRM outcomes by volunteers, landowners with conservation covenants, the Aboriginal Community and researchers.
- Mitigate and manage the impacts of fire regimes deviating from ecological norms on threatened species, karst, recreation areas as well as native vegetation where practical.

- Manage weed impacts, by containment or eradication, as appropriate to protect recreation areas and karst as priorities.
- Support control of feral animal populations where they are impacting on flora and fauna, with a focus on threatened species conservation.
- Effective planning undertaken as required to protect threatened species and native vegetation, the latter particularly where it borders a reserve.

P Production Landscapes



Landscape Definition

Areas that have been modified for broader-scale primary production including agriculture, aquaculture, forestry and mining.

Landscape Goal

To maintain healthy Production Landscapes, which underpin the municipality's productive economic values, while recognising the need to ensure sustainable development and intergenerational equity for the future.

Landscape Objectives

- Build on and support programs and initiatives aimed at improving productivity, profitability and

NRM Landscapes in Meander Valley

increasing adoption of best-practice environmental management.

- Improve biodiversity and associated farm shelter by protecting and connecting native vegetation, and avoiding fragmentation. Includes watercourses, drains and wetlands.

- Effective planning undertaken as required to support sustainable agricultural productivity, protect threatened species and native vegetation, particularly where connectivity and remediation is an objective.

- Planning and practices consider improving the carbon balance through such mechanisms as planting trees, improving waste management, and exploring options that reduce the impact of burning.

- Mitigate and manage the impacts of extreme and/or unseasonal hydrological changes on productive land, watercourses and wetlands, and native vegetation.

- Mitigate and manage the impacts of fire regimes deviating from ecological norms on threatened species, and native vegetation where practical.

- Support control of feral animal populations where they are impacting agricultural land and surrounds.

- Manage weed impacts, by containment or eradication, as appropriate to protect productive land, threatened species, native vegetation, watercourses and wetlands.

- Land use changes planned to minimise the impacts on native flora and fauna especially threatened species, and native vegetation particularly where connectivity and remediation is an objective.

- Engage and recognise contributions to positive NRM outcomes by volunteers, landowners with conservation covenants, innovators and researchers.

- Research, trial and implement options to increase and maintain soil fertility.

- Retain soil and nutrients on productive land. Prevent these and any pollutants entering watercourses and wetlands, particularly where concentrations increase algal bloom risk or are likely to threaten aquatic ecosystems.

- Monitor and mitigate risks of salinity, sodicity and acid sulphate soils on productive land.

L Lifestyle Landscapes



Landscape Definition

Peri-urban or acreage property areas, fragmented and generally modified landscapes - these make up the non-income or complementary income-generating sector of land management.

Landscape Goal

The municipality's Lifestyle Landscapes will maintain the values for which they were settled.

Landscape Objectives

- Improve biodiversity and associated farm shelter by protecting and connecting native vegetation, and avoiding fragmentation. Includes watercourses, drains and wetlands.

- Mitigate and manage the impacts of extreme and/or unseasonal hydrological changes on productive land,

NRM Landscapes in Meander Valley

watercourses and wetlands, threatened species and native vegetation.

- Increased awareness of potential impacts of climate change.
- Manage weed impacts, by containment or eradication, as appropriate to protect productive land, threatened species, native vegetation, watercourses and wetlands.
- Support control of feral animal populations where they are impacting agricultural land and surrounds.
- Effective planning undertaken as required to support sustainable small farm productivity, protect watercourses and wetlands, threatened species and native vegetation, particularly where connectivity and remediation is an objective.
- Land use changes planned to minimise the impacts on native flora and fauna, especially threatened species, and native vegetation particularly where connectivity and remediation is an objective.
- Mitigate and manage the impacts of fire regimes deviating from ecological norms on threatened species, and native vegetation where practical.
- Engage and recognise contributions to positive NRM outcomes by small farm owners, landowners with conservation covenants, researchers, and innovators.
- Reduce pollutants and nutrients entering watercourses and wetlands, particularly where concentrations increase algal bloom risk or are likely to threaten aquatic ecosystems.
- Implement proven options to increase and maintain soil fertility.
- Monitor and mitigate risks of salinity, sodicity and acid sulphate soils on productive land.

U Urban Landscapes



Landscape Definition

Areas associated with towns, villages and suburbs as well as rural residential, retail and industrial areas.

Landscape Goal

The municipality's Urban Landscapes support healthy, vibrant communities that are connected to and aware of the municipality's natural resources.

Landscape Objectives

- Improve biodiversity and associated shelter by protecting and connecting native vegetation, and avoiding fragmentation on public land. Includes watercourses, drains and wetlands.
- Manage weed impacts, by containment or eradication, as appropriate to protect recreation areas, watercourses and wetlands.
- Effective planning undertaken as required for NRM outcomes in urban areas, particularly to support Outline Development Plans, planning for major subdivisions, and for sites bordering reserves.
- Land use changes planned to minimise the impacts on native flora and fauna, especially threatened species, wetlands and waterways, and native vegetation.

NRM Landscapes in Meander Valley

- Mitigate and manage the impacts of extreme and/or unseasonal hydrological changes on watercourses, wetlands, and native vegetation.
- Promote responsible pet ownership and support control of feral animal populations, particularly cats, where they are impacting fauna in urban and peri-urban areas.
- Improve communication on NRM matters in urban areas, and explore opportunities for partnerships.
- Increased awareness of potential impacts of climate change.
- Reduce pollutants entering watercourses, wetlands and drainage lines.
- Monitor and mitigate risks of salinity, sodicity and acid sulphate soils on urban land, native vegetation, recreation areas, watercourses, wetlands, and infrastructure.
- Mitigate and manage the impacts of fire regimes deviating from ecological norms on recreation areas with native vegetation.



Managing Natural Assets

Protecting, managing or improving the condition and range of natural assets is the ultimate aim of NRM. Natural assets include flora, fauna, soil, water and landscape features. Collectively they support us through ecosystem services and agricultural productivity.

Assets are divided up into four categories; Land, Biodiversity, Water and Community. This helps us to understand the type of natural asset under consideration. These terms are widely used in Natural Resource Management with programs and projects aimed at one or more of these categories so that outcomes can be readily assessed.

The Meander Valley supports a wide range of ecosystems and responsibly managed productive land to sustain our natural assets. Some natural assets are faring well whilst others need our attention. Priority natural assets identified in this Strategy are viewed from a landscape perspective as abundance, risks and appropriate responses vary greatly across the municipality.

Science and evidence inform the level of urgency and what actions are desirable for individual circumstances.

1. Land Assets

Overview

Meander Valley municipality's Land Assets encompass topography and the soils that support agriculture, plantation forestry and native ecosystems; the vegetation that covers and protects these soils; geo-conservation; and cultural heritage values.

Priority Focus Areas

- Karst (features and systems)
- Productive land
- Recreation areas
- Critical infrastructure
- Agricultural land where specific threats exist
- Land adjoining reserves
- Vistas of scenic areas

2. Water Assets

Overview

These include surface and groundwater resources and freshwater environments within the municipality, including rivers, karst, wetlands and aquifers. Dams at various scales may provide opportunities for biodiversity, controlled flows and improve water quality.

Priority Focus Areas

- Watercourses that are degrading
- Wetlands
- Groundwater
- Karst (systems)
- Stormwater networks

3. Biodiversity Assets

Overview

These encompass the municipality's terrestrial and aquatic native species and the complex ecological communities they form.

Priority Focus Areas

- Threatened species
- Threatened vegetation communities
- Riparian vegetation
- Other native vegetation in good condition
- Native flora and fauna where specific threats exist
- Where natural landscape connectivity or remediation is an objective
- Land for development
- Urban areas

4. Community Assets

Overview

These are the individuals; community groups and volunteers; State and Local Government; business and industry; and non-government organisations that represent the municipal community. These people play a critical role in the management and use of our natural resources and are in themselves a key asset.

Priority Focus Areas

- Smaller/hobby farm engagement
- Effective communication
- Strong NRM partnerships
- Aboriginal Community
- Engaged volunteers
- Recognition of direct contributions to improved NRM outcomes
- Research to support decision making
- Innovation in NRM
- Recognition of climate change impacts

Guide to using the Managing Natural Assets Table

By identifying the relationship between the four Asset Categories and the Landscape Types, the table illustrates the affect of a threat or issue in conjunction with the impact of climate change factors. Icons used are described below. The table should be read from left to right as the information in preceding columns is cumulative and determines Overall Urgency.

Identified issue or threat

An identified issue or threat is the trigger for NRM action.

Asset Affected & Priority Focus Area

Identifies the affected Priority Asset listed under one of the the four Asset Categories (Land, Water, Biodiversity or Community).

Priority Asset affected — **Threatened Species**

Asset Category — 3. Biodiversity

Vulnerability to identified issue or threat

Vulnerability is determined by a Priority Asset's susceptibility to and level of exposure to the identified issue or threat.

Level of impact on relevant Landscape Type

Priority Assets are associated with one or more of the four Landscape Types. The icons below are used to identify which Landscape Type/s are relevant to the Priority Asset and indicate the level of impact the issue or threat has within that Landscape Type.

N Natural landscape types will be moderately impacted	P Production landscape types will be moderately impacted	L Lifestyle landscape types will be moderately impacted	U Urban landscape types will be moderately impacted
N Natural landscape types will be highly impacted	P Production landscape types will be highly impacted	L Lifestyle landscape types will be highly impacted	U Urban landscape types will be highly impacted

Climate Change impacts identified as additional risk factors*

Priority Asset's and their Asset Categories are impacted by climate change. The impact climate change may have on a specific Priority Asset is listed in the table. The different aspects of climate change are explained below.

Temperature: Increase in average temperatures.

Evaporation Rate: Increased evaporation rate, reduced soil moisture and runoff.

Extreme Temperature: More frequent hot days, warm spells and heatwaves. Fewer frost-risk days and cold spells.

Drought: Increased time in drought.

Rainfall: Generally less rainfall in winter and spring, with regional differences and less snow.

Wind Speed: Increase in mean windspeed in winter. Possible increase in extremes.

Extreme Rainfall: Increase in intensity of heavy rainfall events.

Fire Weather: Fire weather will become harsher, with an increased fire weather risk.

*This table is a condensed version. A more comprehensive version can be found on page 22 (Figure 1.2)

Overall Urgency

Overall Urgency is determined after considering all of the impacts, and is described as: **Very High, High, Medium or Low**

Council's Role (Provider, Facilitator or Advocate)

All sectors of the community work together in their respective roles. Council acts in the following roles:

Provider: includes regulatory responsibilities

Facilitator: by working with and assisting others

Advocate: by speaking out and lobbying on behalf of the community

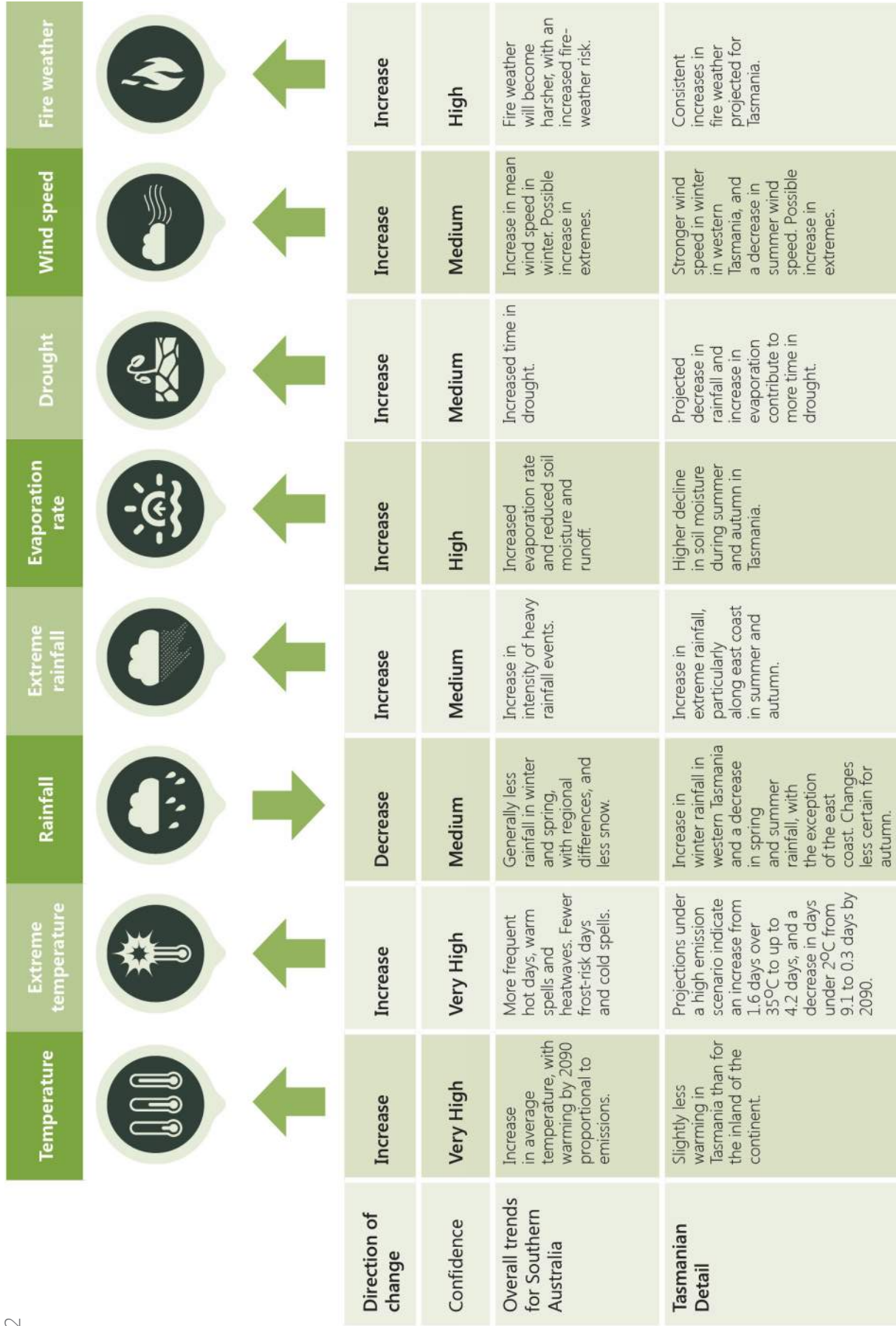
Managing Natural Assets Table

Identified issue or threat	Priority Assets Affected	Vulnerability to identified issue or threat	Level of impact on relevant Landscape Type	Climate Change impacts identified as additional risk factors	Overall Urgency	Council's Role (Provider, Facilitator or Advocate)
<p><i>The issue or threat is:</i></p> <p>Extreme and/or unseasonable hydrological changes</p>	<p><i>Priority Focus Area:</i> Threatened Species</p> <p><i>Asset Category:</i> 3. Biodiversity</p>	<p><i>The vulnerability of Threatened Species to pollution is:</i></p> <p>High</p>	<p><i>Lifestyle and Natural are the Landscape Types relevant to Threatened Species. Lifestyle and Natural Landscape Types will be highly impacted</i></p> <p>L N</p>	<p><i>Threatened Species may be impacted by the following aspects of climate change:</i></p> <p>Rainfall, Extreme Rainfall, Evaporation Rate, Drought</p>	<p><i>After considering all these impacts, the level of urgency is:</i></p> <p>Very High</p>	<p><i>Council's role is that of:</i></p> <p>Advocate</p>
	<p>Karst 1. Land</p>	High	N P L	Rainfall, Extreme Rainfall, Drought	Very High	Advocate
	<p>Productive Land 1. Land</p>	High	L P	Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought	Very High	Advocate
	<p>Watercourses & Wetlands 2. Water</p>	Medium	N P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought	High	Provider
<p>Fire regimes deviating from ecological norms</p>	<p>Native Vegetation 3. Biodiversity</p>	Medium	N P L U	Temperature, Extreme Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Medium	Advocate
	<p>Threatened Species 3. Biodiversity</p>	High	N P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Very High	Advocate
	<p>Native Vegetation 3. Biodiversity</p>	High	N P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Very High	Facilitator
	<p>Recreation Areas 1. Land Assets</p>	Low	N U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Medium	Provider
<p>Weeds</p>	<p>Karst 1. Land Assets</p>	High	N P L	Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Fire Weather	High	Advocate
	<p>Threatened Species 3. Biodiversity</p>	Medium	N P L U	Drought, Wind Speed, Fire Weather	Medium	Advocate
	<p>Native Vegetation 3. Biodiversity</p>	High	N P L U	Extreme Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider
	<p>Watercourses & Wetlands 2. Water</p>	Medium	N P L U	Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider
	<p>Productive Land 1. Land</p>	Medium	P L U	Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Medium	Advocate
	<p>Recreation Areas 1. Land Assets</p>	Medium	N U	Extreme Temperature, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed	Medium	Provider
<p>Pollution</p>	<p>Watercourses & Wetlands 2. Water</p>	Medium	N P L U	Rainfall, Extreme Rainfall, Evaporation Rate, Drought	Medium	Provider
	<p>Stormwater Networks 2. Water</p>	Medium	P L U	Rainfall, Extreme Rainfall, Evaporation Rate, Drought	Medium	Provider

Identified issue or threat	Priority Assets Affected	Vulnerability to identified issue or threat	Level of impact on relevant Landscape Type	Climate Change impacts identified as additional risk factors	Overall Urgency	Council's Role (Provider, Facilitator or Advocate)
Pollution ...continued	Threatened Species 3. Biodiversity	Low	N P L U	Rainfall, Fire Weather	Medium	Advocate
Algal Blooms	Watercourses - water quality 2. Water	Low	N P U	Temperature, Extreme Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed	Medium	Provider
	Watercourses - aquatic life 2. Water	Medium	N P L	Temperature, Extreme Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed	High	Provider
	Recreation Areas 1. Land	Medium	N U	Temperature, Extreme Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed	High	Provider
Decline in soil fertility: needs sustainable options; research & trials	Productive Land 1. Land	Medium	P L	Rainfall, Extreme Rainfall, Evaporation Rate, Drought	Medium	Advocate
	Native Vegetation 3. Biodiversity	Low	P L U	Rainfall, Extreme Rainfall, Evaporation Rate, Drought	Low	Advocate
Salinity, sod-icity & acid sulphate soils	Productive Land 1. Land	Low	P L	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Advocate
	Watercourses & Groundwater 2. Water	Low	P U	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Advocate
	Infrastructure 1. Land	Medium	P U	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Provider
	Native Vegetation 3. Biodiversity	Medium	P U	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Provider
	Recreation Areas 1. Land	Medium	U	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Provider
	For Development 1. Land	Medium	U L	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Facilitator
Feral Animals	Native Flora & Fauna 3. Biodiversity	Medium	N P L U	None identified	Medium	Facilitator
	Productive Land 1. Land	High	P L	None identified	High	Facilitator
Loss of biodiversity & associated shelter (including fragmentation)	Where natural landscape connectivity & remediation is an objective 3. Biodiversity	High	P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Very High	Provider
	Native Vegetation 3. Biodiversity	Medium	P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider
	Watercourses & Wetlands 2. Water	High	N P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Very High	Facilitator
	Productive Land 1. Land	Medium	P L	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Advocate
	Recreation Areas 1. Land	Low	N U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Medium	Provider
	Urban Areas 3. Biodiversity	High	L U	Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider

Identified issue or threat	Priority Assets Affected	Vulnerability to identified issue or threat	Level of impact on relevant Landscape Type	Climate Change impacts identified as additional risk factors	Overall Urgency	Council's Role (Provider, Facilitator or Advocate)
Effective NRM planning and/or monitoring desirable	Productive Land 1. Land	Medium	N P L U	None identified	Medium	Facilitator
	Smaller/Hobby Farms 4. Community	Medium	P L U	None identified	High	Facilitator
	Land Adjoining Reserves 1. Land	Medium	N P L U	None identified	Medium	Advocate
	Watercourses & Wetlands 2. Water	High	P L U	None identified	High	Advocate
	Where natural landscape connectivity & remediation is an objective 3. Biodiversity	High	N P L U	None identified	High	Provider
	Native Vegetation 3. Biodiversity	Medium	N P L U	None identified	Medium	Provider
	Threatened Species 3. Biodiversity	High	N P L U	None identified	High	Provider
Land use change	Native Fauna & Flora including Threatened Species 3. Biodiversity	High	P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider
	Where natural landscape connectivity & remediation is an objective 3. Biodiversity	High	P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider
Lack of engagement in NRM & recognition of NRM's contribution to positive environmental, economic & social outcomes	Effective Communication 4. Community	Low	N P L U	None identified	Low	Facilitator
	Strong NRM Partnerships 4. Community	Low	L U	None identified	Low	Facilitator
	Engaged Volunteers 4. Community	High	N P L U	None identified	High	Facilitator
	Aboriginal Community 4. Community	High	N P L U	None identified	High	Facilitator
	Recognition of direct contributions to improved NRM outcomes 4. Community	Medium	N P L	None identified	Medium	Facilitator
	Research to support decision making 4. Community	Medium	N P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Facilitator
	Innovation 4. Community	Medium	P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Advocate
	Climate change mitigation & adaptation 4. Community	High	N P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Very High	Provider

Figure 1.2



Climate change projections over the next century under a high emissions scenario^{3,4}

³ Grose, M et al., 2015, Southern Slopes Cluster Report, Climate Change in Australia's Natural Resource Management Regions: Cluster Reports, eds. Ekström, M, et al., CSIRO and Bureau of Meteorology, Australia. Please note footnote 3 relates to the information provided for temperature through to sea level. 4 Poloczanska, ES, Hobday, AJ and Richardson, AJ (Eds), 2012, Marine Climate Change in Australia, Impacts and Adaptation Responses, 2012 Report Card. Please note footnote 4 relates to the information provided for ocean temperature and ocean acidification.

Working Together



This Strategy has been prepared for Council by its Natural Resource Management Committee. At time of preparation, the contributing Committee members were:

Mr Tim Schmidt	(Chair; Deloraine Landcare Group)
Mrs Ann Whiteley	(Meander Landcare Group)
Mrs Maureen Bennett	(Agricultural sector)
Mr David Bower	(Private Forests Tasmania)
Mr Rob Buck	(Tasmania Parks & Wildlife Service)
Mr Glen Neill	(Industry – Tasmanian Alkaloids)
Mr Andrew Baldwin	(NRM North)
Cr Rodney Synfield	(Meander Valley Council)
Ms Lynette While	(Meander Valley Council)
Mr Stuart Brownlea	(Meander Valley Council)

The Committee particularly recognises the advice and assistance Andrew Baldwin provided, based on his involvement in developing the Natural Resource Management Strategy, Northern Tasmania 2015 – 2020.

Meander Valley Council provides a commitment to support this Strategy to the extent of considered resourcing, on land under its management.

As has been the case in the past, partnerships are key to effecting positive change for natural assets across all of our wonderful landscapes. Beyond its own land management responsibilities Meander Valley Council will continue to engage with the community and like-minded organisations to support its vision through the implementation of the Meander Valley Council Natural Resource Management Strategy 2017 – 2021.

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Meander Valley Council
WORKING TOGETHER

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C&DS 7 REVIEW OF POLICY NO. 82 – COMMUNITY GRANTS & REMOVAL OF COUNCIL POLICY 55 AND COUNCIL POLICY 75

1) Introduction

The purpose of this report is for Council to review existing policies No. 82 – Community Grants, No. 55 Townscape Incentive Grant Scheme and No. 75 Community Organisations Regulatory Fees Refund Scheme and to discontinue Policy No. 55 and Policy No. 75 and adopt revised Policy No. 82.

2) Background

Policy 82 was established in July 2014. Its object is to establish a funding principle and operational framework for the management of the Community Grants Program. The revised Policy was considered at the 27 June 2017 Council Workshop.

3) Strategic/Annual Plan Conformance

The Annual Plan requires this policy is to be reviewed in the September 2017 quarter.

4) Policy Implications

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

5) Statutory Requirements

Local Government Act 1993 (Section 77)

6) Risk Management

The provision of this Policy supports transparent decision-making.

7) Consultation with State Government & other Authorities

Not applicable.

8) Community Consultation

Not applicable.

9) Financial Impact

There is an annual cost to Council in the application of this policy with an allocation made each year within the Budget.

10) Alternative Options

Council can elect to amend or retain the existing policies.

11) Officers Comments

In reviewing Policy 82, the opportunity has been taken to incorporate two complementary policies that are administered by the Community Grants Committee:

- Policy 55 - Townscape Incentive Grant Scheme
- Policy 75 - Community Organisations Regulatory Fees Refund Scheme

The Community Grants Policy has been renamed 'Community Incentive Grants Policy' to wholly encompass all three grants/schemes. Consequently, the Community Grants Policy Guidelines document has also been reviewed to incorporate the operational detail of all three grants/schemes. The Guidelines have also been renamed 'Community Incentive Grants Policy Guidelines'.

This action better reflects the functions of the Community Grants Committee, simplifies the grants/scheme policies into one document and reduces the overall number of Council policies.

AUTHOR: Patrick Gambles
COMMUNITY DEVELOPMENT MANAGER

12) Recommendation

It is recommended that Council

- a. Discontinues Policy No. 55 – Townscape Incentive Grant Scheme and Policy No. 75 – Community Organisations Regulatory Fees Refund Scheme; and***
- b. Adopt the revised Policy No. 82 Community Incentive Grants***

POLICY MANUAL

Policy Number: 82	Community Incentive Grants
Purpose:	To establish a funding principle and operational framework for the management of Community Incentive Grants
Department:	Community & Development Services
Author:	Lynette While, Director Community & Development Services
Council Meeting Date:	11 July 2017
Minute Number:	
Next Review Date:	<i>July 2021</i>

POLICY

1. Definitions

Community Incentive Grants:

A range of financial grants made available to not-for-profit community organisations and individuals in support of projects and activities that build community capacity. These include Community Grants, Community Organisations Regulatory Fees Refund Scheme and Townscape Incentive Grants Scheme.

Community Grant

Financial grant made available to not for profit community organisations and individuals to undertake community development projects and activities that build community capacity.

Regulatory Fees Refund Scheme

Assistance to eligible community organisations for a refund of regulatory fees charged by Council. These are typically for building, permit authority, planning, plumbing, place of assembly permit and food licence fees associated with a one-off occurrence such as a non-recurring event or the building of a structure.

Townscape Incentive Grant Scheme

Assistance to property owners in the Meander Valley municipality to improve the external appearance of their buildings and gardens in keeping with heritage principles.

2. Objective

The objectives of this policy are to:

- a) Provide a consistent and equitable process for the assessment and allocation of Community Incentive Grants
- b) Maintain the value and relativity of the annual budget allocation for Community Grants, Regulatory Fees Refunds Scheme and Townscape Incentive Grant Scheme
- c) Provide assistance to eligible organisations and individuals by way of an incentive to support and build community capacity.

3. Scope

This policy applies to Councillors, staff and community involved in the application and management of Community Incentive Grants.

4. Policy

Council will:

- i. Provide an overall annual budget for the Community Grants Program (incorporating Community Organisations Regulatory Fees Refund Scheme) equal to 1% of General Rate Income.
- ii. Provide an additional annual budget allocation for the Townscape Incentive Grant Scheme to provide assistance to property owners to improve the external appearance of their properties in keeping with heritage principles.
- iii. Assess and allocate all Community Incentive Grants in accordance with the attached Meander Valley Council Community Incentive Grants Policy Guidelines.

5. Legislation and Associated Council Policies

Local Government Act 1993 (Section 77)
Policy No. 1 Risk Management
Policy No. 78 New and Gifted Assets
Community Development Framework 2013

6. Responsibility

Responsibility for the operation of this policy rests with the Director, Community & Development Services.

POLICY MANUAL

Policy Number: 55

Townscape Incentive Grant Scheme

Purpose: To provide administrative guidelines for Council's Townscape Rate Incentive Grant Scheme.

Department: Governance & Community Services

Author: David Pyke, Director

Council Meeting Date: 8 March 2016

Minute Number: 60/2016

Next Review Date: *February 2020*

POLICY

1. Definitions

Buildings – means principal building and does not include any outbuildings.

Landscaping – means improving the aesthetic appearance of the property by changing contours, ornamental features or plantings.

2. Objective

The objective is to provide assistance to property owners in the municipality by way of an incentive grant to improve the external appearance of their buildings.

3. Scope

This policy applies to all buildings within the Meander Valley Council area.

4. Policy

Background

The main ideas behind this scheme are to improve the external appearance of the buildings for locals and tourists, and to see our older historic buildings properly restored in authentic colour schemes and enhanced through sympathetic landscaping. The incentive scheme especially lends itself to the following type of buildings:

- Buildings classified by the National Trust;
- Buildings on the National Estate Register;
- Buildings on the Tasmanian Heritage Register;
- Significant buildings within the municipality.

It was decided that the incentive grant would be calculated using the factors contained in the Policy Principles. The application of this policy is for the purpose of providing for an "incentive" rather than for Council to pay large amounts of the restoration costs.

Principles

All applications received will be considered in accordance with the following guidelines.

- Applicant makes submission on the prescribed form. (This form broadly outlines the proposed upgrading/restoration/landscaping works and indicates that the applicant will be seeking a grant for the works).
- Assistance will be given to the applicant concerning colour schemes, if required.
- Once received the application will be referred to the Director of Governance and Community Services for assessment.
- Applicant will then be notified of assessment outcome.
- Applicant can then proceed with work and as soon as it is completed advise the Director of Governance & Community Services that the property is ready for a final inspection.
- After the final inspection is carried out, a recommendation on the amount of grant, up to a maximum of \$1,200, will be determined by the Director of Governance and Community Services and submitted to the next Townscape Reserves and Parks Committee meeting for approval.
- The grant approved will then be deducted from the next rate demand or if the rates have been paid in full, a cheque will be forwarded to the applicant.
- Any application received after the current year's budget allocation has been expended will be carried over to the next financial year.

The following factors will be considered in assessing the amount of Incentive Grant to be given:

- Cost of project;
- Impact of project on general townscape;
- Situation and type of building;
- Proposed work to be carried out (painting only or painting and buildings restoration or landscaping);
- Any signage;
- Amount of rates paid.

5. Legislation

Section 77 of the Local Government Act 1993 applies.

6. Responsibility

The Director, Governance & Community Services is responsible for the application of this policy.

POLICY MANUAL

Policy Number: 75

Community Organisations Regulatory Fees Refund Scheme

Purpose: To establish guidelines for assessing applications from community organisations for a refund of regulatory fees charged by Council.

Department: Governance & Community Services
Author: David Pyke, Director

Council Meeting Date: 13 May 2014

Minute Number: 86/2014

Next Review Date: *June 2017*

POLICY

1. Definitions

Community Organisations

- Legally incorporated or operating under the auspices of an incorporated body
- Not for profit
- Located in, or benefiting the Meander Valley municipality
- Membership is open to all
- Relying substantially on voluntary membership and workers

Community Projects

- Excludes residential developments such as aged care facilities
- Project is typically a one off occurrence such as a non recurring event or the building of a structure
- Project does not generate ongoing cash flow from fees or charges
- Project results are generally accessible as a public amenity

2. Objective

To assess applications by community organisations for fee refunds on a consistent and equitable basis.

3. Scope

This policy only applies to community organisations implementing community projects within the Meander Valley.

4. Policy

Budget Allocation

Council will provide an annual budget allocation against which community organisations can apply for fee refunds. This budget allocation will reside in the Community Development area and be administered by the Community Grants Committee.

Applicable Fees

The applicable fees are those regulatory fees charged by Council pertaining to developments and will typically be restricted to building, permit authority, planning, plumbing, place of assembly permits and food licence fees.

The remissions will only apply to Council generated fees and charges and do not include fees and charges collected by Council on behalf of third parties such as Government Agencies.

Organisations may apply for up to 2 fee refunds in any financial year.

Application and Assessment

Applications for a refund of fees are to be made in writing to the Director Governance & Community Services following the submission of a permit application and fees being paid.

Refund applications will be assessed by Meander Valley Council's Community Grants Committee.

Assessment Criteria

The applicant must be able to demonstrate that it is a community organisation as defined above and that the applicable project for which the fee refund is sought, falls within the above definition of a community project. The refund of fees is not intended to apply to ongoing events or projects that generate ongoing revenues for the community organisation.

5. Legislation

Local Government Act – Section 77 Grants and Benefits

6. Responsibility

Responsibility for the operation of this policy rests with the Director Governance & Community Services.

POLICY MANUAL

Policy Number: 82	Community Grants
Purpose:	To establish a funding principle and operational framework for the management of the Community Grants Program
Department:	Governance and Community Services
Author:	Patrick Gambles, Community Development Officer
Council Meeting Date:	8 July 2014
Minute Number:	127/2014
Next Review Date:	<i>July 2017</i>

POLICY

1. Definitions

Community Grants:

Financial grants made available to not-for-profit community organisations in support of projects that address local community needs

2. Objective

The objective of this policy is to:

- a) Maintain the value and relativity of the annual budget allocation for Community Grants
- b) Provide a consistent and equitable process for the assessment and allocation of Community Grants

3. Scope

This policy applies to Councillors, staff and community representatives involved in the management of Council Community Grants.

4. Policy

Council will:

- a) Provide an overall annual budget for the Community Grants Program equal to 1% of General Rate Income



- b) Assess and allocate grants in accordance with the attached Meander Valley Council Community Grants Policy Guidelines

5. Legislation and Associated Council Policies

Local Government Act 1993 (Section 77)

Policy No. 1 Risk Management

Policy No. 75 Community Organisations Regulatory Fees Refund Scheme

Policy No. 78 New and Gifted Assets

Community Development Framework 2013

6. Responsibility

Responsibility for the operation of this policy rests with the Director, Governance & Community Services.

COMMUNITY INCENTIVE GRANTS POLICY GUIDELINES (2017)

CONTENTS

1. COMMUNITY GRANTS:	<i>Page</i>
Program Outline	2
Administrative Support Structure	6
Application & Allocation Process	8
Accountability & Evaluation	9
2. COMMUNITY ORGANISATIONS REGULATORY FEES REFUND SCHEME	11
3. TOWNSCAPE INCENTIVE GRANTS SCHEME	12

INTRODUCTION

These Guidelines direct the operations of Community Incentive Grants which facilitate the distribution of Council funds to community groups and individuals. They are supported by Community Incentive Grants Policy No. 82.

The Grants support projects and activities that address community needs through:

- Special Events
- Sport & Recreation
- Community Development

Community Incentive Grants have three components:

1. Community Grants
2. Community Organisations Regulatory Fees Refund Scheme
3. Townscape Incentive Grants Scheme

1. COMMUNITY GRANTS:

Program Outline

Mission Statement

The Meander Valley Council aims to support local communities to effectively meet the needs of their residents.

Objective

Through the Community Grants Program, Council may provide financial grants to groups/organisations/clubs located in or benefiting the Meander Valley Council area to undertake community development projects. Council will support projects that encourage self-help and self-reliance, enhance access to existing services, address an unmet community need, or improve the life opportunities of those who are disadvantaged.

Eligibility

Any community group, organisation or club that is:

1. Legally incorporated or operating under the auspices of an incorporated body
2. Not for profit
3. Located in, or benefiting the Meander Valley Council area
4. Inclusive in its membership
5. Substantially reliant on voluntary membership and workers
6. Able to demonstrate sound management practices
7. Able to demonstrate an appropriate level of self-help to the project

COMMUNITY INCENTIVE GRANTS - POLICY GUIDELINES (2017)

Selection Criteria

For a project to be considered by the Grants Committee it should:

1. Have a clearly stated purpose and a practical and viable plan for achieving this purpose
2. Be an appropriate response to a community need
3. Not duplicate other locally available services
4. Not be exclusive of the general community on religious, political, racial or gender grounds
5. Encourage volunteer involvement

Nature of Grants

1. Financial grants are available for eligible projects.
2. Grants will not be given for money already spent.
3. Grants will not be given to directly fund a salaried or waged position.
4. The maximum grant available will be \$3,000 although higher amounts may be considered if the Grants Committee feels that circumstances warrant it.
5. Applicants may only seek one grant per project, per year.
6. Recurrent grants may be considered if the Grants Committee feels that circumstances warrant it.
7. An allocation of the annual Community Grants budget will be reserved for use as Sponsorship and Establishment Grants throughout the financial year. Any under-spend will be returned to the Community Grants budget.

COMMUNITY INCENTIVE GRANTS - POLICY GUIDELINES (2017)

Priority Criteria

Some projects will receive higher priority based on the:

1. Level of volunteer/in-kind and financial input from the group
2. Potential to address an unmet need
3. Potential to enhance opportunities for those who are disadvantaged
5. Number of people to benefit from the project
6. Level of community acceptance and support

Application

1. Applications for funding must be made on the prescribed Application Form and may be submitted all year round.
2. The Grants Committee will meet quarterly to assess applications (i.e. March, June, September and December). Applications need to be received by Council no later than the fifteenth day of the month of assessment.
3. Should funds be expended early, applications will be directed to another source of funding or referred to the next financial year.
4. All necessary supportive documentation must be included with the Application Form for it to be considered (*e.g. proof of incorporation, financial statements, quotations etc*).
5. Council's Community Development staff will assist applicants in the preparation of applications where required.
6. An annual grants information session will be held.

COMMUNITY INCENTIVE GRANTS - POLICY GUIDELINES (2017)

Notification

1. All applications will be acknowledged in writing
2. All applicants will be notified of grant outcomes in writing
3. The decision of whether to award a grant is final. Feedback may be provided on request.

Establishment Grants

New community organisations with convened committees may apply for a one-off establishment grant up to a maximum of \$250.

Sponsorships

1. Sponsorship donations may be made to organisations in support of charitable activities. It is acknowledged that such requests may occasionally be received outside the normal grant assessment cycle. In these circumstances, the requests may be funded with the authorisation of the General Manager. Such actions will be reported to Council through the quarterly Community Incentive Grants agenda item.
2. Sponsorship donations may be made to individuals who have been selected on merit to participate or compete in an event of national or international significance. The maximum donation recommended to apply is as follows:
 - Individuals participating or competing in a significant event within Australia - \$150
 - Individuals participating or competing in a significant event internationally - \$300
 - Applicants must live within the Meander Valley Council Local Government Area.
 - Requests for sponsorship must be accompanied by an official letter from the club/selection committee confirming the individual's participation in the event.
 - Either the Community Development Manager or Community Officer will authorise funding for individual sponsorships in liaison with the General Manager and Grants Administrator. These will be reported to Council through the quarterly Community Incentive Grants agenda item.
3. No sponsorship applications of any kind will be accepted after the event.
4. Applicants may only seek one sponsorship donation per financial year.

COMMUNITY INCENTIVE GRANTS - POLICY GUIDELINES (2017)

Administrative Support Structure

The Community Development Manager will be responsible for the general management of the Community Grants Program supported by the Grants Administrator. This involves:

1. General promotion of the Program and dealing with public enquiries
2. Calling for applications
3. Assisting groups with application preparation
4. Preparing reports for the Grants Committee
5. Attending Grants Committee meetings and assisting with decision making
6. Arranging payment of grants
7. Maintaining on-going support and involvement with funded projects-in-progress
8. Ensuring evaluation reports, financial statements etc are returned by project managers and reported on to Council

Grants Committee

Membership:

1. The Grants Committee will comprise one officer from Community and Development Services and one other Council Officer together with two elected members, nominated by Council.
2. The Community Development Manager and Grants Administrator will assist the process, but not participate in decision-making.
3. The Grants Committee may invite other persons to be present to discuss certain projects; such as those with particular expertise or involvement.

COMMUNITY INCENTIVE GRANTS - POLICY GUIDELINES (2017)

Decision Making:

1. Recommendations of the Grants Committee shall be made by consensus (rather than voting).
2. Recommendations of the Grants Committee shall be submitted to Council for approval at the next Ordinary Meeting.
3. When timelines or other circumstances prevent a worthy project from being approved by Council, the Grants Committee may seek authorisation from the General Manager.
4. Once the Grants Committee's recommendations have been approved, the applicant shall be notified in writing of the outcome.

Meetings:

The Grants Committee will determine its own quarterly meeting times or will meet at the request of the Community Development Manager

Review

The Community Incentive Grants Policy Guidelines will be reviewed every four years in line with the Community Incentive Grants Policy. Application and information forms will be reviewed annually.

COMMUNITY INCENTIVE GRANTS - POLICY GUIDELINES (2017)

Application & Allocation Process

Call for Applications

Applications will be invited throughout the year via advertising in local newspapers, Council's website and social media.

Application Kit

All potential applicants should be provided with guidelines for the application and an application form.

Liaising with Applicants

Community Development staff will liaise with potential applicants as required to assist in preparing the application to an acceptable standard, focus the applicant on key aspects of the guidelines or, if applicable, encourage applicants to seek more appropriate sources of funding.

Application Received

Once an application is received, the Community Development Manager or Community Officer will review the application in terms of the guidelines and liaise with the applicant as required.

Grant Approval

A recommendation to Council for payment of grants in each quarter will be listed as an agenda item for Council's approval.

COMMUNITY INCENTIVE GRANTS - POLICY GUIDELINES (2017)

Accountability & Evaluation

Specific Conditions of Grant

In some instances, specific conditions may be applied by the Grants Committee before a grant is actually made. Such conditions may include meeting government licensing requirements, meeting safety standards, complying with Council regulations etc.

These must be outlined to the applicant in writing and reviewed prior to disbursement of the grant.

Sound Management

All applicants must demonstrate sound management practices in the management of their projects.

Conditions of Grant

Applicants are required to comply with the following Conditions of Grant:

- Be a legally incorporated entity or be operating under the auspices of another incorporated entity. This status must exist for the life of the project
- Maintain accurate financial records in regard to grant expenditure and undertake normal accountability procedures
- Obtain the written approval of Council before making any alterations to grant expenditure
- Ensure that appropriate insurance cover is taken out and maintained for the life of the project
- Not dispose of, or transfer any equipment or items covered by the grant without the prior written consent of Council
- Advise Council if their affairs are being wound-up or if they go into recess. In these circumstances they must follow the instructions of Council in regard to disposing of or transferring any equipment or items covered by the grant, or any portion of the grant not expended

COMMUNITY INCENTIVE GRANTS - POLICY GUIDELINES (2017)

- Provide an Evaluation Report on the project within 60-days following the completion of the project (a template will be provided)
- Acknowledge the input of Council in promotional material and at public events related to the project

Evaluation Reports

Evaluation reports will be reviewed by the Community Development Manager who will in turn report on the progress of projects to Council.

Project Liaison

Community & Development Services staff will maintain a degree of liaison with applicants and project managers throughout the life of the project. Apart from the supportive nature of this relationship it also alerts Council to any problems that emerge for which some action may need to be taken.

COMMUNITY INCENTIVE GRANTS - POLICY GUIDELINES (2017)

2. COMMUNITY ORGANISATIONS REGULATORY FEES REFUND SCHEME

The Community Grants incorporate an annual allocation (currently \$10K) against which community organisations may apply for a refund of regulatory fees charged by Council for 'one-off' community projects within Meander Valley. Any under-spend will be returned to the Community Grants budget.

Community Organisations

Applicant eligibility is defined on page 2 of this document

Community Projects

- Will typically be a one-off occurrence such as a non-recurring event or the building of a structure
- Will be generally accessible as a public amenity
- Will not generate ongoing cash flow from fees or charges
- Will not include residential developments such as aged care facilities

Applicable Fees

- Are those regulatory fees charged by Council pertaining to developments and will typically be restricted to building, permit authority, planning, plumbing, place of assembly permits and food licence fees.
- The refunds will only apply to Council generated fees and charges and do not include fees and charges collected by Council on behalf of third parties such as government agencies.
- Organisations may apply for up to two fee refunds in any financial year.

Application and Assessment

Applications for a refund of fees are to be made in writing to the Community Development Manager following the submission of a permit application and fees being paid. They will be assessed by the Grants Committee at its quarterly meeting and reported to Council through the quarterly Community Incentive Grants agenda item.

COMMUNITY INCENTIVE GRANTS - POLICY GUIDELINES (2017)

3. TOWNSCAPE INCENTIVE GRANT SCHEME

Council will provide an annual budget allocation (currently \$5K) against which property owners in the Meander Valley Council Local Government Area may apply for a grant to improve the external appearance of their building and gardens in keeping with traditional characteristics and heritage principles. The intention is to see our older, historic buildings appropriately restored in authentic colour schemes and enhanced through sympathetic landscaping. The Scheme especially lends itself to:

- Buildings classified by the National Trust
- Buildings on the National Estate Register
- Buildings on the Tasmanian Heritage Register
- Significant buildings within the municipality

A maximum grant of \$1,200 is available to each successful applicant.

The following factors will be considered in assessing the amount of grant given:

- Cost of project
- Impact of project on general townscape
- Situation and type of building
- Proposed work to be carried out (painting only or painting and buildings restoration or landscaping)
- Any signage
- Amount of rates paid

Applicants may only receive one grant per ownership.

Application and Assessment

1. Applicant makes submission on the prescribed form. Assistance will be given to the applicant as required
2. Once received, the application will be referred to the Grants Committee for assessment
3. The applicant may proceed with the work once a grant has been recommended
4. After the final inspection, a recommendation on the amount of grant will be submitted to the next Townscape Reserves and Parks Committee meeting for endorsement
5. The grant approved will then be deducted from the next rate demand or if the
6. rates have been paid in full, a cheque will be forwarded to the applicant
7. Any application received after the current year's budget allocation has been expended will be carried over to the next financial year
8. Grants will not be made retrospectively to projects that have been completed prior to application
9. Outcomes will be reported to Council through the quarterly Community Incentive Grants agenda item.

C&DS 8 REVIEW OF POLICY NO. 43 - DOG MANAGEMENT

1) Introduction

The purpose of this report is for Council to review existing Policy No 43 – Dog Management.

2) Background

The Dog Management Policy is required by section 7 of the Tasmania Dog Control Act 2000 to be reviewed every five years.

The Dog Management Policy was last reviewed by Council in 2012. The revised Policy was considered at the 27 June 2017 Council Workshop.

3) Strategic/Annual Plan Conformance

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

- Future Direction (4): A healthy and safe community

4) Policy Implications

The purpose of the Policy is to ensure that the approach to dog management is up to date and appropriate for the management of dogs in the Meander Valley local government area.

5) Statutory Requirements

Section 7 of the Dog Control Act 2000 requires Council to review the Dog Management Policy at least once every five years.

6) Risk Management

The Dog Management Policy assists in the provision of a safe community.

7) Consultation with State Government and other Authorities

Consultation occurred with relevant welfare authorities. Notices were sent to the R.S.P.C.A, Dogs Home Of Tasmanian, Tasmanian Canine Association and the Meander Valley Veterinary Practice.

8) Community Consultation

The general community were advised of the review of the Dog Management Policy through advertising in the Examiner on the 29/4/2017 and 13/5/2017 and a news story in the Examiner on the 2/5/2017

9) Financial Impact

Not applicable.

10) Alternative Options

Council can elect to amend the proposed Dog Management Policy.

11) Officers Comments

To date no submissions have been received by Council.

AUTHOR: Neville Scott
GENERAL INSPECTOR

12) Recommendation

It is recommended that Council adopt the following Dog Management Policy for the next five years as follows:

POLICY MANUAL

Policy Number: 43

Dog Management

Purpose:

To establish a Dog Management Policy for the Municipal Area that complies with The Dog Control Act 2000.

Department:

Community & Development Services

Author:

Neville Scott

Council Meeting Date:

~~17 April, 2012~~ 11 July 2017

Minute Number:

~~62/2012~~

Next Review Date:

~~April 2017~~ April 2022

POLICY

1. Definitions

2. Objective

The objectives listed in this section have been developed to guide the Dog Management Policy and to ensure that Council consistently and effectively fulfils its responsibilities under the Dog Control Act 2000, particularly with regard to the protection of residents' rights.

The objectives of the Policy are:

1. To ensure that owners of dogs comply with their obligations under the Dog Control Act 2000.
2. To prevent the danger caused by dogs to the public and to other dogs and animals.
3. To minimise the distress and nuisance caused by dogs to the public.
4. To actively promote the responsible ownership of dogs.
5. To provide for the reasonable exercise and recreational needs of dogs.

3. Scope

All Dogs and owners of dogs residing within Meander Valley Council in the Municipality local government area.

4. Policy

COMPLAINTS AND NUISANCE PROVISIONS

Council will consider every complaint received. Issues raised will be investigated in a manner which ensures that all facts are considered to avoid vexatious and false complaints being supported. Where necessary, Council will institute proceedings against a dog owner for an offence under Section 46 of the Dog Control Act 2000.

MONITORING AND EVALUATION

An annual report will be prepared and presented to Council for noting their information to evaluate the ongoing effectiveness of this policy as well as determining the extent to which the objectives of the policy have been met.

The report will include the following indicators.

- Number of dogs registered
- Number of dogs impounded
- Number of Infringement Notices issued
- Number of formal complaints received and actions taken
- Financial evaluation of the provision of animal control services
- Number of kennel licenses issued
- Summary of dogs declared to be dangerous

CODE OF RESPONSIBLE DOG OWNERSHIP

Council is committed to the objective of promoting responsible dog ownership and has adopted the following code which requires dog owners to:

- Ensure that the dog is kept under control at all times
- Ensure that the dog is registered in accordance with the Dog Control Act 2000, with a financial incentive provided for owners to de-sex dogs that are not being kept for intentional breeding purposes
- Ensure that the dog receives necessary care and attention in accordance with good veterinary practice, and is supplied with adequate food, water and shelter.
- Ensure that the dog receives adequate exercise
- Take all reasonable steps to ensure that the dog does not cause a nuisance to any other person, whether by persistent or loud barking/ howling or by any other means.
- Take all reasonable steps to ensure that the dog does not injure, endanger, intimidate, or otherwise cause distress to any person
- Take all reasonable steps to ensure that the dog does not injure, endanger, or cause distress to any stock, poultry, domestic animal, or protected wildlife
- Take all reasonable steps to ensure that the dog does not damage or endanger any property belonging to any other person
- Comply with all regulations under the Dog Control Act 2000, including the requirement for the person in charge of a dog to immediately remove and dispose of faeces left by the dog in a public place or in a place not owned by the person

EDUCATION

Council will make available a pamphlet which includes information on:

- the requirements of the Dog Control Act 2000
- the code of responsible dog ownership
- the role and function of Council and Council's responsibilities to the community regarding dog management
- services available to assist community members to be responsible dog owners

Council Officers will, upon request, visit local schools to make presentations to students on dog ownership issues and responsibilities.

MUNICIPAL DOG POUND

Council will operate a Municipal dog pound in accordance with the requirements of the Dog Control Act 2000.

Every effort will be made to secure an alternative home for dogs admitted and not claimed, however, dogs will be euthanased as a last resort when required.

The information pamphlet will include encouragement for dog owners to contact Council in the event of losing their dog. Such action aims to facilitate the reuniting of impounded dogs with owners.

FEES

Council strives to set dog registration fees that are affordable by dog owners, yet provide a return for the costs associated with the delivery of dog control services.

Dog owners will be encouraged to register their dogs early in the financial year. Encouragement in this regard will be offered by the way of a discount if registration fees are paid prior to the 31 July August each year.

In developing registration fees each year Council will utilise the following principles:

- Owners of sterilized de-sexed dogs will be levied an amount as affordable as possible
- Owners who choose not to sterilise de-sex to keep entire dogs (either male or female) will be required to pay a higher level of fees
- Pensioners will be provided with an opportunity to register their first dog at a discounted rate
- Owners with an I.D. card from an approved Training Institute who keep either guide dogs, hearing dogs or companion dogs are not charged
- Owners of dogs kept for breeding purposes and registered with the TCA will be levied a fee that recognises the purpose for which they are kept. The fee will, however, be discounted from that which would normally apply to an entire animal
- Owners of Greyhounds registered with the Tasmanian Greyhound Racing Board will be provided with an opportunity to register the animal at a discounted rate
- Owners of working dogs will be provided with an opportunity to register the animal at a discounted rate

Owners seeking concessional registration (ie. pensioners or owners of sterilised or greyhound dogs) may need to produce written evidence of eligibility as prescribed in the Act. In the case of working dogs, a demonstration of working stock may be required. Breeders must produce a current Stud Prefix issued by the TCA.

Council will set its dog fees at its ordinary Council meeting held in May of each year. The fees will be advertised and standard renewal notices will be provided to all those who have registered a dog previously.

Council will undertake a full audit of dogs in the municipal area every 5 years.

PROPOSED DECLARED AREAS

Under the Act, Council can declare dog exercise areas on land solely under the jurisdiction of the Council, where dogs can be exercised off the lead if under effective control at all times.

The exercise areas proposed are:

Prospect: Pitcher Parade (western side of Wetlands area)

Hadspen: River Reserve from Foote Street to Browne Street

Westbury: part of Town Common

Deloraine: part of Deloraine Community Complex site

5. Legislation

Dog Control Act 2000

6. Responsibility

Responsibility for the operation of the policy rests with the Director, **Community and Development Services.**

DECISION:

GOV 1 2016-2017 ANNUAL PLAN – QUARTERLY REVIEW

– JUNE 2017

1) Introduction

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

2) Background

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

3) Strategic/Annual Plan Conformance

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

4) Policy Implications

Not applicable.

5) Statutory Requirements

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

6) Risk Management

Not applicable.

7) Consultation with State Government and other Authorities

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

8) Community Consultation

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

9) Financial Impact

Not applicable.

10) Alternative Options

Not applicable.

11) Officers Comments

In the June quarter there were 121 targets.

Of these targets – 114 were achieved, 8 in progress and 3 deferred.

Program 1.2 Risk Management
Activity 1.2.2 Implement the Internal Audit Program
Target: Conduct Audit
Comment: The Risk Management Committee determined that resources should be directed toward closing off the open risk mitigation actions before conducting the next internal audit. An internal audit will be undertaken in the December quarter.

Program 1.4 Other Governance Functions
Activity 1.4.6 Prepare Human Resources Plan
Target: Begin consultation with staff
Comment: This was an initiative proposed by the previous General Manager. Following changes to the organisational structure made in January 2017 the purpose of this project will be reviewed and if it proceeds will be deferred until next financial year.

Program 3.1 Emergency Services
Activity 3.1.1 Co-ordinate the Municipal Emergency Management & Recovery Committee (MEMRC)
Target: Chair quarterly meeting
Comment: Meeting deferred so that it would be held after the June NREMC meeting.

AUTHOR: Martin Gill
GENERAL MANAGER

12) Recommendation

It is recommended that Council receive and note the Annual Plan review for the June 2017 quarter.

DECISION:



2016/2017
June
Quarterly Review



Meander Valley Council

Meander Valley Council Annual Plan 2016-2017

Index

Overview	2
Fast Facts about the Meander Valley	3
Budget Estimates	4
Rates and Charges	5
Policy Review	6
Document Review	8
GOVERNANCE AND COMMUNITY SERVICES	
1.1 Secretarial and Administrative support	10
1.2 Risk Management	12
1.3 Employee Health and Safety Management	14
1.4 Other Governance Functions	17
1.5 Community Development	19
1.6 Services To Young people	21
1.7 Recreation and Sport Services	23
1.8 Indoor Recreation Facilities Management	24
CORPORATE SERVICES	
2.1 Financial Services	26
2.2 Financial Management & Reporting	28
2.3 Information Technology	30
2.4 Information Management	31
2.5 Human Resources	32
INFRASTRUCTURE SERVICES	
3.1 Emergency Services	34
3.2 Transport	36
3.3 Property Services	38
3.4 Parks & Recreation	40
3.5 Asset Management and GIS	42
3.6 Waste Management and Resource Recovery	44
3.7 Stormwater Management	46
DEVELOPMENT SERVICES	
4.1 Land Use & Planning	48
4.2 Building Control	50
4.3 Environmental Health	51
4.4 Plumbing & Drainage Control	53
4.5 General Inspector	54
WORKS	
5.1 Parks, Reserves, Sports Grounds and Cemeteries	55
5.2 Roadside Verges and Nature Strips	56
5.3 Roads	57
5.4 Toilets, Street Cleaning and Litter Collection	58
5.5 Urban Stormwater	59
5.6 Plant	60
5.7 Works and Maintenance Program	61
ECONOMIC DEVELOPMENT & SUSTAINABILITY	
6.1 Natural Resource Management	62
6.2 Economic Development	63

Meander Valley Council Annual Plan 2016-2017

Overview

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

The coming year will see Council deliver the following projects -

- Plan and implement Waste Management Strategy Action Plan;
- Prepare Local Provision Schedules for inclusion in the new Tasmanian Planning Scheme;
- Continue to implement and further develop the Hadspen Urban Growth Plan;
- Develop further stormwater system management plans in line with the risk assessment action plan;
- Deliver projects identified in the Prospect Vale/Blackstone Heights Structure Plan and Hadspen, Westbury and Deloraine Outline Development Plans;
- In conjunction with the other northern councils, undertake the delivery of the Northern Tasmania Street Light Program to replace existing street lights with light emitting diode (LED) lights.
- Continue with a variety of projects to reduce energy consumption and improve energy efficiencies across Council and Meander Valley communities.

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

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

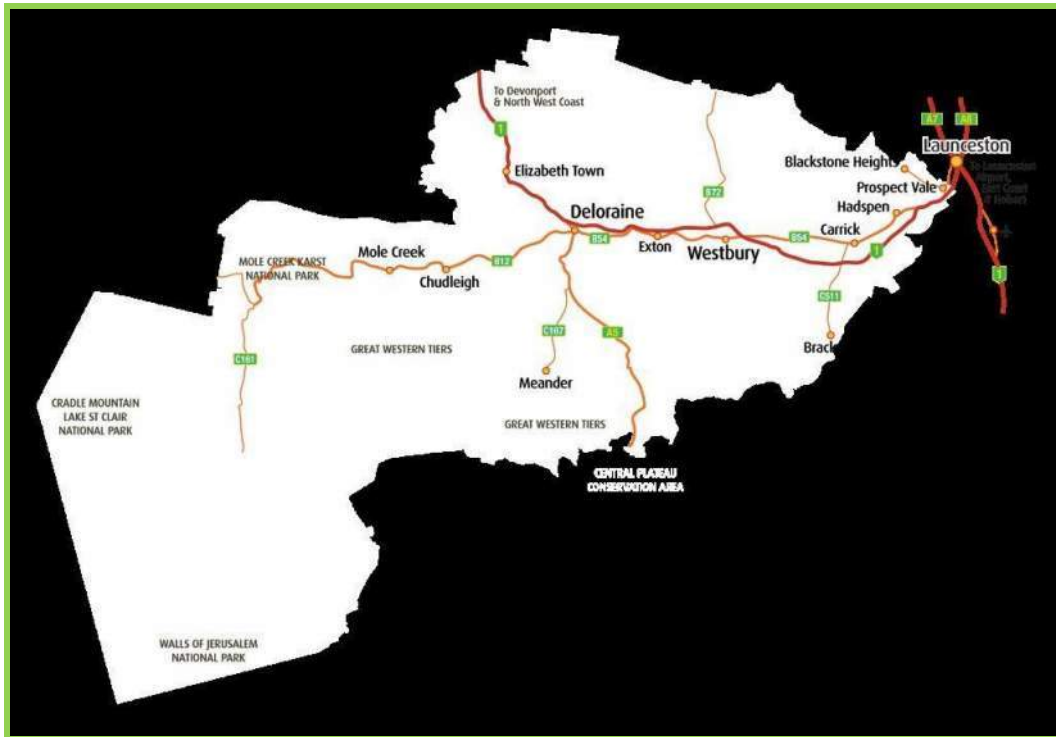
Along with other councils in the region, Council will participate in a service delivery benchmarking project, which will be used to identify opportunities for shared services or resource sharing between councils. This project will conform to the State Government's criteria for local government reform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

Once again an extensive Capital Works Program, valued at \$10.297 million, will be delivered. The value of the works approved is in line with the projections in the Long Term Financial Plan, with \$3.06 million of this figure being allocated to building new and upgraded infrastructure. Council will also deliver \$ 2.612 million in additional Australian Government Grants for roads and bridges.

Meander Valley Council Annual Plan 2016-2017

Fast Facts about the Meander Valley

Rateable assessments	9,883
Capital value of properties	\$3,204,558,600
Adjusted Assessed annual value of properties	\$150,410,742
Residential population (estimate)	19,686
Geographical area	3,821 sq kms
Number of Councillors	9
Sealed Roads	564kms
Unsealed Roads	257kms
Bridges	223



Meander Valley is a large and diverse area of Tasmania’s northern region, which offers an assortment of enticing lifestyle opportunities. The varying landscape ranges from alpine mountain peaks to extensively forested areas, productive agricultural lands, historic towns and villages, and the urban community of Launceston. There are abundant small businesses and major enterprises, such as Country Club Tasmania and Tasmanian Alkaloids which offer great employment prospects to locals. The Meander Valley skyline is dominated by the mountains of the Great Western Tiers and World Heritage Area, which form a dramatic backdrop to a rural landscape that in many areas is divided by traditional English hedges. Small townships and villages are found throughout the area. The seamless combination of mountains and rural landscapes, villages and townships gives Meander Valley its unique look and feel; something that visitors recognise as distinctly Tasmanian.

Meander Valley Council Annual Plan 2016-2017

Budget Estimates

	2015-2016	2016-2017
Revenue:		
Rate Revenue	10,832,600	11,286,500
Fees and User Charges	1,119,300	1,101,700
Contributions and Donations	350,600	311,800
Interest	961,300	907,300
Grants and Subsidies	6,093,200	6,960,500
Other Revenue	995,900	1,013,200
Total Operating Revenue:	20,352,900	21,581,000
Operating Expenditure:		
Employee Costs	6,028,000	6,150,000
Maintenance and Working Expenses	6,054,400	6,155,200
Interest on Loans	311,300	271,300
Depreciation	4,963,400	4,961,000
Payments to Government Authorities	1,028,600	1,075,600
Other Payments	236,300	245,000
Total Operating Expenditure:	18,622,000	18,858,100
Operating Surplus/Deficit:	1,730,900	2,722,900
Underlying Surplus/(Deficit)	839,900	1,796,700
Capital Expenditure	8,862,000	15,033,100
Repayment of Loans:		
Asset Sales:	215,000	215,000
Closing Cash Balance:	19,360,115	13,586,500
Net assets:	232,800,000	241,089,300

Meander Valley Council Annual Plan 2016-2017

Rates and Charges

The following rates and charges will apply for 2016-2017:

General rate:	All rateable properties are applied a General Rate of 6.0078 cents in the \$ of AAV with a minimum charge of \$135.
Waste Management:	For properties without a kerbside collection service the charge is \$46. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$176 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$204 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$362 for one 240L mobile garbage and one mobile recycling bin.
Fire Levies:	All properties within the municipal area are rated based on the income requirements of the State Fire Commission. Properties within the Launceston Permanent Brigade District are applied a rate of 1.4034 cents in the \$ of AAV with a minimum of \$38. Properties within the Volunteer Brigade Districts are applied a rate of 0.3931 cents in the \$ of AAV with a minimum of \$38. All other properties are applied a rate of 0.3614 cents in the \$ of AAV with a minimum of \$38.
Payment Method:	Ratepayers are provided with the option of paying their rates in full, with no discount for early payment, or paying their rates in four approximately equal instalments due on 31 August 2016, 31 October 2016, 31 January 2017 and 31 March 2017.
Penalties for late payment:	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 7.50% per annum (2c per \$100 per day).

Council's rating policy No 77 is available on the website www.meander.tas.gov.au

SUMMARY June 2017 Quarterly Review

Area	Achieved	In Progress	Deferred
1. Governance	35	1	3
2. Corporate Services	18	0	0
3. Infrastructure Services	28	1	1
4. Development Services	13	2	0
5. Works	11	0	0
6. Economic Development	7	2	0
OVERALL TOTALS	112	6	4
Action Definitions for Reporting Purposes: Ongoing; In Progress; Achieved; Cancelled; Deferred; Not Achieved			

POLICY REVIEW

POLICY REVIEWS	Audit Panel By 28/6	Council By 30/09	Audit Panel By 22/12	Council By 31/12	Audit Panel By 23/3	Council By 31/3	Audit Panel By	Council By 30/6
Governance: <ul style="list-style-type: none"> • Vandalism Reduction Incentive • Councillors Expense Entitlements • Community Organisations Regulatory Fees Refund Scheme • Management of Public Art 	21	21	24	24	80	80	75	75
Corporate Services: <ul style="list-style-type: none"> • Recreation Facilities Pricing • Rates and Charges 	77	77	56	56				
Infrastructure Services: <ul style="list-style-type: none"> • Stock Underpasses on Council Roads • Reimbursement for Disposal of Materials at Tip Sites • Driveway Crossovers • Infrastructure Contributions • Asset Management 	2 4	2 4	15	15	20 60	20 60		
Development Services: <ul style="list-style-type: none"> • Building Approval in incomplete Subdivisions • Public Open Space Contributions • Building Plans and Approval Lists • Private Timber Reserves 			22	22	6	6	11 36	11 36

<ul style="list-style-type: none"> • Dog Management • Adhesion Orders • Street Dining and Vending 	62 72	62 72					43	43
Works: <ul style="list-style-type: none"> • Nil 								
Economic Development and Sustainability <ul style="list-style-type: none"> • Conservation Covenant Incentive Scheme • Industrial Land Development • Social Media 	74 76	74 76					81	81

DOCUMENT REVIEW

OPERATION Document Reviews	By 30 September	By 31 December	By 31 March	By 30 June
Governance: Style Manual Delegations Special Committees of Council Customer Service Charter		Style Manual Special Committees of Council	Delegations	Customer Service Charter
Corporate Services: Human Resource Policy Manual				Human Resource Policy Manual
Infrastructure Services: Nil				
Development Services: Nil				
Works: Nil				
Economic Development and Sustainability Nil				

Due for review (other than annually):

Business Continuity Plan (next full review 2018/19)

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

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

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

Code of Conduct (within 12-months of an ordinary election, next review after 2018 local government elections)

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

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

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

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

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

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

Evacuation Plans for Council Buildings (every 5 years – next review 2019/20)

External WH&S Audit (every 3 years – next review 2018/19)

Due for review annually

Style Manual

Delegations

Special Committees of Council

Governance and Community Services

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver Annual Plan	Prepare quarterly review Achieved	Prepare quarterly review Achieved	Prepare quarterly review Achieved	Prepare quarterly review. Prepare 2017/18 Annual Plan Achieved
2	Prepare Annual Report	Complete draft for printing Achieved	Complete report and present at AGM Achieved		
3	Conduct Annual General Meeting (AGM)		Advertise, organise and conduct AGM Achieved		
4	Prepare Council Meeting Agendas and Minutes, Briefing Reports and Workshop Agendas	Prepare for each meeting Achieved	Prepare for each meeting Achieved	Prepare for each meeting Achieved	Prepare for each meeting Achieved
5	Policy Review	Review as per schedule Achieved	Review as per schedule Achieved	Review as per schedule Achieved	Review as per schedule Achieved
6	Conduct Australia Day (AD) event	Review AD criteria. Call for nominations Achieved	Assess nominations. Plan civic function Achieved	Conduct a civic function on AD Achieved	
7	Operations Document Review	Review as per schedule	Review as per Schedule	Review as per schedule	Review as per schedule

		Achieved	Achieved	Achieved	Achieved
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Resource requirements

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

Action performance targets

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

Directorate	1. Governance & Community Services	Program number and title	1.2 Risk Management
Program Objective	Minimise risk to our people and the public		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Implement Risk Management Framework	Review the framework Achieved	Action the framework Achieved	Action the framework Achieved	Action the framework Achieved
2	Implement the Internal Audit Program	Review of Audit outcomes Achieved	Conduct Audit Achieved	Review of Audit outcomes Achieved	Conduct Audit Deferred
3	Conduct Risk Management Committee meeting	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved
4	Business Continuity Plan (BCP)			Yearly review and update Achieved	
5	Co-ordinate functions of the Audit Panel	Conduct meeting as per Audit Schedule Achieved		Conduct two meetings as per Audit Schedule Achieved	Conduct meeting as per Audit Schedule Achieved

Resource requirements

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

Action performance targets

N/A

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Health and Safety Committee operation	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved
2	Conduct Driver training course	Organise course Achieved	Course held Achieved	Review effectiveness of course Achieved	
3	Deliver a Health and Wellbeing Program	Conduct quarterly meeting and implement programs Achieved	Conduct quarterly meeting and implement programs Achieved	Conduct quarterly meeting and implement programs Achieved	Conduct quarterly meeting and implement programs Achieved
4	Conduct emergency evacuation drills		Conduct drill – Council Office and GWTVC Achieved		Conduct drill – Council Office and GWTVC Achieved
5	Conduct Staff Survey	Implement Action Plan Achieved	Issue survey Deferred	Report to staff on results of survey. Prepare action plan Deferred	
6	Workplace Consultative Committee operation	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting

		Achieved	Achieved	Achieved	Achieved
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7	Review Evacuation Plans				Review Plans Achieved
8	Conduct pre-start review of safety systems and verification by worksite inspection	Conduct reviews Achieved	Conduct reviews Achieved	Conduct reviews Achieved	Conduct reviews Achieved

Resource requirements

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

Directorate	1. Governance & Community Services	Program number and title	1.4 Other Governance Functions
Program Objective	To provide good governance		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Participation in Northern Tasmania Development Corporation Ltd (NTDC)	Attend NTDC Local Government Committee Meeting Achieved	Attend NTDC Local Government Committee Meeting Achieved	Attend NTDC Local Government Committee Meeting Achieved	Attend NTDC Local Government Committee Meeting Achieved
2	Convene meetings of the Customer Service Group	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved
3	Convene meetings of the Merit User Group	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved
4	Provide support to the Townscape Reserves and Parks Special Committee (TRAP)	Conduct meeting and report on outcomes Achieved	Conduct meeting and report on outcomes Achieved	Conduct meeting and report on outcomes Achieved	Conduct meeting and report on outcomes Achieved
5	Review Council's Delegation Register		Review register Achieved		
6	Prepare Human Resources Plan			Prepare framework for Plan Deferred	Begin consultation with staff Deferred
7	Participate in benchmarking project with other Councils in the northern region	Engage a consultant to undertake project Achieved	Deliver report to Council In Progress	Develop future Action Plan In Progress	Develop future Action Plan Achieved
8	Conduct Community Satisfaction Survey				Conduct survey Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$62,000	MVC	General Manager
2	N/A	MVC	Director Gov and CS
3	N/A	MVC	Director Gov and CS
4	N/A	MVC	Director Gov and CS
5	N/A	MVC and Consultant	General Manager
6	N/A	MVC	General Manager
7	\$12,000	MVC and Consultant	General Manager
8	\$8,000	Consultant	Director Gov and CS

Action performance targets

N/A

Directorate	1. Governance & Community Services	Program number and title	1.5 Community Development
Program Objective	Working with the community for the benefit of all		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Facilitate the operation of the Meander Valley Community Safety Group	Conduct meeting and report on progress Achieved	Conduct meeting and report on progress Achieved	Conduct meeting and report on progress Achieved	Conduct meeting and report on progress Achieved
2	Deliver the Community Grants Program	Acquit Round 1 and advertise Achieved	Acquit Round 2 and advertise Achieved	Acquit Round 3 and advertise Achieved	Acquit Final Round and advertise Conduct Grants Information Forum Achieved
3	Conduct the Meandering Art Exhibition	Establish Schools artist in residence workshops Achieved	Conduct Meandering exhibition Achieved	Evaluate Meandering Exhibition and Schools artist in residence workshops Achieved	Advertise Schools' artist in residence workshops to schools Cancelled
4	Support Positive Ageing Programs	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved
5	Develop and manage the Public Arts Policy	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved
6	Provide Strategic Business and Planning assistance to community groups	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$1,000	MVC/DIER	Community Development Manager
2	\$87,000	MVC	Community Development Manager/Admin support
3	\$5,000	MVC	Community Development Manager/Personal Assistant
4	\$2,000	MVC	Community Development Manager
5	N/A	MVC	Community Development Manager
6	N/A	MVC	Community Development Manager

Action performance targets

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

Directorate	1. Governance & Community Services	Program number and title	1.6 Services To Young people
Program Objective	To address and support the needs of young people through responsive and participatory approaches		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Conduct School Holiday Program	Conduct and report Achieved	Conduct and report In Progress	Conduct and report Achieved	Conduct and report Evaluate overall outcomes Achieved
2	Conduct Stepping Stones Camps	Conduct program Achieved	Conduct program Achieved	Conduct program Achieved	Conduct program and evaluate overall outcomes Achieved
3	Conduct Community Recreation Leaders' Award Program (subject to numbers)	Conduct tutored program In Progress	Report on progress n Progress	Report on progress In Progress	Evaluate outcomes In Progress
4	Conduct 'National Youth Week' Event			Prepare and advertise event Achieved	Conduct event Achieved
5	Facilitate outdoor recreation programs	Conduct program Achieved	Conduct program Achieved	Conduct program Achieved	Conduct program Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$4,000	MVC/DHHS/Contract	Community Officer/Community Development Manager/Recreation Coordinator
2	\$10,000	MVC and Contract	Community Officer
3	\$2,000	MVC	Community Officer/Community Development Manager
4	\$2,000	MVC/DPAC	Community Officer
5	\$13,000	MVC and Contract	Community Officer

Action performance targets

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

Directorate	1. Governance & Community Services	Program number and title	1.7 Recreation and Sport Services
Program Objective	To provide current and future recreation and sport programs and facilities		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Support the operation of the Recreation Co-Ordination Group	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved
2	Co-ordinate usage and promotion of Prospect Vale Park and Hadspen Recreation Ground	Conduct all users meeting Achieved	Liaise with User Groups Achieved	Conduct all users meeting Achieved	Liaise with User Groups Achieved
3	Research and produce an Outdoor Recreation Facilities User Guide for Prospect Vale Park and Hadspen Memorial Centre	Draft User Guide for each venue In Progress	Liaise with users and test User Guide In Progress	Roll-out User Guide to seasonal and casual users and on-line In Progress	Review and evaluate effectiveness In Progress

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Recreation Officer
2	N/A	MVC	Recreation Officer
3	\$1,000	MVC	Recreation Coordinator

Action performance targets

No.	Performance target
1	Meeting held and goals achieved
2	User meeting held and goals achieved
3	User Guide produced and evaluated

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Operate the Deloraine Community Complex, Meander Valley Performing Arts Centre and Westbury Sports Centre on a 7-day per week basis	Operate facilities and report to performance targets Achieved	Operate facilities and report to performance targets Achieved	Operate facilities and report to performance targets Achieved	Operate facilities and report to performance targets Achieved
2	Produce Indoor Recreation Facilities Management annual report and annual budget including fees review	Produce operations report Achieved			Review fees and produce annual budget Achieved
3	Develop a strategy and implement to promote and market indoor recreation facilities to current and prospective users	Develop and implement strategy In Progress	Conduct all users meeting In Progress	Review strategy In Progress	Conduct all users meeting In Progress
4	Research and produce and Indoor Recreation Facilities User Guide for Deloraine Community Complex, Meander Valley Performing Arts Centre and Westbury Sports Centre	Draft User Guide for each venue In Progress	Liaise with users and test User Guide In Progress	Roll-out User Guide to season and casual users and on-line In Progress	Review and evaluate effectiveness Achieved
5	Research and design a pilot Meander Valley VET Work Placement Program at the Westbury Sports Centre and associated local venues		Complete research and design In Progress	Complete Pilot Program In Progress	Review and evaluate effectiveness Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$242,000	MVC	Recreation Coordinator
2	N/A	MVC	Recreation Coordinator
3	N/A	MVC	Recreation Coordinator
4	\$1,000	MVC	Recreation Coordinator
5	\$2,000	MVC	Recreation Coordinator

Action performance targets

No.	Performance target
1	Provide statistical reports on the usage and availability to Council through the Briefing Report
2	Complete operations report and budget
3	Complete strategy and hold all user meetings
4	User Guide produced and evaluated
5	Pilot Program conducted and evaluated

Corporate Services

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Raise Rates and Sundry Debtor accounts	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved
2	Complete State Authority returns	Initial State Fire and Treasury pensioner claims and Annual State Fire Levy data return Achieved			Final State Fire and Treasury pensioner claims Achieved
3	Issue Section 132 certificates (Property Rates)	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved
4	Arrange annual insurance renewals		Crime Insurance (Fidelity Guarantee renewal) Achieved	Directors and Officers and Employment Practices renewal Achieved	Annual renewals as per schedule incl. Public Liability and PI, ISR, Workers Comp. and MV Achieved
5	Reconciliation of Control Accounts	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved

Resource requirements

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

Action performance targets

No.	Performance target
1	<ul style="list-style-type: none">▪ Issue Rates notices before 31st July 2016▪ Issue Sundry Debtor notices within 10 working days of receipt of request
3	<ul style="list-style-type: none">▪ Issue 98% of Section 132 Certificates within 3 working days of entry of request
5	<ul style="list-style-type: none">▪ Reconcile rates, sundry debtor and creditors control accounts within 10 working days of the month end▪ Reconcile Payroll within 5 working days of processing.

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review and present the Long Term Financial Plan (LTFP) to Council				Review and present the LTFP to Council Achieved
2	Coordinate the development and adoption of Budget and Rating recommendations with statutory timeframes			Determine budget update program Achieved	Present budget, fees and charges to Council in June Achieved
3	Annual external reporting	Produce Statutory Accounts and complete KPI consolidated data sheets Achieved			Prepare end of year timetable for Statutory Accounts and Audit Achieved
4	Issue BAS, FBT and Payroll Tax returns within legislative timeframes	Submit BAS and Payroll Tax returns on time Achieved	Submit BAS and Payroll Tax returns on time Achieved	Submit BAS and Payroll Tax returns on time Achieved	Submit BAS and Payroll Tax returns on time Achieved
5	Provide internal financial management reports on a timely basis for decision making	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved
6	Monitor Council's short-term expenditure commitments and invest funds in accordance with Council's Investment policy	Review cash flow weekly to determine funds for investment Achieved	Review cash flow weekly to determine funds for investment Achieved	Review cash flow weekly to determine funds for investment Achieved	Review cash flow weekly to determine funds for investment Achieved

Resource requirements

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

Action performance targets

No.	Performance target
5	<ul style="list-style-type: none">▪ Produce and distribute ongoing project expenditure reports▪ Produce and distribute monthly operating statements within 10 working days of end of month▪ Submit September, December and March quarterly financial reports to Council in Oct 2016, Jan 2017 and April 2017 respectively

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance and upgrade of IT infrastructure	Commence rolling replacement of PC's Achieved	Complete rolling replacement of PC's. Achieved		
2	Consider and prioritise recommendations for implementing following the review of the IT disaster recovery plans	Finalise plan and recommended actions Achieved	Prioritise and commence actions within budget allocations Achieved	Complete priority actions within budget allocations Achieved	Review priorities and formulate budget to complete Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$25,000	MVC	IT Officer
2	\$40,000	MVC/IT Contractor	IT Officer

Action performance targets

N/A

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance of Council's cemetery records in accordance with the Cemeteries Act	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation Achieved
2	Annual Archive Disposal	Arrange for removal of documents due for disposal Achieved			List documents due for disposal Achieved
3	Action Project and Improvement Ideas - Annual Plan	Document and prioritise improvement projects Achieved	Commence identified priority projects Achieved	Continue with priority projects Achieved	Report on status of projects Achieved

Resource requirements

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

Action performance targets

N/A

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review 2016 Enterprise Agreement	Review increases and apply across new scale and allowances.			Review CPI percentage to determine increase Achieved
2	Implementation of LGAT Workplace Behaviours Policy suite	Consult on Stage 2 policies Deferred	Implement Stage 2 policies Achieved	Implement Stage 2 policies Deferred	
3	Review existing Human Resources Policies and Procedures manual		Review existing policies not replaced by LGAT policy suite Achieved	Update HR Policy Manual for policy document Achieved	
4	Coordinate training needs via Learning Management system	Report to Directors on quarterly training to be delivered 3 Achieved	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered Achieved	Report to Directors on quarterly training to be delivered Achieved	Report to Directors on quarterly training to be delivered Achieved

5	Performance Review System	Ensure all employee performance reviews have been completed Achieved	Ensure all inside employee salary reviews have been completed Achieved	Ensure all mini performance reviews and all outside employee wage reviews have been completed Achieved	Review the current year's performance reviews and recommend any changes required Achieved
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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	HR/Payroll Officer
2	N/A	MVC	HR/Payroll Officer
3	N/A	MVC	HR/Payroll Officer
4	N/A	MVC	HR/Payroll Officer and Directors
5	N/A	MVC	HR/Payroll Officer and Directors

Action performance targets

N/A

Infrastructure Services

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate the Municipal Emergency Management and Recovery Committee (MEMRC)	Chair quarterly meeting Achieved	Chair quarterly meeting Achieved	Chair quarterly meeting Achieved	Chair quarterly meeting Deferred
2	Participate in Northern Regional Emergency Management Committee (NREMC)	Attend meeting Achieved	Attend meeting Achieved	Attend meeting Achieved	Attend meeting Achieved
3	Support the operation of the Meander Valley SES unit through ongoing management of the MOU		Briefing report to Council Achieved		Briefing report to Council Achieved
4	Conduct emergency management training facilitated by Red Cross		Complete training Deferred		Complete training Achieved
5	Review and update Emergency Management/Social Recovery contact list		Contact List updated Ongoing		

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC, MEMRC - Director Works, Administration Officer Infrastructure Services, Community Development Officer, Youth Development Officer, Councillors, Community members	Director Infrastructure Services
2	N/A	MVC	Director Infrastructure Services
3	\$13,200	MVC and SES	Director Infrastructure Services

4	\$2,000	MVC and Rec Cross	Director Infrastructure Services
5	N/A	MVC	Administration Officer – Infrastructure Services

Action performance targets

No.	Performance target
1	Meetings held
2	Attend meetings and report to MEMRC
3	Obtain activities report from Deloraine SES and provide information to Council on a 6 monthly basis in Briefing Reports

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver the bridge inspection and maintenance program	Manage contract Achieved	Manage contract Achieved	Manage contract Achieved	Manage contract Achieved
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2016/2017 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved
3	Undertake Council's responsibility as a road authority <ul style="list-style-type: none"> - Working in the road reserve permits - Cross over applications - Applications from utility owners - NVHR and heavy vehicle management - Rural addressing - Supervision of subdivision construction 	Achieve activity performance targets Achieved	Achieve activity performance targets Achieved	Achieve activity performance targets Achieved	Achieve activity performance targets Achieved
4	Undertake footpath proactive defect inspections			Undertake required inspections In Progress	Undertake required inspections In Progress

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$31,500	MVC and Contractor	Senior Technical Officer - Engineering
2	Capital Works - \$7,153,300	MVC and Contractors	Director Infrastructure Services
3	N/A	MVC	Technical Officer & Senior Technical Officer – Engineering, Administration Officer – Infrastructure Services
4	N/A	MVC	Asset Management Coordinator and Works Department

Action performance targets

No.	Performance target
1	Review of contractors compliance with the contract and hold meeting to discuss prioritisation of future bridge replacement projects
2	Development of project plans, delivery of projects in line with budget, time line, and scope
3	Private addressing applications completed within 10 business days, NHVR applications within 28 days, assess cross over applications within 10 business days
4	Meet timeframes set out by Conquest

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Operate Deloraine Swimming Pool and provide support to community swimming pools at Mole Creek and Caveside	Review and extend existing contract Achieved	Undertake pre-opening inspection and required maintenance. Open pool 1 December Achieved	Operate pool to 1 March Achieved	
2	Undertake Essential Health and Safety Features Inspections (Section 46) as per program	Undertake inspection and required maintenance Achieved	Undertake inspection and required maintenance Achieved	Undertake inspection and required maintenance Achieved	Undertake inspection and required maintenance Achieved
3	Complete Annual Maintenance Statement (Section 56) and Asbestos Audit (NCOP) compliance	Review Asbestos Register In Progress		Carry out annual inspections Achieved	
4	Co-ordinate building maintenance – general, reactive and programed	Undertake required maintenance Achieved	Undertake required maintenance Achieved	Undertake required maintenance Achieved	Undertake required maintenance Achieved

5	Property services – leasing, hire agreements, disputes, building valuations, and administration	Review agreements In Progress		Review agreements In Progress	
6	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$65,000	MVC and Contractors	Property Management Officer
2	N/A	MVC	Property Management Officer
3	N/A	MVC	Property Management Officer
4	N/A	MVC and Contractors	Property Management Officer
5	N/A	MVC	Property Management Officer
6	Capital Works - \$297,500	MVC and Contractors	Property Management Officer

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake inspections and condition assessments of all equipment and facilities	Undertake required inspections Achieved	Undertake required inspections Achieved	Undertake required inspections Achieved	Undertake required inspections Achieved
2	Continue to develop and review the Strategic Plan for Council's open space areas		Report to program Achieved		Report to program Achieved
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2016/2017 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved
4	Undertake elm leaf beetle treatment (3 yearly program)		Undertake treatment Achieved		

Resource requirements

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

Action performance targets

No.	Performance target
1	Meet timeframes set out by Conquest. Annual comprehensive inspection completed by December 31
2	Provide information to Council in Briefing Reports
3	Development of project plans, delivery of projects in line with budget, time line, and scope
4	Complete treatment work by 31 December

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate Asset Management Group and Improvement Plan <ul style="list-style-type: none"> - Review Asset Management Plans - Undertake Conquest training and development - Integrate Strategic Planning outcomes into AMP and LTFP - Develop whole of organisation approach to AM 	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved
2	Develop and operate a maintenance planning and delivery system	Provide monthly Conquest report Achieved	Provide monthly Conquest report Achieved	Provide monthly Conquest report Achieved	Provide monthly Conquest report Achieved
3	Support Northern Asset Management Group <ul style="list-style-type: none"> - Attend IPWEA and NAMS committee meetings 	Chair meeting and action minutes Achieved	Chair meeting and action minutes Achieved	Chair meeting and action minutes Achieved	Chair meeting and action minutes Achieved
4	Prepare 2017/2018 Capital Works Program		Update Proposed Projects list Achieved	Prioritise and undertake further design and cost estimation Achieved	Annual program prepared for approval by Council Achieved
5	Update asset information including capitalisation of assets in Conquest and GIS and undertake road useful life assessment and building revaluations	Capitalisation of assets and recording in Conquest and GIS In Progress	Capitalisation of assets and recording in Conquest and GIS In Progress	Capitalisation of assets and recording in Conquest and GIS In Progress	Capitalisation of assets and recording in Conquest and GIS Achieved
6	Manage GIS Group – Planning, NRM, Assets, Stormwater	Chair meeting and distribute minutes	Chair meeting and distribute minutes	Chair meeting and distribute minutes	Chair meeting and distribute minutes

		Achieved	Achieved	Achieved	Achieved
7	Undertake additional survey of stormwater assets and update GIS				Complete by 30 June Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Asset Management Coordinator
2	N/A	MVC	Asset Management Coordinator
3	N/A	MVC	Asset Management Coordinator
4	N/A	MVC	Asset Management Coordinator
5	\$35,000	MVC and Contractors	Asset Management Coordinator and Property+ Management Officer
6	N/A	MVC	Senior Technical Officer - Engineering
7	\$20,000	MVC and Contractors	Senior Technical Officer - Engineering

Action performance targets

No.	Performance target
4	To prepare annual Capital Works Program for approval at May Council meeting
5	Asset information to be recorded within four weeks of receipt by Asset Management Coordinator

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Implement Waste Management Strategy and Action Plan	Action the Plan Ongoing	Action the Plan Ongoing	Action the Plan Ongoing	Action the Plan Ongoing
2	Support Northern Tasmanian Waste Management Group activities through a 5% landfill levy	Attend meetings Achieved	Attend meetings Achieved	Attend meetings Achieved	Attend meetings Achieved
3	Provision of kerbside collection contracts for waste, recyclables, and organics	Supervise Contract Achieved	Supervise Contract Achieved	Supervise Contract Achieved	Supervise Contract Achieved
4	Provision of landfill, waste transfer stations and resource recovery operations contract	Supervise Contract Achieved	Supervise Contract Achieved	Supervise Contract Achieved	Supervise Contract Achieved
5	Provision of hard waste collection		Undertake collection Achieved		
6	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program Ongoing	Report to program Ongoing	Report to program Ongoing	Report to program Achieved
7	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites.	Ground and surface water monitoring Annual Report to EPA Achieved		Ground and surface water monitoring Achieved	

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC and Consultants	Director Infrastructure Services and Senior Technical Officer - Engineering
2	\$65,000	MVC	Senior Technical Officer - Engineering
3	\$500,000	MVC and Contractor	Senior Technical Officer - Engineering
4	\$470,000	MVC and Contractor	Director Infrastructure Services and Senior Technical Officer - Engineering
5	\$20,000	MVC and Contractor	Senior Technical Officer - Engineering
6	Capital Works - \$310,000	MVC and Contractors	Senior Technical Officer - Engineering
7	\$22,000	MVC and Consultants	Senior Technical Officer - Engineering

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Develop stormwater system management plans	Report on progress Ongoing	Report on progress Ongoing	Report on progress Ongoing	Report on progress Ongoing
2	Manage MVC Stormwater Taskforce – Infra, Works, NRM, Plumbing, EHO	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved
3	Support regional NRM Stormwater Officer	Meet with officer Achieved	Meet with officer Achieved	Meet with officer Achieved	Meet with officer Achieved
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program Ongoing	Report to program Ongoing	Report to program Ongoing	Report to program Ongoing

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$35,000	MVC and Consultants	Senior Technical Officer - Engineering
2	N/A	MVC	Senior Technical Officer - Engineering
3	\$7,200	MVC	Senior Technical Officer - Engineering
4	Capital Works - \$120,000	MVC and Consultants	Senior Technical Officer - Engineering

Action performance targets

No.	Performance target
1	Complete all high risk catchments by June 2017
4	Development of project plans, delivery of projects in line with budget, time line, and scope

Development Services

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Process development applications in accordance with delegated authority	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved
2	Process Planning Scheme Amendments	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved
3	Prepare Local Provisions Schedule for the Tasmanian Planning Scheme	Prepare Project Plan Deferred	Draft Local Provisions Schedule In Progress	Draft Local Provisions Schedule In Progress	Draft Local Provisions Schedule In Progress
4	Carrick Rural Living Area - Rezoning	Rezoning approved by Minister Deferred	Rezoning approved by Minister In Progress	Performance Target Achieved	
5	Department of Education Land Prospect Vale – Development Plan		Finalise Development Plan Achieved		
6	Westbury Road Prospect Vale – Activity Centre Plan	Prepare Project Plan and engage Consultant Deferred	Prepare Project Plan and engage Consultant Deferred	Present Plan to Council Deferred	

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1-4	\$623,000	MVC	Director Development Services
5	\$10,000	MVC and Consultant	Director Development Services
6	\$32,500	MVC and Consultant	Senior Town Planner and Economic Development Officer

Action performance targets

No.	Performance target
1	Within Statutory time frames, 100% Conformance
2	Within Statutory time frames, 100% Conformance
3	Local Provisions Schedule adopted by Council
6	Activity Centre Plan completed

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Permit Authority – Issue Permits for Category 4 Building works	Performance Target Not Applicable this quarter	Performance Target Not Applicable this quarter	Performance Target Achieved	Performance Target Achieved
2	Permit Authority – Process Building Applications	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved
3	Permit Authority – Manage outstanding Building Completions and Illegal Works				Reduce outstanding completions by 20% In Progress
4	Coordinate Major Events applications	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$30,000	MVC	Director Development Services
2-4	\$322,000 (incorporating Plumbing administration support)	MVC	Director Development Services and Permit Authority

Action performance targets

No.	Performance target
1	Issue Building Permits within 7 working days from the date all other permits and documents as required by the Building Act, are received by Council. Achieve 95% conformance.
4	Respond to applications with 7 working days.

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Monitor and sample water quality of recreational waters	Record Results Achieved	Record Results Achieved	Record Results Achieved	Record Results Achieved
2	Inspect Places of Assembly annually as per program	Issue Annual Licence Achieved	Issue Annual Licence Achieved	Issue Annual Licence Achieved	Issue Annual Licence Achieved
3	Inspect and register food premises annually	Inspections per Schedule Achieved	Inspections per Schedule Achieved	Inspections per Schedule In Progress	Issue annual registration for all food premises Achieved
4	Co-ordinate immunisation clinics				Complete Immunisation Program Achieved
5	Investigate incidents and complaints re notifiable diseases, public health or environmental nature	Monitor and Report to Agencies Achieved	Monitor and Report to Agencies Achieved	Monitor and Report to Agencies Achieved	Monitor and Report to Agencies Achieved
6	Process applications for special plumbing permits and on site waste water disposal	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1-4	\$160,000	MVC, External Consultants and Immunisation Nurses	Director Development Services
5-6	\$65,000	MVC and External Environmental Consultants	Director Development Services

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Conduct inspections and process applications for Plumbing Permits	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$153,000	MVC	Director Development Services Plumbing Surveyor

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Annual Audit of Dog Registrations			Conduct Audit In Progress	
2	Fire Abatement Management		Issue Fire Abatement Notices Achieved	Issue Fire Abatement Notices Achieved	
3	Investigate incidents and complaints regarding animal control	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved
4	Participate in Fire Management Area Committees		Fire Protection Plan Completed Achieved		

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1,3	\$144,800	MVC and and External Consultants	Director Development Services and General Inspector
2	\$16,700	MVC and External Contractors	Director Development Services and General Inspector
4	In Kind	MVC	Director Development Services

Action performance targets

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

Works

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake the maintenance work in accordance with the level of service required	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program In Progress	Report to program Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$909,800	MVC	Director Works, Work Supervisors
2	Capital Works \$ 65,000 – Deloraine Cemetery improvements \$ 10,000 – Install AWTS at Bracknell River Reserve \$ 15,000 – Replace cricket nets Bracknell Rec Ground \$181,000 – Various reserves – footpath/walk, irrigation and landscaping upgrades and renewals	MVC and external service providers	Director Works, Work Supervisors

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake the maintenance work in accordance with the level of service required.	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$402,000	MVC	Director of Works

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by
1	Undertake maintenance work in accordance with the level of service required	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$2,048,400 (includes \$150,000 R2R funding)	MVC and external service providers	Director Works, Work Supervisors
2	Capital Works \$1,705,000 – Road construction \$950,000 – Road reseal and gravel re-sheeting \$161,000 – Footpath construction	MVC and external service providers	Director Works, Work Supervisors

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake street litter bin collection and cleaning in accordance with the current level of service	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved
2	Undertake cleaning of toilets in accordance with the current level of service	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$226,000	MVC	Director of Works
2	\$252,700	MVC	Director of Works

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake maintenance work in accordance with the level of service required	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program In Progress	Report to program Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$128,900	MVC and external service providers	Director Works, Work Supervisors
2	Capital Works \$100,000 – Carrick open drain improvement program \$100,000 – Westbury open drain improvement program \$50,000 – Bracknell open drain improvement program \$20,000 – William Street Westbury \$20,000 – Lovett Lane Westbury \$15,000 – Exton WSUD	MVC and external service providers	Director Works, Work Supervisors

Action performance targets

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

Directorate	5. Works	Program number and title	5.6 Plant
Program Objective	To provide suitable plant and equipment at a competitive hire rate to accommodate Councils activities		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Manage plant to achieve operational objectives			Complete review Achieved	
2	Undertake plant purchase/trade in accordance with 10 year Major Plant Replacement Program and the projects listed in the 2016-2017 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$352,700	MVC	Director Works, Work Supervisors
2	Capital Works \$473,000 – Major plant (renewal and new) \$20,000 – Minor plant (renewal and new)	MVC	Director Works

Action performance targets

No.	Performance target
1	To be competitive with private hire rates (activity is an ongoing task throughout the year)
1	Major plant utilisation reviewed to inform 10 year Plant Replacement Program
2	Conformance with project budget and works program

Directorate	5. Works	Program number and title	5.7 Works and Maintenance Program
Program Objective	To develop Works and Maintenance Program for new financial year		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Develop Works and Maintenance Program by June for the following financial year			Undertake assessment Achieved	Develop work program Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Director of Works and Director of Infrastructure Services

Action performance targets

No.	Performance target
1	Conform with projected Works Program and estimates (activity is an ongoing task throughout the year)

Economic Development & Sustainability

Directorate	6. Economic Development & Sustainability	Program number and title	6.1 Natural Resource Management
Program Objective	Facilitate Natural Resource Management for Council and Community		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Continue implementation of NRM strategies as per annual work plan	Achieve Performance Target Achieved	Achieve Performance Target Achieved	Achieve Performance Target Achieved	Achieve Performance Target Achieved
2	Review and update Councils Natural Resource Management Strategy	Commence review Achieved	Continue review Achieved	Present draft to Council In Progress	
3	Participate in the Tamar Estuary Esk Rivers Program (TEER)			Report on TEER activities Achieved	

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$5,000	MVC	NRM Officer
2	\$5,000	MVC	NRM Officer
3	\$11,000	MVC	General Manager

Action performance targets

No.	Performance target
1	Complete actions within timeframes and within budget
2	Strategy completed
3	Attend annual meetings and support a regional approach to river catchment management

Directorate	6. Economic Development & Sustainability	Program number and title	6.2 Economic Development
Program Objective	To create an investment ready environment in the Meander Valley Local Government Area		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Promote investment in Meander Valley to support the growth of identified industry sectors	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress Achieved
2	Continue to Implement actions contained in the Communication Action Plan	Review progress and reset priorities Achieved	Report on progress via the Briefing Report Achieved	Report on progress via the Briefing Report Achieved	Report on progress via the Briefing Report Achieved
3	Support activities of the Sustainable Environment Committee	Report on progress via quarterly meeting minutes Achieved	Report on progress via quarterly meeting minutes Achieved	Report on progress via quarterly meeting minutes Achieved	Report on progress via quarterly meeting minutes Achieved
4	Support the progress of Hadspen Urban Growth Area		Report on progress	Report on progress Achieved	Report on progress Achieved
	a. Negotiate and prepare the Part 5 agreements with landowners	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved
5	Develop Council's Asian Engagement Strategy as part of the regional project		Report on progress Achieved		
6	Operate the Great Western Tiers Visitor Centre efficiently and effectively	Report on visitation statistics and sales revenue Achieved	Report on visitation statistics and sales revenue Achieved	Report on visitation statistics and sales revenue Achieved	Report on visitation statistics and sales revenue Achieved
7	Develop a plan for installation of Wi-Fi infrastructure at identified locations across Meander Valley	Commence the development of the installation plan Achieved	Report on progress In Progress	Report on progress In Progress	Report on progress In Progress

8	Develop a plan for the installation of video surveillance in Deloraine and Westbury	Commence development of the business case for the program Achieved	Report on progress In Progress	Report on progress In Progress	Report on progress In Progress
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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$29,000	MVC	Director Economic Development and Sustainability
2	\$18,500	MVC	Communication Officer
3	\$5,000	MVC	Project Officer
4a	\$7,000	MVC	Director Economic Development and Sustainability/ Project Officer/Director Development Services/Town Planner/Senior Accountant
5	\$18,000	MVC	Director Economic Development and Sustainability
6	\$343,000	MVC	Director Economic Development and Sustainability/ Visitor Centre Manager
7	\$65,000 CW Carry Over FY 15/16	MVC	Director Economic Development/Property Management Officer
8	\$10,000	MVC	Director Economic Development and Sustainability

Action performance targets

No.	Performance target
1	Report on new development opportunities where commercial in confidence arrangements allow
2	Implement priority actions as agreed by Council's Management Team
3	Report on the progress of priority actions as set by the Sustainable Environment Committee
4a	Meet project timeframes as agreed by the Project Team
5	Strategy Completed
6	Deliver operations on budget
7	Approval of program by Council
8	Approval of program by Council

GOV 2 MEANDER VALLEY COUNCIL ANNUAL PLAN 2017-18

1) Introduction

The purpose of this report is for Council to adopt the Meander Valley Council Annual Plan 2017-18.

2) Background

The purpose of an Annual Plan is to provide a public statement that outlines the projects, activities and programs that Council will commit to undertake during the forthcoming financial year.

The draft Meander Valley Council Annual Plan 2017-18 was presented at the May Council workshop.

At the workshop Council recommended some amendments which have now been incorporated, these included:

- A task to review the operation of the Deloraine Pool
- An update to the Program Objective for 3.8 Sustainable Development to include reference to sustainable economic development

3) Strategic/Annual Plan Conformance

Further the objectives of Council's Community Strategic Plan 2014 to 2024, in particular:

- Future Direction (5) Innovative leadership and community governance

4) Policy Implications

Not applicable.

5) Statutory Requirements

Section 71 of the Local Government Act 1993 requires Council to prepare and approve an annual plan for the municipal area for each financial year.

6) Risk Management

Not applicable.

7) Consultation with State Government and other Authorities

Not applicable.

8) Community Consultation

The Meander Valley Council Annual Plan will be available for viewing and review at the public offices of Meander Valley Council during normal business hours.

It will also be available on the Meander Valley Council website.

9) Financial Impact

The projects, activities and programs in the Meander Valley Council Annual Plan 2017-18 have been aligned with the 2017–18 operating budget approved at the Ordinary Council Meeting June 2017.

10) Alternative Options

Not applicable.

11) Officers Comments

Section 71 of the Local Government Act 1993 (Act) requires Council to prepare an annual plan for each financial year. The Act states that the annual plan is to:

- Be consistent with the strategic plan
- Include a statement setting out the manner in which Council meets the goals and objectives of the strategic plan
- Include a summary of estimates adopted through the budget process

There are a number of proposed changes to the structure and format of the annual plan document as presented last year. These changes are a result of demonstrating and documenting the links back to the Meander Valley Community Strategic Plan 2014 to 2024.

In addition the document continues to detail the work the organisation will be undertaking during the next 12 months.

AUTHOR: Martin Gill
GENERAL MANAGER

12) Recommendation

It is recommended that Council adopt the Annual Plan for the 2018 financial year as follows:

DECISION:

Meander Valley Council Annual Plan 2017-2018



INDEX

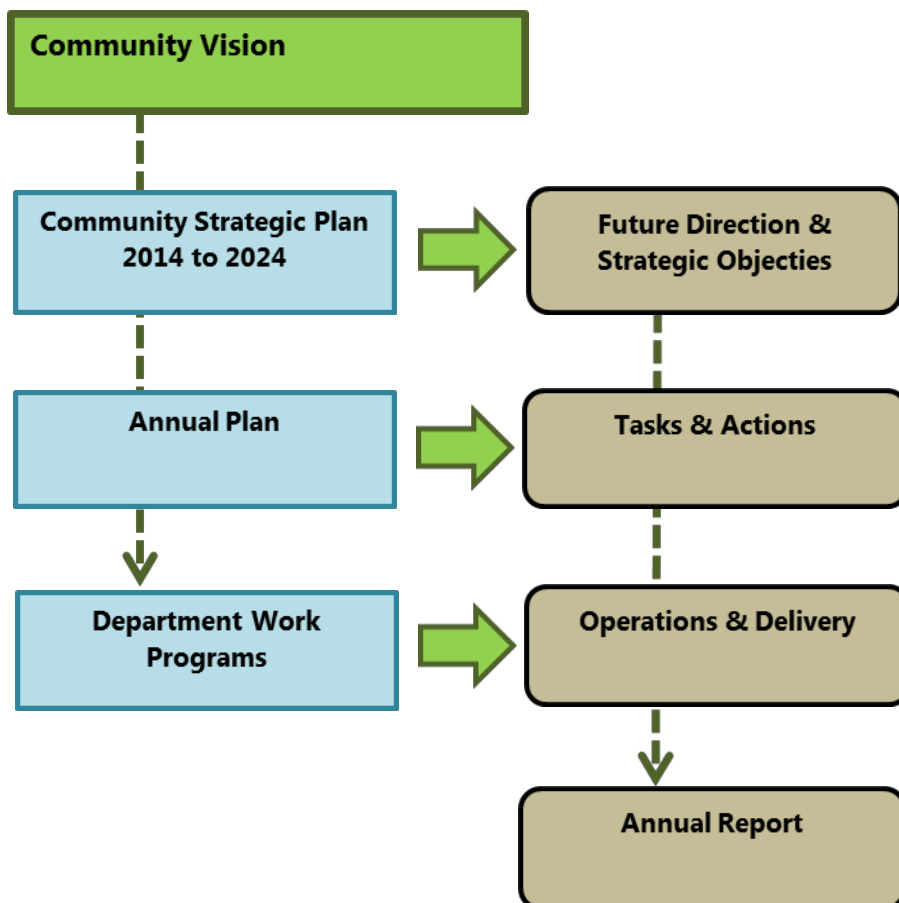
Overview	8
Budget Estimates.....	15
Rates and Charges	20
Policy Review.....	27
Document Review	32
 Governance	
1.1 Secretarial and Administrative support	38
1.2 Risk Management	45
1.3 Employee Health and Safety Management	51
1.4 Other Governance Functions.....	57
 Corporate Services	
2.1 Financial Services.....	65
2.2 Financial Management & Reporting	73
2.3 Information Technology	85
2.4 Information Management	91
2.5 Human Resources	97
2.6 Great Western Tiers Visitor Information Centre.....	103
 Infrastructure Services	
3.1 Emergency Services.....	107
3.2 Transport.....	113
3.3 Property Services.....	119
3.4 Parks & Recreation.....	128
3.5 Asset Management and GIS	136
3.6 Waste Management and Resource Recovery	145
3.7 Stormwater Management.....	153
3.8 Sustainable Development.....	159
 Community and Development Services	
4.1 Land Use & Planning	169
4.2 Building, Plumbing & Drainage Control	174
4.3 Environmental Health.....	184
4.4 General Inspector.....	190
4.5 Natural Resource Management	196
 Works	
5.1 Parks, Reserves, Sports Grounds and Cemeteries	232
5.2 Roads	237
5.3 Toilets, Street Cleaning and Litter Collection	243
5.4 Urban Stormwater	248
5.5 Plant	253
5.6 Management	258

ANNUAL PLAN OVERVIEW

The Annual Plan outlines the programs and services Council intend to deliver throughout the financial year. Preparation of the Annual Plan is informed by the strategic objectives of the Meander Valley Community Strategic Plan 2014 to 2024, the activities required to undertake the day-to-day operations and the management of regulatory responsibilities.

Link to Community Strategic Plan 2014 to 2024

The Community Strategic Plan 2014 to 2024 outlines the vision of the community. Council works to implement the vision through six future direction statements that are aligned with key strategic outcomes. These strategic outcomes guide the development of projects and programs. The diagram below depicts the current strategic planning framework of Meander Valley Council:



Meander Valley Council Annual Plan 2017-2018

The coming year will see Council deliver the following projects –

- Upgrade of the Westbury Recreation Ground Change Rooms
- Implementation of Waste Management Strategy Action Plan
- Local Provision Schedules for inclusion in the new Tasmanian Planning Scheme
- Implementation of the Hadspen Urban Growth Plan
- Deloraine and Districts Recreation Precinct Feasibility Study
- Development of Stormwater System Management Plans

An extensive Capital Works Program, valued at \$13.5 million, will be delivered. The value of the works approved is in line with the projections in the Long Term Financial Plan, with \$3.0 million of this figure being allocated to building new and upgraded infrastructure.

The Capital Works Program delivers \$ 1.9 million in roads, bridges and building works funded by Government Grants.

Meander Valley Council Annual Plan 2017-2018

BUDGET ESTIMATES

	2017-2018	2016-2017
Revenue:		
Rate Revenue	11,890,600	11,293,500
Fees and User Charges	1,126,500	1,101,700
Contributions and Donations	120,000	61,800
Interest	751,000	907,300
Grants and Subsidies	4,638,000	4,287,000
Other Revenue	1,023,300	1,013,200
Total Operating Revenue:	19,549,400	18,664,500
Operating Expenditure:		
Employee Costs	6,606,800	6,661,000
Maintenance and Working Expenses	6,179,700	5,442,000
Borrowing Costs	241,300	271,300
Depreciation	5,052,000	4,961,000
Payments to Government Authorities	1,136,200	1,075,600
Other Payments	250,200	245,000
Total Operating Expenditure:	19,466,200	18,655,900
Underlying Surplus/(Deficit)	83,200	8,600
Net Operating Surplus/(Deficit)including capital and abnormal items	4,117,700	2,932,100
Capital Expenditure	13,517,700	15,033,100
Repayment of Loans:		
Asset Sales:	215,000	215,000
Closing Cash Balance:	14,766,509	15,718,609
Net assets:	281,043,086	276,925,386

Meander Valley Council Annual Plan 2017-2018

RATES AND CHARGES

The following rates and charges will apply for 2017-2018:

General rate:	All rateable properties are applied a General Rate of 5.6727 cents in the \$ of AAV with a minimum charge of \$135.
Waste Management:	For properties without a kerbside collection service the charge is \$52. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$180 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$206 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$360 for one 240L mobile garbage and one mobile recycling bin.
Fire Levies:	<p>All properties within the municipal area are rated based on the income requirements of the State Fire Commission.</p> <p>Properties within the Launceston Permanent Brigade District are applied a rate of 1.3147 cents in the \$ of AAV with a minimum of \$39.</p> <p>Properties within the Volunteer Brigade Districts are applied a rate of 0.3847 cents in the \$ of AAV with a minimum of \$39.</p> <p>All other properties are applied a rate of 0.3535 cents in the \$ of AAV with a minimum of \$39.</p>
Payment Method:	Ratepayers are provided with the option of paying their rates in full, with no discount for early payment, or paying their rates in four approximately equal instalments due on 31 August 2017, 31 October 2017, 31 January 2018 and 30 March 2018.
Penalties for late payment:	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 8.72% per annum (2.389c per \$100 per day).

Council's rating policy No 77 is available on the website www.meander.tas.gov.au

POLICY REVIEW

POLICY FOR REVIEW	28 June Audit Panel	30 Sept. Council	30 Sept. Audit Panel	31 Dec. Council	31 Dec. Audit Panel	31 March Council	31 March Audit Panel	30 June Council
Governance:								
Policy 23: Appointment & Responsibilities of Council Representatives								
Policy 67: Personal Information Protection								
Policy 83: Fraud Control								
Policy 84: Gifts & Benefits								
Corporate Services:	Nil							
Infrastructure Services:								
Policy 37: Vegetation Management								
Community and Development Services:								
Policy 34: Real Estate Advertising Signs								
Policy 66: Bonds & Bank Guarantees								
Policy 82: Community Grants								
Policy 85: Open Space								
Works:	Nil							

DOCUMENT REVIEW

OPERATION Document Reviews	By 30 September	By 31 December	By 31 March	By 30 June
Governance:				
Style Manual				
Delegations				
Special Committees of Council				
Pubic Interest Disclosures				
Economic Development Strategy				
Corporate Services				
Financial Management Strategy				
Infrastructure Services:				
Municipal Emergency Management Plan				
Community and Development Services:				
Meander Valley Community Safety Plan				
Works:	Nil			

PROGRAM ACTIVITY

Governance

Directorate	1. Governance	Program number and title	1.1 Secretarial and Administrative support
Program Objective	To undertake functions to ensure compliance with legislative requirements		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (3) - Vibrant and Engaged communities <i>3.2 Successful local events enhance community life.</i></p> <p>Future Direction (5) - Innovative Leadership and Community Governance <i>5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver Annual Plan Responsible Officer: Executive Assistant	5.1	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review. Prepare 2018/19 Annual Plan
2	Prepare Annual Report & Conduct Annual General Meeting (AGM) Responsible Officer: Executive Assistant	5.6	Complete draft for printing	Complete report and present at AGM. Advertise and conduct AGM		
3	Policy Review & Operations Document Review Responsibility – Executive Assistant Responsible Officer: Executive Assistant	5.1	Review as per schedule	Review as per schedule	Review as per schedule	Review as per schedule
4	Conduct Australia Day (AD) event Responsibility – Executive Assistant Responsible Officer: Executive Assistance	3.2	Review AD criteria. Call for nominations	Assess nominations. Plan civic function	Conduct a civic function on AD	

Action performance targets

No.	Performance target
2	AGM held and Annual Report adopted by Council
4	AD Event Conducted

Directorate	1. Governance	Program number and title	1.2 Risk Management
Program Objective	Minimise risk to our people and the public		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5) - Innovative leadership and community governance <i>5.4 Meander Valley Councilors and employees have the knowledge, skills and attitude to responsibly undertake community governance and operational responsibilities.</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Implement Risk Management Framework Responsible Officer: General Manager	5.6	Review the framework	Action the framework	Action the framework	Action the framework
2	Implement the Internal Audit Program Responsible Officer: Risk & Safety Officer	5.4	Review of Audit outcomes	Conduct Audit	Review of Audit outcomes	Conduct Audit

Action performance targets

No.	Performance target
1	Review Completed and Update endorsed by Audit Panel
2	Audit Recommendations implemented

Directorate	1. Governance	Program number and title	1.3 Employee Health and Safety Management
Program Objective	To provide a safe place of work for our people and to measure and monitor our employer obligations.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5)- Innovative leadership and community governance <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Health and Safety Committee Responsible Officer: Health & Safety Officer	5.6	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting
3	Deliver a Health and Wellbeing Program Responsible Officer: General Manager	5.6	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs
6	Workplace Consultative Committee operation Responsible Officer: General Manager	5.6	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting

Action performance targets

No.	Performance target
1	Conduct meetings
2	N/A
3	Respond to suggestions with 14 days of meetings

Directorate	1. Governance	Program number and title	1.4 Other Governance Functions
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		title	
Program Objective	To provide good governance		
Link to Community Strategic Plan 2014 to 2024	<p>Future direction (2) - A thriving local economy</p> <p><i>2.1 The strengths of Meander Valley attract investment and provide opportunities for employment.</i></p> <p><i>2.2 Economic development in Meander Valley is planned, maximising existing assets and investment in infrastructure</i></p> <p><i>2.3 People are attracted to live in the townships, rural and urban areas of Meander Valley.</i></p> <p>Future Direction (5) - Innovative leadership and community governance</p> <p>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Participation in Northern Tasmania Development Corporation Ltd (NTDC) Responsible Officer: General Manager	2.1	Attend NTDC Local Government Committee Meeting	Attend NTDC Local Government Committee Meeting	Attend NTDC Local Government Committee Meeting	Attend NTDC Local Government Committee Meeting
2	Review Council's Delegation Register Responsible Officer: General Manager	5.6		Review register		
3	Participate in benchmarking project with other Councils in the northern region Responsible Officer: General Manager	5.6	Review options provided by Consultant			
4	Promote investment in Meander Valley to support the growth of identified industry sectors Responsible Officer: General Manager	2.2	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress
5	Continue to implement actions contained in the Communication Action Plan Responsible Officer: Communications Officer	2.3	Review progress and reset priorities	Report on progress via the Briefing Reports	Report on progress via the Briefing Reports	Report on progress via the Briefing Reports

Action performance targets

No.	Performance target
2	Complete Review and implement changes
4	Report on new development opportunities where commercial in confidence arrangements allow
5	Complete work plan for 2017 – 2018 FY.

Corporate Services

Directorate	2. Corporate Services	Program number and title	2.1 Financial Services
Program Objective	Responsibly manage the Council's core financial activities		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5) - Innovative leadership and community governance <i>5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Raise Rates and Sundry Debtor accounts Responsible Officer: Director Corporate Services	5.2	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
2	Implement Enterprise Cash Receipting System Upgrade Responsible Officer: Rates Officer	5.6		Plan implementation requirements	Implement upgrades to the test environment	Implement upgrade to the production environment
3	Complete State Authority returns Responsible Officer: Rates Officer	5.6	Initial State Fire and Treasury pensioner claims and Annual State Fire Levy data return			Final State Fire and Treasury pensioner claims
4	Issue Section 132 certificates (Property Rates) Responsible Officer: Rates Officer	5.6	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
5	Arrange annual insurance renewals Responsible Officer: Finance Officer & Director Corporate Services	5.6		Crime Insurance (Fidelity Guarantee renewal)	Directors and Officers and Employment Practices renewal	Annual renewals as per schedule incl. Public Liability and PI, ISR, Workers Comp. and MV
6	Reconciliation of Control Accounts Responsible Officer: Senior Accountant	5.2	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target

Action performance targets

No.	Performance target
1	<ul style="list-style-type: none">▪ Issue Rates notices before 31st July 2017▪ Issue Sundry Debtor notices within 10 working days of receipt of request
4	<ul style="list-style-type: none">▪ Issue 98% of Section 132 Certificates within 3 working days of entry of request
6	<ul style="list-style-type: none">▪ Reconcile rates, sundry debtor and creditors control accounts within 10 working days of the month end▪ Reconcile Payroll within 5 working days of processing

Directorate	2. Corporate Services	Program number and title	2.2 Financial Management & Reporting
Program Objective	To comply with statutory requirements for Local Government Finance, State and Federal Taxation and to provide meaningful reports for internal financial management		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (5) - Innovative leadership and community governance</p> <p><i>5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan.</i></p> <p><i>5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley</i></p> <p><i>5.3 Evidence based decision-making engages the community and is honest, open and transparent.</i></p> <p><i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review and present the Long Term Financial Plan (LTFP) to Council Responsible Officer: Senior Accountant	5.2				Review and present the LTFP to Council
2	Coordinate the development and adoption of Budget and Rating recommendations with statutory timeframes Responsible Officer: Director Corporate Services	5.2			Determine budget update program	Present budget, fees and charges to Council in June
3	Annual external reporting Responsible Officer: Senior Accountant	5.6	Produce Statutory Accounts and complete KPI consolidated data sheets			Prepare end of year timetable for Statutory Accounts and Audit
4	Issue BAS, FBT and Payroll Tax returns within legislative timeframes Responsible Officer: Senior Accountant	5.6	Submit BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time
5	Provide internal financial management reports on a timely basis for decision making Responsible Officer: Senior Accountant	5.3	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
6	Monitor Council's short-term expenditure commitments and	5.2	Review cash flow	Review cash flow	Review cash flow	Review cash flow

	invest funds in accordance with Council's Investment policy Responsible Officer: Senior Accountant		weekly to determine funds for investment	weekly to determine funds for investment	weekly to determine funds for investment	weekly to determine funds for investment
7	Co-ordinate functions of the Audit Panel Responsible Officer: Director Corporate Services	5.6	Conduct meeting as per Audit Schedule	Conduct meeting as per Audit Schedule	Conduct meeting as per Audit Schedule	Conduct meeting as per Audit Schedule
8	Review Council's Financial Management Strategy Responsible Officer: Senior Accountant	5.1				Prepare review documentation by Council in July

Action performance targets

No.	Performance target
5	<ul style="list-style-type: none"> ▪ Produce and distribute ongoing project expenditure reports ▪ Produce and distribute monthly operating statements within 10 working days of end of month ▪ Submit September, December and March quarterly financial reports to Council in Oct 2017, Jan 2018 and April 2018 respectively

Directorate	2. Corporate Services	Program	2.3 Information Technology
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		number and title	
Program Objective	Provide reliable and effective information technology services for the organisation		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5)- Innovative leadership and community governance <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance and upgrade of IT infrastructure Responsible Officer: IT Officer	5.6	Commence rolling replacement of PC's	Complete rolling replacement of PC's.		
2	Implement recommendations of IT Security Review Responsible Officer: IT Officer	5.6	Review recommendations of IT Security Review	Plan and prioritise recommended actions	Implement chosen recommendations	

Action performance targets

N/A

Directorate	2. Corporate Services	Program number and title	2.4 Information Management
Program Objective	Effectively manage and maintain Council's information resource		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5) Innovative leadership and community governance <i>5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan.</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance of Council's cemetery records in accordance with the Cemeteries Act Responsible Officers: Customer Service Officer & Information Management Officer	5.6	Maintain records in accordance with legislation	Maintain records in accordance with legislation	Maintain records in accordance with legislation	Maintain records in accordance with legislation
2	Annual Archive Disposal Responsible Officer: Information Management Officer	5.6	Arrange for removal of documents due for disposal			List documents due for disposal
3	Implementation of Archive Office Audit Recommendations Responsible Officer: Information Management Officer	5.1	Document and prioritise improvement projects	Commence identified priority projects	Continue with priority projects	Report on status of projects
4	Implementation of ECM Connected Content Responsible Officer: Information Management Officer	5.6	Plan software implementation	Commence testing and conduct system administration training		Implement software upgrade into production system

Action performance targets

N/A

Directorate	2. Corporate Services	Program number and title	2.5 Human Resources
Program Objective	Effectively manage and support Council's human resources		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5)- Innovative leadership and community governance <i>5.4 Meander Valley Councillors and employees have the knowledge, skills and attitude to responsibly undertake community governance and operational responsibilities.</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review 2016 Enterprise Agreement Responsible Officer: HR/Payroll Officer	5.6	Review increases and apply across new scale and allowances.			Review CPI percentage determine increase
4	Coordinate training needs via Learning Management system Responsible Officer: HR/Payroll Officer	5.4	Report to Directors on quarterly training to be delivered	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered	Report to Directors on quarterly training to be delivered	Report to Directors on quarterly training to be delivered
3	Performance Review System Responsible Officers: HR/Payroll Officer & Directors	5.4	Ensure all employee performance reviews have been completed	Ensure all inside employee salary reviews have been completed	Ensure all mini performance reviews and all outside employee wage reviews have been completed	Review the current year's performance reviews and recommend any changes required

Action performance targets

N/A

Directorate	2. Corporate Services	Program number and title	2.6 Great Western Tiers Visitor Information Centre
Program Objective	Effectively manage and maintain Council's Visitor Information Centre		
Link to Community Strategic Plan 2014 to 2024	Future Direction (2) - A thriving local economy <i>2.4 A high level of recognition and demand for Great Western Tiers products and experiences.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Report on Visitation statistics and sales revenue Responsible Officer: Director Corporate Services	2.4	Advise information in the Briefing Report	Advise information in the Briefing Report	Advise information in the Briefing Report	Advise information in the Briefing Report

Action performance targets

N/A

Infrastructure Services

Directorate	3. Infrastructure Services	Program number and title	3.1 Emergency Services
Program Objective	To build capacity and resilience in the community and ensure Council is prepared to assist with emergency services in the response to emergencies and lead in the recovery		
Link to Community Strategic Plan 2014 to 2024	Future Direction (4) - A healthy and safe community <i>4.4 Prepare and maintain emergency management plans and documents and work with our communities to educate and plan for emergencies.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate the Municipal Emergency Management and Recovery Committee (MEMRC) Responsible Officer: Director Infrastructure	4.4	Chair quarterly meeting	Chair quarterly meeting	Chair quarterly meeting	Chair quarterly meeting
2	Support the operation of the Meander Valley SES unit through ongoing management of the MOU Responsible Officer: Director Infrastructure	4.4		Report to Council in Annual Plan Review		Report to Council in Annual Plan Review
3	Conduct emergency management training facilitated by Red Cross Responsible Officer: Administration Officer Infrastructure Services	4.4		Conduct training	Conduct training	
4	Review Municipal Emergency Management Plan Responsible Officer: Administration Officer Infrastructure	4.4			Review Plan	

Action performance targets

No.	Performance target
1	Meetings held
2	Obtain activities report from Deloraine SES and provide information to Council on a 6 monthly basis in Briefing Reports
3	Complete training for MVC officers and service group members
4	Review Plan and submit to SES

Directorate	3. Infrastructure Services	Program number and title	3.2 Transport
Program Objective	To maintain the serviceability and integrity of Council's transport network.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.3 The Meander Valley transport network meets the present and future needs of the community and business</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver the bridge inspection and maintenance program Responsible Officer: Senior Technical Officer	6.1, 6.3	Finalise supply agreement	Contractor engaged for maintenance works	Prepare maintenance budget items for 2018-2019	Maintenance works completed
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2016/2017 Capital Works Program Responsible Officer: Director Infrastructure	6.1, 6.3	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
3	Undertake footpath proactive defect inspections Responsible Officers: Director Works & Asset Management Coordinator	6.1			Undertake required inspections	Undertake required inspections

Action performance targets

No.	Performance target
1	Quarterly tasks achieved. Contractor performance assessed
2	Completion of projects in line with project plan requirements
3	Meet timeframes set out by Conquest

Directorate	3. Infrastructure Services	Program number and title	3.3 Property Services
Program Objective	Operate property services in a safe and effective manner to satisfy public demand.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Operate Deloraine Swimming Pool and provide support to community swimming pool at Caveside Responsible Officer: Property Management Officer	6.4, 6.6	Review and extend existing contract	Undertake pre-opening inspection and required maintenance. Open pool 1 December	Operate pool to 1 March	
2	Review the operation of the Deloraine Pool Responsible Officer: Property Management Officer	6.6		Complete review		
3	Complete Annual Maintenance Statement (Section 56) and Asbestos Audit (NCOP) compliance Responsible Officer: Property Management Officer	6.1			Carry out annual inspections	
4	Co-ordinate building maintenance – general, reactive and programed Responsible Officer: Property Management Officer	6.1	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance

5	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2017-2018 Capital Works Program Responsible Officer: Property Management Officer		Report to program	Report to program	Report to program	Report to program
6	Review Evacuation Plans Responsible Officer: Property Management Officer	6.6				Review plans

Action performance targets

No.	Performance target
1	Review of Contractors compliance with the contract
2	Meet timeframes set out by Conquest
3	Meet timeframes set out by Conquest
4	Completion of projects in line with project plan requirements
5	Completion of review by June 30

Directorate	3. Infrastructure Services	Program number and title	3.4 Parks & Recreation
Program Objective	To provide and maintain parks and recreation facilities throughout the Local Government Area.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake inspections and condition assessments of all equipment and facilities Responsible Officer: Director Works & Technical Officer Community Spaces	6.1, 6.6	Undertake required inspections	Undertake required inspections	Undertake required inspections	Undertake required inspections
2	Complete the Strategic Plan for Council's open space areas for Hadspen and Prospect Vale Responsible Officer: Technical Officer Community Spaces	6.6	Community consultation	Report to Council	Prepare budget items for 2018-2019	
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2017-2018 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Reivew	Report to program in Annual Plan Reivew	Report to program in Annual Plan Reivew	Report to program in Annual Plan Review
4	Undertake tree audit of reserves (parks and sports facilities) and identified townstreets Responsible Officer: Technical Officer Community Spaces	6.1		Undertake audit		
5	Provide support to the Townscape Reserves and Parks Special Committee (TRAP) Responsible Officer: Technical Officer Community Spaces	6.6	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes
6	Westbury Recreation Ground Function Centre Business Case Responsible Officer: Property Management Officer	6.6	Draft report to Council Workshop			

Action performance targets

No.	Performance target
1	Meet timeframes set out by Conquest. Annual comprehensive inspection completed by December 31
2	Present Strategy to Council by December 31
3	Completion of projects in line with project plan requirements
4	Complete audit work by 31 December
5	Bimonthly meetings
6	Present business case to Council Workshop by December 31

Directorate	3. Infrastructure Services	Program number and title	3.5 Asset Management and GIS
Program Objective	Provision of Asset and GIS services to assist the operations of Council.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.3 The Meander Valley transport network meets the present and future needs of the community and business.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate Asset Management Group and Improvement Plan <ul style="list-style-type: none"> - Review Asset Management Plans - Undertake Conquest training and development - Undertake AM training and awareness - Develop whole of organisation approach to AM Responsible Officer: Asset Management Coordinator	6.1, 6.6	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program
2	Prepare 2018-2019 Capital Works Program Responsible Officer: Asset Management Coordinator	6.1, 6.3, 6.6		Update Proposed Projects list	Prioritise and undertake further design and cost estimation	Annual program prepared for approval by Council
3	Update asset information including <ul style="list-style-type: none"> - capitalisation of assets in Conquest - undertake bridge revaluation Responsible Officer: Asset Management Coordinator	6.1	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS
6	GIS Activities <ul style="list-style-type: none"> - Input GIS data relating to capitalisation of assets and subdivisions Responsible Officer: Asset Management Coordinator	6.1				Update GIS

7	Undertake additional survey of stormwater assets and update GIS Responsible Officer: Asset Management Coordinator	6.1				Complete by 30 June
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Action performance targets

No.	Performance target
2	To prepare annual Capital Works Program for approval at May Council meeting
3	Capitalisation of assets prior to finalisation of 2017-2018 Statutory Reporting. Completion of bridge revaluation for TAO by Dec 30 2017.
4	Update GIS information for completed projects by 30 June

Directorate	3. Infrastructure Services	Program number and title	3.6 Waste Management and Resource Recovery
Program Objective	To provide adequate, efficient, and affordable waste services within Meander Valley Local Government Area		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Provision of kerbside collection contracts for waste, recyclables and organics Responsible Officer: Senior Technical Officer	6.6	Manage Contract	Manage Contract	Manage Contract	Manage Contract
2	Provision of landfill, waste transfer stations and resource recovery operations contract Responsible Officer – Senior Technical Officer	6.6	Manage Contract	Manage Contract	Manage Contract	Manage Contract
3	Provision of hard waste collection Responsible Officer: Senior Technical Officer	6.6		Undertake collection	Report to Council in Annual Plan Review	
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2017-2018 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
5	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites. Responsible Officer: Senior Technical Officer	6.6	Ground and surface water monitoring. Annual Report to EPA		Ground and surface water monitoring	

Action performance targets

No.	Performance target
1	Supervise and review contract
2	Supervise and review contract
3	Report to Council by March 31 on collection results
4	Completion of projects in line with project plan requirements

Directorate	3. Infrastructure Services	Program number and title	3.7 Stormwater Management
Program Objective	<p>To minimize the risk of flooding and provide clean water into the region's waterways. Council through the Urban Drains Act and the Local Government (Highways) Act aims to provide piped stormwater networks in line with current local government standards and major stormwater networks (overland flows and roads) capable of meeting a 1% AEP.</p> <p>Water quality is managed through Water Sensitive Urban Design (WSUD) principles where appropriate.</p>		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (6) - Planned infrastructure services</p> <p><i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p> <p><i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Develop stormwater system management plans in line with legislation Responsible Officer: Senior Technical Officer	6.1				Complete program by 30 June
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2017-2018 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review

Action performance targets

No.	Performance target
1	Complete all high risk catchments by June 2018
2	Completion of projects in line with project plan requirements

Directorate	3. Infrastructure Services	Program number and title	3.8 Sustainable Development
Program Objective	Develop sustainable practices within our organisation and community through leading, supporting and encouraging staff, contractors and community to use energy, water and non-renewable resources more productively. Promote and support sustainable economic development initiatives.		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley</i> <i>1.4 Meander Valley is environmentally sustainable.</i></p> <p>Future Direction (2) - A thriving local economy <i>2.2 Economic development in Meander Valley is planned, maximizing existing assets and investment in infrastructure.</i></p> <p>Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Support activities of the Sustainable Environment Committee Responsible Officer: Sustainable Development Project Manager	1.4	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes
2	Support the progress of the Hadspen Urban Growth Area Responsible Officer: Sustainable Development Project Manager	2.2	Report in Annual Plan Review	Report in Annual Plan Review	Report in Annual Plan Review	Report in Annual Plan Review
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2017-2018 Capital Works Program Responsible Officer: Director Infrastructure Services	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
4	Bioenergy Project	2.2		Stage 1 Feasibility	Report to Council	

	Responsible Officer:- Sustainable Development Project Manager					
5	Prepare Local Provisions Schedule for the Tasmanian Planning Scheme Responsible Officer: Senior Strategic Planner	1.1	Prepare Project Plan	Draft Local Provisions Schedule	Finalise Local Provisions Schedule	
6	Westbury Road Prospect Vale – Activity Centre Plan Responsible Officer: Senior Strategic Planner	6.6	Prepare project plan and engage consultant	Develop draft plan	Present plan to Council	

Action performance targets

No.	Performance target
2	Part V agreements established with landowners for infrastructure development
3	Completion of projects in line with project plan requirements
4	Complete feasibility and commence business case

Community and Development Services

Directorate	4. Community & Development Services	Program number and title	4.1 Land Use & Planning
Program Objective	To carry out planning duties and prepare policies for the sustainable development of the local government area		
Link to Community Strategic Plan 2014 to 2024	Future Direction (1) - A sustainable natural and built environment. <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i> <i>1.2 Liveable townships, urban and rural areas across the local government area with individual character.</i> <i>1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Process development applications in accordance with delegated authority Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target	Performance Target	Performance Target	Performance Target
2	Process Planning Scheme Amendments Responsible Officer: Director Community & Development Services	1.1, 1.2, 1.3	Performance Target	Performance Target	Performance Target	Performance Target

Action performance targets

No.	Performance target
1	Within Statutory time frames, 100% Conformance
2	Within Statutory time frames, 100% Conformance

Directorate	4. Community & Development Services	Program number and title	4.2 Building, Plumbing & Drainage Control
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the Building Act, Permit Authority and Building Regulations 2016 and the Tasmanian Building Regulations 2004.		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment.</p> <p><i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i></p> <p><i>1.2 Liveable townships, urban and rural areas across the local government area with individual character.</i></p> <p><i>1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.</i></p> <p><i>1.4 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.</i></p> <p>Future Direction (3) Vibrant and engaged communities.</p> <p><i>3.2 Successful local events enhance community life.</i></p> <p>Future Direction (4) A healthy and safe community.</p> <p><i>4.3 Public health and safety standards are regulated, managed and maintained.</i></p> <p>Future direction (5) Innovative leadership and community governance</p> <p><i>5.5 Councils in the region collaborate and share resources for the collective good of their communities</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Permit Authority – Issue Permits for Category 4 Building works Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target	Performance Target	Performance Target	Performance Target
2	Permit Authority – Process Notifiable Building Works (Category 3) Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target	Performance Target	Performance Target	Performance Target
3	Permit Authority – Manage outstanding Building Completions and Illegal Works Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3				Reduce outstanding completions by 10%

4	Coordinate Major Events applications Responsible Officer: 337 Officers	3.2	Performance Target	Performance Target	Performance Target	Performance Target
5	Conduct inspections and process applications for Plumbing Permits (Category 4) and Notifiable Plumbing Works (Category3) Responsible Officer: Plumbing Surveyor	1.4, 4.4, 5.5	Performance Target	Performance Target	Performance Target	Performance Target

Action performance targets

No.	Performance target
1	Issue Building Permits within 7 working days from the date all other permits and documents as required by the Building Act, are received by Council. Achieve 95% conformance.
2	Building applications processed in a timely manner
3	Outstanding building completions and illegal works reduced by 10%
4	Respond to applications within 7 working days
5	Process plumbing applications within 7 days and special connection permits within 14 days of receipt of all information

Directorate	4. Community & Development Services	Program number and title	4.3 Environmental Health
Program Objective	Manage Council's statutory obligations in relation to Environmental Protection and Preventative Health		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment. <i>1.5 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.</i></p> <p>Future Direction (4)- A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</i> <i>4.3 Public health and safety standards are regulated, managed and maintained.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Monitor and sample water quality of recreational waters Responsible Officer: Environmental Health Officer	1.5, 4.1	Record Results	Record Results	Record Results	Record Results
2	Inspect Places of Assembly annually as per program Responsible Officer: Environmental Health Officer	4.1, 4.3	Issue Annual Licence	Issue Annual Licence	Issue Annual Licence	Issue Annual Licence
3	Inspect and register food premises annually Responsible Officer: Environmental Health Officer	4.1, 4.3	Issue annual registration for all food premises.	Inspections per Schedule	Inspections per Schedule	Inspections per Schedule
4	Co-ordinate immunisation clinics Responsible Officer: Environmental Health Officer	4.1, 4.3		Complete Immunisation Program		

Action performance targets

No.	Performance target
1	Respond to non-conformances within 48 hours
2	Conduct inspections as per program
3	Conduct inspections as per program
4	Provide school based immunisations as per program

Directorate	4. Community & Development Services	Program number and title	4.4 General Inspector
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the Dog Control Act 2000, Fire Services Act 1979 and the Local Government Act 1993.		
Link to Community Strategic Plan 2014 to 2024	Future direction (4) - A healthy and safe community. <i>4.3 Public health and safety standards are regulated, managed and maintained.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Annual Audit of Dog Registrations Responsible Officer: General Inspector	4.3			Conduct Audit	
2	Fire Abatement Management Responsible Officer: General Inspector	4.3		Issue Notices	Issue Notices	
3	Investigate incidents and complaints regarding animal control Responsible Officer: General Inspector	4.3	Performance Target	Performance Target	Performance Target	Performance Target

Action performance targets

No.	Performance target
1	Audit conducted as scheduled
2	Notices issued as required
3	Investigate all cases and complaints within 10 days

Directorate	4. Community & Development Services	Program number and title	4.5 Natural Resource Management
Program Objective	Facilitate Natural Resource Management for Council and Community		
Link to Community Strategic Plan 2014 to 2024	Future Direction (1) - A sustainable natural and built environment. <i>1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.</i> <i>1.4 Meander Valley is environmentally sustainable</i> <i>1.6 Participate and support programs that improve water quality in our waterways.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Continue implementation of NRM strategies as per annual work plan Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Achieve Performance Target	Achieve Performance Target	Achieve Performance Target	Achieve Performance Target
2	Review and update Councils Natural Resource Management Strategy Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Complete Strategy	Design internet version of Strategy	Develop internet version of Strategy	Internet version of Strategy completed
3	Participate in the Tamar Estuary Esk Rivers Program Responsible Officer: NRM Officer	1.3, 1.4, 1.6			Report on TEER activities	

Action performance targets

No.	Performance target
1	Complete actions within timeframes and within budget
2	Strategy completed
3	Attend annual meetings and support a regional approach to river catchment management

Directorate	4. Community & Development Services	Program number and title	4.6 Community Development
Program Objective	Working with the community for the benefit of all		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (3) - Vibrant and engaged communities. <i>3.1 Creativity and learning are art of daily life across the communities of Meander Valley.</i> <i>3.2 Successful local events enhance community life.</i> <i>3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.</i></p> <p>Future Direction (4) - A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors of the community are planned, met and managed.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Facilitate the operation of the Meander Valley Community Safety Group Responsible Officer – Community Development Manager	3.4, 4.1.	Conduct meeting and report on progress	Conduct meeting and report on progress	Conduct meeting and report on progress	Conduct meeting and report on progress
2	Deliver the Community Grants Program Responsible Officer – Community Development Manager	3.1, 3.2, 3.4, 4.1.	Acquit Round 1 and advertise	Acquit Round 2 and advertise	Acquit Round 3 and advertise	Acquit Final Round and advertise Conduct Grants Information Forum
3	Conduct Art Exhibition Responsible Officer – Community Development Manager	3.1, 3.2	Review Art exhibition	Establish format for exhibition	Conduct exhibition	Review exhibition

Action performance targets

No.	Performance target
1	Meetings held and goals achieved
2	Number and range of grant applications
3	Number of artists participating

Directorate	4. Community & Development Services	Program number and title	4.7 Services To Young people
Program Objective	To address and support the needs of young people through responsive and participatory approaches		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (3) - Vibrant and engaged communities</p> <p><i>3.1 Creativity and learning are part of daily life across the communities of Meander Valley.</i></p> <p><i>3.2 Successful local events enhance community life.</i></p> <p><i>3.3 Educations and training opportunities are available to everyone across the local government areas.</i></p> <p><i>3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.</i></p> <p><i>3.5 Young people have the opportunity to be engaged in community life.</i></p> <p>Future Direction (4) - A healthy and safe community.</p> <p><i>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</i></p> <p><i>4.2 Infrastructure, facilities and programs encourage increased participation in all forms of active and passive recreation.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Conduct School Holiday Program Responsible Officer: Community Officer	3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2	Conduct and report	Conduct and report	Conduct and report	Conduct and report Evaluate overall outcomes
2	Conduct Stepping Stones Camps Responsible Officer: Community Officer	3.1, 3.3, 3.4, 4.1, 4.2.	Conduct program	Conduct program	Conduct program	Conduct program and evaluate overall outcomes
4	Conduct 'National Youth Week' Event Responsible Officer: Community Officer	3.1, 3.2, 3.5, 4.1.			Prepare and advertise event	Conduct event
5	Facilitate outdoor recreation programs Responsible Officer: Community Officer	3.1, 3.3, 4.1, 4.2.	Conduct program	Conduct program	Conduct program	Conduct program

Action performance targets

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

Directorate	4. Community & Development Services	Program number and title	4.8 Recreation and Sport Services
Program Objective	To provide current and future recreation and sport programs and facilities		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment. <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i></p> <p>Future Direction (4) - A healthy and safe community. <i>4.2 Infrastructure, facilities and programs encourage increased participation in all forms of active and massive recreation.</i></p> <p>Future direction (5) - Innovative leadership and community governance. <i>5.3 Evidence based decision making engages the community and is honest, open and transparent.</i></p> <p>Future Direction (6) - Planned infrastructure services. <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilised and maintained.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Support the operation of the Recreation Co-Ordination Group Responsible Officer: Recreation Coordinator	4.2, 6.4	Conduct meeting	Conduct meeting	Conduct meeting	Conduct meeting
2	Co-ordinate usage and promotion of Prospect Vale Park and Hadspen Recreation Ground Responsible Officer: Recreation Coordinator	4.2, 6.4	Conduct all users meeting	Liaise with User Groups	Conduct all users meeting	Liaise with User Groups
3	Research and produce an Outdoor Recreation Facilities User Guide for Prospect Vale Park and Hadspen Memorial Centre Responsible Officer: Recreation Coordinator	1.1, 4.2, 5.3	Draft User Guide for each venue	Liaise with users and test User Guide	Roll-out User Guide to seasonal and casual users and on-line	Review and evaluate effectiveness

Action performance targets

No.	Performance target
1	Meeting held and goals achieved
2	User meeting held and goals achieved
3	Study completed and reported to Council

Directorate	4. Community & Development Services	Program number and title	4.9 Recreation Facilities Management
Program Objective	To provide indoor facilities for recreational, social and community based activities that are safe, comfortable and fit for purpose		
Link to Community Strategic Plan 2014 to 2024	<p>Future direction (1) - A sustainable natural and built environment. <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i></p> <p>Future Direction (3) - Vibrant and engaged communities. <i>3.3 Education and training opportunities are available to everyone across the local government area.</i> <i>3.5 Young people have the opportunity to be engaged in community life.</i></p> <p>Future Direction (4) -A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</i> <i>4.2 Infrastructure facilities and programs encourage increased participation in all forms of active and passive recreation.</i></p> <p>Future direction (6) - Planned infrastructure services. <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilised and maintained.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Preliminary Review of Sport and Recreation Plan Responsible Officer: Recreation Coordinator	1.1, 4.1, 6.4		Review document	Report proposed changes	
2	Develop a strategy and implement to promote and market indoor recreation facilities to current and prospective users Responsible Officer: Recreation Coordinator	3.5, 4.1, 4.2, 6.4.	Develop and implement strategy	Conduct all users meeting	Review strategy	Conduct all users meeting

3	Research and design a pilot Meander Valley VET Work Placement Program at the Westbury Sports Centre and associated local venues Responsible Officer: Recreation Coordinator	3.3, 3.5, 4.1, 6.4	Draft User Guide for each venue	Liaise with users and test User Guide	Roll-out User Guide to season and casual users and on-line	Review and evaluate effectiveness
4	Develop a Draft Long Term Capital Asset Expenditure Plan for recreation facilities Responsible Officer: Recreation Coordinator	1.1, 4.1, 4.2, 6.1, 6.4		Complete research and design	Complete Pilot Program	Review and evaluate effectiveness

Action performance targets

No.	Performance target
1	Review, identify and report proposed changes
2	Complete strategy and hold all user meetings
3	Pilot Program to be conducted and evaluated
4	Prepare draft Plan

Works

Directorate	5. Works	Program number and title	5.1 Parks, Reserves, Sports Grounds and Cemeteries
Program Objective	To ensure that Councils parks, reserves, cemeteries and sports grounds are suitably maintained to provide a safe, clean and inviting experience to community and sporting organisations.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Provide facility maintenance services Responsible Officers: Works Supervisors and Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program Responsible Officer: Works Supervisors and Works Officers	6.1	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System & Conformance with annual budget
2	Conformance with project budget and works program

Directorate	5. Works	Program number and title	5.2 Roads
Program Objective	To construct and maintain a safe and effective road network to meet the needs of road users and the community.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.3 The Meander Valley transport network meets the present and future needs of the community and business</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake the maintenance work in accordance with the level of service required. Responsible Officer: Works Supervisors & Works Officers	6.1, 6.3, 6.6	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review
2	Plan and deliver capital works projects and provide progress report to Council Responsible Officer: Works Director, Works Supervisors & Works Officers	6.3, 6.6	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System
1	Conformance with project budget and works program

Directorate	5. Works	Program number and title	5.3 Toilets, Street Cleaning and Litter Collection
Program Objective	To ensure public toilets and streets are maintained in a clean and tidy condition.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake street/reserve litter collection and street cleaning Responsible Officers: Works Supervisors & Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Undertake cleaning of toilets in accordance with the current level of service Responsible Officers: Works Supervisors & Works Officers		Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System
1	Conformance with annual budget
2	Achieve 95% conformance with Customer Service Request System
2	Conformance with annual budget

Directorate	5. Works	Program number and title	5.4 Urban Stormwater
Program Objective	To provide and maintain an effective urban storm water drainage system		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6)- Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.5 Stormwater and flooding cause no adverse impacts.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Provide storm water maintenance services Responsible Officers: Works Supervisors and Works Officers	6.1, 6.5, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Plan and deliver capital work projects and provide progress report to Council Responsible Officers: Works Director, Works Supervisors and Works Officers	6.1, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request system
1	Conformance with annual budget
2	Conformance with project budget and works program

Directorate	5. Works	Program number and title	5.5 Plant
Program Objective	To provide plant and equipment that suits Councils activities and is financially sustainable		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies..</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Manage plant to achieve operational objectives Responsible Officers: Works Director and Works Supervisors	6.1, 6.6			Complete major plant annual review	
2	Undertake plant purchases in accordance with 10 year Major Plant Replacement Program and report to Council Responsible Officer: Works Director	6.1, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action performance targets

No.	Performance target
1	Major plant hire rates to be competitive with private sector
1	Major plant utilisation reviewed to inform 10 year Plant Replacement Program
2	Conformance with project budget and works program

Directorate	5. Works	Program number and title	5.6 Management
Program Objective	To provide facilities, resources and leadership to support the effective and efficient delivery of services to the community		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies..</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Respond to customer enquiries Responsible Officers: Works Director, Works Supervisors and Works Officers	6.1 t	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review
2	Engage consultant to undertake assessment and provide report on Works Depots Responsible Officer: Works Director and External Consultant	6.6	Finalise scope of project	Engage consultant	Receive report and present to Council	

Action performance targets

No.	Performance target
1	Provide advice to customer in accordance with Customer Service Charter
1	Achieve 95% conformance with Customer Service Request System
2	Report to Council and finalise future strategy for Depot sites

GOV 3 COUNCIL AUDIT PANEL MINUTES, 2016-17 **ANNUAL REPORT AND 2017-18 WORK PLAN**

1) Introduction

The purpose of this report is for Council to receive the minutes of the Council Audit Panel meeting held on 27 June 2017 including its 2016-17 Annual Report and to approve the 2017-18 Council Audit Panel Work Plan.

2) Background

Copies of the Council Audit Panel meeting minutes, 2016-17 Annual Report and Work Plan for 2017-18 are attached for Council's information.

3) Strategic/Annual Plan Conformance

Further the objectives of Council's Community Strategic Plan 2014 to 2024, in particular:

- Future Direction (5) Innovative leadership and community governance

Conforms to the 2016-2017 Annual Plan Program No 1.2 - Risk Management.

4) Policy Implications

Not applicable.

5) Statutory Requirements

Sections 85, 85A and 85B of the Local Government Act 1993 and the Local Government (Audit Panels) Order 2014.

6) Risk Management

Not applicable.

7) Consultation with State Government and other Authorities

Not applicable.

8) Community Consultation

Not applicable.

9) Financial Impact

Not applicable.

10) Alternative Options

Not applicable.

11) Officers Comments

The attached minutes of the Council Audit Panel meeting held on 27 June 2017 have been reviewed and endorsed by the Council Audit Panel Chairperson and are provided for Council's information as required under the Audit Panel Charter.

The Annual Report explains how the Council Audit Panel discharged its responsibilities during 2016-17 and the focus areas for the 2017-18 financial year are outlined in the Work Plan.

AUTHOR: Martin Gill
GENERAL MANAGER

12) Recommendation

It is recommended that Council:

- 1) receive the minutes of the Council Audit Panel meeting held on 27 June 2017***
- 2) receive and note the 2016-17 Annual Report***
- 3) approve the Council Audit Panel Work Plan for 2017-18***

DECISION:



Audit Panel Minutes

Meeting Time & Date: 10am 27 March 2017	Venue: Meander Valley Council – Council Chambers
Present:	
Chairman Steve Hernyk	Councillor Andrew Connor
Mr Chris Lyall	
In Attendance:	
Martin Gill, General Manager	Daniel Smedley, Recreation Coordinator
Jon Harmey, Director Corporate Services	Justin Marshall, Senior Accountant
Patrick Gambles, Community Development Manger	Sam Bailey, Risk & Safety Officer
Krista Palfreyman, Development Services Coordinator / Permit Authority	Susan Ellston, Finance Officer
Neville Scott, Development Services General Inspector	By phone Conference: Debbie Scott, Group Leader Financial Audit - Tasmanian Audit Office Ric De Santi, Deputy Auditor-General
Apologies:	
Dino De Paoli, Director Infrastructure Services	

ORDER OF BUSINESS

ITEM	
1.	Declaration of Pecuniary Interests/conflict of interest Nil.
2.	Adoption of Previous Minutes It was resolved that the minutes of the meeting held on 28 February 2017 be received and confirmed.
3.	Outstanding from previous meeting - Action Sheet The Panel reviewed the Action Sheet and discussed the following items - <ul style="list-style-type: none"> 3.1. Panel Work Plan. Refer item 26 - Remove from Action sheet 3.2 Review 10 year Financial Plan. The 10 year Financial Plan was approved at the June Council meeting - Remove from Action sheet 3.3 Annual Review of risk management framework policies. Refer item 19 - Remove from Action sheet 3.4 Review process to manage insurable risks and existing insurance cover.. Carry Forward to next Audit Panel Meeting 3.5 Review Delegation process and exercise of these Carry Forward to next Audit Panel Meeting
4.	Review Annual Meeting Schedule and Work Plan Refer item 26 of minutes below for submission of this coming years work plan to Council

Governance and Strategy

5. Review of Council Strategic Plan

A verbal update was received that the Council Strategic Plan to be presented at the July Council meeting.

The report was received and noted.

6. Review of annual budget and report to Council

The annual budget and report to Council was approved at the June Council meeting.

The Budget papers were received and noted.

7. Review Annual Plan

A verbal update was received and noted.

8. Review policies and procedures

The following Policies were reviewed –

– **No 23 – Appointment and responsibilities of Council Representatives**

Only minor changes noted as part of the review and it was recommended that a Register for Council Representatives be developed.

Recommended to Council for approval.

– **No 34 – Real Estate Advertising Signs**

Only minor changes noted as part of the review with the Department Title to be corrected.

Recommended to Council for approval after Title alterations.

– **No 43 – Dog Management Policy**

Only minor changes noted as part of the review –Department Title to be corrected.

Recommended to Council for approval after Title alterations.

– **No 56 – Recreation-Facility Pricing**

A major overhaul of this policy had occurred– Some terminology inconsistencies need correction.

Recommended to Council for approval after correction of terminology inconsistencies.

– **No 79 – Pursuit of illegal building works**

The review had made important changes to bring the policy in line with the new building act – Some terminology inconsistencies need correction.

Recommended to Council for approval after correction of terminology inconsistencies.

– **No 81 – Social Media – Carried forward from last meeting**

This policy is being workshopped with Council – Carry forward to next Audit Panel meeting

Acknowledged going to a future Council workshop.

- No 82 – Community Grants - (now incorporating the following policies)

- No 55 – Townscape Incentive Grant Scheme

- No 75 – Community Organisations Regulatory Fees Refund Scheme

A major overhaul of this policy had occurred – Some terminology inconsistencies need correction.

Recommended to Council for approval after correction of terminology inconsistencies.

- No 83 – Fraud Control

Only minor changes noted as part of the review – ‘Fraud Control Plan’ to be provided to Audit Panel Members for review with this policy and it was noted that the review dates of the policy and procedure supporting it should be at the same date in future.

Carry forward to next Audit Panel Meeting.

- No 88 – Related party Disclosure (DRAFT-New Policy)

This policy was new and was due to a new legislative requirement for Councils – It was noted that a definition for KMP employee entitlements should be included.

Carry forward to next Audit Panel Meeting.

Financial and Management Reporting

9. Review most current results and report any relevant findings to Council

It was noted that the circularised April results had been submitted and had been approved at the June Council meeting.

The financial report papers were received and noted.

10. Review any business unit or special financial reports

No Matters to Report.

11. Review the impact of changes to Australian Account Standards

Refer item 8 - Policy 88 – Related party Disclosure (DRAFT – New policy)

Internal Audit

12. Consider any available audit reports

No Matters to Report.

13. Review management’s implementation of audit recommendations

Corrective actions register presented.

Information received and noted.

14. Review and approve annual internal audit program and alignment with

Refer item 19.

External Audit

15. Consider any available audit reports

The Financial Audit Strategy from TAO was circulated. Debbie Scott (Group Leader Financial Audit) & Ric De Santi (Deputy Auditor-General) gave an overview of the Strategy via phone-conference.

Probity examination of the use of Credit Cards by Council's General Managers and elected members examination was finalised. In terms of testing there were no significant issues noted.

Terms of Audit Engagement for the Audit of the Financial Report of Meander Valley Council Received and noted.

16. Review management's implementation of audit recommendations

No reportable outcomes to Report.

17. Review and approve external audit plan including meeting with Tas Audit Office representative

Refer item 15 above

18. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council

Roads to Recovery Audit completed - Now waiting for proceeds of claim no. 1
Still waiting for Flood Disaster Recovery Audit to be completed by TAO – No funding available for Council until completion.

Risk Management and Compliance

19. Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)

Risk management structure under review with a risk assessment workshop to be held at the Directors meeting on 4th July.

Pending establishment of a new risk register it was agreed to suspend any new internal audits until the new calendar year and in the interim only follow up on implementation of existing recommendations in the "corrective actions register". The Chairman will liaise with Council Officers on the development of a new internal audit plan for the December Panel meeting.

20. Monitor ethical standards and any related transactions to determine the systems of control are adequate and review how ethical and lawful behaviour and culture is promoted within the Council

No Matters to Report.

21. Monitor any major claims or lawsuits by or against the Council and complaints against the Council

Council had received correspondence on possible house movement in Prospect Vale – reported to MAV Insurance, expected to be nil liability against council.
Southern Cross Homes - ongoing.

22. Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour

No Matters to Report but the Chairman highlighted a current fraud occurring in Qld and NSW in the accounts payable area and suggested procedures in Council be reviewed so as not to be impacted.

Audit Panel Performance

23. Report to Council regarding execution of duties and responsibilities by the Audit Panel

The Chairman tabled his Annual Report.

The report was accepted and with the minutes of this meeting plus the Annual Work Plan at item 26 be submitted for the July Council Meeting agenda.

24. Initiate bi annual Audit Committee performance self-assessment (every 2nd year)

The Chairman tabled the Audit Panel Performance Evaluation Report and advised that for the next meeting he will submit an action plan for Panel members to address with a view to enhancing their performance

Information received and noted.

Other Business

25. Review issues relating to National competition policy

No Matters to Report.

26. Audit Panel - Annual Workplan 2018

The Annual Workplan 2018 was tabled and approved to be submitted for the July Council Meeting agenda.

27. Meeting close

This meeting closed at 11:35 am

Next Meeting

The next meeting to be held on Tuesday 26 September 2017 at 10.00am

Meander valley Council

Annual report to the Council of the Audit Panel

This report explains how the Audit Panel discharged their responsibilities during 2016-17. The report also outlines the Panel's plan for 2017-18.

The key purpose of this report is to:--

- achieve greater awareness of the purpose, role and objectives of the Audit Panel;
- outline the outcomes achieved by the Panel; and
- provide council with information on the future objectives of the Panel.

The Audit Panel comprises three members, one Councillor (Councillor Andrew Connor) and two independent members (Chris Lyall and the Chairman Steven Hernyk). All Panel members are originally appointed for two years and during this year Councillor Andrew Connor and Steven Hernyk were re-appointed (Chris Lyall was originally appointed in April 2016).

The objective of the Audit Panel is to review Council's performance under section 85A of the Act. In particular, the Panel must review:

- the Council's financial system, financial governance arrangements and financial management
- all plans of the Council (including strategic, financial management, and asset management plans)
- the accounting, internal control, anti-fraud and anti-corruption, risk managed policies, systems and controls that the Council has in place to safeguard its long-term financial position; and
- any other matters specified in an order under section 85B of the Act.

These functions are set out in detail in the Audit Panel Charter that was adopted by the Council in December 2014 and amended consequent to a review with the Council starting the revised Charter in October 2016.

Council's external auditor, the Tasmanian Audit Office (TAO), attended meetings with the Panel and separately with the Chairman during the year. The Audit Panel considered all reports from the TAO on their activities undertaken in reviewing and auditing the internal control environment. The independent audit of the financial statements of the Council for 2016 was reviewed by the Audit Panel.

Key Activities in 2016-17

Audit Panel:

- Developed and approved the panel's annual work plan for 2016-17
- Reviewed the external audit strategy for financial year 2016-17
- Reviewed the accounting policies and draft financial report for 2015-16
- Monitored and evaluated the effectiveness of Council's risk management processes and controls, including a review of the insurance portfolio
- Received regulatory updates to maintain current knowledge of contemporary governance practice and legislative requirements
- The Chairman attend external seminars on governance and audit presented by the Tasmanian Audit Office and LGAT
- The Chairman convened a meeting of other Audit Panel Chairman in Northern Tasmania to discuss issues that existed and best practice matters.

Program for 2017-18

Recently the Audit Panel reviewed its work program for 2017-18. The program is based on the functions listed in the charter and on priorities drawn from Council's Annual Plan. Key functions for the year ahead include:

- Monitor Council's risk management processes and controls
- Monitor the 2017-18 external audit process and the internal audit work program
- Review the financial statements and accounting policies for the financial year 2016-17
- Evaluate the performance of external auditors

Other Matters

1. Risk assessment and risk management in Council warrants a review as the current platform does not have a whole of organisation risk assessment record or monitoring in place. Panel members have been working with management with a view to improving the existing structure.
2. Internal audit resources are in need of a review to identify auditable areas and put in place a plan to conduct internal audit activity in the upcoming 2017-18 financial year.

LGAT highlighting in the past year the need to enhance internal audit activity across Councils in general and the Tasmanian Audit Office raising in his report to Parliament the functionality of the Internal Audit. On this basis I consider that Council should be enhancing Internal Audit activity.

Council should have an Internal Audit function for the following reasons:-

- it supports good governance
- to ensure consistency with its peers
- to improve the effectiveness of risk management, control and governance processes
- helps instil public confidence in Council's ability to operate effectively

With the Internal Audit function, Council should consider the following issues:

- the need to extend Council's understanding of risk management beyond traditional area of public liability and workplace health and safety into areas such as internal governance, fraud risk and broader regulatory risk.
- whether it is feasible for Council to pool resources with like Councils for internal audit services
- whether single management teams can feasibly conduct audits or internal reviews with an appropriate degree of independence and objectivity
- how Council can properly resource internal audit and internal control programmes.

The Tasmanian Audit Office has highlighted some of the above issues indicating that utilising internal resources for internal audit is a starting point but utilising an external provider would clearly improve functionality.

I am cognisant that the Council is not of a scale to resource a best practice independent internal audit function but there is room to enhance functionality without a heavy cost burden.

I recommend to Council that the "Audit Panel Working Group", comprising representatives from Meander Valley, West Tamar, Georgetown and the Break O'Day Councils, convene to consider engaging jointly an external provider who can implement a strategically focussed internal audit

work plan for use by the Councils that also have developed work programmes. It need not be the intent to outsource the internal audit function merely utilise an expert to put in place a structure for internal audit activity but the "Audit Panel Work Group" could make a recommendation on what parts warrant outsourcing such as technical audits like IT reviews.

It is clear that internal audit will add value through:-

- Assurance
 - * assuring the adequateness and effectiveness of the internal control system
 - * assuring Councils' risk management processes
 - * assuring regulatory compliance
 - * assuring Council's governance process
- Objective advice activities
 - * informing and advising management
 - * investigating or deterring fraud
 - * informing and advising the Audit Panel
- Insight activities
 - * recommending business improvement
 - * identifying emerging risks

The Audit Panel is charged with dealing with many matters but without a robust internal audit function its ability to fulfil its responsibilities is restricted. I commend to Council increasing the Internal Audit functionality.

3. During the year the "Audit Panel Work Group" met to review the Audit Panel Charter (following the Panel's own review) and recommended some minor changes which were adopted by Council in September 2016.
4. Attached to this report is the proposed work plan of the Audit Panel for the next twelve months for approval by Council. The Audit Panels meeting in June 2017 recommended this work plan to Council for approval.
5. In conducting the panel performance review during the year areas have been identified where the Panel believe improvement could be achieved. The Panel will develop an action plan over the next six months to address the matters highlighted in the review.

Attendance record

The audit panel had an agreed schedule of meetings

	Possible	Actual
Steven Hernyk	4	4
Andrew Connor	4	4
Chris Lyall	4	4

I commend my fellow Panel members for their contributions and thanks also to the management team who support the Audit Panel.

Steven Hernyk
Chairperson
Audit Panel



Proposed Meeting Dates 2018		27/2/18	26/6/18	26/9/17	19/12/17
AGENDA ITEM		Feb	June	Sep	Dec
Standing Items					
1.	Declaration of Pecuniary Interests/conflict of interest	√	√	√	√
2.	Adoption of Previous Minutes	√	√	√	√
3.	Outstanding from previous meeting - Action Sheet	√	√	√	√
4.	Review Annual Meeting Schedule and Work Plan	√	√	√	√
Governance and Strategy					
5.	Review of Council Strategic Plan	√			
6.	Review 10-Year Financial Plan		√		
7.	Review Financial Management Strategy (Sustainability)		√		
8.	Review preliminary Budget parameters and assumptions		√		
9.	Review annual budget and report to Council		√		
10.	Review Annual Plan	√	√	√	√
11.	Review Asset Management Strategy			√	
12.	Review Asset Management Policy			√	
13.	Review policies and procedures	√	√	√	√
14.	Review performance of plans, strategies and policies including performance against identified benchmarks				√
15.	Assessment of governance and operating processes integration with financial management practices of the Council			√	
Financial and Management Reporting					
16.	Review most current results and report any relevant findings to council	√	√	√	√
17.	Review any business unit or special financial reports	√	√	√	√
18.	Review annual financial report, audit report and management representation letter (for advice to GM) and make recommendation to Council including meeting with Tas Audit Office representative			√	
19.	Review the impact of changes to Australian Accounting Standards	√	√	√	√
Internal Audit					
20.	Consider any available audit reports	√	√	√	√
21.	Review management's implementation of audit recommendations	√	√	√	√
22.	Review and approve annual internal audit program and alignment with risks		√		
23.	Review the adequacy of internal audit resources for consideration in Council's annual budget and review performance of internal auditors	√			
External Audit					
24.	Consider any available audit reports	√	√	√	√
25.	Review management's implementation of audit recommendations	√	√	√	√
26.	Review and approve external audit plan including meeting with Tas Audit Office representative		√		
27.	Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council	√	√	√	√
Risk Management and Compliance					
28.	Annual review of risk management framework policies				√
29.	Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)	√	√	√	√

30.	Monitor ethical standards and any related party transactions to determine the systems of control are adequate and review how ethical and lawful behaviour and culture is promoted within the Council.	√	√	√	√
31.	Review the procedure for Council's compliance with relevant laws, legislation and Council policies	√			
32.	Review internal and fraud management controls	√			
33.	Review business continuity plan				√
34.	Review processes to manage insurable risks and existing insurance cover		√		
35.	Review delegation processes and exercise of these	√			
36.	Review tendering arrangements and advise Council	√			
37.	Review WH&S management processes				√
38.	Monitor any major claims or lawsuits by or against the Council and complaints against the Council	√	√	√	√
39.	Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour	√	√	√	√
Audit Panel Performance					
40.	Review Audit Panel Charter and make any recommendations for change to the Council for adoption (every 2nd year)		√		
41.	Report to Council regarding execution of duties and responsibilities by the Audit Panel		√		
42.	Initiate bi-annual Audit Committee performance self-assessment (every 2nd year)		√		
Other					
43.	Review issues relating to National competition policy	√			

GOV 4 NOTICE OF MOTION - REPEAL SECTION 13 OF THE FLUORIDATION ACT 1968 – CR TANYA KING

1) Introduction

The purpose of this report is for Council to consider a Notice of Motion from Cr Tanya King that Council support a motion to be put by Kentish Council at the upcoming Local Government Association of Tasmania Annual General Meeting on 26 July 2017, seeking the repeal of Section 13 of the Fluoridation Act 1968.

2) Background (Cr Tanya King)

Kentish Council has resolved to the put the following motion to the Local Government Association of Tasmania Annual General Meeting on 26 July 2017:

That LGAT requests the State Government repeal section 13 of the Fluoridation Act 1968 (amended) which states that 'a Council must not hold an elector poll under Part 6 of the Local Government Act 1993 in relation to the addition of fluoride to a public water supply.'

Repealing section 13 will enable the people of Tasmania to participate in information-sharing and debate and to state their informed position regarding the routine addition of fluoride to their drinking water, through a referendum.

In the documentation supporting the motion Kentish Council made the following observations:

The fluoridation of drinking water supplies in Tasmania is regulated by the Fluoridation Act 1968. Under the Act, the need to add fluoride to a water supply is assessed by a fluoridation committee, which then provides a recommendation to the Health Minister. The Health Minister may then choose to direct the water authority to add fluoride to the water.

Informed consent is standard practice for all medication, and a key reason why most of Western Europe has ruled against fluoridation. If

the community has no control over accepting or rejecting water fluoridation, we are allowing the State Government to do to the whole community (obliging people to take a medicine irrespective of their consent) what doctors cannot do to individual patients.

This motion is not intended as an argument for or against the addition of fluoride in drinking water.

It is seeking the opportunity for the community to have a voice.

It is these last points that form the basis for this Notice of Motion.

It's time for a comprehensive review of existing research, and if required, further studies to investigate the real cost/benefit of prophylactic administration of chemicals that have no direct benefit for the purpose of provision of potable water.

Historically, many substances have been used for their perceived benefit at the time. Later studies, research and education have resulted in the cessation of the use of these. Examples that spring to mind include; mercuric chloride, malathion, DDT, lead arsenate, creosote, nicotine, dieldrin and asbestos. While these substances have not been added to water supplies, their use was once widely accepted, and now is not – because as a society, we now know better.

The research to date on the detrimental impacts of Fluoridation may well be inconclusive, but there is sufficient evidence to question the efficacy, and highlight the potential risks and side effects of prophylactic administration.

A review of the legislation would allow the community to question participation in mass involuntary medication and provide informed consent, if it chooses, for the practice to continue.

3) Strategic/Annual Plan Conformance

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

- Future direction (5) – Innovative Leadership and community governance

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 not to support the motion.

11) Officers Comments

At present, 97% of the western European population drinks non-fluoridated water. Initiatives like the motion proposed by Kentish Council provide opportunities for community discussion, debate and informed decision making on 'accepted' health practices enshrined in legislation.

This position is best summarised in the Kentish Council material where it refers to recent experiences in Queensland:

The position of Local Government Association of Queensland and the Queensland State Government share the same position statement on water fluoridation, that "it is a principle of ethical public health policy that mass, involuntary medication must never proceed without the express consent of the community".

AUTHOR: Martin Gill
GENERAL MANAGER

12) Recommendation (Cr Tanya King)

It is recommended that Council support the motion by Kentish Council at the Local Government Association of Tasmania Annual General meeting of 2017, as follows:

That LGAT requests the State Government repeal section 13 of the Fluoridation Act 1968 (amended) which states that 'a Council must not hold an elector poll under Part 6 of the Local Government Act 1993 in relation to the addition of fluoride to a public water supply.

DECISION:

GOV 5 NOTICE OF MOTION - AUSTRALIA DAY – CR ANDREW CONNOR

1) Introduction

The purpose of this report is for Council to consider a Notice of Motion from Cr Andrew Connor that Council support a motion from the City of Hobart to lobby for a change in the date of recognition of Australia Day.

2) Background (Cr Andrew Connor)

The City of Hobart has proposed a motion for the general meeting of the Local Government Association of Tasmania (LGAT) to be held on 26 July 2017. Their motion is that LGAT be requested to lobby Tasmania's 29 councils to consider efforts they could take to lobby the federal government to change the date of recognition of Australia Day.

Meander Valley Council as representatives closest to its community have a key role to play in communicating the want and need of its residents in a modern society and relate those wishes to the broader community and other levels of government. Councils also play a large part in community events on Australia Day around the country.

Australia Day is important to many in our community but also contentious to indigenous and non-indigenous people because the date is also viewed as Invasion Day. The current date of 26 January was only named Australia Day in 1935, the public holiday marking the day has only been in consistent practice since 1994. There is growing support in the community to review our national day and change it to one that is less contentious.

This motion, when presented by the City of Hobart at the recent Australian Local Government Association (ALGA) National General Assembly was passed with the support of a majority of delegates.

This year Meander Valley Council held its Australia Day event on 25 January and no issues were raised by the community about it not being held on the actual gazetted national day.

If a modern Australia wants to be fully inclusive, it needs to find a day to celebrate its nationhood which is acceptable to all people. Possible alternatives include 1 January the anniversary of Australia's Federation on

that day in 1901, or another day, by mutual agreement that is of significance to all Australians.

3) Strategic/Annual Plan Conformance

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

- Future direction (5) – Innovative Leadership and community governance

4) Policy Implications

Not applicable.

5) Statutory Requirements

Not applicable.

6) Risk Management

Not applicable.

7) Consultation with State Government and other Authorities

The Hobart City Council motion regarding the change of date for Australia Day was recently considered and debated at the Australian Local Government Association National Assembly where it was carried.

8) Community Consultation

Not applicable.

9) Financial Impact

Not applicable.

10) Alternative Options

Council can elect not to support the motion or consider alternative proposals.

11) Officers Comments

No comment.

AUTHOR: Martin Gill
GENERAL MANAGER

12) Recommendation (Cr Andrew Connor)

It is recommended that Council

- 1. Support the motion by the City of Hobart to be considered at the Local Government Association of Tasmania Annual General Meeting*
- 2. Take other steps to support a change of date of Australia Day to one that is more acceptable to the wider community*

DECISION:

CORP 1 NEW POLICY NO. 88 – RELATED PARTY DISCLOSURES

1) Introduction

The purpose of this report is for Council to adopt a Related Party Disclosures Policy.

2) Background

The Australian Accounting Standards Board (AASB) 124 Related Party Disclosures was approved on 24 July 2015 and came into full effect for Local Government on 1 July 2016. Councils are required to produce financial statements that comply with the Accounting Standards, as audited by the Tasmanian Audit Office (TAO).

The objective of AASB 124 is to ensure that Council's financial statements contain all disclosures necessary to identify where the financial performance may have been affected by transactions with related parties, primarily the close family members and businesses of the General Manager, Directors and Councillors.

Council's audit panel reviewed the Related Party Disclosures Policy on 27 June and recommended minor amendments which have been incorporated into the recommended policy.

The Related Party Disclosures Policy was reviewed at the Council workshop on 27 June and minor amendments were incorporated into the recommended policy.

3) Strategic/Annual Plan Conformance

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

- Future direction (5) Innovative leadership and community governance.

4) Policy Implications

The new Council policy has been introduced to ensure key management personnel's compliance with the requirements of AASB 124.

5) Statutory Requirements

Under the Local Government Act 1993 and Audit Act 2008 Council must produce annual financial statements that comply with Australian Accounting Standards.

6) Risk Management

The new Council policy and related party declaration for key management personnel will substantially lower the risk of non-compliance with the statutory requirements.

7) Consultation with State Government and other Authorities

The policy has been developed in consultation with the LGAT, the Tasmanian Audit Office, the Local Government Division of the Department of Premier and Cabinet and other Tasmanian Councils.

8) Community Consultation

Not applicable.

9) Financial Impact

The policy will ensure that Council's financial statements contain the disclosures necessary to draw attention to the possibility that Council's financial position and profit and loss may have been affected by the existence of related parties and by transactions with such parties.

10) Alternative Options

Council may adopt the Related Party Disclosures Policy with amendment.

11) Officers Comments

The policy provided for adoption outlines the expectations of elected members and Council officers in relation to ASSB 124. The policy outlines the disclosure requirements under AASB 124 of key management personnel. It also outlines the procedures Council will follow to collect, store, manage and report on related party relationships, transactions and commitments.

The policy has been developed through a working group comprising representatives from the Tasmanian Audit Office, the Local Government

Division of the Department of Premier and Cabinet, Clarence City Council and the Local Government Association of Tasmania.

AUTHOR: Jonathan Harmey
DIRECTOR CORPORATE SERVICES

12) Recommendation

It is recommended that Council adopts the Related Party Disclosures Policy as follows:

POLICY MANUAL

Policy Number: 88

Related Party Disclosures

Purpose:

To outline the expectations of elected members and employees of Council in relation to Australian Accounting Standard AASB 124 *Related Party Disclosures*.

Department:

Corporate Services

Author:

Jonathan Harmey, Director

Council Meeting Date:

11 July 2017

Minute Number:

xx

Next Review Date:

July 2021

POLICY

1. Definitions

Close Family Member

Family members of Key Management Personnel (KMP) who may be expected to influence, or be influenced by, that person in their dealings with the entity. This includes, but is not limited to, that person's spouse or domestic partner; and the children and dependents of that person or that person's spouse or domestic partner.

Control of an entity

You control an entity if you have:

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

Declaration by KMP	An annual declaration of close family members and entities that the KMP or their close family members control or jointly control, as per Appendix 1, updated during the year as necessary.
Entities controlled by KMPs	Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.
Entities related to Council	Entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council.
Joint control of an entity	To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key Management Personnel (KMP)	Persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. In the council context this includes the Mayor, Councillors, the General Manager and Directors.
KMP Compensation	<p>All employee benefits. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes:</p> <ul style="list-style-type: none"> a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave, paid sick leave and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees; b) other long-term employee benefits, including long-service leave or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period and deferred compensation; and c) termination benefits.
Materiality	<p>Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.</p> <p>Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions</p>

that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.

Ordinary Citizen Transactions (OCTs) Transactions that an ordinary citizen would undertake with Council are usually not material to related party disclosure requirements. OCTs do not apply if the terms and conditions are different to those offered to the general public.

Related Party of Council People and entities, such as companies, trusts and associations, can be related parties of Council. Most commonly these will be entities related to Council, KMP of Council (including elected members), close family members of KMP and entities that are controlled or jointly controlled by KMP or their close family members.

Related Party Transaction A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

2. Objective

The objective of the Standard is to ensure that Council's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

3. Scope

This policy outlines what is expected of elected members and staff of Council in relation to Australian Accounting Standard AASB 124 Related Party Disclosures (AASB 124). Specifically, the policy outlines the disclosure requirements under AASB 124 of Key Management Personnel (KMP), which includes elected members. It also outlines the procedures Council will follow to collect, store, manage and report on related party relationships, transactions and commitments. Under the Local Government Act 1993 and the Audit Act 2008 all local governments in Tasmania must produce annual financial statements that comply with Australian Accounting Standards.

4. Policy

4.1 Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by that KMP or their close family members and which are likely to have transactions with Council (Appendix 1).

- 4.2 For the purpose of this Policy, Close Family Members includes, but is not limited to:
- that person's children and spouse or domestic partner;
 - children of that person's spouse or domestic partner; and
 - dependents of that person or of that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

- 4.3 It is the responsibility of the Director Corporate Services to seek a declaration upon a change of KMP.
- 4.4 All KMPs will be asked to provide their declarations by 1 July each year covering the forthcoming financial year. In addition, an updated declaration for the previous financial year will also be provided.
- 4.5 It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.
- 4.6 Council will not capture Ordinary Citizen Transactions (OCTs) with related parties; examples of OCT's are using a public swimming pool after paying the normal fee, paying property rates and dog registrations. If OCTs were to occur on terms and conditions that are different to those offered to the general public, the volume of transactions or other qualitative factors of the transactions may cause the OCTs to be assessed as being material in nature.
- 4.7 Council will not disclose non-material transactions. The Director Corporate Services and General Manager will jointly assess the materiality of the related party transactions that have been captured prior to disclosure. In determining materiality, the size and nature of the transaction individually and collectively will be considered.

4.8 Register of Related Party Transactions

4.8.1 Maintain a Register

The Director Corporate Services is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

4.8.2 Contents of Register

The contents of the register of related party transactions must detail for each related party transaction:

- the description of the related party transaction;
- the name of the related party;

- the nature of the related party's relationship with Council;
- whether the notified related party transaction is existing or potential;
- a description of the transactional documents.

The Director Corporate Services is responsible for ensuring that the information is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124.

- 4.9 Council will use the declarations of KMP to establish a list of related parties for the purposes of identifying transactions and reporting under AASB 124.
- 4.10 Updates will be provided to KMP and Council staff periodically on changes arising from amendments to Australian Accounting Standards, applicable legislation or policy and procedural requirements.
- 4.11 In making disclosures in the annual financial statements Council will include:
- Total KMP compensation
 - Employee expenses for close family members of KMP
 - Transactions with close family members of KMP including the purchase of materials and services, assets and liabilities such as leases and loans.
 - Any other separate disclosure for each category of related party transactions
 - Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them
 - Where related party transactions have occurred, the nature of the related party relationship and information about the transactions, outstanding balances and commitments, including terms and conditions

5. Legislation

- Australian Accounting Standard AASB 124 Related Party Disclosures
- Local Government Act 1993, Section 28(e) Functions of Councillors
- Audit Act 2008
- Privacy Act 1988
- Personal Information Protection Act 2004

6. Responsibility

Responsibility for the operation of this policy rests with the Director, Corporate Services.

Appendix 1 – Declaration of Related Party Transactions and Consent Form

Private and Confidential

Related Party Declaration by Key Management Personnel

For the period _____ to _____

Name of Key Management Person: _____

Position of Key Management Person: _____

Close Family Member Name	Relationship with KMP	Entities over which the close family member has sole or joint control	Nature of likely transactions with Council or Council entities

Name of Entity over which the KMP has control	Relationship with KMP	Nature of likely transactions with Council or Council entities

I _____, declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members having had, or likely to have, transactions with Council. I make this declaration after reading Council's policy which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

I permit the General Manager to access the register of interests of me and persons related to me and to use the information for the purposes specified in Council's Related Party Disclosures Policy.

Declared at _____ on the _____

Signature of KMP: _____

Name of KMP: _____

In accordance with Council's *Privacy Policy*, your information, and the information of others, is protected by law, including the *Privacy Act 1988* and the *Personal Information Protection Act 2004*.

Appendix 2 - Related Party Information Collection Notice

Collection Notice

Related party transactions disclosure by Key Management Personnel

From 1 July 2016, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures*.

Purpose of collection, use and disclosure of related party information

The reason for disclosure of related party transactions is to ensure that Council's financial statements contain the information necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties include the Mayor, Councillors, General Manager, Directors, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

A related party transaction must be disclosed in Council's financial statements if the transaction is material. Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.

Prior to disclosure, the Director Corporate Services and General Manager will jointly assess the materiality of related party transactions that have been captured, and, if deemed material, will disclose in its financial statements the nature of the related party relationship and information about the transaction. Disclosure in the financial statements may be in aggregate form and/or may be made separately, depending on the nature and materiality of the transaction.

Related Party Transactions Declaration by Key Management Personnel

Key management personnel (KMP) are the persons who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include the Mayor, Councillors, General Manager and Directors. In order to comply with AASB 124, Council has adopted a policy that requires all KMP to declare any existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual *Related Party Declaration* in the approved form, by 1 July each year, and update the Declaration should they become aware of any change, error or omission. KMPs must exercise their best judgement in identifying related parties when declaring, or not declaring, entities over which they, or a close member of their family, have control or joint control.

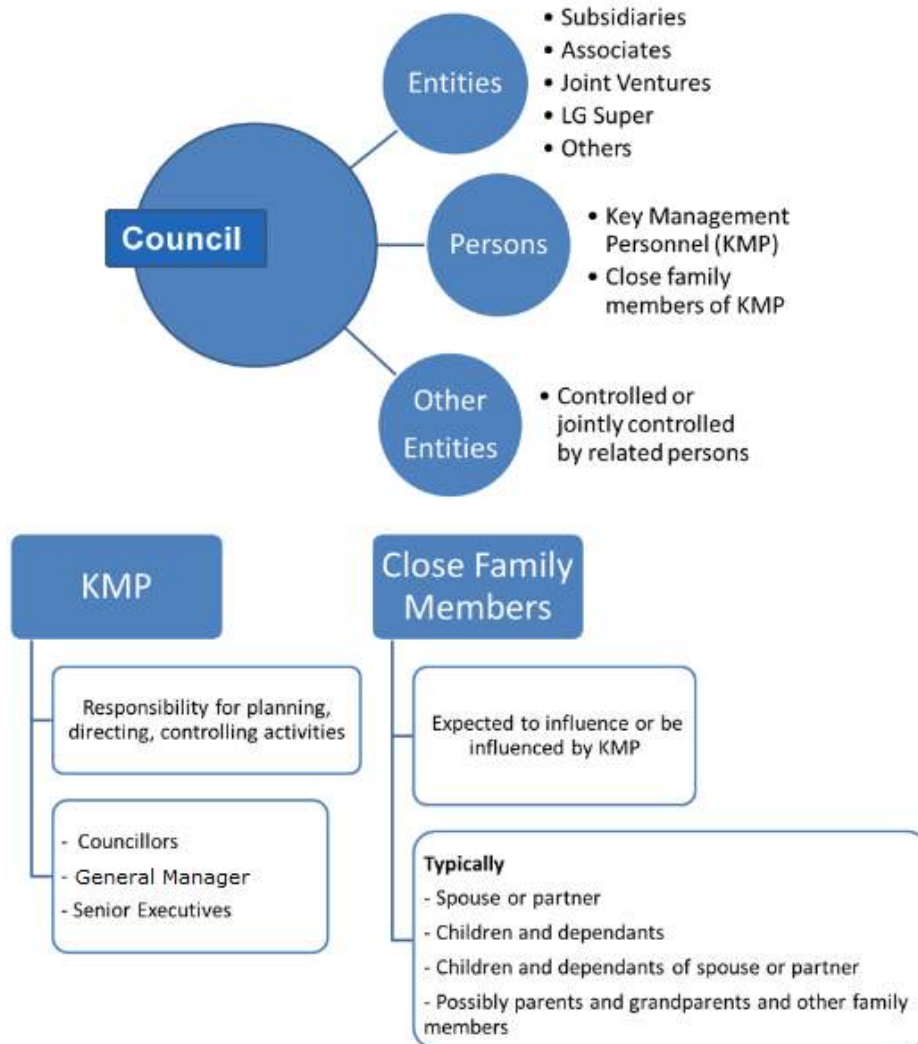
How will the information captured in the Declaration be used?

Council will use the declarations of KMPs to establish a list of related parties of Council for the purposes of identifying transactions and reporting under AASB 124. If a KMP or close family member is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes.

Who are related parties?

People and entities, such as companies, trusts and associations, can be related parties of Council.

The following diagram gives an overview of common related parties that a council will have.



For related party transaction disclosures under AASB 124, the related party relationship must be disclosed for both the KMP and their close family members, even if the same related party entity is held jointly or in common by them. This is separate and in addition to Council's register of interests which is required under the *Local Government Act 1993*.

Under AASB 124, those persons who are prescribed as definitely being close family members of a KMP include:

- that person's children and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependents of that person or that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

What is an entity that I, or my close family members, control or jointly control?

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

You control an entity if you have:

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

You jointly control an entity if there is a contractually agreed sharing of control of the entity. Joint control exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some instances, it may not be easy to determine whether or not you, or your close family members, control or jointly control an entity. If you are unsure and require further clarification, you should contact the Director Corporate Services for a confidential discussion.

DECISION:

CORP 2 REQUEST FOR REMISSION OF THE 2017-18 RATES AND CHARGES ON 46 CHELTENHAM WAY, PROSPECT VALE & REQUEST FOR COMPENSATION FROM COUNCIL

1) Introduction

The purpose of this report is for Council to consider a request from the owners of 46 Cheltenham Way, Prospect Vale as received by the General Manager in June 2017.

The property owners have requested "Rates remission: We would like to apply for the annual rates remission under the Local Government Act under Section 129 for the financial year of 2017/18". This is taken to be a remission of the 2017-18 rates, charges and fire levy at 46 Cheltenham Way, Prospect Vale, equivalent to the amount a person eligible for the pensioner rate remission program would receive.

The owners have also requested "Compensation for our rates dating from the time we took possession of our house which was the 27 April 2015. We have paid in full, two years worth of rates since that date." This is taken to be financial compensation from Council equivalent to the amount an eligible person for the pensioner rate remission program would have received for rates, charges and fire levy at 46 Cheltenham Way, Prospect Vale for the period 27 April 2015 to 30 June 2017.

2) Background

Mr Ling and Ms McAdam wrote an email to the General Manager on Tuesday 13 June 2017 requesting a rates remission for 2017-18 and financial compensation for the entire period of ownership. Ling and McAdam purchased the property at 46 Cheltenham Way in April 2015 and make the request on the following basis:

"We were informed both verbally by Council staff and via the then current Meander Valley Council website, that my Gold Card met the criteria for us to receive a rates concession. We moved into our home at 46 Cheltenham Way Prospect Vale on the 27th of April 2015. We were informed after purchasing our home that we would not be entitled to a rates concession due to an error on the Council website and misinformation by council staff. As you can imagine my wife and I were both shocked and disappointed to

be told this and would therefore very much appreciate a rates remission as per original council website."

Mr Ling completed an application for pensioner rate remission on 20 May 2015. The form that he completed is provided as an attachment. Mr Ling made the application on the basis that he held a gold card issued by the Department of Veteran's Affairs. The signed application form that Mr Ling completed contained the following section that stated "only those cards bearing the inscription "War Widow" (formerly the DTEC – Lilac card) or "TPI" (formerly the DETC – Yellow Card with the inscription TPI) qualify the holder for a rates remission." The wording on the signed form specifically excludes the type of card that Mr Ling considered entitled him eligible for the pensioner rate remission. The gold card that Mr Ling held did not contain the letters TPI on the front which indicates permanent injury. While Council officers facilitated the application and forwarded the paperwork to the Department of Treasury and Finance for assessment, Mr Ling was then deemed ineligible by the Department of Treasury and Finance as his card did not meet the qualifying requirements.

Section from the application form completed by Mr Ling:

ELIGIBILITY FOR PENSIONER RATE REMISSION


For a pensioner to be eligible for a remission of rates for the 2015/16 financial year they must as at the 1st July, 2015 be the owner/occupier of the property for which they are claiming a rebate and possess one of the following three cards.

1. Pensioner Concession Card (PCC) or a Commonwealth Health Care Card (HCC) - a current PCC or HCC is taken to be a card which has a 'date of grant' on or prior to 1 July of the year to which the rates relate. PCCs & HCCs are issued by Centrelink and DVA and are endorsed with their respective names and pension numbers.
NOTE: Possession of a Commonwealth Seniors Health Card **does not under any circumstances,** qualify the holder for a rates remission.
2. Repatriation Health Card ('Gold Card') - this card is determined as current by reference to the expiry date in the bottom right hand corner. There are five cards all of similar appearance; **only those cards bearing the inscription "War Widow" (formerly the DTEC - Lilac Card) or "TPI" (formerly the DETC - Yellow Card with the inscription TPI) qualify the holder for a rates remission.**

After Council received notification that Mr Ling was not entitled to a pensioner rate remission on the basis of the card not containing the abbreviation TPI on the front, a review was conducted of the information contained on Council's website. The information in the 'Rate Remissions' section was designed to provide some succinct information of the general

eligibility for a pensioner rate remission and not a complete list of the eligibility requirements established by the State Government. The application for pensioner rate remission form contained further information such as the requirement for the abbreviation TPI to be included on a gold card. Additional wording was added to Council's website in August 2015 to further assist potential applicants in the application process.

Information on the Council website in April 2015:



Meander Valley Council

Rate Remissions

If you have recently become a pensioner, or have recently moved into the Meander Valley Council area, you will need to complete an Application for Pensioner Rate Remission, which can be obtained by contacting Council on 6393 5300.

This form, together with a photocopy of your Pension, DVA or Health Care Card, must be received by Council by 31 March of any year in which the rates are calculated.

To be eligible for a pensioner rate remission you must as at the 1st July of the financial year:

1. Be the owner/occupier of the property for which you are claiming a rebate, and
2. Have one of the following cards:
 - DSS - Pensioner Concession Card (PCC)
 - DVA - Repatriation Health Card ('Gold Card')
 - Health Care Card - a current HCC

PO Box 102, Westbury, Tasmania 7303 : Tel: 03 6393 5300 : Fax: 03 6393 1474 : E: mail@mvc.tas.gov.au

This is a printer friendly version of the following web page:-
<http://www.meander.tas.gov.au/page.aspx?u=446>

Updated information on the Council website in September 2015:

Rate Remissions

If you have recently become a pensioner, or have recently moved into the Meander Valley Council area, you will need to complete an **Application for Pensioner Rate Remission**, which can be obtained by contacting Council on 6393 5300.

This form, together with a photocopy of your valid Pension, DVA or Health Care Card (refer to the card types listed below), must be received by Council by 31 March of any year in which the rates are calculated.

To be eligible for a pensioner rate remission you must as at the 1st July of the financial year:

1. Be the owner/occupier of the property for which you are claiming a rebate, and
2. Have one of the following valid cards:

Valid Cards

A remission is available to pensioners who hold one of three types of cards issued by either Centrelink or the DVA.

Local Government (Rates and Charges Remissions) Act 1991 defines the holder of any of these three card types to be an eligible pensioner for rates remission purposes.

No other cards are acceptable for verifying eligibility for a rate remission.

Card Types

- **Pensioner Concession Card (PCC)**

A current PCC has a 'date of grant' on or prior to 1 July of the year to which the rates rebate relates. The date is printed on the pensioner card. A PCC is issued by Centrelink and the DVA and includes full name and pension number.

- **Health Care Card (HCC)**

A current Australian Government HCC has a "date of grant" on or prior to 1 July of the year to which the rates rebate relates. This date is printed on the card.

An Australian Government Seniors Health Card does **NOT** qualify the holder for a rates remission.

- **Repatriation Health Card - ie 'Gold Card' endorsed Total or Permanent Injury (TPI) or War Widow/Widower DVA**

The expiry date ("date of grant" on or prior to 1 July) printed on the bottom right hand corner of the card determines whether it is current.

[TOP OF PAGE](#)

Council plays an important role in helping to facilitate the State Government's pensioner rate remission system. The conditions for eligibility are established by the State with the Department of Treasury and Finance along with Centrelink determining if the applicant meets the eligibility conditions. Eligibility is determined by a number of factors. Mr Ling is certainly encouraged to apply for a pensioner rate remission again if he or Ms McAdam meet the qualifying conditions, this was advised in an attached letter dated 3 September 2015.

3) Strategic/Annual Plan Conformance

Not applicable.

4) Policy Implications

Not applicable.

5) Statutory Requirements

A rate remission for 2017-18 may be granted by Council in accordance with Section 129 (3) of the Local Government 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

Mr Ling was deemed ineligible for the pensioner rate remission system as determined and funded by the State Government. If Council were to provide a rate remission to the property owners at 46 Cheltenham Way for 2017-18 this would be funded by the Meander Valley Council. If granted, the remission would reduce Council revenue. The 2017-18 rates and charges for the property and estimated pensioner rate remission for an eligible person are as follows:

Property	General Rates	Fire Levy	Waste Charges	Total Revenue
46 Cheltenham Way	\$1,369.96	\$317.50	\$206.00	\$1,893.46
Amount of concession a person eligible for the pensioner rate remission system would receive:				\$362.50

Mr Ling has also requested compensation dating back to the time that he and Ms McAdam took possession being 27 April 2015. To be eligible for a

pensioner rate remission the owners have to own the property at 1 July. Even if Mr Ling was deemed eligible by the State Government for the pensioner rate remission program at 27 April 2015 no remission would have been issued in 2014-15 on that basis.

The requested financial compensation, if granted, will reduce Council revenue. The 2016-17 rates and charges for the property and estimated pensioner rate remission for an eligible person are as follows:

Property	General Rates	Fire Levy	Waste Charges	Total Revenue
46 Cheltenham Way	\$1,261.63	\$294.71	\$204.00	\$1,760.34
Amount of concession a person eligible for the pensioner rate remission system would receive:				\$350.94

The 2015-16 rates and charges for the property and estimated pensioner rate remission for an eligible person are as follows:

Property	General Rates	Fire Levy	Waste Charges	Total Revenue
46 Cheltenham Way	\$1,245.44	\$287.11	\$188.00	\$1,720.56
Amount of concession a person eligible for the pensioner rate remission system would receive:				\$345.42

10) Alternative Options

1. Council could provide a full or partial rate remission for the General Rate and Waste Management charge by absolute majority. Council is not able to provide a remission for the Fire Levy.
2. Council could provide financial compensation to Mr Ling and Ms McAdam.

11) Officers Comments

Rates Remission

Section 129 of the Local Government Act 1993 allows Council, by absolute majority to grant a remission of any rates payable by a rate payer. Mr Ling is not eligible for pensioner remission as he does not meet the eligibility criteria set by the State Government for the program. I recommend that Council do not provide a rate remission for the 2017-18 general rate and waste management charges for 46 Cheltenham Way, Prospect Vale. This would set a worrying precedent for Council to subsidise many other rate

payers that are almost eligible for the pensioner rate remission program, but do not quite meet the criteria as set by the State Government.

Financial Compensation

Council provides a valuable service to the community in facilitating the application process for the State Government's pensioner rate remission program. It is disappointing that Mr Ling and Ms McAdam feel they did not receive enough information on the pensioner rate remission program the first time that they made contact with Council. The application form that Mr Ling completed did contain this information however and this was clearly marked in bold and underlined. Council does not make the assessment of eligibility for a pensioner rate remission, it facilitates the process. I recommend that Council do not provide any financial compensation to Mr Ling. This would set a precedent where Council may be financial exposed each time a Council Officer provides information that may not be as comprehensive as the customer expects. Council has undertaken steps in August 2015 to attempt to provide further information on eligible cardholders on the website for the pensioner rate remission program. It is anticipated that this will reduce the likelihood of uncertainty of eligibility in the future.

AUTHOR: Jonathan Harmey
DIRECTOR CORPORATE SERVICES

12) Recommendation

It is recommended that Council:

- 1. Does not grant a rate remission for the General Rate and Waste Management charge for 2017-18 under Section 129 of the Local Government Act 1993 for 46 Cheltenham Way, Prospect Vale.***
- 2. Does not provide any financial compensation equivalent to the amount an eligible person for the pensioner rate remission program would have received for rates, charges and fire levy at 46 Cheltenham Way, Prospect Vale for the period 27 April 2015 to 30 June 2017.***

DECISION:

3rd September 2015

Our ref: 10279

Mr A B Ling
46 Cheltenham Way
PROSPECT VALE 7250

Dear Mr Ling

Re: Rate Rebate – 46 Cheltenham Way, Prospect Vale

I am writing to you with regard to incorrect information that we gave you relating to your eligibility for a Pension Rebate on your property at 46 Cheltenham Way.

Firstly, please accept our apologies for that and for not having the correct information on our website regarding which DVA Gold Cards were eligible to receive the Rate Rebate from the State Department of Treasury & Finance. This has now been rectified & our Website & New Resident Kits have been updated with the correct information.

After your phone conversation with Norma she did include your application in her list to State Treasury to claim the rebate, however, they have informed us that you are not eligible to claim the rebate with your current Gold Card.

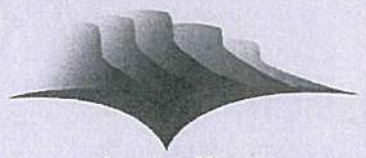
If in the future your circumstances change where you become eligible for a DVA Gold Card endorsed TPI on the front or are in receipt of a Centrelink Pension Concession Card you can re-apply providing the Card Start Date is prior to or on the 1st July for the financial year of which you are claiming a rebate.

Once again, please accept my apologies for the upset this has caused you and please do not hesitate to contact me on ☎ 6393 5330 if you have any further concerns.

Yours faithfully

Malcolm Salter
Director Corporate Services

INELIGIBLE



Meander Valley Council

WORKING TOGETHER

MEANDER VALLEY COUNCIL APPLICATION FOR PENSIONER RATE REMISSION

Property Number REMOVED

Property Address 46 Cheltenham Way, Prospect

Pension Card Number REMOVED Date of Issue expires 07/20

(Note: PLEASE ATTACH A PHOTOCOPY OF PENSION CONCESSION CARD)

Name: Adrian Ling

WARNING: PENALTY FOR FALSE INFORMATION \$240

RATES & CHARGES	STATE GOVERNMENT	FIRE SERVICE
2015/16	30%	20%
Regional Water Corporation Customer	Maximum Remission \$	
Non Regional Water Corporation Customer	Maximum Remission \$	

What type of Pension or Benefit is received?
(Please tick the applicable box)

CENTRELINK

DEPT OF VETERAN AFFAIRS

HEALTH CARE CARD

SIGNATURE REMOVED

DATE 20 MAY 2015

ELIGIBILITY FOR PENSIONER RATE REMISSION

For a pensioner to be eligible for a remission of rates for the 2015/16 financial year they must as at the 1st July, 2015 be the owner/occupier of the property for which they are claiming a rebate and possess one of the following three cards.

1. Pensioner Concession Card (PCC) or a Commonwealth Health Care Card (HCC) - a current PCC or HCC is taken to be a card which has a 'date of grant' on or prior to 1 July of the year to which the rates relate. PCCs & HCCs are issued by Centrelink and DVA and are endorsed with their respective names and pension numbers.
NOTE: Possession of a Commonwealth Seniors Health Card **does not under any circumstances**, qualify the holder for a rates remission.
2. Repatriation Health Card ('Gold Card') - this card is determined as current by reference to the expiry date in the bottom right hand corner. There are five cards all of similar appearance; **only those cards bearing the inscription "War Widow" (formerly the DTEC - Lilac Card) or "TPI" (formerly the DTEC - Yellow Card with the inscription TPI) qualify the holder for a rates remission.**

Applicants are required to advise Council if:-

1. They lose their entitlement to a Centrelink pension concession card or Veterans Affairs gold card endorsed TPI or War Widow/Widower; or
2. Are no longer living in the property as at 1 July of a financial year.

Failure of a recipient to advise the Council of these changes or the recipient makes a false and misleading statement, the Commissioner may commence action to have a fine imposed.

Consent to confirm a Pensioner's personal information from Centrelink or DVA

'I authorise the Meander Valley Council and the Department of Treasury and Finance to confirm with Centrelink or Department of Veteran's Affairs the details that I have provided and to determine whether I am receiving a Centrelink or Department of Veteran's Affairs benefit. This ongoing consent can be revoked at any time in writing.'

REMOVED

SIGNATURE

Privacy Statement

"The Meander Valley Council is committed to upholding the right to privacy of all individuals who have dealings with the Council. Unless required by law or by a Court or tribunal, the Council will take the necessary steps to ensure that the personal information that members of the public share with us remains confidential. How we use this information is explained in our Privacy Policy, which is available at www.meander.tas.gov.au or at the Council Office."

ITEMS FOR CLOSED SECTION OF THE MEETING:

Councillor xx moved and Councillor xx seconded ***“that pursuant to Regulation 15(2)(g) of the Local Government (Meeting Procedures) Regulations 2015, Council close the meeting to the public to discuss the following items.”***

GOV 6 CONFIRMATION OF MINUTES

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 13 June, 2017.

GOV 7 LEAVE OF ABSENCE

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

INFRA 1 WESTBURY RECREATION GROUND PAVILION UPGRADE

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

The meeting moved into Closed Session at x.xxpm

The meeting re-opened to the public at x.xxpm

Cr xxx moved and Cr xxx seconded ***“that the following decisions were taken by Council in Closed Session and are to be released for the public’s information.”***

The meeting closed at

.....
CRAIG PERKINS (MAYOR)