

Meander Valley Council

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

# **ORDINARY AGENDA**

**COUNCIL MEETING**

**Tuesday 12 September 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 12 September 2017 at 1.30pm.**

Martin Gill  
**GENERAL MANAGER**

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**Evacuation and Safety:**

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

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

Agenda for an Ordinary Meeting of the Meander Valley Council to be held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 12 September 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 8 August, 2017, be received and confirmed.”***

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

Date :	Items discussed:
<p><b>15 August</b></p>	<ul style="list-style-type: none"> <li>• <b>Waste Management</b></li> <li>• <b>Meander Valley Local Provision Schedule – Tasmania Planning Scheme</b></li> </ul>
<p><b>22 August</b></p>	<ul style="list-style-type: none"> <li>• <b>Mobile Food Vendors – New Policy</b></li> <li>• <b>Camping in Council Reserves – New Policy</b></li> <li>• <b>Review of Policy No. 34 – Real Estate Advertising Signs</b></li> <li>• <b>Battle of Beersheba Memorial</b></li> <li>• <b>Deloraine Riverbank Walkway</b></li> <li>• <b>KPMG Resource Sharing Project</b></li> </ul>

<b>29 August</b>	<ul style="list-style-type: none"> <li>• <b>Priority Projects – State Election</b></li> <li>• <b>Westbury Recreation Ground Multipurpose Function Centre Business Case</b></li>   <li>• <b>Westbury Recreation Ground Pavilion Upgrade</b></li> </ul>
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## **ANNOUNCEMENTS BY THE MAYOR:**

### **Thursday 10 August 2017**

TasWater Quarterly Meeting

### **Wednesday 15 August 2017**

Council Workshop

### **Thursday 17 August 2017**

Meeting with Launceston City Football Club (Prospect Vale Park)

### **Friday 18 August 2017**

NTJFA Best and Fairest Count

### **Tuesday 29 August 2017**

RACT Luncheon

Council Workshop

### **Thursday 31 August 2017**

Meeting with Peter Gutwein MHA (Prospect Vale Park)

### **Friday 1 September 2017**

Attended auction of 36 South Mole Creek Road (Westbury)

### **Thursday 7 September 2017**

Bracknell Primary School – National Literacy & Numeracy Week

Tamar Estuary Management Taskforce Meeting

## **DECLARATIONS OF INTEREST:**

## **TABLING OF PETITIONS:**

# **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](http://www.meander.tas.gov.au)

## **PUBLIC QUESTION TIME**

### **1. PUBLIC QUESTIONS TAKEN ON NOTICE – AUGUST 2017**

#### **3.1 Mrs C Johnson, Caveside**

I am almost 69 and I find it unconscionable that this Council expects me and others who are not big, strong farmers to dispose of our own rubbish.

I have previously made enquiries on this matter this this Council and the answer I got was astounding in its denial of responsibility. I was told the Council does not have to provide rubbish collection. This is despite, that in Australia, Councils have the responsibility of health and management of waste in their areas.

Putting smelly rubbish in you r car is disgusting and a health hazard. The effort if takes for me to disposed of my rubbish with my osteoarthritis is painful. The cost of it is also painful on my budget. I want to know when, not if, this Council is going to provide rubbish removal to Caveside and Mole Creek area?

Meanwhile, the little town of Exton gets rubbish removal while, in Mole Creek, rubbish is being dumped at Dog's Head to avoid dump fees.

Clearly, the Council is failing in its duty to the local residents.

#### ***Response by Martin Gill, General Manager***

***Council is considering extending kerbside waste collection to all areas in Meander Valley and developing plans to do so***

***If Council proceeds to extend kerbside waste collection the new arrangements are likely to commence in July 2018.***

## 2. PUBLIC QUESTIONS WITH NOTICE – SEPTEMBER 2017

Nil

## 3. PUBLIC QUESTIONS WITHOUT NOTICE – SEPTEMBER 2017

### COUNCILLOR QUESTION TIME

#### 1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – AUGUST 2017

##### 2.1 Cr Bob Richardson

- a) It is understood that the State Government's superannuation is unfunded. If that is the case, then it is estimated that the unfunded amount not in that superannuation fund, is about \$6,000,000,000 (based on 30,000 (current and future) superannuants at \$200,000 each).

***Response by Jon Harmey, Director Corporate Services***

***The following information is derived from the RBF's annual report for 2016. RBF's main undertakings included the provision of superannuation products and services to Tasmanian public sector employees and administration and management of approximately 75 000 members, through its five defined benefit schemes and an accumulation scheme. RBF's financial report as at 30 June 2016 outlines a net unfunded liability of \$4,614,181,000. This would equate to an overall percentage 45.78% of total members accounts being unfunded at that time.***

Would the sale of a major asset (such as water and sewerage resources) seem an attractive proposition?

***Response by Jon Harmey, Director Corporate Services***

***This would be determined by the owners of TasWater. The current owners have stated that they do not intend to sell TasWater.***

What is the estimated current value of TasWater assets?

***Response by Jon Harmey, Director Corporate Services***

***As at 30 June 2017 net assets are estimated to be \$1,585,000,000.***

b)

1. What is the function of the Property Council? Is it to look after developers, in part by limiting controls upon those self-same developers?

**Response by Martin Gill, General Manager**

**The following statements can be found on the Australian Property Council website, and best describe their function:**

**'The Property Council of Australia is the leading advocate for Australia's biggest industry – property'.**

**'The Property Council champions the interests of more than 2200 member companies that represent the full spectrum of the industry, including those who invest, own, manage and develop in all sectors of property, creating landmark projects and environments where people live, work, shop and play.**

**Led by a powerful board and strong executive leadership team, the Property Council's vision is a thriving industry creating prosperity, jobs and strong communities'.**

2. Is Mr Wightman the same Mr Wightman who was a one-term State parliamentarian, but who was seemingly judged by his electorate to be not particularly representative of them, because he was not re-elected (or thrown out) after one term?

**Response by Martin Gill, General Manager**

**Mr Wightman is the executive director of the Tasmanian branch of the Australian Property Council. He was a Labour MP for the state electorate of Bass between 2010 – 2014.**

## **2. COUNCILLOR QUESTIONS WITH NOTICE – SEPTEMBER 2017**

Nil

## **3. COUNCILLOR QUESTIONS WITHOUT NOTICE – SEPTEMBER 2017**

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

## **NOTICE OF MOTIONS BY COUNCILLORS**

## 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 and C&DS2 Council is acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993*.

# **C&DS 1 50 EYNENS ROAD, WEETAH; LAND OFF FARRELLS ROAD, REEDY MARSH AND A ROAD RESERVE OFF FARRELLS ROAD, REEDY MARSH – SUBDIVISION (2 LOTS)**

## **1) Introduction**

This report considers a proposal for a Consent Agreement (in the Resource Management and Planning Appeal Tribunal) in regards to application PA\16\0141 for a Subdivision (2 lots) on land located at 50 Eynens Road, Weetah (CT 160576/1) and land off Farrells Road, Reedy Marsh (CT 171873/1).

## **2) Background**

### **Applicant (appellant)**

David Morris, Simmons Wolfhagen obo Fisher Survey & Design

### **Planning and Appeal Controls**

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

The process of appeals is controlled by the *Land Use Planning and Approvals Act 1993* and the *Resource Management and Planning Appeal Tribunal Act 1993*.

### **Appeal Process**

Council refused an application PA\16\0141 for a two lot subdivision with accesses to Eynens Road, Weetah and to Farrells Road, Reedy Marsh at the February 2017 Council meeting. Subsequently, the applicant appealed that decision through the Resource Management & Planning Appeal Tribunal.

A revised proposal for a consent agreement was tabled at the April 2017 Ordinary Council meeting. Council did not support that proposed agreement.

The appellant has prepared another revised proposal for a consent agreement.

This report considers the latest proposal for a consent agreement.

The table below shows the appeal process undertaken to date.

<b>Stage</b>	<b>Date</b>	<b>Outcome</b>
Preliminary Conference	9 March 2017	Agreed to commence the mediation process and to expand the Grounds of Refusal.
Mediation	21 March 2017	Agreed to consider a proposal for a Consent Agreement. Further particulars added to the Grounds of Refusal.
Council meeting	11 April 2017	Council determined not to support the first Consent Agreement.
Council meeting	12 September	Council to consider a proposal for a second Consent Agreement.

Table 1: summary of appeal process to date

### **Grounds of Refusal**

In accordance with the directions from the Resource Management & Planning Appeal Tribunal, the Grounds of Refusal were expanded to read:

- *The proposed subdivision does not improve the productive capacity of the land for resource development and/or extractive industries.*
- *The application does not provide satisfactory evidence that the proposed subdivision will improve the productive capacity of the land.*
- *Reducing the land area of holdings diminishes the sustainability of holdings, and as such reduces the productive capacity of land. In this instance, there is no evidence of a result that secures an improvement to productive capacity.*

- *The new access to Farrells Road adversely impacts on residential amenity and is not a necessary component to provide road access to the proposed lots.*

### **Consent Agreement**

A Consent Agreement is an agreement reached between the parties to resolve the appeal (see attached draft document).

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

Council has a target under the Annual Plan to assess applications within statutory timeframes. The appeal process is part of the application process, and specific timeframes have been set by the Resource Management and Planning Appeal Tribunal.

### **4) Policy Implications**

Not applicable.

### **5) Statutory Requirements**

Council must participate in the appeal process in accordance with the *Resource Management and Planning Appeal Tribunal Act 1993*.

### **6) Risk Management**

The Resource Management and Planning Appeal Tribunal make directions for the timely and efficient resolution of appeals. These directions must be complied with or a costs order against the party may result.

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

TasWater was notified on the 28 February 2017 that an appeal had been lodged.

### **8) Community Consultation**

The appeal process does not include community consultation.

### **9) Financial Impact**

Not applicable.

### **10) Alternative Options**

Council can either agree or not agree to the proposal. If Council agrees to the proposal (and Consent Agreement), Council must also prepare a draft Planning Permit (with or without conditions) for the Tribunal's consideration and endorsement.

If Council does not agree to the proposal, then the appeal will be determined at a Hearing to be scheduled by the Tribunal.

## 11) Officers Comments

Fisher Survey & Design (with Simmons Wolfhagen) has forwarded a proposal to be considered by Council. This proposal would result in overturning Council's decision for a Refusal.

The original Plan of Subdivision (see Figure 1 below) shows a 2 lot subdivision for CT171873/1, with each lot having vehicular access via:

1. Rights-of-way to Eynens Road; and
2. Right-of-way and direct frontage to an unmade road reserve to Farrells Road.

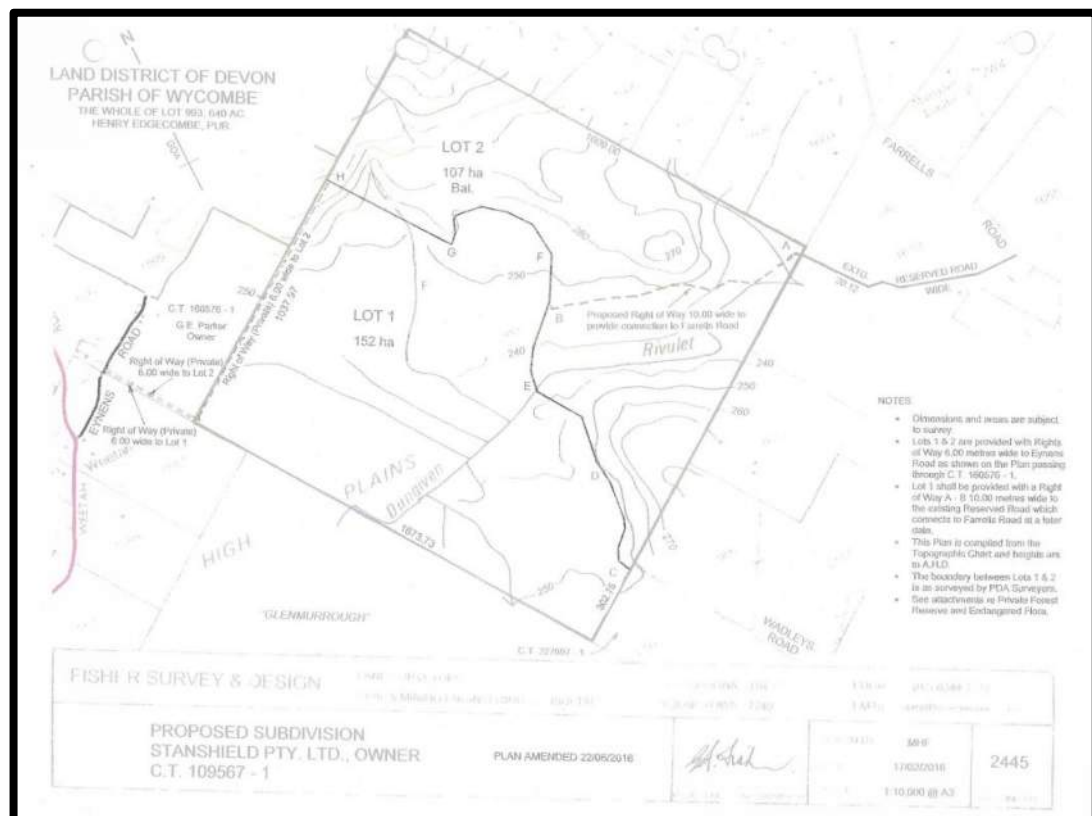


Figure 1: original Plan of Subdivision

The proposal for consideration shows the following features:



- Both lots have access to Eynens Road (via rights-of-way through 50 Eynens Road);
- All references to access to Farrells Road via a road reserve have been deleted;
- Lot 1 is to be adhered to adjoining land CT 109559/1.

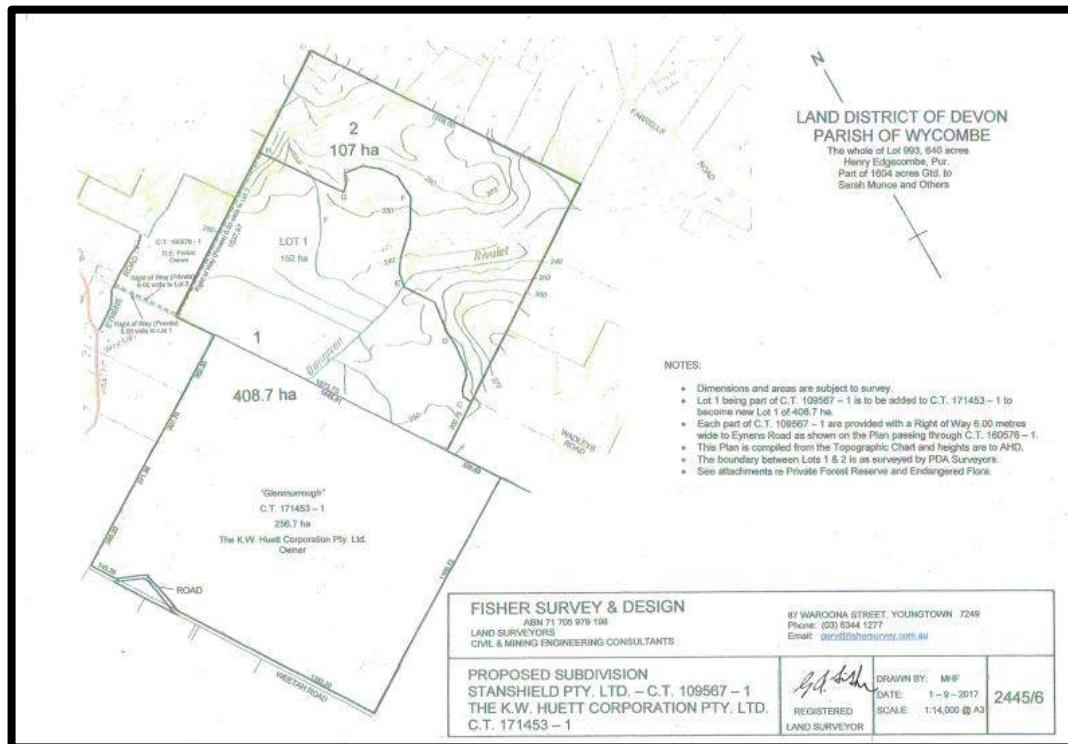


Figure 2: proposed subdivision plan for consideration

## Subdivision

The Performance Criteria for subdivision provides six possible options for assessment. The original subdivision layout was assessed against the standard:

*the subdivision...must demonstrate that the productive capacity of the land will be improved as a result of the subdivision.*

Based on the current proposal, the relevant standard is now:

*the subdivision ...is for the consolidation of a lot with another lot and no additional titles created.*

In this instance, the subject titles are the original CT 171873/1 and the adjoining land CT 109559/1. Lot 1 is proposed to be adhered to CT 109559/1. Lot 2 will become a separate lot. The resultant configuration is two titles and no additional title has been created.

## **Farrells Road**

The proposal has deleted all reference of accesses to Farrells Road, via the Road Reserve. The original application received six representations. The majority of these representations were concerned with potential impacts from an access onto Farrells Road. Removing this access would address these concerns.

## **Reasons for Refusal**

The reasons for refusing the initial application were:

- *The proposed subdivision does not improve the productive capacity of the land for resource development and/or extractive industries.*
- *The application does not provide satisfactory evidence that the proposed subdivision will improve the productive capacity of the land,*
- *Reducing the land area of holdings diminishes the sustainability of holdings, and as such reduces the productive capacity of land. In this instance, there is no evidence of a result that secures an improvement to productive capacity.*
- *The new access to Farrells Road adversely impacts on residential amenity and is not a necessary component to provide road access to the proposed lots.*

Based on the current proposal and the assessment, the grounds of refusal would be null and void.

## **Appeal process**

If Council agrees to the proposal, this will form the Consent Agreement. In addition, a draft Planning Permit (with or without conditions) would need to be forwarded to the Tribunal for consideration and endorsement.

If Council does not agree to the proposal, then the appeal will be determined at a Hearing to be re-scheduled.

## **Conclusion**

In conclusion, the proposal (as part of a Consent Agreement) for a 2 lot subdivision with Lot 1 being adhered to CT 109559/1 and accesses off Eynens Road only is considered acceptable.

**AUTHOR:** Leanne Rabjohns  
TOWN PLANNER

## **12) Recommendation**

*It is recommended that Council advise the Resource Management and Planning Appeal Tribunal that the parties have reached an agreement to resolve the appeal.*

*The terms of the agreement are outlined in the Consent Agreement, which includes the draft Permit conditions (as attached).*

## **DECISION:**

**IN THE RESOURCE MANAGEMENT AND PLANNING APPEAL TRIBUNAL**

**Tribunal reference number: 29/17S**

**Appellant: Fisher Survey & Design**

**Respondent: Meander Valley Council**

**CONSENT AGREEMENT**

- 1. The Parties to this appeal agree that the appeal be resolved in the following terms:
  - (a) THAT the application numbered PA\16\0141 be amended by substituting the drawing prepared by Gary Fisher & Associates described as "Proposed Subdivision", with notation "PLAN AMENDED 22/06/2016" with the amended drawing annexed to this agreement and marked "**Attachment 1**" which is a plan prepared by Gary Fisher & Associates described as "Proposed Subdivision", Drawing No. 2445/6 dated 1 September 2017.
  - (b) THAT the Meander Valley Council be directed to issue a permit containing the conditions and advice annexed and marked "**Attachment 2**".
  - (c) THAT each party bear their own costs of and incidental to this appeal.

**Signed (Simmons Wolfhagen):**

**Signed (Douglas & Collins):**

**Solicitors for the Appellants**

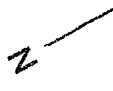
**Solicitors for Meander Valley Council**

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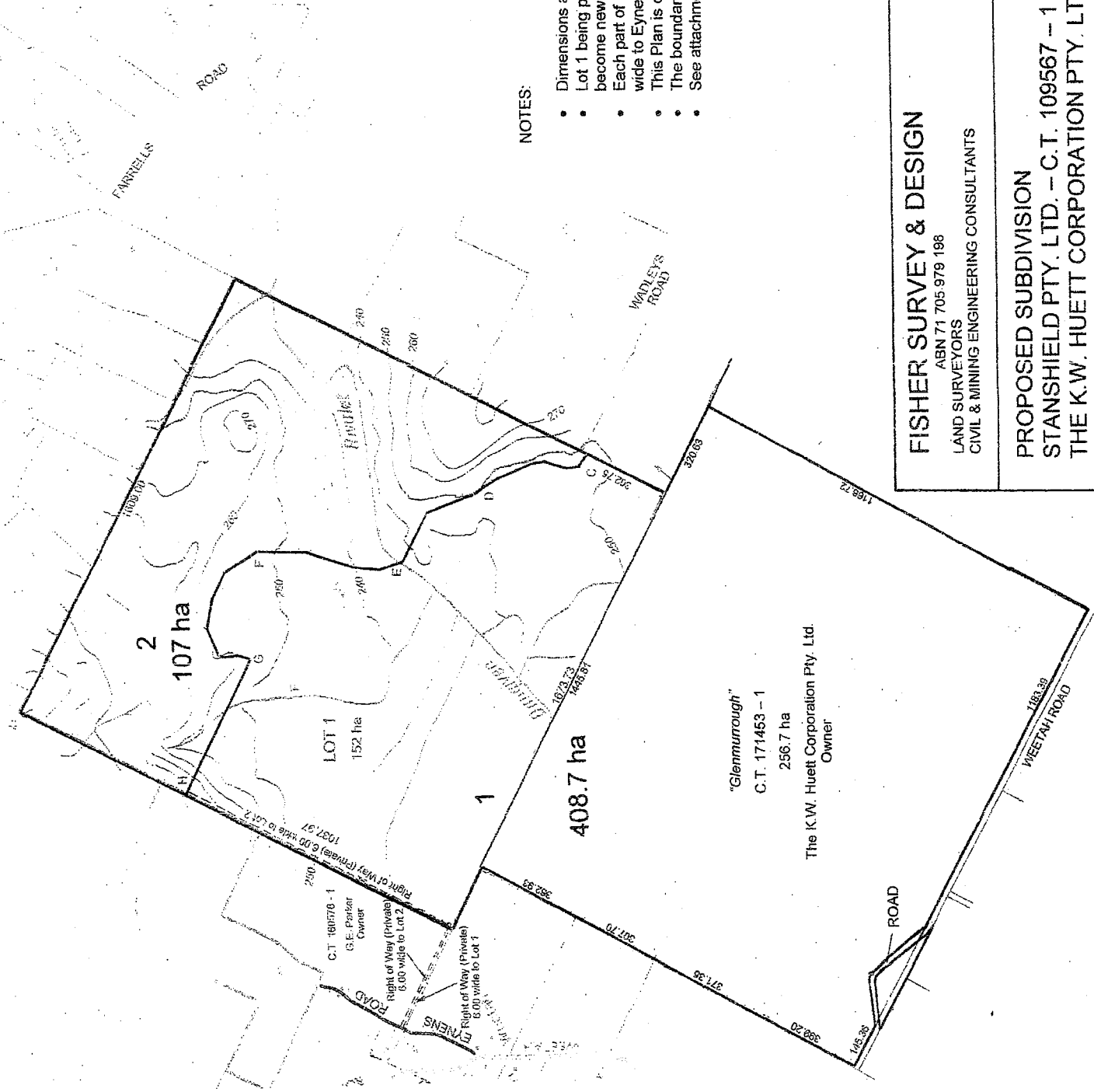
**Date:**

**Date:**



**LAND DISTRICT OF DEVON  
PARISH OF WYCOMBE**

The whole of Lot 893, 640 acres  
Henry Edgecombe, Pur.  
Part of 1604 acres Gtd. to  
Sarah Munce and Others



**NOTES:**

- Dimensions and areas are subject to survey.
- Lot 1 being part of C.T. 109567 - 1 is to be added to C.T. 171453 - 1 to become new Lot 1 of 408.7 ha.
- Each part of C.T. 109567 - 1 are provided with a Right of Way 6.00 metres wide to Eynens Road as shown on the Plan passing through C.T. 160576 - 1.
- This Plan is compiled from the Topographic Chart and heights are to AHD.
- The boundary between Lots 1 & 2 is as surveyed by PDA Surveyors.
- See attachments re Private Forest Reserve and Endangered Flora.

**FISHER SURVEY & DESIGN**  
ABN 71 705 979 198  
LAND SURVEYORS  
CIVIL & MINING ENGINEERING CONSULTANTS

87 WAROONA STREET, YOUNGTOWN 7249  
Phone: (03) 6344 1277  
Email: gerry@fishersurvey.com.au

**PROPOSED SUBDIVISION**  
**STANSHIELD PTY. LTD. - C.T. 109567 - 1**  
**THE K.W. HUETT CORPORATION PTY. LTD.**  
**C.T. 171453 - 1**

*G.D. Fisher*  
DRAWN BY: MHF  
DATE: 1-9-2017  
SCALE: 1:14,000 @ A3  
REGISTERED  
LAND SURVEYOR

**2445/6**

**Planning Permit**

1. The use and/or development must be substantially in accordance with the endorsed plans:
  - a. Fisher Survey & Design – Proposed Subdivision – drawing Number 2445/6 dated 1 September 2017;  
*and subject to the following conditions:*
2. Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision, permitted by this permit unless:
  - a. Such covenants or controls are expressly authorised by the terms of this permit; or
  - b. Such covenants or similar controls are expressly authorised by the consent in writing of Council.
  - c. Such covenants or similar controls are submitted for and receive written approval by Council prior to submission of a Plan of Survey and associated title documentation is submitted to Council for sealing.
3. Lot 1 must be adhered to CT 109559/1.
4. The vehicular accesses servicing Lots 1 & 2 to Eynens Road, Weetah must be constructed in accordance with LGAT standard drawing TSD-R03-V1 and TSD-R04-V1 (attached) and to the satisfaction of Council's Director of Infrastructure Services.
5. Vegetation to the north and south of the new accesses to Eynens Road are to be removed and trimmed to provide adequate sight distances to the satisfaction of Council's Director of Infrastructure Services.
6. The Road Reserve to Farrells Road is not to be used to gain access to Lot 1 and/or Lot 2.

Note:

1. Prior to the construction of the vehicular accesses (e.g. a driveway crossover) separate consent is required by the Road Authority. A Driveway Crossover Application Form is enclosed. All enquiries should be directed to Council's Technical officer on telephone 6393 5312.
2. This permit takes effect after:
  - a) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined.
3. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received at least 6 weeks prior to the expiration date.
4. 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.
5. If any Aboriginal relics are uncovered during works;
  - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
  - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au)); and
  - c) The relevant approval processes will apply with State and Federal government agencies.

## **C&DS 2 209 MEANDER VALLEY ROAD, TRAVELLERS REST – EXISTING NON-CONFORMING USE (RECYCLING AND WASTE DISPOSAL)**

### **1) Introduction**

This report considers application PA\17\0228 for Existing non-conforming use (Recycling and Waste Disposal) – nine storage buildings – and a Residential outbuilding on land located at 209 Meander Valley Road, Travellers Rest (CT: 52284/3).

### **2) Background**

#### **Applicant**

T Murfet

#### **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 nine buildings of various sizes and appearance to be used for the storage of goods and materials associated with an existing vehicle wrecking yard, auto parts retailer and residence located at 209 Meander Valley Road, Travellers Rest.

The proposed buildings include:

1. Six 14m long shipping containers;
2. One 96m<sup>2</sup> building, comprising two shipping containers spanned by a roof;
3. One 120m<sup>2</sup> open sided carport to be used for storage and display of repaired vehicles;
4. One 150m<sup>2</sup> enclosed building to be used for business storage and activities; and
5. One 150m<sup>2</sup> enclosed building to be used for residential storage.

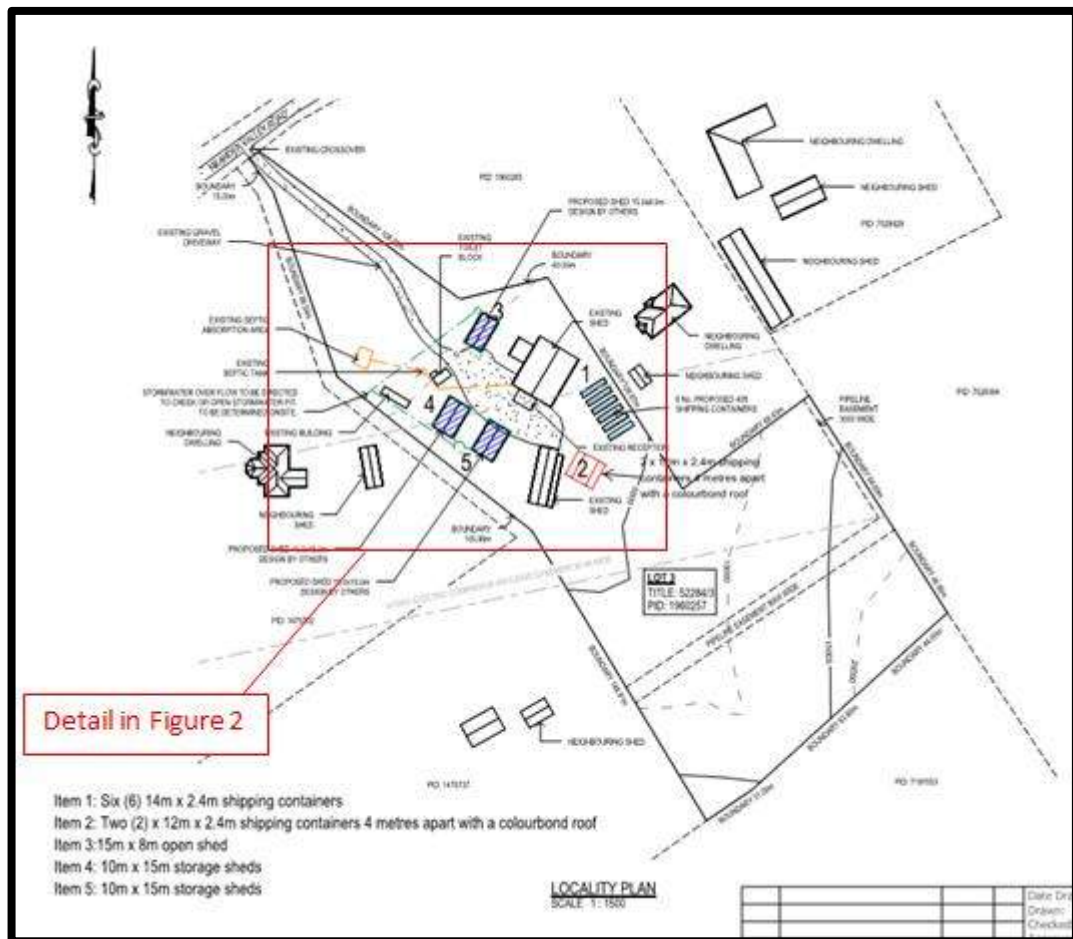
The location of the developments, labelled with the identifying numbers, are shown in the detailed site plan below (see Figure 2). The



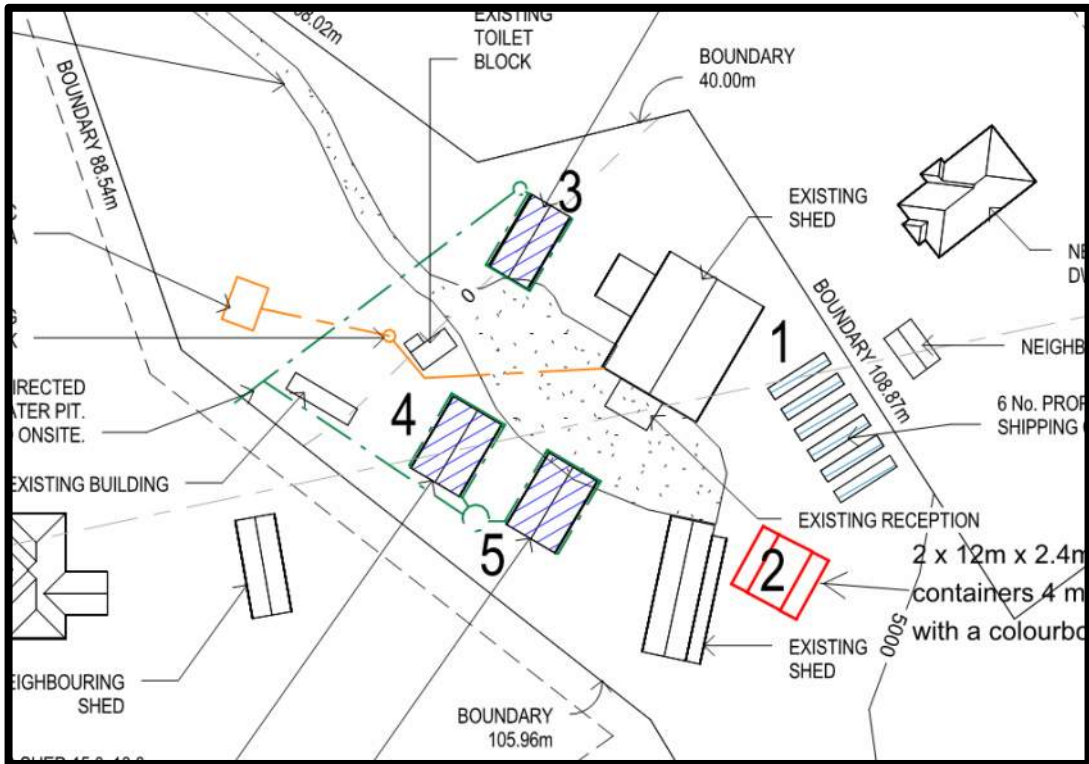
proposed buildings will primarily be constructed from prefabricated shipping containers and steel with Colourbond cladding.

The application does not propose to intensify the use of the site. The proposal is to provide for internal storage of vehicle parts currently stored to the rear of the site. This process will result in operational efficiencies and increase the value of recovered parts. It is intended that vehicles will be broken down on arrival at the facility and the parts stored in the proposed buildings.

The proposal will utilise the existing access and is not anticipated to intensify the use of the access. Meander Valley Road and the Bass Highway are located within a scenic protection corridor, however, all of the proposed works are more than 100m from the road reserve.



**Figure 1: proposed site plan**



**Figure 2: detail of proposed site plan, showing the location of proposed developments**



**Figure 3: side elevations provided by the applicant and typical of the proposed 14m shipping containers identified as No.1 in Figure 2 above**



**Figure 4: front elevations of storage building identified as No.2 in Figure 2 above, provided by the applicant**

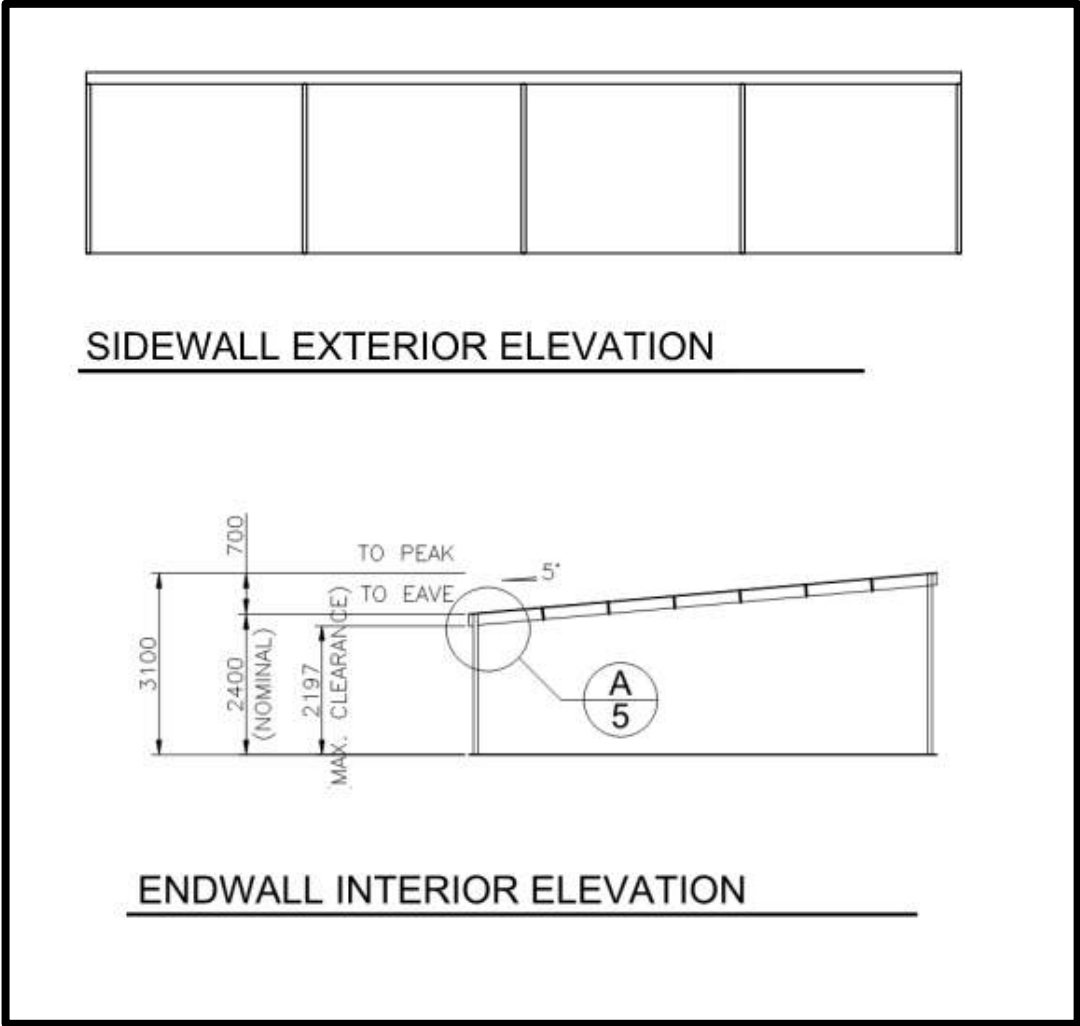


Figure 5: elevations of proposed carport, identified as No.3 in Figure 2 above

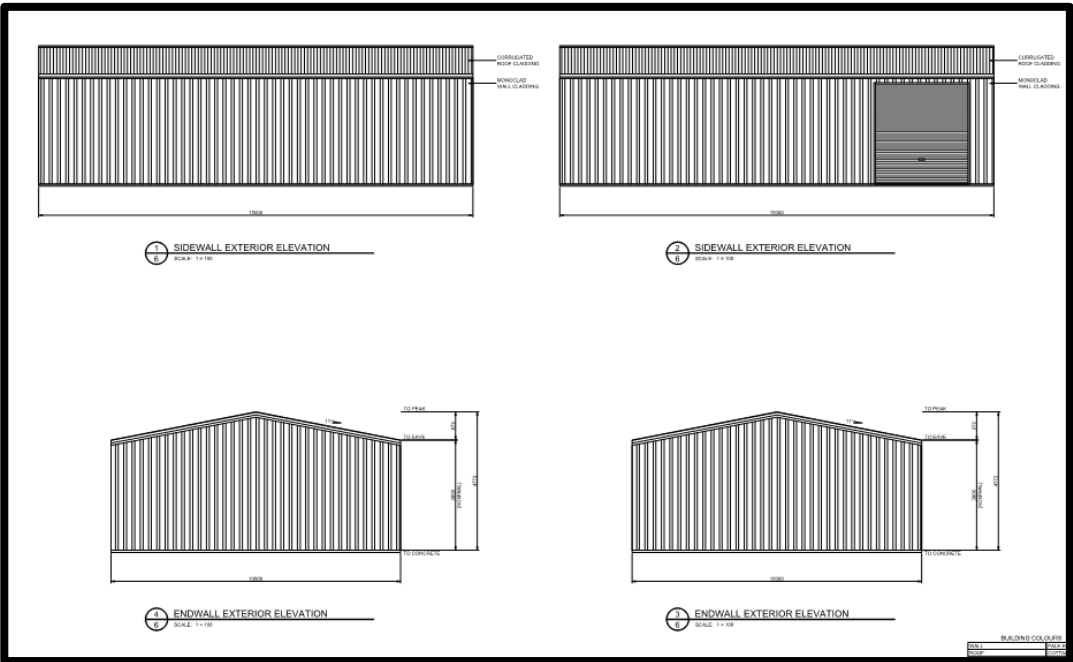


Figure 6: elevations of proposed buildings identified as No.4 and No.5 in Figure 2 above

## **Site & Surrounds**

The subject site is approximately 2.9ha in area and is an irregular shape. A vehicle wrecking business has operated from the site since at least 1998, however the origins of its establishment are not clear. The site has historically been determined to have existing use rights and a number of planning permits have been issued for use and development of the site.

DA 233/00- permit issued at direction of Recourse Management and Planning Appeals Tribunal	Extension and additions -sales of caravans.
DA 2001-0210 – D0136 – Not commenced	Freestanding Sign – not commenced
DA63-2004 - Partially commenced.	. Initially four buildings, later amended to include the main workshop and retail building only.
DA320 /2004 – Partially commenced	Office building located to the northwest of the main workshop and retail building. Additional storage building not commenced.
PA\13\0111	Managers residence

There are a number of existing buildings on the site including workshops, storage buildings, toilet block and a retail outlet with attached dwelling. Vehicle and caravan sales are also approved as an ancillary use to the wrecking yard.

It is noted that there are currently a number of unapproved storage containers on the site. This application seeks to obtain permits for these developments along with the new buildings.

The land is crossed by two unnamed watercourses which eventually enter the South Esk River near Hadspen. One of the watercourses crosses the frontage of the property, while a smaller tributary runs adjacent to the south-east title boundary. The watercourses converge in a dam on the neighbouring property at 227 Meander Valley Road.

The adjoining properties are used for residential purposes and have generally been developed with single dwellings and associated outbuildings. In order to protect the amenity of neighbouring dwellings a substantial Colorbond screen has been erected to the south-west and north-east of the existing wrecking yard, along with a vegetation screen.



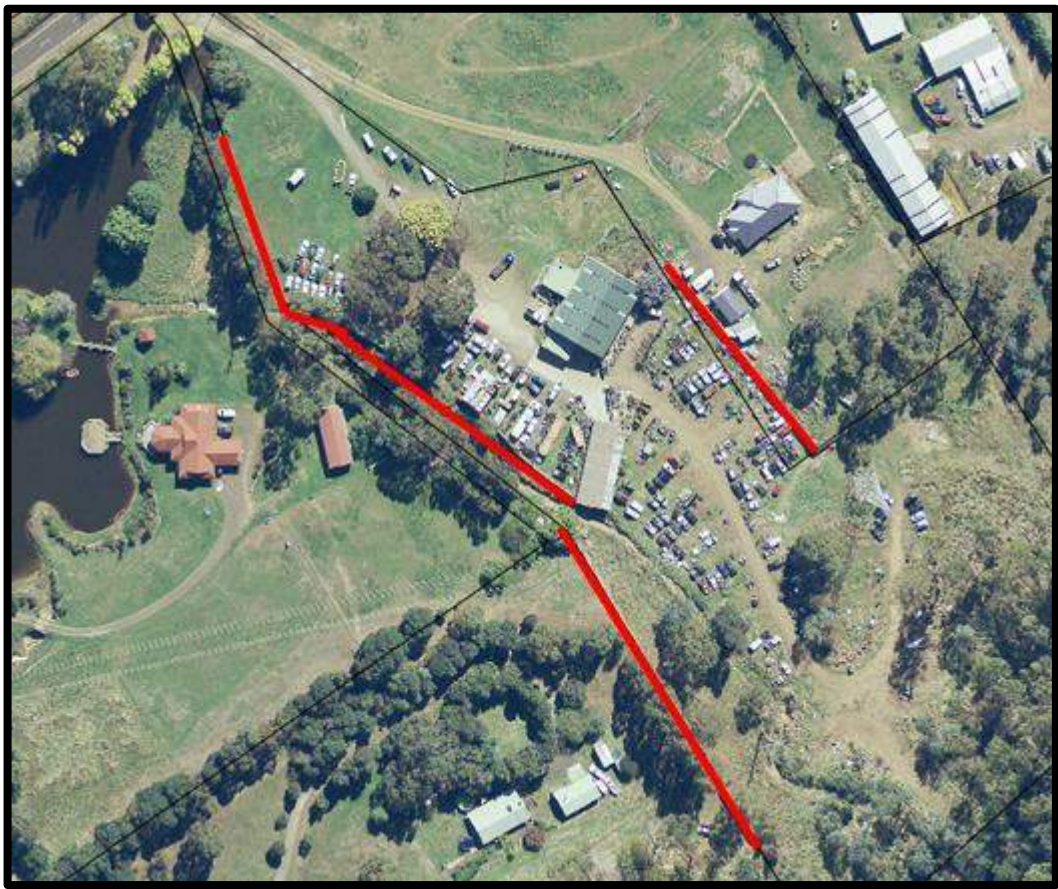
**Photo 1: subject title, looking south-east from the access on Meander Valley Road**



**Photo 2: subject site, showing existing buildings and vegetation screening**



**Photo 3: aerial photo of subject title, showing the site in red**



**Photo 4: aerial photo of subject site, showing the existing Colorbond screening fences in red**



**Photo 5: approximate location of storage containers, showing the typical appearance of external storage areas**



Photo 6: watercourse crossing the subject title adjacent to the south-east boundary

**Statutory Timeframes**

Date Received:	19 June 2017
Advertised:	24 June 2017
Closing date for representations:	10 June 2017
Extension of time granted:	18 July 2017
Extension of time expires:	13 September 2017
Decision due:	12 September 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.

Two (2) representations were received (attached documents). The representations are discussed in the assessment below.

### **9) Financial Impact**

Not applicable.

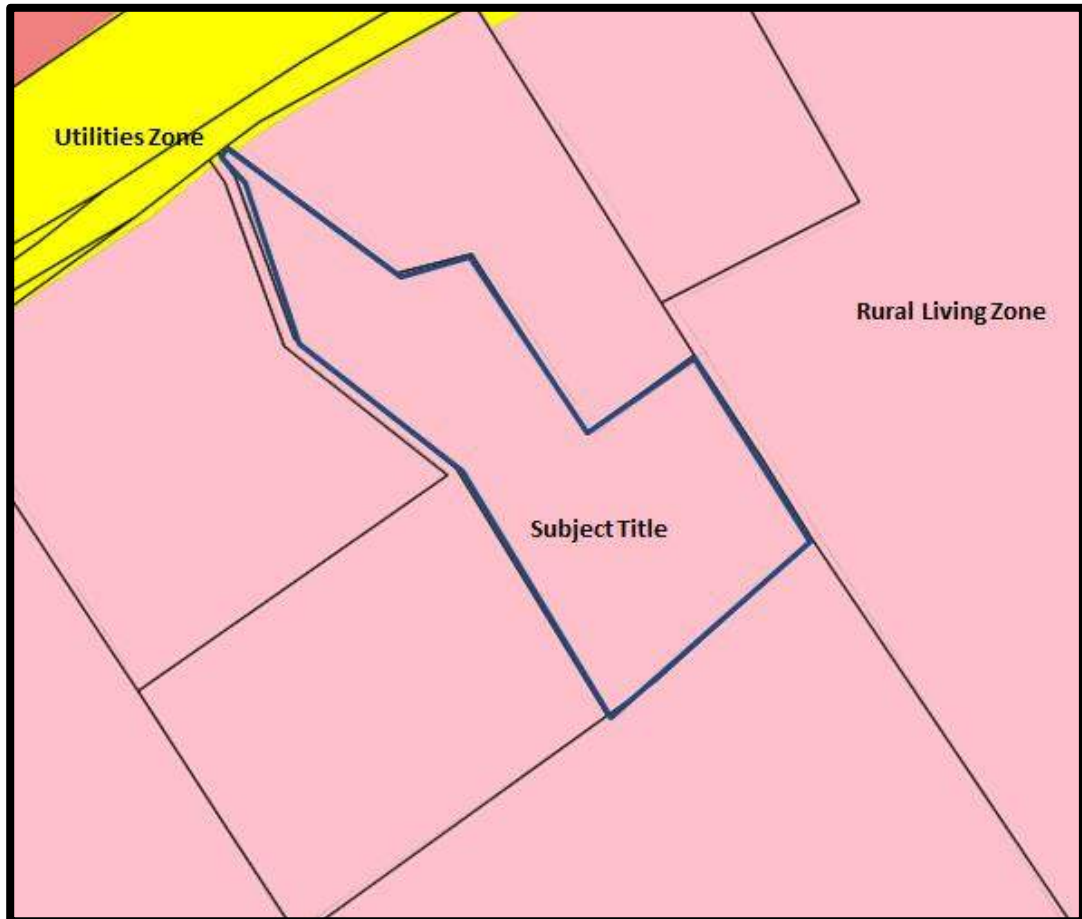
### **10) Alternative Options**

Council can either approve, 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 and Utilities Zones.



**Figure 7: zoning map, showing subject lot in blue**

**Use Class**

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

- Recycling and Waste Disposal (Wrecking yard) – an existing non-conforming use.
- Residential (Outbuilding associated with a Single Dwelling) – a permitted use.

**Applicable Standards**

This assessment considers an existing non-conforming use. In accordance with Clause 9.1, notwithstanding any other provision of this planning scheme, whether specific or general, the planning authority may at its discretion, approve an application:

- a) *to bring an existing use of land that does not conform to the scheme into conformity, or greater conformity, with the scheme; or*
- b) *to extend or transfer a non-conforming use and any associated development, from one part of the site to another part of that site; or*
- c) *for a minor development to a non-conforming use, where there is –*
  - I. no detrimental impact on adjoining uses; or*
  - II. the amenity of the locality; and*

- III. *no substantial intensification of the use of any land, building or work,*

In exercising its discretion, the planning authority may have regard to the purpose and provisions of the zone and any applicable codes. In order to approve the development the Planning Authority must be satisfied that the proposal demonstrates compliance with at least one of the criteria above. An assessment of the most applicable standards of the planning scheme 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 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.

<b>Rural Living Zone</b>			
Scheme Standard		Comment	Assessment
<b>13.3.1 Amenity</b>			
A1	Development must be for permitted or no permit required uses.	The application is for an existing use which is not permitted in the Rural Living Zone.	Relies on Performance Criteria
A2	Operating hours for commercial	The application does not	Complies

	vehicles for discretionary uses must be between 6.00am and 10.00pm.	propose to change the existing operating hours of the business. Current operating hours are 8:30am-5:30pm Monday to Friday. 8:30am-12:30pm Saturday. No business is permitted to occur on Sundays, Good Friday, Easter Monday and Christmas Day.	
<b>13.3.2 Rural Living Character</b>			
A1	Use must: a) be for permitted or no permit required uses; or b) not exceed a combined gross floor area of 250m <sup>2</sup> over the site.	The floor area of the development is increased by the proposal and is well over 250m <sup>2</sup> .	Relies on Performance Criteria
A2	Commercial vehicles for discretionary uses must be parked within the boundary of the property.	The development does not propose to park vehicles outside the property boundaries.	Complies
A3	Goods or material storage for discretionary uses must not be stored	The proposed development does not propose	Complies

	outside in locations visible from adjacent properties, the road or public land.	additional storage of goods or materials in locations visible from adjoining properties and public land. The proposal is to bring the use into greater conformity with this standard by storing existing goods and materials inside buildings.	
<b>13.4.1 Building Design and Siting</b>			
A1	Site coverage must not exceed 5%.	<p>The proposed development will result in a total site coverage greater than 5% of the site area.</p> <p>The existing development has a total floor area of 850m<sup>2</sup>. The proposed developments have a total footprint of 665m<sup>2</sup>. As such the total site coverage</p>	Relies on Performance Criteria

		<p>will be 1,515m<sup>2</sup>.</p> <p>5% of the 29,130m<sup>2</sup> lot is 1,456.5m<sup>2</sup></p>	
A2	Building height must not exceed 8 metres.	The proposed buildings are all less than 8 metres in height.	Complies
A3	Buildings must be set back a minimum distance of 25 metres from a frontage.	The proposed buildings are all more than 25 metres from the front boundary.	Complies
A4	Buildings must be set back a minimum of: <ul style="list-style-type: none"> <li>a) 25 metres to side and rear boundaries; and</li> <li>b) 200m to the Rural Resource Zone where a sensitive use is proposed.</li> </ul>	The proposed developments are setback less than 25m from the side boundaries	Relies on Performance Criteria
A5	The development is for an existing non-conforming (discretionary use)	The development is for an existing non-conforming use.	Relies on Performance Criteria
A6	Development must not require the removal of standing vegetation.	The development does not propose the removal of any standing vegetation.	Complies

<b>Car Parking and Sustainable Transport Code</b>			
Scheme Standard		Comment	Assessment
<b>6.6.1 Car Parking Numbers</b>			
A1	The number of car parking spaces must not be less than the requirements of: ) Table E6.1; or ) a parking precinct plan.	No intensification of use. Development does not compromise existing parking or require additional parking. There is ample room on the site for additional customer parking.	Complies

<b>Water Quality Code</b>			
Scheme Standard		Comment	Assessment
<b>E9.6.1 Development and Construction Practices and Riparian Vegetation</b>			
A1	Native vegetation is retained within: a) 40m of a wetland, watercourse or mean high water mark.	No vegetation removal is proposed.	Complies
A2	A wetland must not be filled, drained, piped or channelled.	The application does not propose to fill, pipe or channel a wetland.	Complies
A3	A watercourse must not be filled, piped or channelled except to provide a culvert for access purposes.	The application does not propose to fill, pipe or channel the watercourse.	Complies

**E9.6.2 Water Quality Management**

<p>A1</p>	<p>All stormwater must be:  a) connected to a reticulated stormwater system; or  b) where ground surface runoff is collected, diverted through a sediment and grease trap or artificial wetlands prior to being discharged into a natural wetland or watercourse; or  c) diverted to an on-site system that contains stormwater within the site.</p>	<p>The proposed development does not collect ground surface runoff, however, water collected from the roof of buildings 3, 4 and 5 will be diverted through a tank prior to being discharged. This has the same effect as a sediment trap. It is noted that roof water is generally cleaner than water entering the watercourse via overland flow.</p>	<p>Complies</p>
<p>A2</p>	<p>A2.1 No new point source discharge directly into a wetland or watercourse.  A2.2 For existing point source discharges into a wetland or watercourse there is to be no more than 10% increase over the discharge which existed at the effective</p>	<p>The application includes a new point source discharge.</p>	<p>Relies on Performance Criteria</p>



	date.		
A3	No acceptable solution.	Not Applicable	

**Performance Criteria**

<b>Rural Living Zone</b>
13.3.1 Amenity
<p><b>Objective</b></p> <p><i>To ensure that uses do not adversely impact upon the occupiers of adjoining and nearby residential uses.</i></p>
<p><b>Performance Criteria P1</b></p> <p><i>The use must not cause or be likely to cause an environmental nuisance through emissions including noise, smoke, odour, dust and illumination.</i></p>
<p><b>Comment:</b></p> <p>The development is intended to improve the management of the existing site by containing a larger portion of the use and development within storage containers and buildings.</p> <p>The application does not propose to undertake any additional activities at the site that do not already occur. While it is anticipated that crushing of car bodies will occur more frequently, this is within the scope of existing permits, which allow for crushing to occur for up to four weeks each year (crushing currently occurs less than once every two years).</p> <p>Containing some of the existing activities within buildings will create an additional noise barrier between the use and adjoining residences.</p> <p>Storm water discharge is discussed in the assessment of the Water Quality Code below.</p> <p>The application does not propose any additional external lighting. It is, however, recommended that a condition be incorporated into any planning permit issued to manage additional external lighting.</p> <p>The development will not have an adverse impact on the adjoining</p>

residential properties through emissions. The proposal also brings the existing use into greater conformity with the scheme and zone purpose by concealing a greater volume of materials and goods within buildings and facilitating the removal of a greater volume of stripped bodies.

**Recommended Conditions:**

- 1. Any additional external lighting on the site is to be baffled and directed toward the ground and away from adjoining properties to minimise light spill. No additional flood lighting is permitted.**
- 2. No public address system or amplified music shall be used so as to be audible from outside the site.**
- 3. Effluent and polluted drainage must not be allowed to discharge beyond the boundaries of the subject land onto any other land or directly or indirectly into any watercourse.**

13.3.2 Rural Living Character

**Objective**

*To ensure that non-residential uses support the:*

- a) visual character of the area; and*
- b) local area objectives, if any.*

**Performance Criteria P1**

*P1.1*

*Uses must not be for general retail and hire, and*

*P1.2*

*Business and professional services must be for a veterinary centre or similar animal care services and breeding; and*

*P1.3*

*The size and appearance of the use must not dominate the residential character of the area; and*

*P1.4*

*The use must be consistent with the local area objectives for visual character, if any.*

**Comment:**

While the use does include a retail component, it is classified by the Planning Scheme as Recycling and Waste Disposal. The Desired Future Character statement for Travellers Rest primarily supports residential use and development. One of the buildings is proposed to be used for residential storage, in keeping with this objective. The remainder of the proposed buildings do not directly further this objective. Visually the commercial use of the site is obvious and, despite there being a dwelling on the property, it lacks the typical appearance of residential developments in the area.

However, the proposed development is not considered to significantly alter the visual character of the site and will not alter the character of the area. The buildings will be located in and around the existing building cluster and are all more than 100m from Meander Valley Road and the Bass Highway. While the cluster of buildings will increase in area, development remains concentrated within the central area of the lot. As viewed from the Bass Highway and Meander valley Road the development will continue to appear as a cluster of buildings and vegetation. Much of the development will not be readily discernible due to a consistent colour scheme and vegetation screening.

The size and appearance of the development will not have an adverse impact on the character of the area. The use of the site is existing and visually the site is dominated by the existing large workshop building. While the appearance of the site is not typical of residential developments in the area, the proposal will not alter the character of the site.

The proposed storage containers and buildings 4 and 5 have been positioned to take advantage of existing screening and vegetation. An existing vegetation screen will be retained between buildings 4 and 5 and the public roads. While parts of the buildings will be visible, particularly to vehicles travelling towards Hadspen, they will largely blend into the existing building cluster due to similar colours, the existing vegetation screening and the setback from the road.

The proposed shipping containers will be located to the south-east of the existing workshop building. With a low profile, 2.4m high, the containers will generally be screened by existing fencing and buildings.

The proposed carport will be located in a prominent position to the

north-west of existing developments and is forward of the building line and existing vegetation (see Photo 7 below). While the building will be visible, it will not change the visual character of the site. Although 120m<sup>2</sup> in floor area the proposed carport has a relatively low profile (3m) and will be dwarfed by the existing workshop building behind it. The location of the building, and consistent colour scheme, will allow the structure to blend with that of the larger building behind it. An existing ornamental tree will also partially obscure the building. Despite its forward position, the existing workshop building will remain the visually dominant structure on the site. The shipping container (2.4m in height) in Photo 7 gives a good indication of the height of the proposed carport compared to the existing buildings on the site.



Photo 7: approximate location of proposed carport

As the intent of the proposal is to store dismantled parts and reduce the number of car bodies on site, the development will generally improve the visual appearance of the site. Car bodies are generally a range of bright colours. They are highly visible and give the site a motley and untidy appearance when viewed from neighbouring properties and public roads. Placing a greater quantity of vehicles and parts under cover and removing the bodies on a more frequent basis, will give the site a more homogenous and tidy visual appearance.

The proposed development does not undermine the objectives of the standard and will not alter the visual character of the area. It does not undermine the primacy of residential uses in the area and the appearance of the buildings will not impact the residential amenity of dwellings in the area. From the Bass Highway and Meander Valley Road, the site will retain a similar visual character, with a cluster of buildings and vegetation, dominated by the existing workshop building.

The proposal transfers an existing use and associated development from one part of the site to another and brings the development into greater conformity with the zone purpose by concealing a greater quantity of goods and materials.

#### 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 P1**

*Site coverage must have regard to:*

- a) the size of the site; and*
- b) existing buildings and any constraints imposed by existing*
- c) development or the features of the site; and*
- d) the site coverage of adjacent properties; and*
- e) the effect of the visual bulk of the building and whether it respects*
- f) the landscape character; and*
- g) the capacity of the site to absorb runoff; and*
- h) the landscape character of the area and the need to remove*
- i) vegetation to accommodate development, and;*
- j) the local area objectives, if any.*

##### **Comment:**

The proposed developments will exceed the Acceptable Solution relating to site coverage. The existing development has a total floor area of 850m<sup>2</sup>. The proposed developments have a total footprint of 665m<sup>2</sup>. As such the total site coverage will be 1,515m<sup>2</sup>.

5% of the 29,130m<sup>2</sup> lot is 1,456.5m<sup>2</sup>, while the total site coverage

proposed is 1,515m<sup>2</sup> or 5.2% of the total area of the site. This is a minor increase relative to the Acceptable Solution and cannot readily be perceived when viewed from public spaces.

Due to the setbacks from the road and screening by existing buildings and vegetation the developments will not have substantial visual bulk when viewed from the road and neighbouring properties.

The site fronts a watercourse running adjacent to Meander Valley Road and is crossed by a tributary along the south-west side. While these are natural drainage lines, they are also part of the stormwater network. Stormwater management is further discussed in the assessment below.

No vegetation is to be removed from the site.

The increased site coverage is marginal and will not adversely impact the amenity of adjoining properties.

#### **Performance Criteria P4**

*Buildings must be sited so that side and rear setbacks:*

- a) protect the amenity of adjoining dwellings by providing separation that is consistent with the character of the surrounding area having regard to the:
  - i) impact on the amenity and privacy of habitable room windows and private open space; and*
  - ii) impact on the solar access of habitable room windows and private open space; and*
  - iii) locations of existing buildings and private open space areas; and*
  - iv) size and proportions of the lot; and*
  - v) extent to which the slope, retaining walls, fences or existing vegetation screening reduce or increase the impact of the proposed variation; and*
  - vi) local area objectives, if any; and**
- b) protect agricultural uses on adjoining lots from constraints.*

#### **Comment:**

The proposed buildings are setback less than 25m from the side boundaries, however the reduced setback will not have an adverse impact on the amenity of adjoining residences.

The adjacent dwellings to the south of the site, 227 and 229 Meander Valley Road, are both more than 50m from the nearest of the proposed buildings. Due to the separation distance between the developments and the dwellings, they will not result in overshadowing of any habitable rooms or principle private open space areas. The dwelling at 207 Meander Valley Road is located to the north of the proposed developments and no additional shadows will fall on this property.

The setback of the proposed buildings from the side boundaries is consistent with those of the existing buildings on the site.

The existing screening fence along the north-east boundary is sufficient to screen the proposed shipping containers and provides the dwelling to the north with adequate privacy.

A substantial vegetation screen has been planted, by landowners on both sides of the boundary, between the proposed buildings and the dwellings to the south. This vegetation is generally taller than the proposed buildings and is sufficient to screen them from 227 and 229 Meander Valley Road. While they will not be completely blocked from view, the green colour of the proposed buildings will assist them to blend with the mature standing vegetation such that they will not stand out or dominate the view. It is also noted that an existing outbuilding at 227 Meander Valley Road will largely block views of buildings 4 and 5.



Photo 9: Existing screen and vegetation to the south-west of buildings 4 and 5



Photo 10: existing boundary vegetation viewed from the dwelling at 227 Meander Valley Road, looking towards the development site





**Photo 11: existing screening vegetation at 229 Meander Valley Road, looking towards the development site**



**Photo 12: existing boundary vegetation and screening viewed from 229 Meander Valley Road, looking towards the development site**

The proposed development will not impact the amenity of the

adjoining dwellings due to the separation distance, existing fencing and vegetation screens. To ensure that this screen is maintained, it is recommended that a condition be placed on the permit requiring the ongoing maintenance of this vegetation screen.

**Recommended Condition:**

- 1. The existing tall vegetation identified in Attachment A is to be maintained in a healthy condition. Should any tree be removed or die it is to be replaced by a tree or shrub of similar appearance which will grow to a similar mature height.**

***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:**

While it is difficult to describe the proposed development as complimentary to other developments in the area, the intrusiveness of the proposed development can be managed. As previously discussed, screening by existing vegetation and buildings will substantially reduce the visual presence of the buildings. In order to further minimise the visual impact of the buildings it is recommended that a condition be placed on any permit requiring that all the buildings are finished in "Pale Eucalypt" or a similar green colour to the satisfaction of Council's Town Planner. Finishing the buildings in a similar colour will allow the new development to blend with existing buildings on the site and the surrounding vegetation.

While the proposed carport will be in a prominent location and will be visible from Meander Valley Road and the Bass Highway, it will not be a visually dominant building. It has a relatively low profile (3.1m) and will not extend above any ridgelines or above the existing buildings on the site. The setback of the carport from the road significantly reduces the visual bulk of the structure and the green backdrop of the larger workshop building behind will, to some extent, allow the building to recede into its surroundings. It is noted that the carport is intended to cover vehicles to be sold which would otherwise be spread across the front portions of the lot.

Buildings 4 and 5 will be located behind an existing vegetation screen.

The remaining buildings are located to the rear of the existing buildings on the site and have limited visibility from the road and adjoining properties.

As the development is located within an existing building cluster, more than 100m from the road, and the existing workshop building will remain the dominant building on the site, the proposal will have negligible impact on the broader landscape.

**Recommended Condition:**

- 1. All buildings on the site are to be finished in "Pale Eucalypt" or a similar green colour to the satisfaction of council's town planner. All finishes are to be non-reflective and in muted tones to blend in with the existing buildings and surrounding environment.**

**Water Quality Code**

E9.6.2 Water Quality Management

**Objective**

*To maintain water quality at a level which will not affect aquatic habitats, recreational assets, or sources of supply for domestic, industrial and agricultural uses.*

**Performance Criteria P2**

*P2.1*

*New and existing point source discharges to wetlands or watercourses must implement appropriate methods of treatment or management to ensure point sources of discharge:*

- do not give rise to pollution as defined under the Environmental Management and Pollution Control Act 1994; and*
- are reduced to the maximum extent that is reasonable and practical having regard to:*
  - best practice environmental management; and*
  - accepted modern technology; and*
- meet emission limit guidelines from the Board of Environmental Management and Pollution Control in accordance with the State*

*Policy for Water Quality Management 1997.*

*P2.2*

*Where it is proposed to discharge pollutants into a wetland or watercourse, the application must demonstrate that it is not practicable to recycle or reuse the material.*

**Comment:**

The application proposes to direct stormwater from the roof of buildings 4 and 5 into a storage tank. The overflow from tank will be diverted into the existing creek along the west side of the lot, via a tank. The proposed discharge point does not include any ground surface runoff or contaminated water.

All water will be collected directly from the roof of the buildings and there is minimal opportunity for contaminants to enter the system. As such the proposed discharge point is not likely to give rise to pollution as defined by the Environmental Management and Pollution Control Act 1994.

The proposed development is consistent with the objective.

## **Representations**

Two (2) representations were received during the statutory advertising period from the residents at 227 and 229 Meander Valley Road (see attached documents). A summary of the concerns raised by the applicants is as follows:

- Concerns that conditions on previous permits have not been met, including landscaping, green belt, wash-bay facilities, limited signage, location and construction of screening fence. Risks with future enforcement.
- Potential increase in noise associated with customers and the use of crusher.
- Colour and finish of proposed buildings.
- Impacts of lighting.
- Visual impacts of development on 207 Meander Valley Road.
- Collection facilities for waste fuel and oil and potential for chemicals, oil and detergents, to enter the watercourse on the south-west edge of the property. Proximity of septic system and absorption trenches to watercourse.

- Potential to increase flooding impacts during high rainfall events.

**Comment:**

Conditions on Permits and Enforcement

Except where a more recent permit specifically provides otherwise, the landowner/occupier continues to be bound by the conditions of previous permits issued. The permit does not provide for use or development south-west of the existing watercourse. Existing fencing and the boundary vegetation at 209 Meander Valley Road continue to be protected by permit conditions. Vehicles and other goods and materials will not be located within 25 metres of Meander Valley Road as per previous permits. No additional signage is approved by this application, however it is noted that the sign approved in DA63/2004 was in addition to the existing sign at the gate and there are many forms of ancillary signage that do not require permits. No changes to operating hours are proposed. No external storage is proposed.

The development has previously been determined to be in accordance with planning permits in regard to fencing and vegetation and the bond returned to the landowner. The intent of previous conditions relating to fencing and vegetation were to provide a visual screen between the site and the dwellings to the south-east. Despite minor inconsistencies, there is now sufficient vegetation screening and fencing to screen the use and development from 227 and 229 Meander Valley Road. Notes have been included in the recommendation below relating to unapproved signage and buildings and the conditions on previous planning permits.

A wash bay was constructed in accordance with the requirements of previous planning permits. The bay is connected to a triple interceptor and installed to the satisfaction of Council's Plumbing Surveyor followed by onsite soakage trenches. A condition on the planning permit is recommended to clarify that all vehicle and parts washing is to occur within the approved wash bay.

Council is responsible for environmental management of Level 1 Activities and has the ability to issue an Environmental Protection Notice where environmental nuisance or breaches of the Environmental Management and Pollution Control Act 1994 are detected and proven. Council has not identified, nor have we been alerted to, any specific suspected breaches of this Act. While there may have been instances of materials and parts washing down the watercourse, Council was not alerted to these at the time of the event. It is noted that the rainfall and flooding in 2016 was considered to be an extreme weather event. The volumes of water passing through the system were not

considered to be typical of the catchment and this event is not considered to reflect the normal day to day management of the site.

Changes to the Land Use Planning and Approvals Act 1993 in recent years have provided Council with additional tools to enforce planning permits.

#### Increase in Noise

The application does not propose intensification of use or to undertake any activities which are not already undertaken on the site. As such, it is not anticipated that there will be any increase in noise associated with the development. Containing the use within additional buildings will create an additional noise barrier between the use and adjoining dwellings.

The application proposes that the crushing and removal of car bodies will occur on a more frequent basis. Currently the site has approval to undertake crushing for four weeks per year. The existing provisions for crushing are sufficient to accommodate more frequent crushing and it is recommended that this condition continues to be applied.

#### Colours

The colours of the proposed buildings have been discussed in the assessment above. A condition is recommended for any permit issued that all of the approved buildings be finished in "Pale Eucalypt" or a similar colour to assist the buildings to blend with the existing buildings and surrounding environment. Finishes are also to be non-reflective.

#### Lighting

Lighting has been discussed in the assessment above. A condition to manage external lighting has been included in the recommendation.

#### Visual Impacts from 207

The landowners at 207 Meander Valley Road have not submitted a representation or raised concerns regarding the visual impacts of the proposal. It is noted that the owners of 207 have undertaken additional plantings along the shared boundary which will provide additional screening in time.

#### Septic System and Fuel/Oil Disposal

Oil and fuel are collected from vehicles as parts are stripped. For environmental and safety reasons fuel and oil is removed prior to crushing of vehicles. Small quantities of oil and petroleum products are stored onsite in pallet tanks (IBC Containers) and removed by a third party contractor. The triple interceptor connected to the wash bay is fitted with a float and alarm and is cleaned out as necessary. The stormwater to be directed to the watercourse is not groundwater runoff, but clean unused water from the roof. Conditions relating to the discharge of water and the use of the approved wash bay have been included in the recommendation below.

The existing onsite waste water treatment system was approved and certified by Council at the time of construction. Construction standards and regulations change over time, however, these changes cannot be retrospectively applied.

### Stormwater and Flooding

While the existing watercourse running adjacent to Meander Valley Road is a natural drainage line, it also forms part of the stormwater system. Runoff from more than 1.8km of the Bass Highway (dual carriage way) and Meander Valley Road, to the north of the site, along with reticulated stormwater from developed parts of Westbury Road is directed into the watercourse.

Council's Director Infrastructure Services has provided the following in relation to stormwater management:

*I have reviewed the location of the proposed development in context to the overall stormwater catchment for this area which discharges to the dam located at 227 Meander Valley Road. The overall catchment area, comprising numerous sub-catchments as shown on the LIST, is approximately 450 hectares (refer image below). This is a significant catchment and the photos provided by the owners of 227 Meander Valley Road, that I understand were taken during the flood event from 2016, reflect what has occurred in many areas of the municipality following periods of prolonged and also intense rainfall. Given the proposed development at 209 Meander Valley Road comprises a number of new roofed structures with a combined area of 575 sqm and is immediately upstream of the dam (downstream end of the catchment), additional stormwater runoff from the new buildings over and above runoff from existing pervious surfaces during larger storm, and the impact on the adjoining dam, is considered to be minimal. The use of the rainwater tanks will assist the developer to reduce the volume of*

water discharged to the creek. Complete catchment modelling would be required to understand the exact difference between pre-development and post-development flow for a range of storm events, however, given the scale of the catchment the differences could reasonably be taken as being very minor.

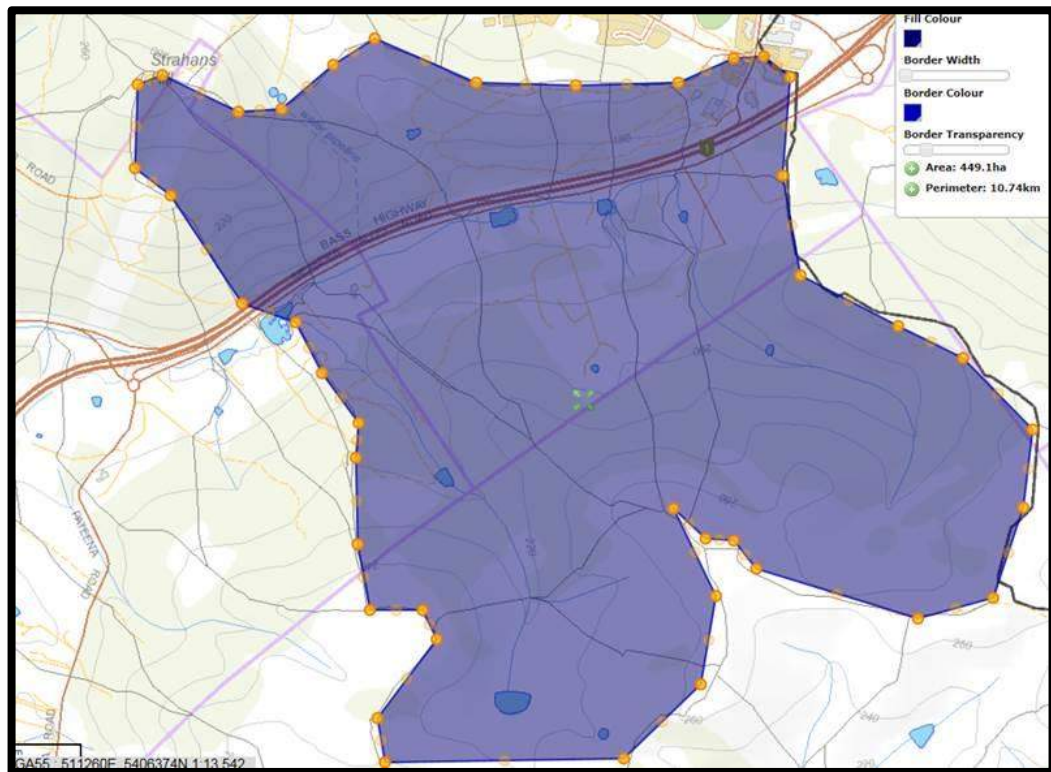


Figure 8: identified stormwater catchment entering the dam at 227 Meander Valley Road

Many factors contribute to flooding. As well as the greater quantities of water entering the stormwater system during high rainfall events, by design dams are intended to hold back water. In 2016 this area, as did much of the municipality, was subject to an extreme rainfall event. While flooding may have impacted this property before this, the extent of damage shown in the photos and throughout the region in 2016 is not considered to be typical.

The dam appears to have limited capacity to accommodate additional volumes of water during rainfall events, with the water level and outflow being relatively close to the top of the dam wall. The photos submitted show that the dam overflow was formerly fitted with a grate and during high rainfall there has been a significant build up of debris (predominately organic material, grass, blackberries and sticks) against this grate. This would further reduce the rate of water escaping the dam and the removal of the grate will likely assist to reduce flooding into the future.



## **Conclusion**

Although the proposed buildings will be visible, it is anticipated that the visual appearance of the site will be improved, by allowing a larger quantity of goods and material to be stored within buildings. Currently the sites proposed for the containers and buildings 4 and 5 are occupied by car bodies and parts. Providing the capability to store vehicle parts internally will facilitate the move away from external storage. This will improve the amenity for adjoining land owners and brings the use into greater conformity with the Zone Purpose.

Overall the proposed development will not impact the character of the site or area. While some of the proposed developments will be visible, they will be contained within the existing building cluster and will not impact the broader landscape. The residential nature of the zone is not undermined by the proposal and does not intensify the use of the site.

It is noted that a some work has already been undertaken on the site to reduce the number of vehicles and improve the appearance. The containers included in the application have already been placed on the site and are in use, demonstrating that a tangible improvement will be made to the site.

The application is consistent with Clause 9.1 of the planning scheme and brings the site into greater conformity with the Rural Living Zone by providing internal storage, without compromising the visual character of the site and area.

## **Recommendation**

It is considered that the application for development associated with an existing non-conforming use (Recycling and Waste Disposal) – nine storage buildings – and a residential outbuilding is an acceptable development for the subject site, can be effectively managed by conditions and will bring the subject site into greater conformity with the planning scheme and the purpose of the Rural Living Zone by reducing the external storage of car bodies and improving the visual appearance of the site.

**AUTHOR:** Justin Simons  
TOWN PLANNER

## **12) Recommendation**

***It is recommended that the application for Use and Development for existing non-conforming use (Recycling and Waste Disposal) – nine storage buildings – and a Residential outbuilding on land located at 209 Meander Valley Road, Travellers Rest (CT: 52284/3) by T Murfet, requiring the following discretions:***

- 13.3.1 Amenity
- 13.3.2 Rural Living Character
- 13.4.1 Building Design and Siting
- E9.6.2 Water Quality Management

**be APPROVED, generally in accordance with the endorsed plans:**

- a) **Engineering Plus, Drawing No.: 34116, Sheets: A01 & A02**
- b) **Skyline Sheds and Garages, Drawing No.: SKSG24537, Sheets: 1 & 2**
- c) **Skyline Sheds and Garages, Drawing No.: SKSG24536, Sheets: 1 & 6**
- d) **Elevations of shipping containers**
- e) **Building Surveying Services Pty Ltd, cover letter dated 15 May, 2017**

and subject to the following conditions:

- 1. All buildings on the site are to be finished in “Pale Eucalypt” or a similar green colour to the satisfaction of council’s town planner. All finishes are to be non-reflective and in muted tones to blend in with the existing buildings and surrounding environment.**
- 2. The existing tall vegetation identified in Attachment A is to be maintained in a healthy condition. Should any tree be removed or die it is to be replaced by a tree or shrub of similar appearance which will grow to a similar mature height.**
- 3. All wash down and cleaning of parts and vehicles is to occur in the existing approved wash bay to the north of the existing workshop and retail office.**

- 4. No vehicles, parts or any other goods or materials for storage or sale are to be located within 25 metres of Meander Valley Road or within 7.5 metres of any other boundary (excluding goods and materials within approved buildings).**
- 5. A Car crusher is not to be kept on the property for more than 4 weeks of the year.**
- 6. Within 6 months of the date of this permit, the shipping containers already on site are to be relocated to the approved position to the south of the existing workshop and retail building.**
- 7. Any additional external lighting on the site is to be baffled and directed toward the ground and away from adjoining properties to minimise light spill. No additional flood lighting is permitted.**
- 8. No public address system or amplified music shall be used so as to be audible from outside the site.**
- 9. Effluent and polluted drainage must not be allowed to discharge beyond the boundaries of the subject land onto any other land or directly or indirectly into any watercourse.**

**Note:**

- 1. No approval has been granted for any additional signage or any building not shown on the site plan (Drawing No.34116, Sheet A01). Two signs have previously been approved, one at the access and one on the main workshop. Any additional buildings or signage are to be removed from the site or an application made to Council. Non-compliance may result in the issuing of an Infringement Notice and/or an Enforcement Notice.**
- 2. No changes are approved in relation to operating hours, external vehicle or parts storage, screening fences or the maintenance of vegetation screens as stipulated in previous planning approvals.**
- 3. Consent is required from TasNetworks for the construction of any buildings or infrastructure within the wayleave easement identified on the plans.**
- 4. 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**

- 5. 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.**

6. 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.
7. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website [www.rmpat.tas.gov.au](http://www.rmpat.tas.gov.au)
8. If 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.
9. 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.

10. 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.
11. If any Aboriginal relics are uncovered during works;
  - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
  - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au)); and
  - c) The relevant approval processes will apply with state and federal government agencies.

## **DECISION:**



Monday, 15 May 2017

Planning Department  
Meander Valley Council  
PO Box 102  
WESTBURY TAS 7303

Dear Sir/Madam

## RE: New storage sheds – 209 Meander Valley Road TRAVELLERS REST

Building Surveying Services Pty Ltd has been engaged by Mark Tunks of A.C.N. 010 593 870 PTY. LTD to complete the Certificate of Likely Compliance for the proposed construction of two (2) 10m x 15m storage sheds, one (1) 15m x 8m open shed and installation of six (6) 14m x 2.4m shipping containers and 2 x 12m x 2.4m shipping containers 4 metres apart with a colourbond roof at 209 Meander Valley Road TRAVELLERS REST TAS 7250 PID: 1960257 (Volume: 52284 Folio: 3).

One of the two proposed sheds (10m x 15m) will be used for the owner's personal use to store his boat, motorhome and personal items. The second proposed shed (10m x 15m) will be used for the storage of motor vehicle parts from the current business activities; there has been no increase in business activity and no future increase in activity is envisaged.

Mark is clearing the site of all vehicle bodies located at the rear of the property. The vehicle parts will be removed and stored.

Currently there are 100+ car bodies to the rear of site. The parts from these vehicles are exposed to the weather and are deteriorating, thereby devaluing returns from the business.

Mark feels that by adding the storage sheds he will both clean up the site of the unsightly car bodies and add value to his business from storing the spare parts under cover.

There are no plans to increase the business and there will be no increase in employees. It is not anticipated that there will be an increase in traffic volumes to the site as the proposed storage sheds are for the storage of parts from existing car bodies on site.

It is proposed that all vehicles which come to site for wrecking will be dismantled and the parts stored to protect them from the elements and to make them easy to access.

## BUSINESS OPERATIONS

- The business operation is re-sale of cars (20%) and sale of spare parts (80%).
- The proposed open carport will be used to protect cars that are being sold.
- Currently 6-8 people work on site. This is a reduction from 13-14 people who were employed about 10 years ago, there has been no increase in business activity.
- Operating hours:
  - 8.30am – 5.30pm Monday to Friday
  - 8.30am – 12.30pm Saturday

## STORMWATER

The stormwater from the four (4) 10m x 15m storage sheds will be collected in a 20,000-litre water storage tank located between the two sheds. The water stored will be used on site for washing of vehicles and for use on the gardens. The overflow of excess water will be directed to the creek to the southwest boundary.

The stormwater from the 15m x 8m open shed will be directed to a 10,000-litre water storage tank. The water stored will be used on site for washing of vehicles and for use on the gardens. The overflow of excess water will be directed to the creek to the southwest boundary, as above.

Please find enclosed the application and documentation for your assessment for planning approval for the above project.

Please contact Mark Tunks on [mtunks64@hotmail.com](mailto:mtunks64@hotmail.com) or 0418 133 368 for payment of fees and charges.

Regards



*Wayne S Wilson*

Wayne S Wilson

***Building Surveying Services Pty Ltd***

Accreditation CC47091 Tasmania

Tasmanian Fire Services Accreditation BFP-110

(03) 6391 1122 or 0487 343310

SEARCH OF TORRENS TITLE

VOLUME 52284	FOLIO 3
EDITION 5	DATE OF ISSUE 14-Jan-2009

SEARCH DATE : 16-Dec-2016

SEARCH TIME : 04.04 PM

DESCRIPTION OF LAND

City of LAUNCESTON

Lot 3 on Sealed Plan 52284

Derivation : Part of 320 Acres Granted to W.Moriarty & Anr.

Prior CT 4098/87

SCHEDULE 1

C646013 TRANSFER to A.C.N. 010 593 870 PTY. LTD. Registered  
28-Oct-2005 at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any

SP 52284 EASEMENTS in Schedule of Easements

SP 52284 COVENANTS in Schedule of Easements

SP 22797 COUNCIL NOTIFICATION under Section 468(12) of the  
Local Government Act 1962

C877141 MORTGAGE to Westpac Banking Corporation Registered  
14-Jan-2009 at noon

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations





**SURVEY REQUISITION**

Lands Titles Office, Hobart.

To: G. J. WALKEM & CO  
22 ELIZABETH STREET  
LAUNCESTON TAS 7015

12/11/91

REFERENCE: 2929 (S.P. 52284)  
N.E. & H.M. McNAMARA OWNERS  
C.T. 4098-87  
(BASS HIGHWAY)

Please attend to the requisitions marked  below and return together with enclosures at your earliest convenience.

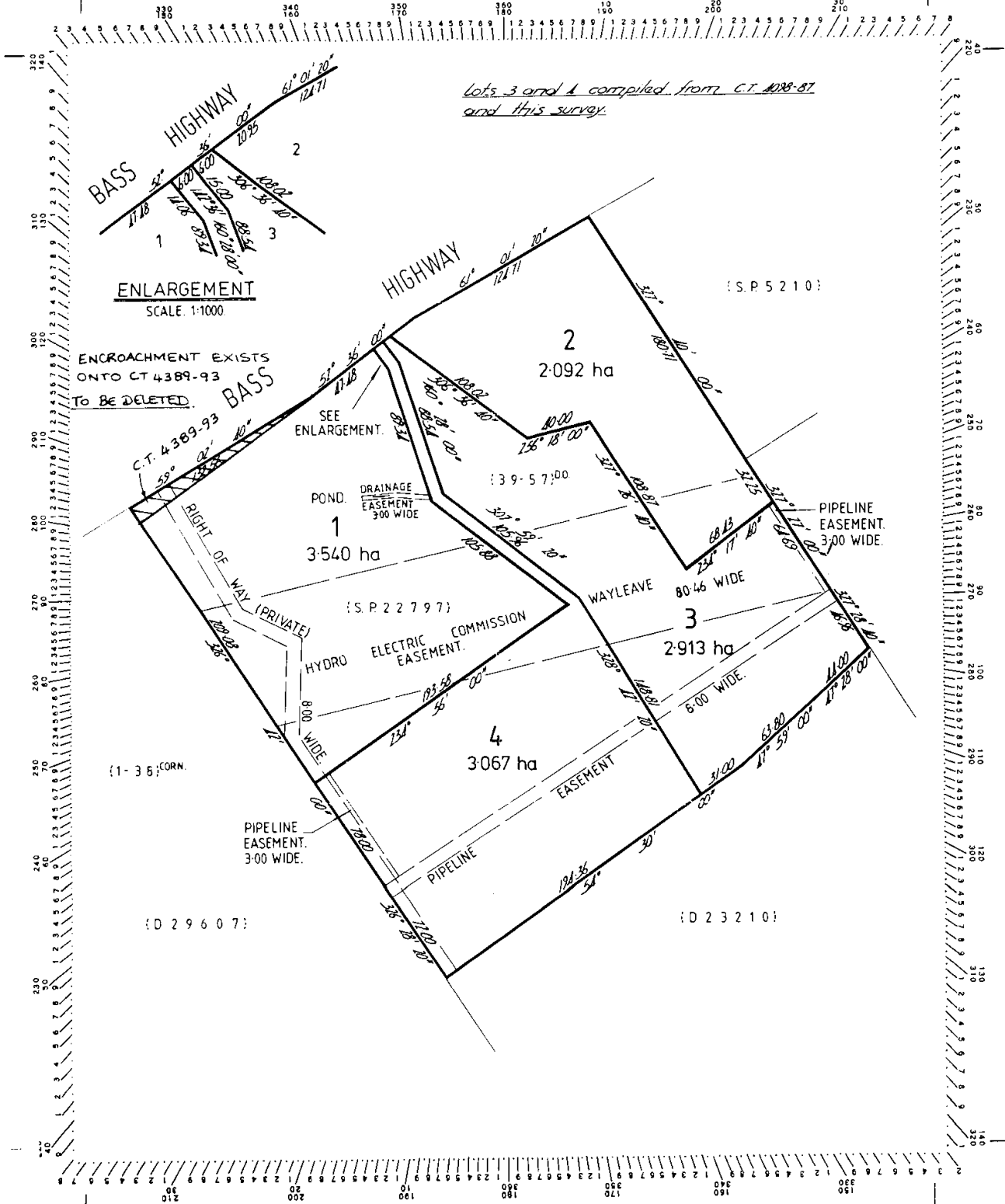
*John Corneil*  
 for Chief Draftsman

- (a) Surveyors declaration not completed.
- (b) Survey notes not certified correct.
- (c) Commencement and finishing dates incomplete.
- (d) Survey notes are incomplete.
- (e) Nature of boundaries to be described.
- (f) Boundaries in relation to not defined.
- (g) Corners not marked.
- (h) Origin of old marks not stated.
- (i) Datum of survey not stated.
- (j) Figures will not close.
- (k) C.T. boundaries not reproduced. ENCROACHMENT EXISTS ONTO C.T. 4389-93 (P. 29965) - TO BE DELETED. SEE COPIES ATTACHED
- (l) Connections as per Circular Memorandum 1/1975 required.
- (m) Parcels not numbered.
- (n) Outlet of drainage easements to be in terms of section 472 (1) (g) of the Local Government Act 1962.
- (o) Fall of easements to be indicated.
- (p)

NB A COPY OF P. 29965 IS ENCLOSED FOR YOUR CONVENIENCE.

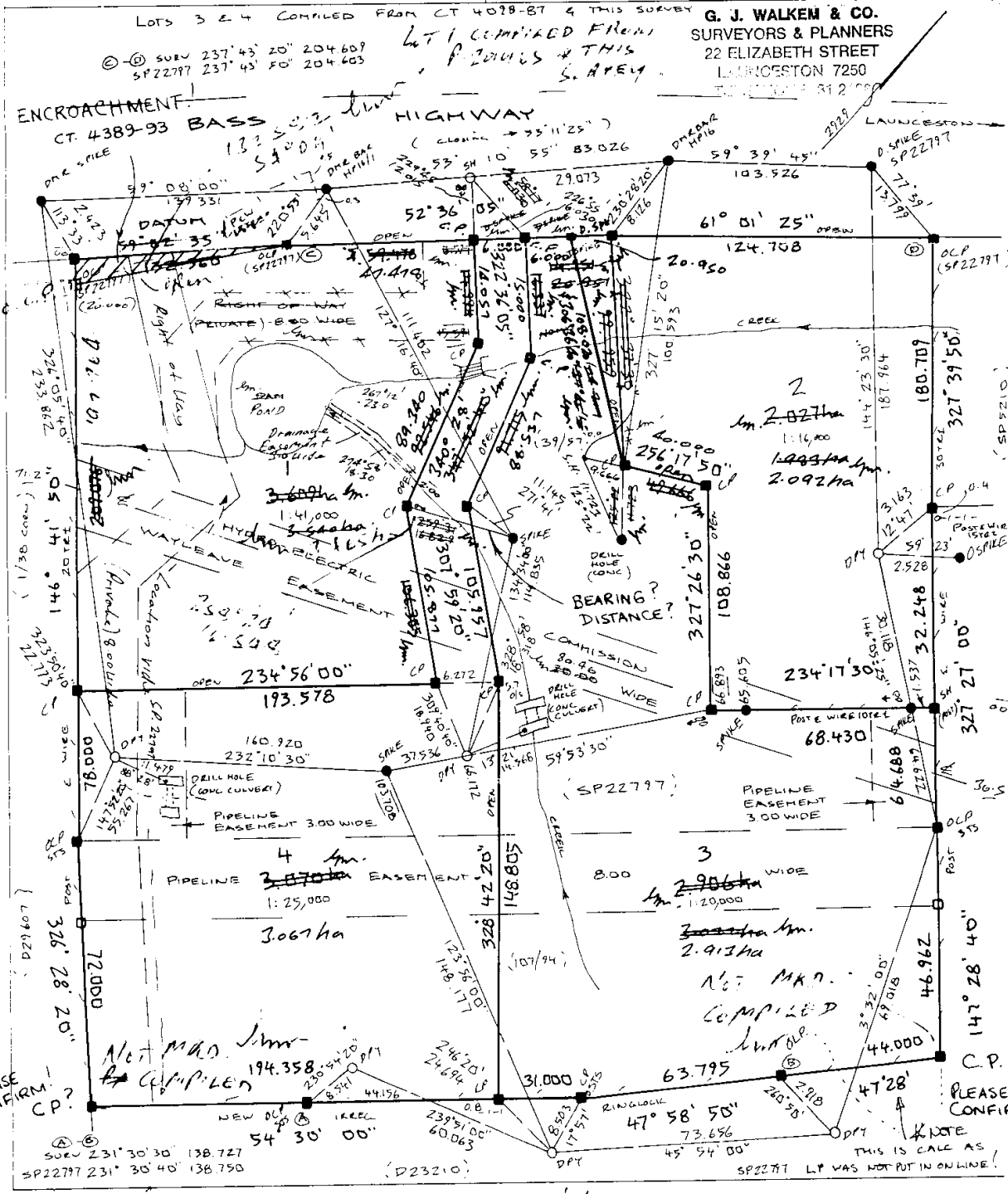
49409 Sub. 1003 128 B

Author: Norris Edward McNamara and Helen Mary McNamara	<b>PLAN OF SURVEY</b> by Surveyor G. J. WALKEM of land situated in the LAND DISTRICT OF CORNWALL. PARISH OF LAUNCESTON. SCALE 1:2500. MEASUREMENTS IN METRES	Registered Number: <b>SP52284</b> Approved _____ Effective from: _____
Title Reference: CT 1028-87		Recorder of Titles
Grantee: Part of 100 Acres Gtd to William Harry Browne and Part of 320 Acres Gtd to William Moriarty and Joseph Gallibrand Jennings.		



**SURVEY NOTES**  
 by SURVEYOR M G JACK  
 LAND DISTRICT OF CORNWALL  
 PARISH OF LAUNCESTON  
 PART OF 100 ACRES GTD TO WILLIAM HENRY BROWNE & PART OF 320 ACRES GTD TO WILLIAM MORIARTY & JOSEPH GELLIBRAND JENNINGS.  
 NORRIS EDWARD McNAMARA & HELEN MARY McNAMARA OWNERS CT. 4078-87  
 SURVEY COMMENCED 25-2-87  
 SURVEY COMPLETED 29-3-87  
 ERROR OF CLOSE. SEE CALC.

**SURVEY CERTIFICATE**  
 I, Graeme John Walkem of Launceston  
 in Tasmania a registered surveyor HEREBY CERTIFY that:  
 (a) this survey is based upon the best evidence that the nature of the case admits;  
 (b) the survey notes have been truly compiled from surveys made by me or made under my supervision; and  
 (c) this survey and accompanying survey notes comply with the relevant legislation affecting surveys and are correct for the purpose required.  
 Signature: [Signature] Date: 26-3-87



**G. J. WALKEM & CO. PTY. LTD.**

A.C.N. 009 575 464

**AUTHORISED LAND, MINING & ENGINEERING SURVEYORS, PLANNERS**



G. J. Walkem, L.S.(VIC., TAS.), M.I.S. AUST.  
 D. J. McCulloch, L.S., M.I.E.M.S. AUST., M.I.S. AUST.  
 M. R. Rose, L.S., B.SURV.  
 G. L. Eberhardt, ENG. CERT.

22 ELIZABETH STREET  
**LAUNCESTON, TAS. 7250**  
 TELEPHONE: (003) 31 2999  
 (003) 31 2428  
 FACSIMILE: (003) 34 1409

Your ref:

Our ref: 2929

30th April, 1992

The Chief Draftsman,  
 Land Titles Office,  
 G.P.O. Box 541F,  
**Hobart, Tas. 7001**

Dear Sir,

Re:- **Survey Requisition - S.P. 52284**  
**N.E. & H.M. McNamara Owner**

We enclose herewith the requisition documents with the required corner description shown in red thereon.

Yours faithfully,



**D.J. McCulloch**

Encs.

"Geocomp" Survey Computing & Drafting Specialists  
 Urban & Rural Subdivisions Stratum Developments  
 Hydrographic Surveys Engineering Surveys  
 Stockpile Surveys Mining Surveys

**BRANCH OFFICES:**  
 20 Macquarie Street, GEORGE TOWN. 82 3232  
 11 King Street, SCOTTSDALE. 52 2113  
 4 Pendrigh Place, ST. HELENS. 76 1592  
 42 Main Street, ST. MARYS. 72 2172

**SURVEY REQUISITION**

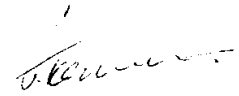
(2ND REQUISITION)

Land Title Office, Hobart.  
15.1.92

To: G.J. WALKER & CO. ....  
... 22 ELIZABETH STREET ...  
... LAUNCESTON TAS 7250

REFERENCE: 2929 (S.P. 52284) .....  
... N.E. H.M. McNAMARA OWNER  
... C.T. 4098-87 .....  
... BASS HIGHWAY

Please attend to the requisitions marked  below and return together with enclosures at your earliest convenience.

  
.....  
PER Chief Draftsman

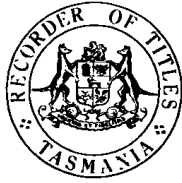
- Surveyors certificate not completed.
- Survey notes not certified correct.
- Commencement and finishing dates incomplete.
- Survey notes are incomplete.
- Nature of boundaries to be described.
- Boundaries in relation to not defined.
- Corners not marked.
- Origin of old marks not stated.
- Datum of survey not stated.
- Figures will not close.
- C.T. boundaries not reproduced.
- Reference marks required in accordance with Land Surveyors By-Laws 1982.
- Balance plan required.
- Outlet of drainage easements to be in terms of section 472 (1) (g) of the Local Government Act 1962.
- Fall of easements to be indicated.

As bearing 47° 28' on lot 3 is calculated, it appears that the south-eastern corner of this lot does not comply with clause 12(4) of the Land Surveyors By-laws 1982, and as such should be marked.

REQUISITION RETURNED HEREWITH  30/4/92  
Registered Surveyor Date

K 9551





SCHEDULE OF EASEMENTS

PLAN NO.

**SP5228A**

NOTE:—The Town Clerk or Council Clerk must sign the certificate on the back page for the purpose of identification.

The Schedule must be signed by the owners and mortgagees of the land affected. Signatures should be attested.

EASEMENTS AND PROFITS

Each lot on the plan is together with:—

- (1) such rights of drainage over the drainage easements shewn 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 à prendre described hereunder.

Each lot on the plan is subject to:—

- (1) such rights of drainage over the drainage easements shewn 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 à prendre described hereunder.

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

Lots 3 & 4 are each subject to a Pipeline Easement (as hereinafter defined over the Pipeline Easement 8.00 wide passing through Lots 3 & 4.

and Lot 4 are each

Lot 1 is subject to a right of carriage way for the owner/s for the time being of the land comprised in Certificate of Title Volume 4098 Folio 88 over the strip of land marked "right of way (private 8 metres wide" shown on the plan passing through such lot.

Lot 1 is together with a pipeline easement over that portion of Lot 4 shown on the plan and marked "pipeline easement 3 metres wide"

Lot 2 is together with a pipeline easement over that portion of Lot 3 shown on the plan and marked "pipeline easement 3 metres wide"

Lots 1, 4, 3 and 2 are subject to the wayleave easement for the Hydro-Electric Commission created by Memorandum of Agreement dated the Fifteenth day of August One thousand nine hundred and thirty eight over the strip of land 80.46 metres wide shown on the plan and marked "Hydro-Electric Commission wayleave easement"

Lots 4 and 3 are subject to the pipeline easement for the Rivers & Water Supply Commission created by grant of easement dated the First day of February One thousand nine hundred and eighty five and registered the day of

One thousand nine hundred and Number 60/8897

over the strip of land 8 metres wide shown as "pipeline easement" on the plan

Lot 3 is subject to a pipeline easement for Lot 2 over the strip of land shown as "pipeline easement 3 metres wide" on the plan

Lot 4 is subject to a pipeline easement for Lot 1 over the strip of land shown as "Pipeline easement 3 metres wide" on the plan

\*\*

The owner of each Lot shown on the plan covenants with the Vendor and the owner for the time being of every other Lot shown on the plan to the intent that the

.../2

Reference to Lot 4 in the bunding right of carriage way added this 11th day of April 1994  
Recorder of Titles



burden of this covenant may run with and bind the covenantor's Lot and every part thereof and that the benefit thereof shall be annexed to and devolve with each and every part of every other Lot shown on the plan

1. That no Multiple Class 1 dwelling (including a home unit or attached pair) shall be erected on any Lot.
2. That no Lot shall be re-subdivided.

SIGNED by NORRIS EDWARD McNAMARA and )  
HELEN MARY McNAMARA the registered )  
 proprietors of the land comprised in )  
 Certificate of Title Volume 4098 Folio )  
 87 in the presence of: )

*N E McNamara*

*Helen McNamara*

*John C. Butler*  
*Gairnes*  
*Mcnamara*  
*Flinders Co.*

\*\*

"Pipeline easement" means the right for every person who is entitled at any time to an estate or interest in possession of the land indicated as dominant tenement or any part thereof which said rights shall be capable of enjoyment in common with the owner of the servient tenement to lay and maintain forever water mains and pipes not exceeding .0254m in diameter as shall from time to time be required in the said strip of land marked "Pipeline easement 3m wide" on the plan and the right for their surveyors and workmen from time to time and at all times hereafter to enter upon the said strips of land or any part thereof for bringing upon the pipeline easement such materials machinery and other things as they shall think fit and proper to inspect the condition of the said water mains and pipes and to repair alter amend and cleanse any such pipes without doing unnecessary damage and to at all times hereafter convey through the said water mains and pipes such amount of water as the owner and owners for the time being of the dominant tenements may require PROVIDED THAT all such water mains and pipes shall be laid not less than .4m below the surface of the ground AND PROVIDED THAT the owner or owners for the time being of the dominant tenements or any other person lawfully entering on the said pipeline easement shall at all times keep all gates and fences closed during the course of any work or inspection so as to prevent sheep or cattle from straying off the land so entered or occupied or from injury and shall indemnify the owner or owners for the time being of the freehold of the said pipeline easement against any loss or reason of the owner or owners of the dominant tenement his or their tenants agents servants and workmen failing to do so.

This is the schedule of easements attached to the plan of NORRIS EDUARDO MARIANO  
(Insert Subdivider's Full Name)

AND HELEN MARY McNAMARA affecting land in

C.T. VOL 4095-106 P.7  
(Insert Title Reference)

Sealed by MUNICIPALITY OF LIBERTY on 14<sup>th</sup> November 1988

Solicitor's Reference ..... [Signature]  
Council Clerk/Town Clerk

OS-K 3134

**PROPERTY ID:** 1960257  
**MUNICIPALITY:** MEANDER VALLEY

**PROPERTY ADDRESS:** CITY FORD WRECKERS  
209 MEANDER VALLEY RD  
TRAVELLERS REST TAS 7250

**PROPERTY NAME:** CITY FORD WRECKERS  
**TITLE OWNER:** 52284/3 : A.C.N. 010 593 870 PTY. LTD.

**INTERESTED PARTIES:** A.C.N. 010 593 870 PTY. LTD.

**POSTAL ADDRESS:** CITY FORD WRECKERS  
**(Interested Parties)** 209 MEANDER VALLEY RD  
TRAVELLERS REST TAS 7250

**MAIN IMPROVEMENTS SUMMARY**

**Improvements:** Office & Workshop  
**Improvement Sizes (Top 3 by Size):**  
Improvement: Area:  
WORKSHOP 432.0 square metres  
WORKSHOP 420.0 square metres  
SHED 190.0 square metres

**Number of Bedrooms:**  
**Construction Year of Main Building:** 2008  
**Roof Material:** Colorbond  
**Wall Material:** Colorbond  
**Land Area:** 2.913 hectares

**LAST SALES**

Contract Date	Settlement Date	Sale Price
07/07/2004	27/07/2005	\$250,000
31/01/2000	03/04/2000	\$140,000

**LAST VALUATIONS**

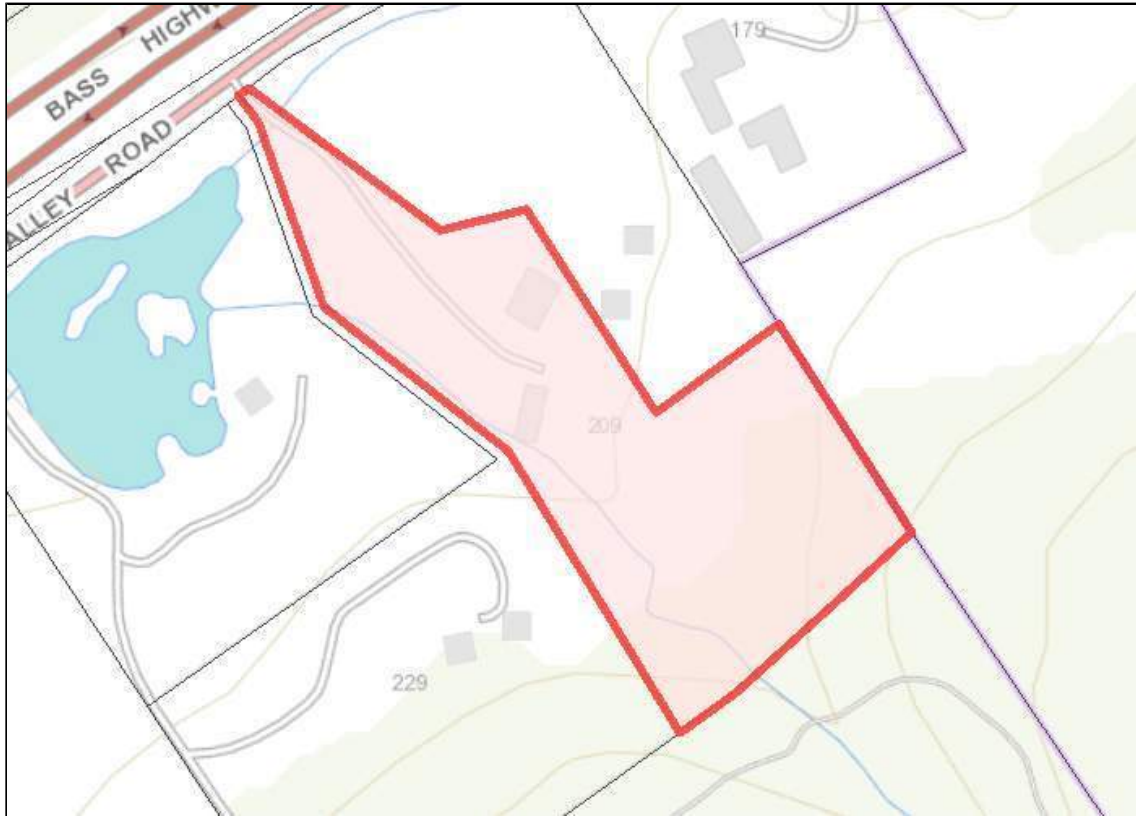
Date Inspected	Levels At	Land	Capital	A.A.V.	Reason
18/10/2016	01/07/2012	\$190,000	\$380,000	\$22,500	BA 13 0043 office previously valued
14/06/2016	01/07/2012	\$190,000	\$380,000	\$22,500	BA13 0043 Office previously valued

**No information obtained from the LIST may be used for direct marketing purposes.**

Much of this data is derived from the Valuation Rolls maintained by the Valuer-General under the provisions of the Valuation of Land Act 2001. The values shown on this report are as at the Levels At date.

While all reasonable care has been taken in collecting and recording the information shown above, this Department assumes no liability resulting from any errors or omissions in this information or from its use in any way.

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**Explanation of Terms**

**Property ID** - A unique number used for Valuation purposes.

**Date Inspected** - The date the property was inspected for the valuation.

**Levels At** - Levels At - or Levels of Valuation Date means the date at which values of properties are determined for all valuations in a Municipal Area.

**Land Value** - Land Value is the value of the property including drainage, excavation, filling, reclamation, clearing and any other invisible improvements made to the land. It excludes all visible improvements such as buildings, structures, fixtures, roads, standings, dams, channels, artificially established trees and pastures and other like improvements.

**Capital Value** - Capital Value is the total value of the property (including the land value), excluding plant and machinery.

**AAV** - Assessed Annual Value. AAV is the gross annual rental value of the property excluding GST, municipal rates, land tax and fixed water and sewerage, but cannot be less than 4% of the capital value.

**Interested Parties** - This is a list of persons who have been recorded by the Valuer-General as having interest in the property (ie owner or Government agency).

**Postal Address** - This is the last advised postal address for the interested parties.

**Multiple Tenancies** - Properties that have multiple tenants are assessed for separate AAV's. e.g. a house and flat.

## DRAWING SCHEDULE

A00	COVER PAGE
A01	LOCALITY PLAN
A02	SITE PLAN

## PROJECT INFORMATION

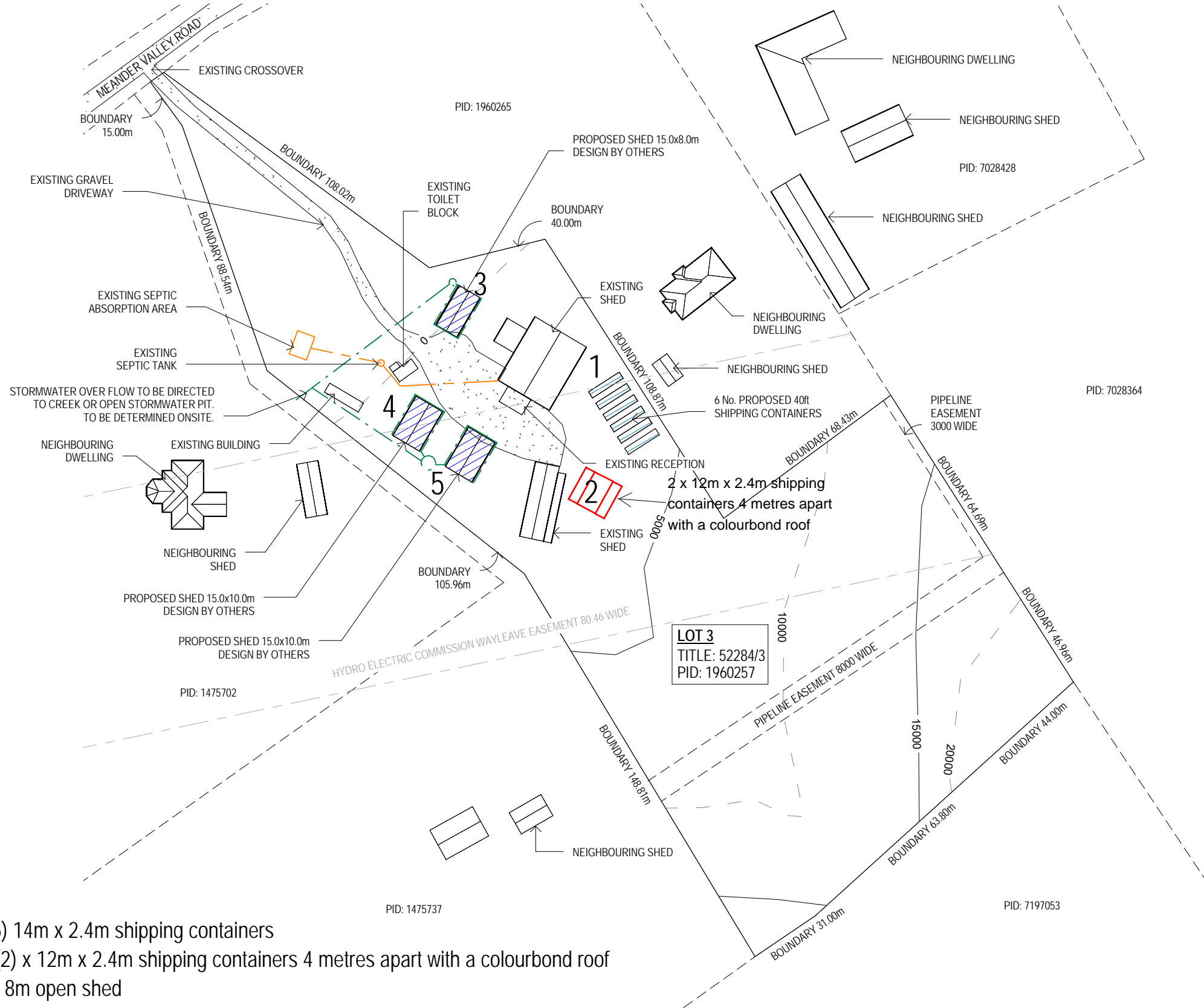
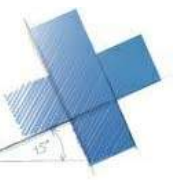
BUILDING DESIGNER:	GRANT JAMES PFEIFFER
ACCREDITATION No:	CC2211T
LAND TITLE REFERENCE NUMBER:	52284/3
PROPOSED SHED AREA:	150.00m <sup>2</sup>
PROPOSED SHED AREA:	150.00m <sup>2</sup>
PROPOSED SHED AREA:	120.00m <sup>2</sup>
PROPOSED SHIPPING CONTAINERS AREA (COMBINED):	148.72m <sup>2</sup>
DESIGN WIND SPEED:	N3
SOIL CLASSIFICATION:	N/A
CLIMATE ZONE:	7
BUSHFIRE-PRONE BAL RATING:	N/A
ALPINE AREA:	N/A
CORROSION ENVIRONMENT:	LOW
FLOODING:	NO
LANDSLIP:	NO
DISPERSIVE SOILS:	UNKNOWN
SALINE SOILS:	UNKNOWN
SAND DUNES:	NO
MINE SUBSIDENCE:	NO
LANDFILL:	NO
GROUND LEVELS:	REFER PLAN
ORG LEVEL	N/A

## PROPOSED SHEDS

M. TUNKS  
 209 MEANDER VALLEY RD  
 TRAVELLERS REST

MEANDER VALLEY COUNCIL

**ISSUED FOR APPROVAL**



**PLUMBING NOTES:**  
ALL DRAINAGE WORK SHOWN IS PROVISIONAL ONLY AND IS SUBJECT TO AMENDMENT TO COMPLY WITH THE REQUIREMENTS OF THE LOCAL AUTHORITIES.  
ALL WORK IS TO COMPLY WITH THE REQUIREMENTS OF AS/NZS 3500 & THE TASMANIAN PLUMBING CODE. AND MUST BE CARRIED OUT BY A LICENCED TRADESMAN ONLY.

**LEGEND OF DIAMETERS**  
TROUGH = 50mm  
SINK = 50mm  
BATH = 40mm  
BASIN = 40mm  
SHOWER = 50mm  
WC = 100mm  
SEWER = 100mm DIA. uPVC  
ORG OVERFLOW RELIEF GULLY  
EV VENT  
DP DOWNPIPE 90mm DIA  
STORMWATER = 100mm DIA uPVC

THE INSTALLATION OF WATER PIPE LINES, INSTALLED WITH THE PRODUCT HIS 311 REHAU, WILL REQUIRE THE MAIN COLD WATER LINE TO BE DN 25mm WITH DN 16mm BRANCHES & HOT WATER MAIN LINES TO BE DN 20mm WITH DN 16mm BRANCHES TO FIXTURES. ALL OTHER PRODUCTS USED ARE TO COMPLY WITH THE REQUIREMENTS OF AS/NZS 3500.5.2000 & AS/NZS 3500.1.2003

HOT WATER INSTALLATION SHALL DELIVER HOT WATER TO ALL SANITARY FIXTURES USED FOR PERSONAL HYGIENE AT 50deg C, KITCHEN SINK & LAUNDRY SHALL BE 60deg C TO COMPLY WITH REQUIREMENTS OF AS/NZS 3500.5.2000 SECTION 3.4

**DRAINAGE**  
ALL DRAINAGE WORK SHOWN IS PROVISIONAL ONLY AND IS SUBJECT TO AMENDMENT TO COMPLY WITH THE REQUIREMENTS OF THE LOCAL AUTHORITIES. ALL WORK IS TO COMPLY WITH THE REQUIREMENTS OF NATIONAL PLUMBING AND DRAINAGE CODE AS3500 AND MUST BE CARRIED OUT BY A LICENCED TRADESMAN ONLY.

**NOTE**  
SEWER & STORMWATER FROM PROPOSED DWELLING TO BE DIRECTED INTO EXISTING SEWER & STORWATER SYSTEM TO LOCAL COUNCIL REQUIREMENTS & AS3500

- Item 1: Six (6) 14m x 2.4m shipping containers
- Item 2: Two (2) x 12m x 2.4m shipping containers 4 metres apart with a colourbond roof
- Item 3: 15m x 8m open shed
- Item 4: 10m x 15m storage sheds
- Item 5: 10m x 15m storage sheds

**LOCALITY PLAN**  
SCALE 1:1500

**ISSUED FOR APPROVAL**

Copyright ©

Client: **M. TUNKS**  
Project: **PROPOSED SHEDS**  
Address: **209 MEANDER VALLEY RD, TRAVELLERS REST**  
Mob 0417 362 783 or 0417 545 813  
jack@engineeringplus.com.au  
trin@engineeringplus.com.au

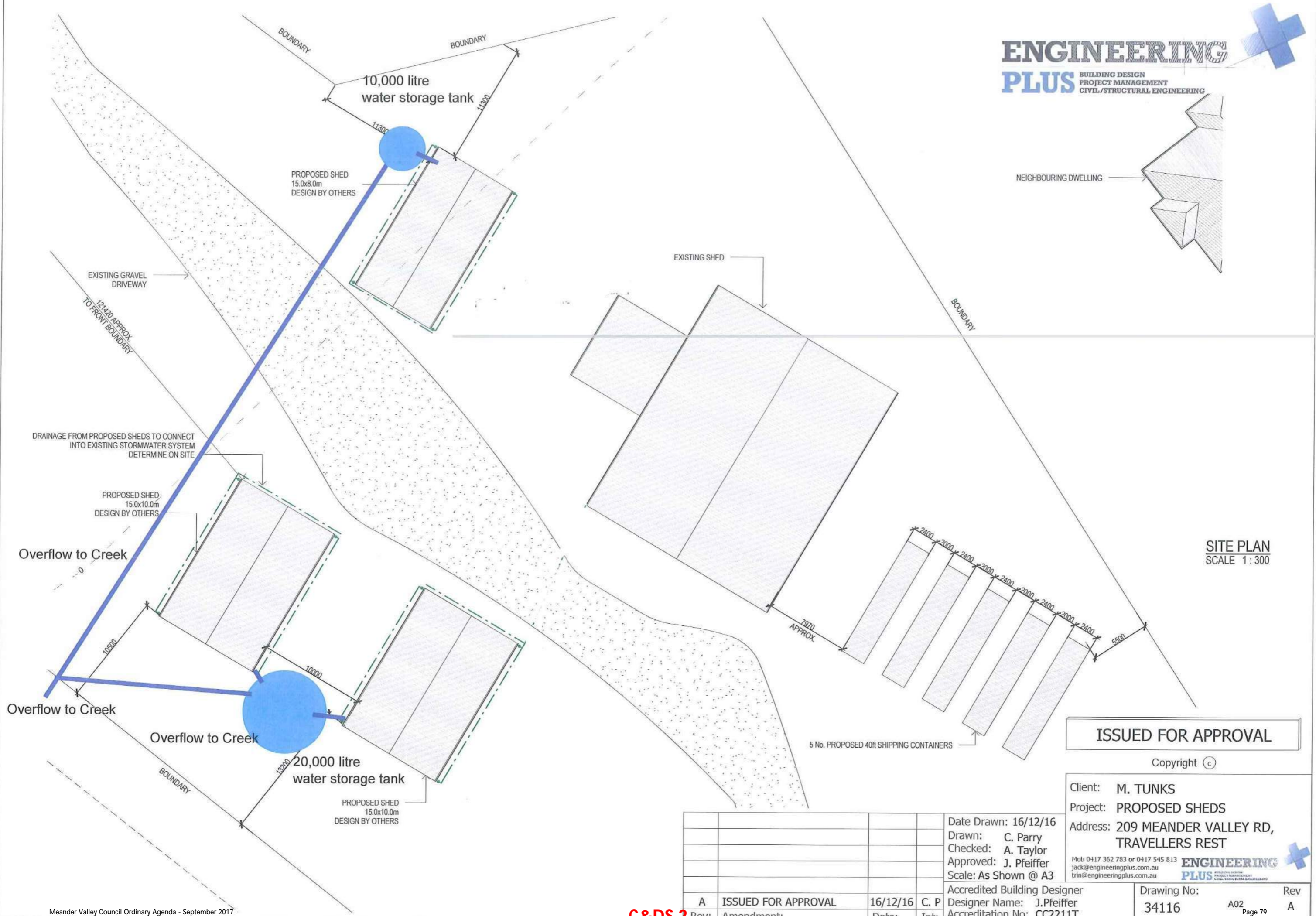
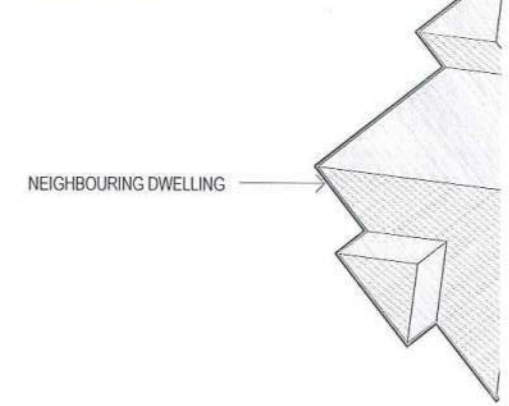


Date Drawn:	16/12/16
Drawn:	C. Parry
Checked:	A. Taylor
Approved:	J. Pfeiffer
Scale:	As Shown @ A3

Accredited Building Designer	Designer Name: J.Pfeiffer	Accreditation No: CC2211T
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Drawing No:	34116	Page 78	Rev A
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**C&DS 2**



SITE PLAN  
 SCALE 1:300

ISSUED FOR APPROVAL

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Client: M. TUNKS  
 Project: PROPOSED SHEDS  
 Address: 209 MEANDER VALLEY RD, TRAVELLERS REST  
 Mob 0417 362 783 or 0417 545 813  
 jack@engineeringplus.com.au  
 trin@engineeringplus.com.au

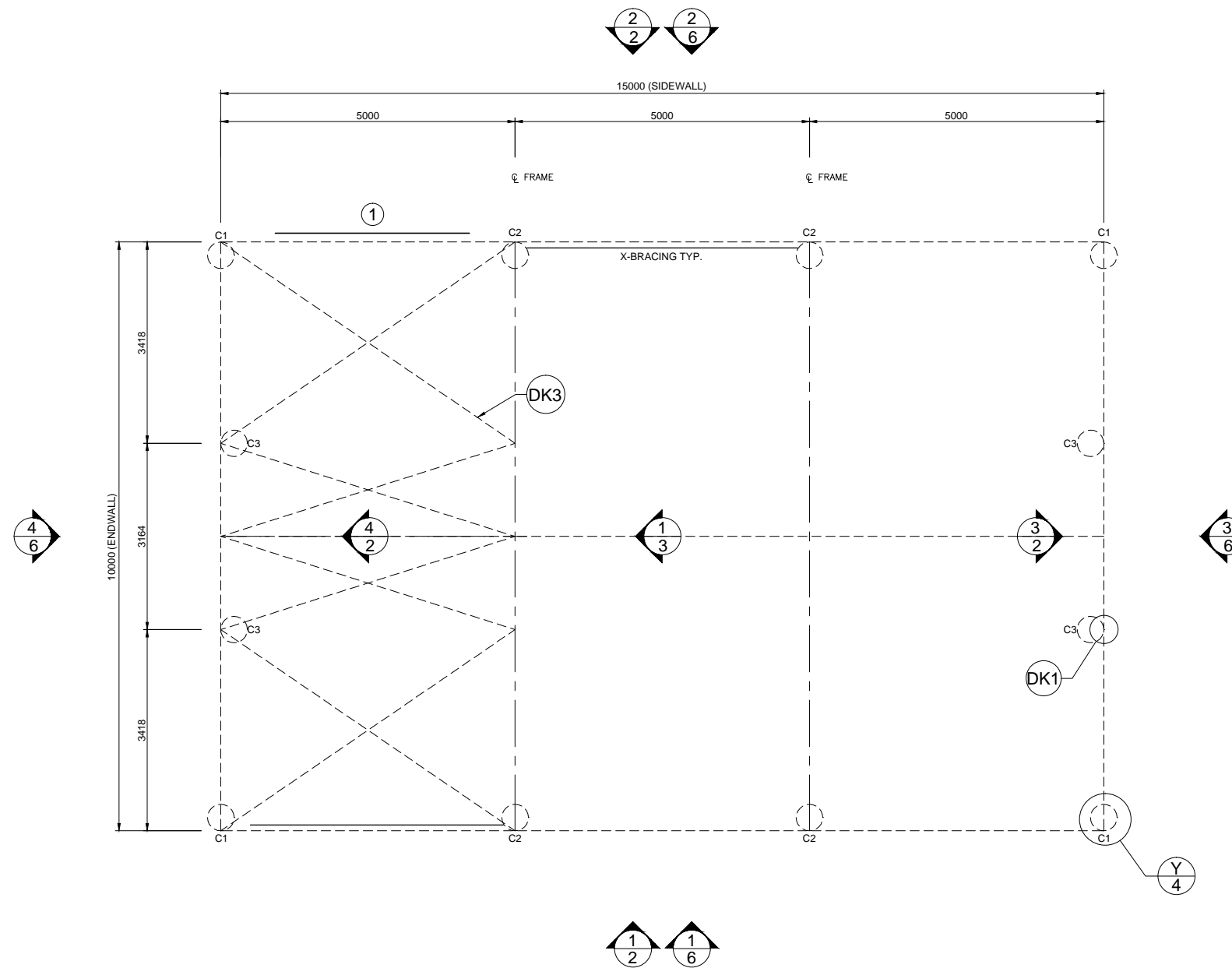


				Date Drawn: 16/12/16
				Drawn: C. Parry
				Checked: A. Taylor
				Approved: J. Pfeiffer
				Scale: As Shown @ A3
				Accredited Building Designer
				Designer Name: J.Pfeiffer
				Accreditation No: CC2211T
A	ISSUED FOR APPROVAL	16/12/16	C. P	
	Rev: Amendment:	Date:	Int:	

Drawing No: 34116  
 A02 Page 79  
 Rev A

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IF IN DOUBT, ASK.



1 FOUNDATION PLAN AND MEMBER LAYOUT  
SCALE: 1 = 100

MAIN FRAME  
COLUMN LEGEND

C1	C15012
C2	2C15024
C3	C15019

CHANGES REQUIREMENTS:  
PER NCE ENGINEERING - FDPJ 7950

ROOF STRAP BRACING TO BE CONNECTED TO THE PURLIN CLOSEST TO THE LINE OF THE END WALL MULLION

1 OF 6	SHEET	JOB NO. SKSG24536	DATE 16/1/2017	CHECKED TM	DRAWN FDS	STEEL BUILDING BY <b>SKYLINE SHEDS AND GARAGES</b>	(CONTACT) PHONE 03 6334 5535 <b>MARK TUNKS</b> 209 MEANDER VALLEY HWY PROSPECT
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FOR  
AT

MEANDER VALLEY COUNCIL ORDINARY AGENDA SEPTEMBER 2017

**SHED SAFE**  
C&D S

**fairdinkum**  
SHEDS

**NORTHERN CONSULTING**  
engineers

Civil & Structural Engineers  
50 Punari Street  
Currajong, Qld 4812  
Fax: 07 4725 5850  
Email: design@nceng.com.au  
ABN 341 008 173 56

Registered Chartered Professional Engineer  
Registered Professional Engineer (Civil & Structural) QLD  
Registered Certifying Engineer (Structural) N.T.  
Registered Engineer - (Civil) VIC  
Registered Engineer - (Civil) TAS

Regn. No. 2558980  
Regn. No. 9985  
Regn. No. 116373ES  
Regn. No. EC36692  
Regn. No. CC5648M

Mr Timothy Roy Messer BE MIEAust RPEQ  
Registered Professional Engineer 2558980

Signature *T. Messer*

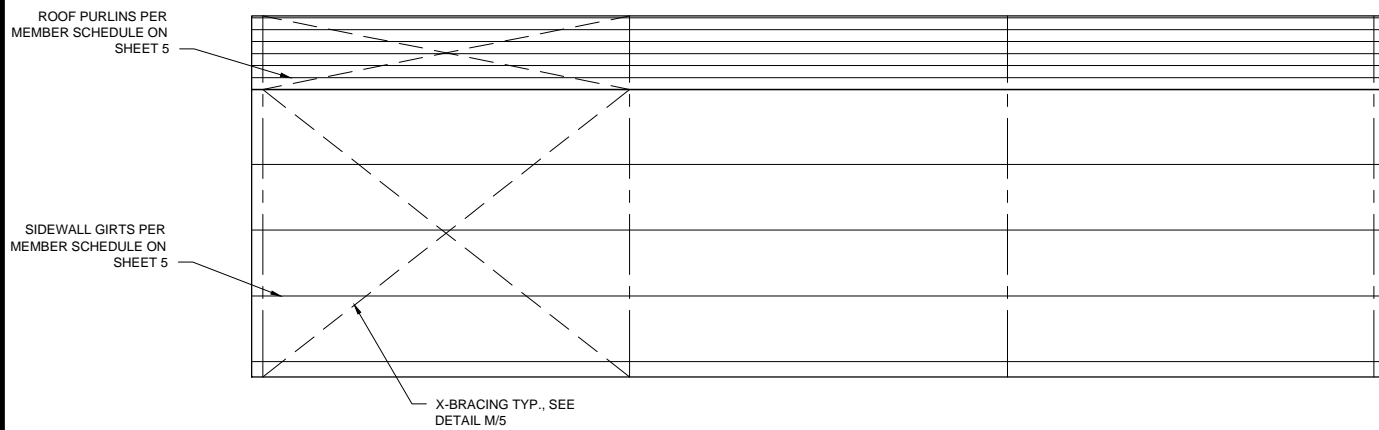
Date ..... 16/1/2017 .....

Registered on the NPER in the areas of practice  
of Civil & Structural National Professional  
Engineers Register

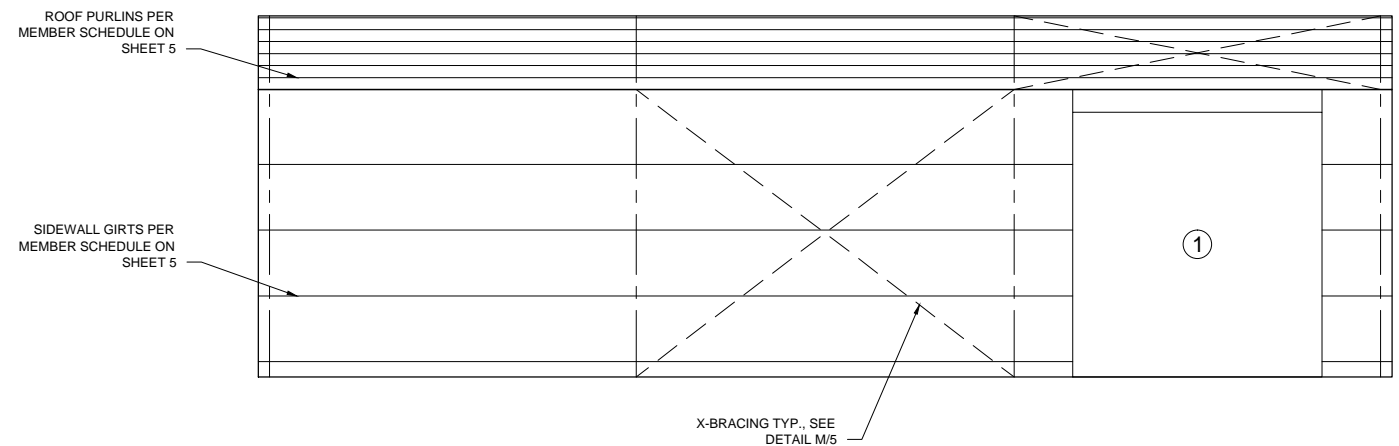
DO NOT SCALE THIS DRAWING. USE FIGURED DIMENSIONS ONLY. ALL DIMENSIONS TO BE VERIFIED ON SITE.



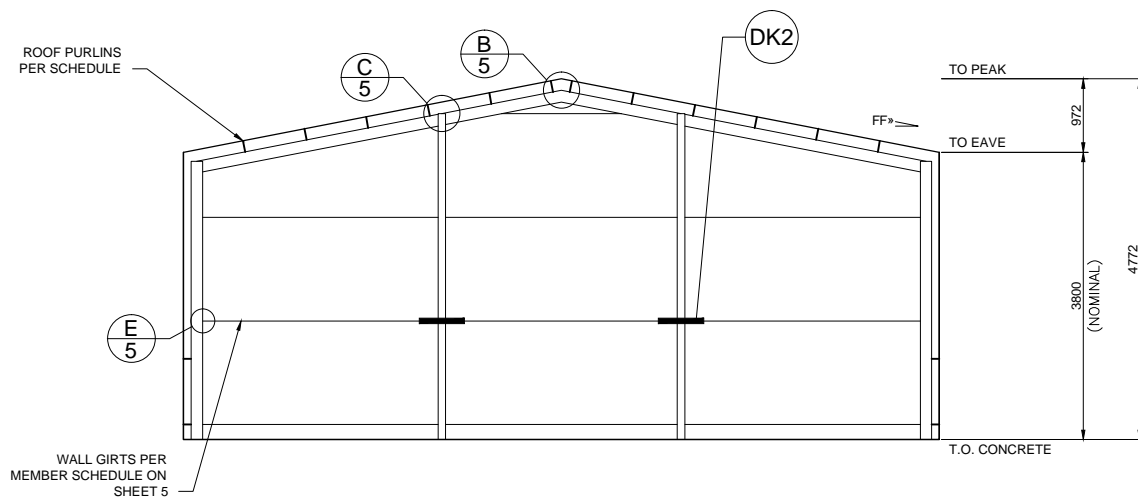
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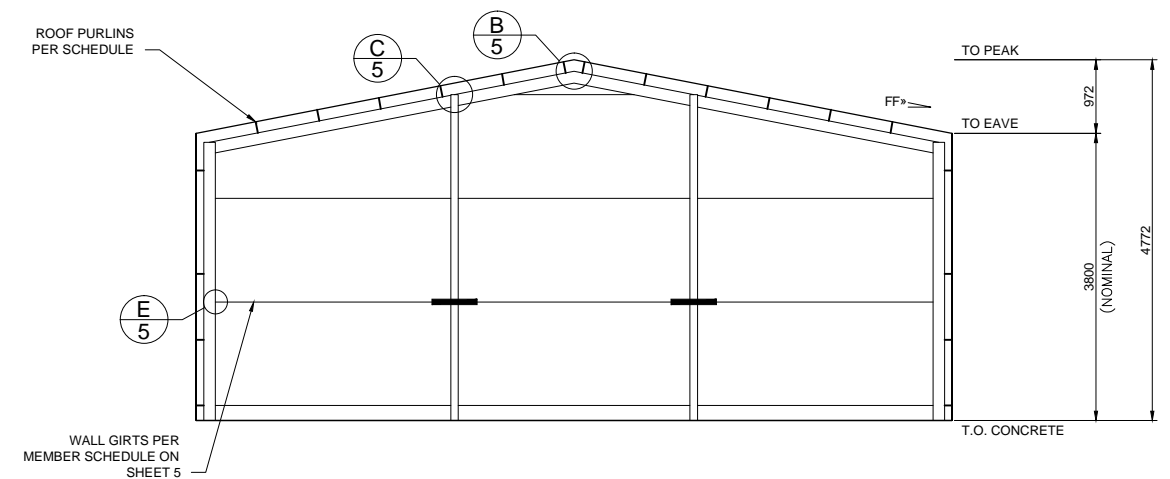
1 SIDEWALL EXTERIOR ELEVATION  
2 SCALE: 1 = 100



2 SIDEWALL EXTERIOR ELEVATION  
2 SCALE: 1 = 100






4 ENDWALL INTERIOR ELEVATION  
2 SCALE: 1 = 100

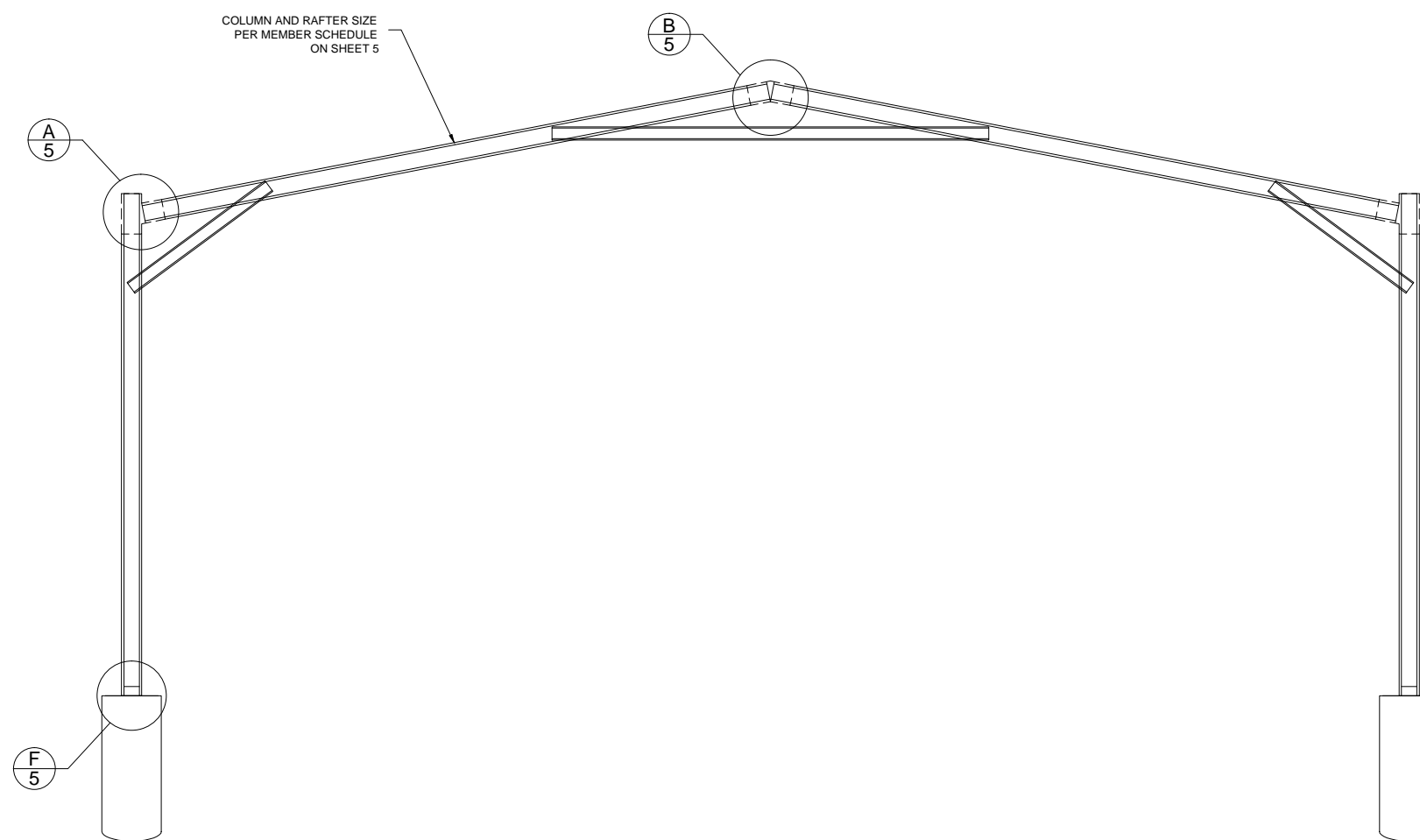


3 ENDWALL INTERIOR ELEVATION  
2 SCALE: 1 = 100

X BRACING IS REQUIRED IN 2 SIDE BAY(S) AND 1 ROOF BAY(S) (BOTH SIDES).  
FLY BRACING IS INCLUDED TO BE PLACED ON EVERY SECOND PURLIN AND GIRT ON ENDWALL MULLIONS, INTERNAL COLUMNS AND INTERNAL RAFTERS.

2 OF 6 SHEET	JOB NO. SKSG24536	DATE 16/1/2017	CHECKED TM	DRAWN FDS	STEEL BUILDING BY (CONTACT)	<b>SKYLINE SHEDS AND GARAGES</b> PHONE 03 6334 5535 <b>MARK TUNKS</b> 209 MEANDER VALLEY HWY PROSPECT	 	 Civil & Structural Engineers 50 Punari Street Currajong, Qld 4812 Fax: 07 4725 5850 Email: design@nceng.com.au ABN 341 008 173 56	Mr Timothy Roy Messer BE MIEAust RPEQ Registered Professional Engineer 2558980 Signature <i>T. Messer</i> Date 16/1/2017 Registered on the NPQR in the areas of practice of Civil & Structural National Professional Engineers Register	
	Meander Valley Council Ordinary Agenda September 2017	Registered Chartered Professional Engineer	Registered Professional Engineer (Civil & Structural) QLD	Registered Certifying Engineer (Structural) N.T.	Registered Engineer - (Civil) VIC	Registered Engineer - (Civil) TAS	Regn. No. 2558980	Regn. No. 9985	Regn. No. 116373ES	Regn. No. EC36692

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1 INTERNAL FRAME SECTION  
3 SCALE: 1 = 50

Refer to Sheet #4 for concrete specification.

3 OF 6 SHEET	JOB NO. SKSG24536	DATE 16/1/2017	CHECKED TM	DRAWN FDS	STEEL BUILDING BY (CONTACT) <b>SKYLINE SHEDS AND GARAGES</b> FOR <b>MARK TUNKS</b> AT 209 MEANDER VALLEY HWY PROSPECT	PHONE 03 6334 5535		 Civil & Structural Engineers 50 Punari Street Currajong, Qld 4812 Fax: 07 4725 5850 Email: design@nceng.com.au ABN 341 008 173 56	Mr Timothy Roy Messer BE MIEAust RPEQ Registered Professional Engineer 2558980 Signature <i>T. Messer</i> Date ..... 16/1/2017 ..... Registered on the NPER in the areas of practice of Civil & Structural National Professional Engineers Register
	Meander Valley Council Ordinary Agenda September 2017	Registered Chartered Professional Engineer Registered Professional Engineer (Civil & Structural) QLD Registered Certifying Engineer (Structural) N.T. Registered Engineer - (Civil) VIC Registered Engineer - (Civil) TAS	Regn. No. 2558980 Regn. No. 9985 Regn. No. 116373ES Regn. No. EC36692 Regn. No. CC5648M						

**STRUCTURAL GENERAL NOTES**

- GOVERNING CODE** : NATIONAL CONSTRUCTION CODE (NCC), LOADING TO AS1170 - ALL SECTIONS. BUILDING SUITABLE AS EITHER A PRIVATE GARAGE CLASS 10A, OR A FARM SHED (CLASS 7 OR 8), UNLESS OTHERWISE SPECIFICALLY NOTED.  
FOR USE AS A FARM SHED, IT MUST MEET THE FOLLOWING REQUIREMENTS:  
- BE LESS THAN 2000 SQM IN AREA (INCLUSIVE OF ANY MEZZANINE FLOOR AREA).  
- MUST BE LOCATED ON A FARM AND USED IN CONNECTION WITH FARMING PURPOSES (AS DEFINED IN NCC 2016).  
- BUILDING IS NOT TO BE OCCUPIED FREQUENTLY NOR FOR EXTENDED PERIODS BY PEOPLE, WITH A MAXIMUM OF 1 PERSON PER 200 SQM OR 2 PERSONS MAXIMUM IN TOTAL WHICHEVER IS THE LESSER.
- DRAWING OWNERSHIP** : THESE DRAWINGS REMAIN THE PROPERTY OF FBHS (AUST) PTY LIMITED. ENGINEERING SIGNATURE AND CERTIFICATION IS ONLY VALID WHEN BUILDING IS SUPPLIED BY A DISTRIBUTOR OF FBHS. DRAWINGS ARE PROVIDED FOR THE DUAL PURPOSE OF OBTAINING BUILDING PERMITS AND AIDING CONSTRUCTION. ANY OTHER USE OR REPRODUCTION IS PROHIBITED WITHOUT WRITTEN APPROVAL FROM FBHS.
- DRAWING SIGNATURE REQUIREMENTS** : THESE DRAWINGS ARE NOT VALID UNLESS SIGNED BY THE ENGINEER. THE ENGINEER ACCEPTS NO LIABILITY OR RESPONSIBILITY FOR DRAWINGS WITHOUT A SIGNATURE. EACH TITLE BLOCK CONTAINS A WATER MARK UNDER THE CUSTOMERS NAME CONTAINING THE DATE OF PRODUCTION OF THE DRAWINGS; THE DRAWINGS ARE TO BE SUBMITTED TO COUNCIL WITHIN 21 DAYS OF THIS DATE. THIS IS TO ENSURE THAT ONLY CURRENT DRAWINGS ARE IN CIRCULATION.
- CONTRACTOR RESPONSIBILITIES** : CONTRACTOR AND CONTRACTOR TO CONFIRM (ON SITE) THAT THE WIND LOADINGS APPLIED TO THIS DESIGN ARE TRUE AND CORRECT FOR THE ADDRESS STATED IN THE TITLE BLOCK. CONTRACTOR SHALL VERIFY AND CONFIRM ALL EXISTING CONDITIONS AND DIMENSIONS. ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES BETWEEN DRAWINGS AND EXISTING CONDITIONS PRIOR TO START OF WORK. CONTRACTOR MUST NOT MAKE ANY DEVIATION FROM THE PROVIDED PLANS WITHOUT FIRST OBTAINING WRITTEN APPROVAL FROM ONE OF THE UNDERSIGNING ENGINEERS. THE ENGINEER / FBHS TAKE NO RESPONSIBILITY FOR CHANGES MADE WITHOUT WRITTEN APPROVAL. CONTRACTOR IS RESPONSIBLE FOR ENSURING NO PART OF THE STRUCTURE BECOMES OVERSTRESSED DURING CONSTRUCTION. BUILDING IS NOT STRUCTURALLY ADEQUATE UNTIL THE INSTALLATION OF ALL COMPONENTS AND DETAILS SHOWN IS COMPLETED IN ACCORDANCE WITH THESE DRAWINGS. THE INDICATED DRAWING SCALES ARE APPROXIMATE. DO NOT SCALE DRAWINGS FOR CONSTRUCTION PURPOSES. FOR FURTHER DIRECTIONS ON CONSTRUCTION THE CONTRACTOR SHOULD CONSULT THE APPROPRIATE INSTRUCTION MANUAL.
- ENGINEERING** : THE ENGINEER / FBHS ARE NOT ACTING AS PROJECT MANAGERS FOR THIS DEVELOPMENT, AND WILL NOT BE PRESENT DURING CONSTRUCTION. THE UNDERSIGNING ENGINEERS HAVE REVIEWED THIS BUILDING FOR CONFORMITY ONLY TO THE STRUCTURAL DESIGN PORTIONS OF THE GOVERNING CODE. THE PROJECT MANAGER IS RESPONSIBLE FOR ADDRESSING ANY OTHER CODE REQUIREMENTS APPLICABLE TO THIS DEVELOPMENT. THESE DOCUMENTS ARE STAMPED ONLY AS TO THE COMPONENTS SUPPLIED BY FBHS. IT IS THE RESPONSIBILITY OF THE PURCHASER TO COORDINATE DRAWINGS PROVIDED BY FBHS WITH OTHER PLANS AND/OR OTHER COMPONENTS THAT ARE PART OF THE OVERALL PROJECT. IN CASES OF DISCREPANCIES, THE LATEST DRAWINGS PROVIDED BY FBHS SHALL GOVERN. NO ALTERATIONS TO THIS STRUCTURE (INCLUDING REMOVAL OF CLADDING) ARE TO BE UNDERTAKEN WITHOUT THE CONSENT OF THE CERTIFYING ENGINEER.
- INSPECTIONS** : NO SPECIAL INSPECTIONS ARE REQUIRED BY THE GOVERNING CODE ON THIS JOB. ANY OTHER INSPECTIONS REQUESTED BY THE LOCAL BUILDING DEPARTMENT SHALL BE CONDUCTED AT THE OWNER'S EXPENSE.
- SOIL REQUIREMENTS** : SITE CLASSIFICATION TO BE A, S OR M ONLY. SOIL SAFE BEARING CAPACITY VALUE INDICATED ON DRAWING SHEET 4 OCCURS AT 100mm BELOW FINISH GRADE, EXISTING NATURAL GRADE, OR AT FROST DEPTH SPECIFIED BY LOCAL BUILDING DEPARTMENT, WHICHEVER IS THE LOWEST ELEVATION. REGARDLESS OF DETAIL Y ON SHEET 4 THE MINIMUM FOUNDATION DEPTH SHOULD BE 100MM INTO NATURAL GROUND OR BELOW FROST DEPTH SPECIFIED BY LOCAL COUNCIL. ROLLED OR COMPACTED FILL MAY BE USED UNDER SLAB, COMPACTED IN 150mm LAYERS TO A MAXIMUM DEPTH OF 900mm. CONCRETE FOUNDATION EMBEDMENT DEPTHS DO NOT APPLY TO LOCATIONS WHERE ANY UNCOMPACTED FILL OR DISTURBED GROUND EXISTS OR WHERE WALLS OF THE EXCAVATION WILL NOT STAND WITHOUT SUPPLEMENTAL SUPPORT, IN THIS CASE SEEK FURTHER ENGINEERING ADVICE.
- CLASS 10a or CLASS 7 FOOTING DESIGNS** : THE FOUNDATION DOCUMENTED IS ALSO APPROPRIATE FOR CLASS 10a or CLASS 7 BUILDING DESIGNS ON 'M-D', 'H', 'H-D' OR 'E' CLASS SOILS, IF TOTAL SLAB AREA IS UNDER 100m SQUARE AND THE MAXIMUM SLAB DIMENSION (LENGTH AND WIDTH) IS LESS THAN 12m. PLEASE BE AWARE THAT THE SLAB DESIGN FOR H & E CLASS SOILS IN THESE INSTANCES ARE DESIGNED TO EXPERIENCE SOME CRACKING. THIS CRACKING IS NOT CONSIDERED A STRUCTURAL FLAW OR DESIGN ISSUE, AND IS SIMPLY COSMETIC IN NATURE. IF THIS IS A CONCERN TO THE CLIENT IT IS ADVISED THEY DISCUSS OTHER OPTIONS WITH THE RELEVANT DISTRIBUTOR PRIOR TO THE POURING OF THE SLAB.
- CONCRETE REQUIREMENTS** : ALL CONCRETE DETAILS AND PLACEMENT SHALL BE PERFORMED IN ACCORDANCE WITH AS2870 AND AS3600. CONCRETE SHALL HAVE A MIN. 28-DAY STRENGTH OF 20MPa FOR EXPOSURE A1 & B1, 25MPa FOR EXPOSURE A2 & B2 AND 32MPa FOR EXPOSURE C, IN ACCORDANCE WITH SECTION 4, AS3600. CEMENT TO BE TYPE A. MAX AGGREGATE SIZE OF 20mm. SLUMP TO BE 80mm +/- 15mm. SLABS TO BE CURED FOR 7 DAYS BY WATERING OR COVERING WITH A PLASTIC MEMBRANE, AFTER WHICH CONSTRUCTION CAN BEGIN, DUE CARE GIVEN NOT TO OVER-TIGHTEN HOLD DOWN BOLTS. GIVEN ALLOWABLE SOIL TYPES 1 LAYER OF SL72 REINFORCING MESH IS TO BE INSTALLED ON STANDARD SLABS WITH A MINIMUM 30MM COVER FROM CONCRETE SURFACE. CONCRETE REINFORCING TO CONFORM TO AS 1302, AS1303 & AS 1304. ALL REINFORCING COVER TO BE A MINIMUM OF 30mm.
- STRUCTURAL STEEL REQUIREMENTS** : ALL STRUCTURAL STEEL, INCLUDING SHEETING THOUGH EXCLUDING CONCRETE REINFORCING, SHALL CONFORM TO AS 1397 (GAUGE <= 1mm fy = 550MPa, GAUGE > 1mm < 1.5mm fy = 500MPa, GAUGE >= 1.5mm fy = 450MPa). NO WELDING IS TO BE PERFORMED ON THIS BUILDING. ALL STRUCTURAL MEMBERS AND CONNECTIONS DESIGNED TO AS4600. ALL BOLT HOLE DIAMETERS TO STRAMIT GENERAL PUNCHINGS.
- DESIGN WIND REQUIREMENT** : THE FRAME AS A BASIC STRUCTURE IS DESIGNED AS AN "AIR LEAKY BUILDING" IN COMPLIANCE WITH AS 1170.5.3, AS SUCH, SHOULD A WINDOW OR DOOR FAIL, INTEGRITY OF THE BUILDING WILL BE MAINTAINED.
- FOOT TRAFFIC** : FOR ERECTION AND MAINTENANCE PLEASE NOTE THE FOLLOWING DEFINED FOOT TRAFFIC ZONES:  
- CORRUGATED: WALK ONLY WITHIN 200MM OF SCREW LINES. FEET SPREAD OVER AT LEAST TWO RIBS.  
- MONOCLAD: WALK ONLY IN PANS, OR ON RIBS AT SCREW LINES.

**PROJECT DESIGN CRITERIA**

ROOF LIVE LOAD: 0.25 kPa  
 BASIC WIND SPEED: VR 45 m/s  
 SITE WIND SPEED: V<sub>sit</sub>, B 41 m/s  
 WIND REGION: Reg A  
 TOPOGRAPH FACTOR, k<sub>t</sub>: 1  
 SHIELDING FACTOR, k<sub>s</sub>: 1  
 MAX GROUND SNOW LOAD: NA  
 MAX ROOF SNOW LOAD: NA  
 SITE ALTITUDE: NA  
 TERRAIN CATEGORY: TCat 2  
 SOIL SAFE BEARING CAPACITY: 100 kPa  
 RETURN PERIOD: 1:500  
 LIMITING CPI 1: -0.3  
 LIMITING CPI 2: 0  
 IMPORTANCE LEVEL: 2

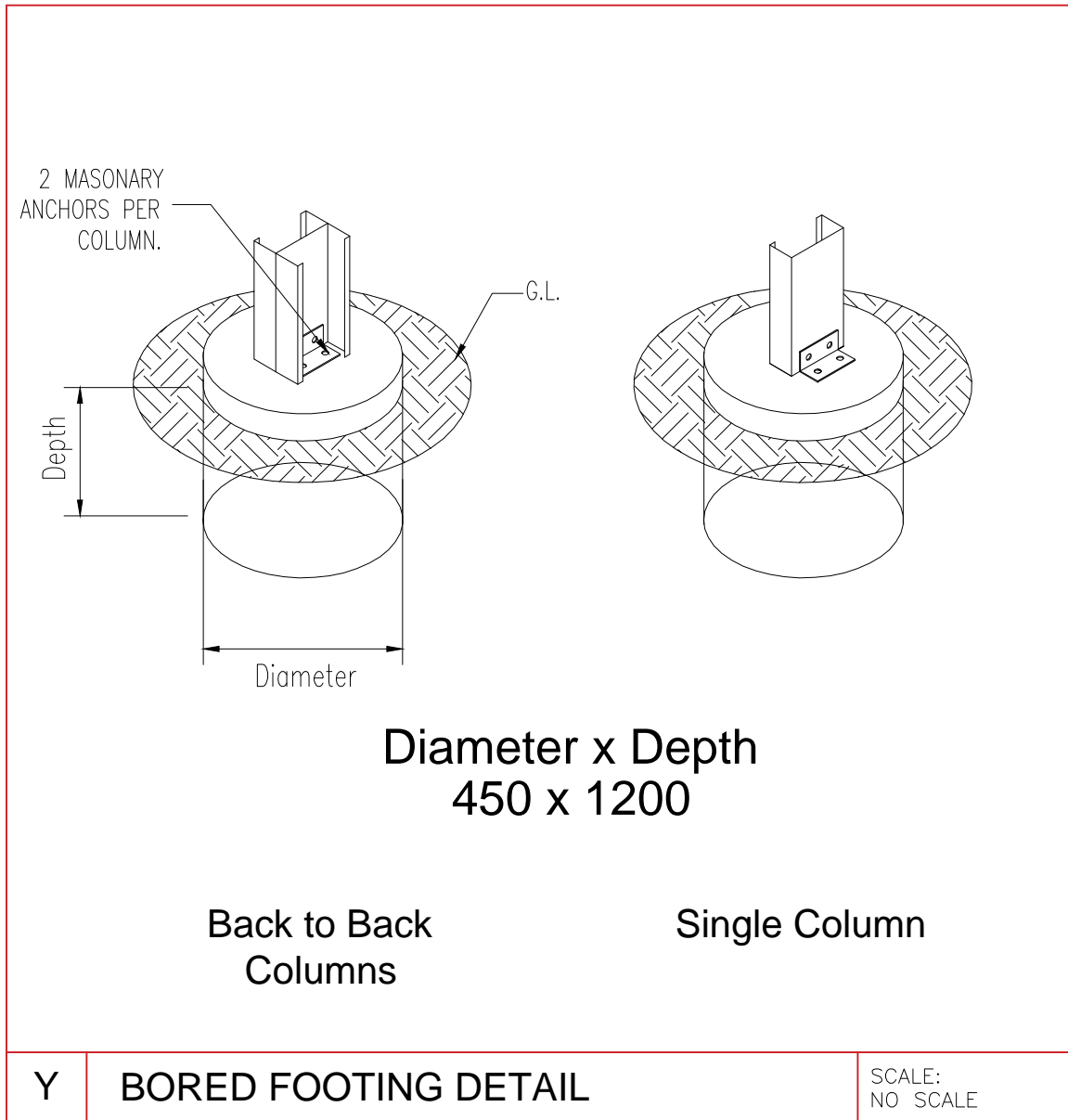
**DETAIL KEYS**

- DK1 ENDWALL VERTICAL MULLION (SEE DETAIL C/5 FOR TOP CONN. AND F/5 FOR BASE CONN.)
- DK2 FLYBRACING PER DETAIL L/5
- DK3 X-BRACING IN ROOF ABOVE (SEE DETAIL M/5)
- DK4 DOUBLE X-BRACING IN ROOF ABOVE (SEE DETAIL M/5)

**DOOR SCHEDULE**

DOOR	WIDTH	HEIGHT	OPENING TYPE	HEADER GIRT	OPENING JAMBS
①	3300	3500	3.50H X 3.40 CB PLANETARY GEAR *SERIES B	SINGLE	

NOTES: 1) SEE SHEET 5 FOR DOOR OPENING FRAMING INFORMATION.  
 2) ALL DOOR SCHEDULE MEASUREMENTS ARE ACTUAL DOOR/WINDOW SIZE NOT OPENING SIZE.



4 OF 6	SHEET	JOB NO. SKSG24536	DATE 16/1/2017	CHECKED TM	DRAWN FDS	STEEL BUILDING BY (CONTACT) <b>SKYLINE SHEDS AND GARAGES</b> PHONE 03 6334 5535 <b>MARK TUNKS</b> 209 MEANDER VALLEY HWY PROSPECT
	MEANDER VALLEY COUNCIL ORDINARY AGENDA	SEPTEMBER 2017				


  
**fairdinkum SHEDS**


  
**C&D SAFE**

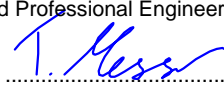

  
**NORTHERN CONSULTING engineers**

Civil & Structural Engineers  
 50 Punari Street  
 Currajong, Qld 4812  
 Fax: 07 4725 5850  
 Email: design@nceng.com.au  
 ABN 341 008 173 56

Registered Chartered Professional Engineer  
 Registered Professional Engineer (Civil & Structural) QLD  
 Registered Certifying Engineer (Structural) N.T.  
 Registered Engineer - (Civil) VIC  
 Registered Engineer - (Civil) TAS

Regn. No. 2558980  
 Regn. No. 9985  
 Regn. No. 116373ES  
 Regn. No. EC36692  
 Regn. No. CC5648M

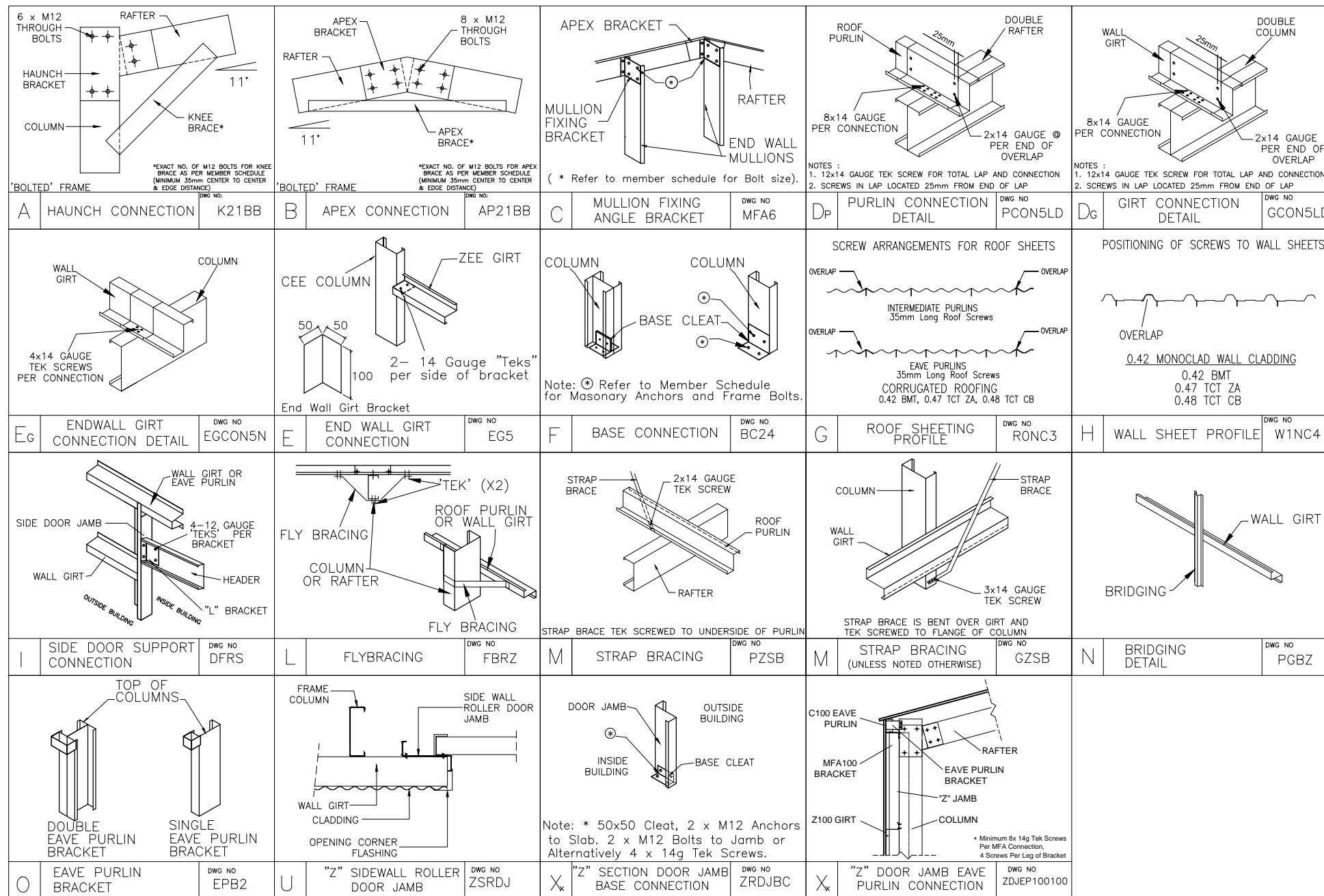
Mr Timothy Roy Messer BE MIEAust RPEQ  
 Registered Professional Engineer 2558980

Signature 

Date ..... 16/1/2017 .....

Registered on the NPER in the areas of practice  
 of Civil & Structural National Professional  
 Engineers Register

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MEMBER AND MATERIAL SCHEDULE		ITEM TO CHANGE IN BOM	
1	END WALL RAFTER	Single C15012	
2	C.S. FRAME RAFTER	Double C15019	
3	END FRAME COLUMN (C1)	Single C15012	
4	C.S. FRAME COLUMN (C2)	Double C15024	
5	MULLION (C3)	Single C15019	
6	C.S. FRAME KNEE BRACE	Single C15015 @ 1.48 LONG 3 bolts each end	
7	KNEE BRACE HEIGHT UP COLUMN	3.04m	
8	KNEE BRACE LENGTH UP RAFTER	1.02m	
9	C.S. FRAME APEX BRACE	Single C15019 @ 3.30 LONG 3 bolts each end	X
10	APEX POSITION FROM RAFTER END	1.68m	
11	ANCHOR BOLTS (# PER DETS.)	Sleeve Anchor 12.0x75 Z/Y	
12	EAVE PURLIN	C10015 (Eave Purlin Bracket 0mm from top of column)	
13	TYP. ROOF PURLIN SIZE	Z10010	
14	MAIN BLDG. PURLIN SPACING	0.83 m. (6 rows) (Max Allow. 0.86m)	
15	MAIN BLDG. PURLIN LENGTH	5.5 m. (0.5m Overlap)	
16	ROOF PURLIN BRIDGING	Tophat 64 x 0.75	
17	TYP. SIDEWALL GIRT SIZE	Z10010	
18	MAIN BLDG. SIDEWALL GIRT SPACING	0.87 m. (4 rows) (Max Allow. 0.94m)	
19	MAIN BLDG. SIDEWALL GIRT LENGTH	5.5 m. (0.5m Overlap)	
20	SIDEWALL GIRT BRIDGING	Tophat 64 x 0.75	
21	TYP. ENDWALL GIRT SIZE	Z10010	
22	MAIN BLDG. ENDWALL GIRT SPACING	1.37 m. (3 rows) (Max Allow. 1.47m)	
23	MAIN BLDG. ENDWALL GIRT LENGTH	3.26 m. (0.1m Overlap)	
24	FRAME SCREW FASTENERS	14-13x22 Hex C/S (SP HD 5/16" Hex Drive)	
25	FRAME BOLT FASTENERS	Purlin Assy M12x30 Z/P	
26	X-BRACING STRAP AND FASTENERS	Single Bracing Strap Per Roll Heavy	
27	WALL COLOUR	PALE_EUCALYPT	
28	ROOF COLOUR	COTTAGE_GREEN	
29	ROLLER DOOR COLOUR	PALE_EUCALYPT	
30	DOWNPIPE COLOUR	PALE_EUCALYPT	
31	GUTTER COLOUR	SURFMIST	
32	CORNER FLASHING COLOUR	PALE_EUCALYPT	
33	BARGE FLASHING COLOUR	COTTAGE_GREEN	
34	OPENING FLASHING COLOUR	PALE_EUCALYPT	
35	OPEN BAY HEADER HEIGHT	N/A	

\*C.S.\* = CLEARSPAN "L" = LEFT "R." = RIGHT

5 OF 6 SHEET  
 JOB NO. SKSG24536  
 DATE 16/1/2017  
 CHECKED TM  
 DRAWN FDS  
 Meander Valley Council Ordinary Agenda September 2017

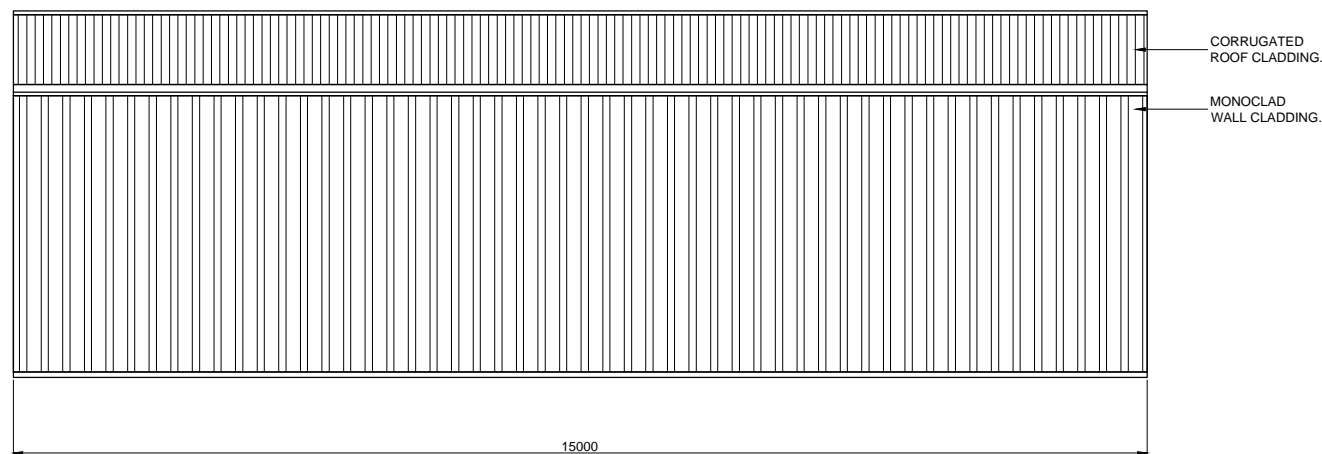
STEEL BUILDING BY (CONTACT)  
**SKYLINE SHEDS AND GARAGES**  
 FOR PHONE 03 6334 5535  
 AT **MARK TUNKS**  
 209 MEANDER VALLEY HWY  
 PROSPECT



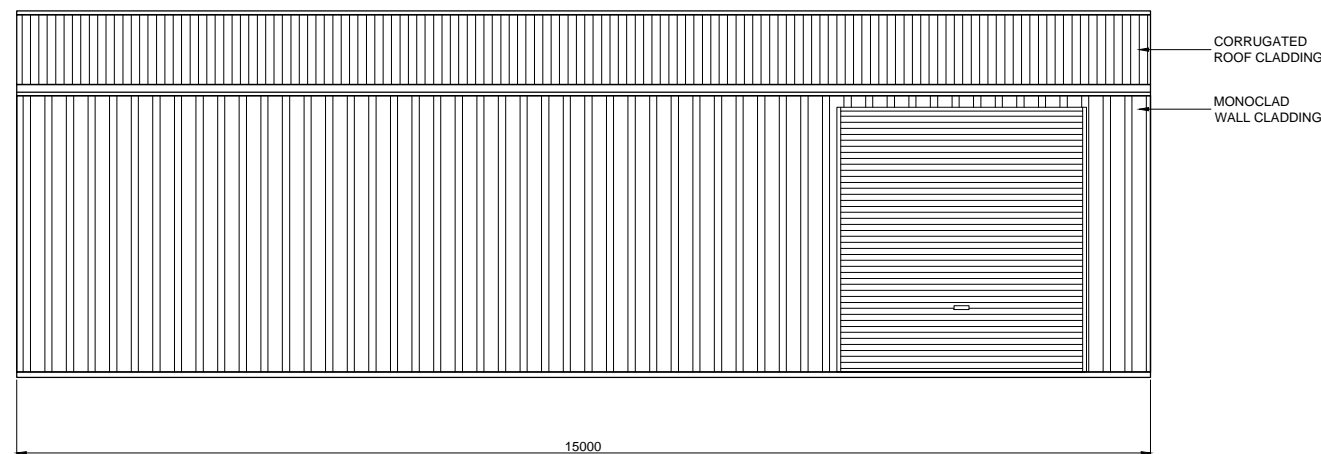
**NORTHERN CONSULTING engineers**  
 Civil & Structural Engineers  
 50 Punari Street  
 Currarong, Qld 4812  
 Fax: 07 4725 5850  
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Mr Timothy Roy Messer BE MIEAust RPEQ  
 Registered Professional Engineer 2558980  
 Signature *T. Messer*  
 Date ..... 16/1/2017 .....  
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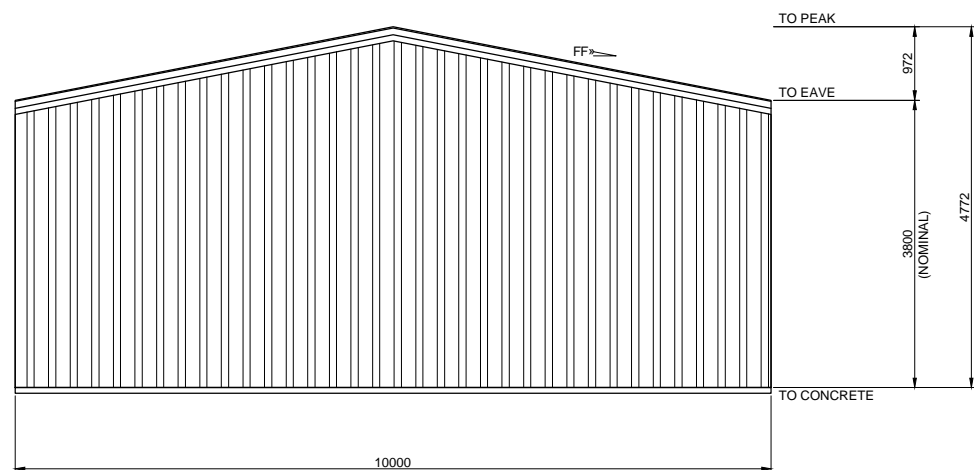
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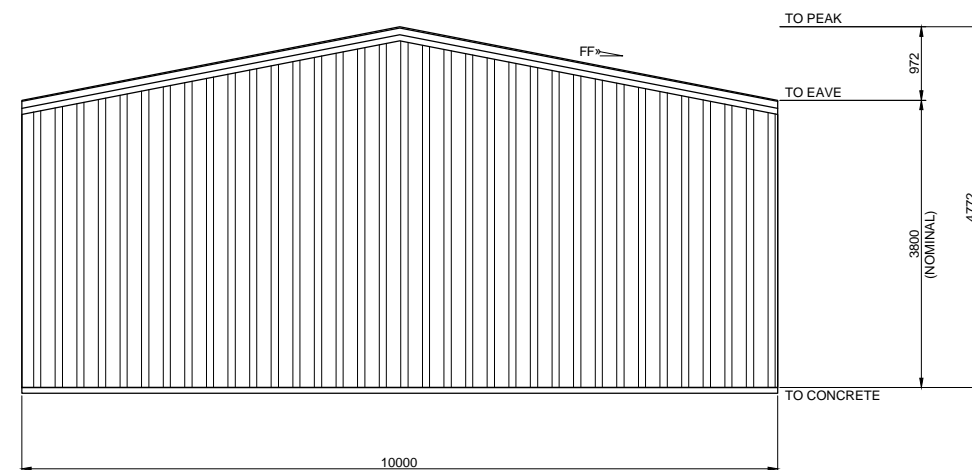
1  
6 SIDEWALL EXTERIOR ELEVATION  
SCALE: 1 = 100



2  
6 SIDEWALL EXTERIOR ELEVATION  
SCALE: 1 = 100



4  
6 ENDWALL EXTERIOR ELEVATION  
SCALE: 1 = 100



3  
6 ENDWALL EXTERIOR ELEVATION  
SCALE: 1 = 100

BUILDING COLOURS

WALL	PALE EUCALYPT
ROOF	COTTAGE GREEN
ROLLER DOOR	PALE EUCALYPT
DOWNPIPE	PALE EUCALYPT
GUTTER	SURFMIST
CORNER FLASHING	PALE EUCALYPT
BARGE FLASHING	COTTAGE GREEN
OPENING FLASHING	PALE EUCALYPT

6 OF 6  
SHEET  
JOB NO. SKSG24536  
DATE 16/1/2017  
CHECKED TM  
DRAWN FDS  
STEEL BUILDING BY (CONTACT)  
FOR AT  
209 MEANDER VALLEY HWY PROSPECT  
Meander Valley Council Ordinary Agenda September 2017

STEEL BUILDING BY (CONTACT)  
**SKYLINE SHEDS AND GARAGES**  
PHONE 03 6334 5535  
**MARK TUNKS**  
209 MEANDER VALLEY HWY PROSPECT



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**NOTES:**

**BRACING MATERIALS** - THE SHED ERECTOR TO SUPPLY SPECIFIC BRACING. SUITABLE RIGID MEMBERS CAPABLE OF TENSION AND COMPRESSION OR OPPOSING CHAINS OR OPPOSING LOAD RATED RATCHET STRAPS TO BE USED. (RIGID BRACING AS SHOWN ON DIAGRAM) ROPE BRACING SUITABLE ONLY FOR SMALLER STRUCTURES IN IDEAL CONDITIONS.

**BRACING LOCATION** - TEMPORARY BRACING TO BE ERECTED AS CLOSE TO 45 DEGREE ANGLE AND FIXED TO THE TOP OF THE COLUMN OR MULLION TO ACHIEVE THE OPTIMUM EFFECTIVENESS. IF THERE IS NOT ENOUGH SPACE FOR A 45 DEGREE ANGLE, THEN 20 DEGREE ANGLE IS TO BE THE MINIMUM ANGLE ALLOWED (REFER TO DIAGRAM). RIGID TEMPORARY BRACING MEMBER TO BE BOLTED TO HEAVY ANGLE PEGS HAMMERED INTO THE GROUND OR TO A BRACKET, MASONRY ANCHORED TO THE SLAB.

**BRACING REMOVAL** - TEMPORARY BRACING TO REMAIN IN PLACE UNTIL CLADDING IS FULLY INSTALLED WHERE POSSIBLE. IN NO CASE SHOULD TEMPORARY BRACING BE REMOVED UNTIL ALL PURLINS, GIRTS (AND PERMANENT CROSS BRACING WHERE USED) ARE FIXED.

**SITE SAFETY** - DUE CONSIDERATION TO BE GIVEN TO SITE SAFETY IN REGARD TO LOCATIONS OF BRACING AND PEGS.

**GUIDE APPLICATION** - TEMPORARY BRACING AS DESCRIBED IS A MINIMUM REQUIREMENT FOR AN AVERAGE, STANDARD SITE CONDITION. PROVIDE ADDITIONAL BRACING FOR MORE SEVERE AND/OR HIGH EXPOSURE SITE CONDITIONS. ADDITIONAL BRACING TO BE USED AS AND WHERE NECESSARY TO ENSURE THAT ENTIRE FRAME IS RIGID THROUGHOUT CONSTRUCTION. RESPONSIBILITY FOR ENSURING STABILITY OF STRUCTURE REMAINS WITH THE BUILDER.

**TILT UP METHOD**  
FOR STRUCTURES UNDER 9M SPAN, LESS THAN 3M HIGH AND LESS THAN 12M LONG

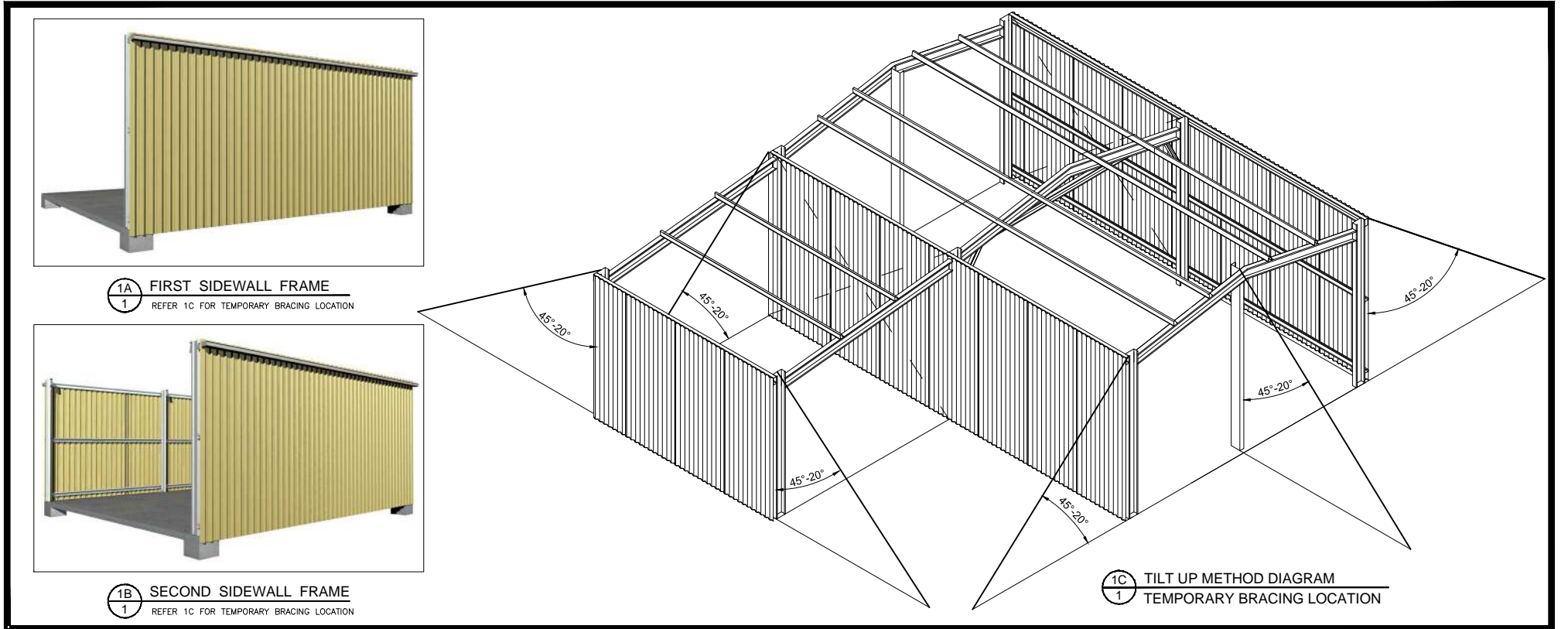
- ASSEMBLE THE FIRST SIDEWALL FRAME (COMPLETE WITH WALL SHEETING, BRACING AND GUTTER) ON THE GROUND AND LIFT ASSEMBLED SIDEWALL FRAME INTO POSITION. FIX OFF TEMPORARY SIDE BRACING TO EACH END (REFER TO DIAGRAM). FIX BASE CLEATS.
- ASSEMBLE THE SECOND SIDEWALL FRAME AS PER FIRST SIDEWALL FRAME. LIFT INTO POSITION. FIX OFF TEMPORARY WALL BRACING TO EACH END (REFER TO DIAGRAM) FIX BASE CLEATS.
- FIX GABLE END RAFTERS TO COLUMNS TO TIE WALLS. PROP APEX UNTIL ENDWALL MULLION AND APEX TEMPORARY BRACE ARE FIXED OFF. IF NO MULLION IS REQUIRED THEN PROP AND BRACE APEX UNTIL CLADDING IS COMPLETE.
- INSTALL REMAINING RAFTERS. AS EACH RAFTER PAIR IS INSTALLED, AT LEAST ONE PURLIN PER 3M OF RAFTER LENGTH IS TO BE INSTALLED TO SECURE RAFTERS.
- INSTALL REMAINING PURLINS
- INSTALL KNEE AND APEX BRACES IF AND WHERE APPLICABLE.
- REPEAT FOR LEANTO'S.

**FRAME FIRST METHOD**  
FOR STRUCTURES OVER 9M SPAN, GREATER THAN 3M HIGH AND GREATER THAN 12M LONG

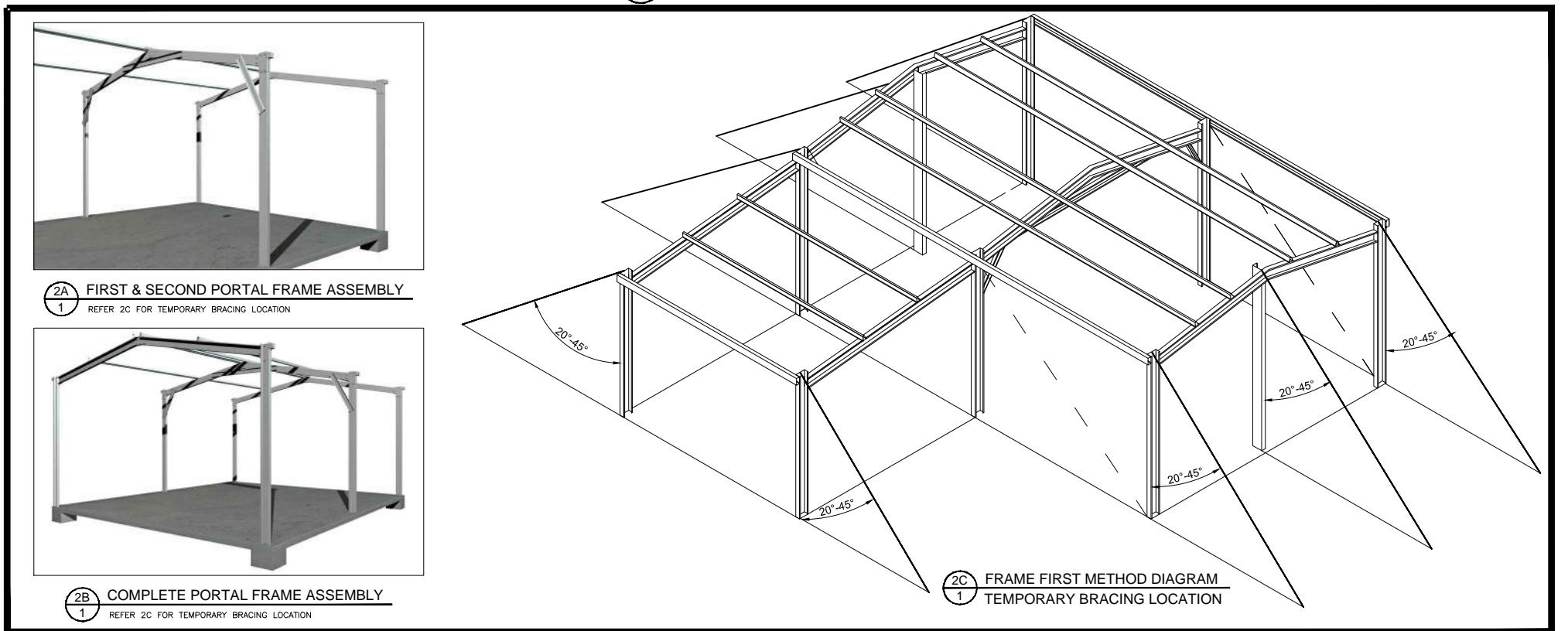
- ASSEMBLE PORTAL FRAMES ON THE GROUND (WITH KNEE AND APEX BRACES IF AND WHERE APPLICABLE). LIFT THE FIRST PORTAL FRAME ASSEMBLY INTO POSITION. FIX OFF TEMPORARY END BRACING (REFER TO DIAGRAM). FIX BASE CLEATS.
- PROP APEX UNTIL ENDWALL MULLION AND APEX TEMPORARY BRACE ARE FIXED OFF. IF NO MULLION IS REQUIRED THEN PROP AND BRACE APEX UNTIL CLADDING IS COMPLETE.
- THE SECOND PORTAL FRAME ASSEMBLY TO BE LIFTED INTO POSITION. FIX EAVE PURLINS AND AT LEAST ONE PURLIN PER 3M OF RAFTER TO SECURE FRAME ASSEMBLY. FIX BASE CLEATS. FIX TEMPORARY SIDEWALL BRACING.
- STAND REMAINING PORTAL FRAME ASSEMBLY AS PER STEP C, FIXING TEMPORARY SIDE WALL BRACING TO EVERY SECOND BAY. BRACE OTHER END PORTAL FRAME AS PER FIRST PORTAL FRAME.
- INSTALL REMAINING PURLINS AND GIRTS.
- REPEAT FOR LEANTO'S.

# GUIDE TO THE INSTALLATION OF TEMPORARY BRACING

(REFER TO FDHS INSTALLATION GUIDE MANUAL FOR THE TWO METHODS OF CONSTRUCTION)



**1 TILT UP METHOD DIAGRAM**  
SCALE: NTS



**2 FRAME FIRST METHOD DIAGRAM**  
SCALE: NTS

JOB NO. SKS/G24536	DATE	CHECKED	DRAWN	STEEL BUILDING BY
	16/1/2017	TM	FDS	FOR AT
				Meander Valley Council Ordinary Agenda - September 2017

(CONTACT)  
**SKYLINE SHEDS AND GARAGES**  
 PHONE 03 6334 5535  
**MARK TUNKS**  
 209 MEANDER VALLEY HWY  
 PROSPECT

**fairdinkum SHEDS**

**SHED SAFE**

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 ABN 341 008 173 56

Registered Chartered Professional Engineer  
 Registered Professional Engineer (Civil & Structural) QLD  
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Regn. No. 2558980  
 Regn. No. 9985  
 Regn. No. 116373ES  
 Regn. No. EC36692  
 Regn. No. CC5648M

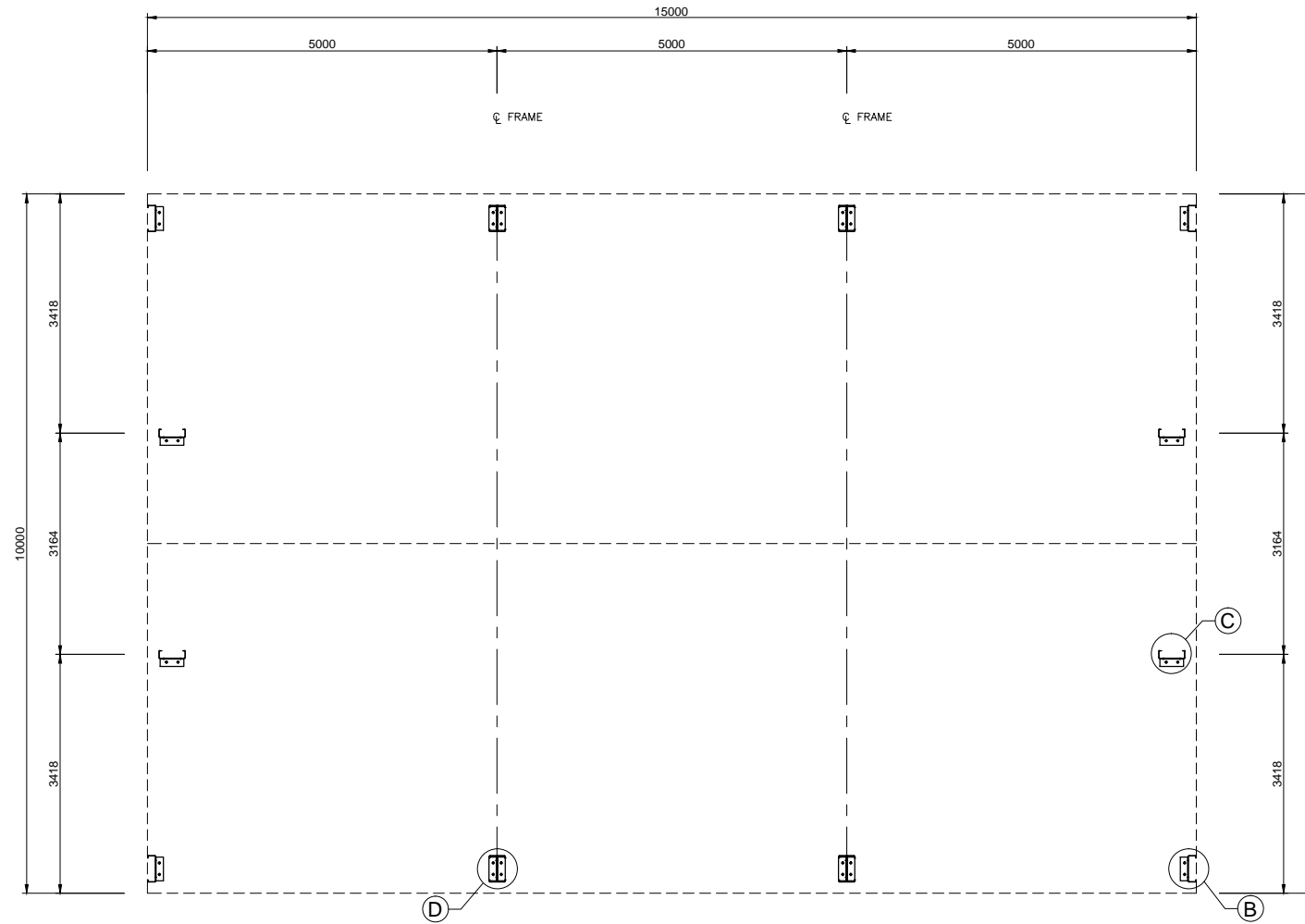
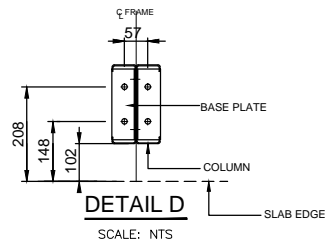
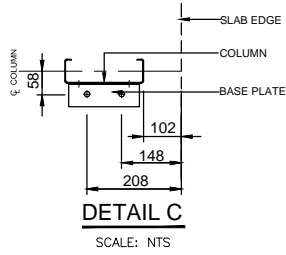
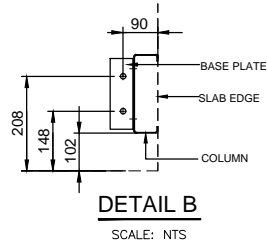
Mr Timothy Roy Messer BE MIEAust RPEQ  
 Registered Professional Engineer 2558980

Signature *T. Messer*

Date 16/1/2017

Registered on the NPER in the areas of practice  
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**1** BOLT LAYOUT PLAN  
SCALE: 1 = 100

IF YOU HAVE A ROLLER DOOR IN THE GABLE END OF YOUR SHED, CONTACT YOUR DISTRIBUTOR TO SEE IF MULLION NEEDS TO BE ROTATED FOR USE AS A DOOR JAMB.

NOT PART OF COUNCIL APPLICATION DOCUMENTATION

JOB NO. SKSG24536	DATE	16/1/2017	DRAWN FDS	STEEL BUILDING BY	<b>SKYLINE SHEDS AND GARAGES</b>
	CHECKED	TM		FOR	PHONE 03 6334 5535
				AT	<b>MARK TUNKS</b>
					209 MEANDER VALLEY HWY PROSPECT

Meander Valley Council Ordinary Agenda - September 2017

**fairdinkum**  
SHEDS  
C&DS 2

# BOLT LAYOUT PLAN

Page 87

# Certificate of Specialist or Other Person (Building Work)

Regulation 16

To:  Owner/Agent  
 Address  
  Suburb/Postcode

Form **55**

## Certifier Details:

From:   
Address:  Phone No:   
  Fax No:   
Accreditation No:  Email Address:

*(if applicable)*

Or qualifications and insurance details:

*(description from Column 3 of Schedule 1 of the Director of Building Control's Determination.)*

Speciality area of expertise:

*(description from Column 4 of Schedule 1 of the Director of Building Control's Determination.)*

## Details of Work:

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

## Certificate Details:

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

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

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

In Issuing this certificate the following matters are relevant -

Documents:

Relevant Calculations:



References:

NCC 2016, AS/NZ4600-2005,  
AS1170,AS1170.0,AS1170.1,AS1170.2,AS1170.3,AS1170.4,  
AS2870-2011, AS3600-2009

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

**Structure plus foundation.**

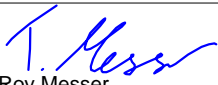
Scope and/or Limitations

Vu (Limit State Design) < or =40.95 m/s.

**I certify the matters described in this certificate.**

Signed:  
Certificate No.

Certifier:

  
Mr Timothy Roy Messer

CC5648M

Date:

16/1/2017

# CERTIFICATE OF THE RESPONSIBLE DESIGNER (BUILDING WORK)

Section 66(fc)

To :


Owner Name

Address

Suburb/postcode

Form  
**35A**

## Accredited Designer Details:

Name:	<b>Timothy Messer</b>	Category:	
Business name:	<b>Northern Consulting Engineers</b>	Phone No:	<b>(07) 47 25 55 50</b>
Business address:	<b>50 Punari Street, Currajong</b>	Fax No:	<b>(07) 47 25 58 50</b>
	<b>Queensland</b>	<b>4812</b>	
Accreditation No:	<b>CC5648M (Structural &amp; Building Designer)</b>	Email Address:	<b>design@nceng.com.au</b>

## Details of the proposed work:

Owner/Applicant	MARK TUNKS	Designer's project reference No.	SKSG24536
Address:	209 MEANDER VALLEY HWY	Lot No:	
	PROSPECT		
Type of Building work : (e.g. new building/ alteration/ addition/ repair/ re-erection/ other)	NEW BUILDING		

## Description of the Design Work (Scope, limitations or exclusions) :

Deemed-to-Satisfy : <input type="checkbox"/>	Alternative Solution : <input type="checkbox"/>	(tick <input checked="" type="checkbox"/> the appropriate box)
Steel Portal Frame Structure.		
10m span x 15m O/A length x 3.8m eaves height.		
Consisting of 3 bays at 5m spacing.		

## Design documents provided:

The following documents are provided with this Certificate -

Document description :

Drawing numbers : 1 to 6	Prepared by : Fair Dinkum Sheds	Date : 16/1/2017
Schedules :	Prepared by :	Date :
Specifications :	Prepared by :	Date :
Computations :	Prepared by :	Date :
Alternative solution proposals :	Prepared by :	Date :

Test reports : Prepared by : Date :

Standards, codes or guidelines relied on in design process:

NCC 2016, AS/NZ4600-2005,

AS1170,AS1170.0,AS1170.1,AS1170.2,AS1170.3,AS1170.4,

AS2870-2011, AS3600-2009

Any other relevant documentation:

Attribution as designer:

I Tim Messer being an accredited building practitioner am responsible for the design of that part of the building work as described in this certificate;

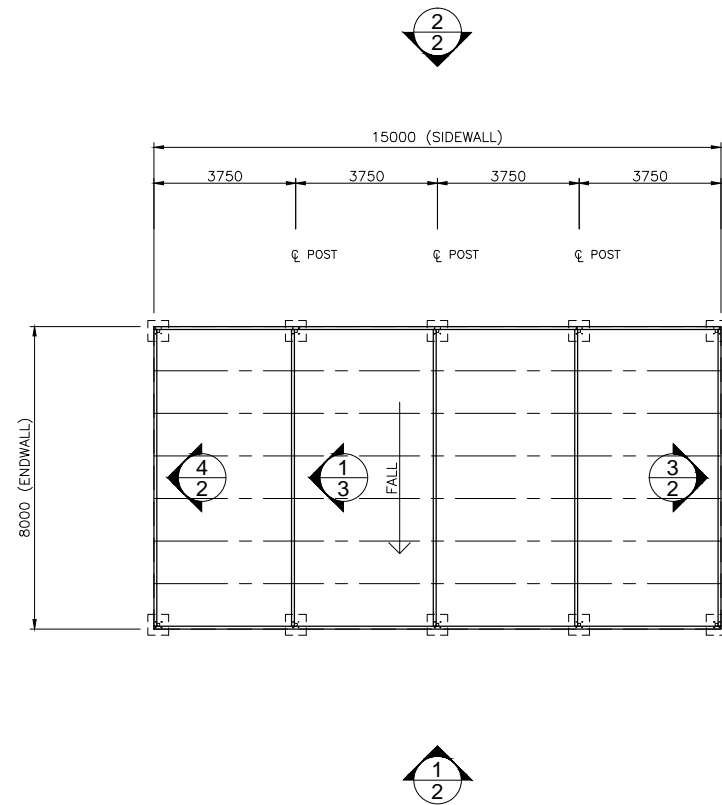
The documentation relating to the design includes sufficient information for the assessment of the work in accordance with the Building Act 2000 and sufficient detail for the builder or plumber to carry out the work in accordance with the documents and the Act;

This certificate confirms compliance of this design with the requirements of the Building Code of Australia (BCA) and is evidence of suitability under Clause A2.2 of Volume One, or Part 1.2.2 of Volume Two, of the BCA.

Designer: T. Messer Signed :

Date : 16/1/2017

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1 FOUNDATION PLAN  
SCALE: 1:200

1 OF 5 SHEET  
JOB NO. SKSG24537  
DATE 19/1/2017  
CHECKED TM  
DRAWN FDS

PROPOSED SKYLINE SHEDS AND GARAGES  
FOR MARK TUNKS  
AT 209 MEANDER VALLEY HWY. PROSPECT  
C&DS 2



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Email: design@nceng.com.au  
ABN 341 008 173 56

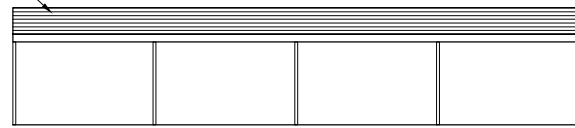
Registered Chartered Professional Engineer  
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Registered Certifying Engineer (Structural) N.T.  
Registered Engineer - (Civil) VIC  
Registered Engineer - (Civil) TAS

Regn. No. 2558980  
Regn. No. 9985  
Regn. No. 116373ES  
Regn. No. EC36692  
Regn. No. CC5648M

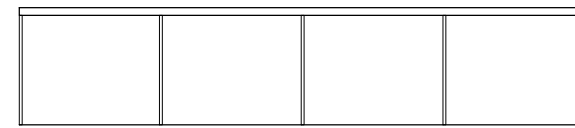
Mr Timothy Roy Messer BE MIEAust RPEQ  
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Signature *T. Messer*  
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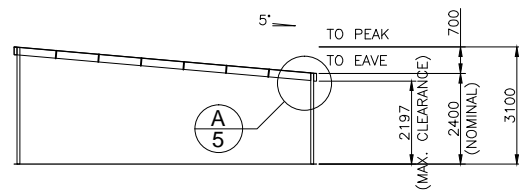
ROOF PURLINS PER MEMBER SCHEDULE ON SHEET 5



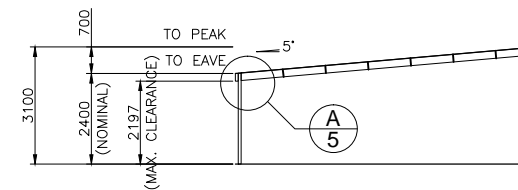
1 SIDEWALL EXTERIOR ELEVATION  
2 SCALE: 1:200



2 SIDEWALL EXTERIOR ELEVATION  
2 SCALE: 1:200



3 ENDWALL INTERIOR ELEVATION  
2 SCALE: 1:200



4 ENDWALL INTERIOR ELEVATION  
2 SCALE: 1:200

2 OF 5 SHEET  
JOB NO. SKSG24537  
DATE 19/1/2017  
CHECKED TM  
DRAWN FDS  
PROPOSED FOR AT  
Meander Valley Council Ordinary Agenda September 2017

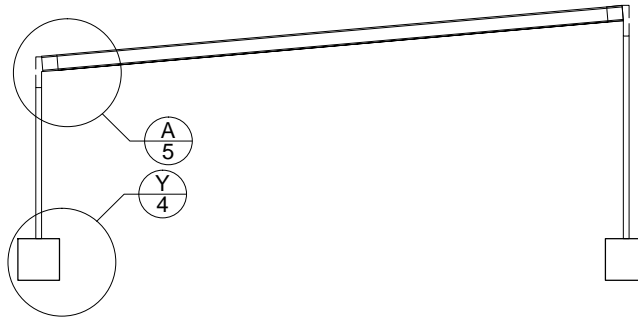
PROPOSED SKYLINE SHEDS AND GARAGES  
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PROSPECT  
C&DS 2



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Signature *T. Messer*  
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1 INTERNAL FRAME SECTION  
3 SCALE: 1:100

(Refer to Sheet #4 for concrete specification).

3 OF 5	SHEET	JOB NO. SKSG24537	DATE 19/1/2017	CHECKED TM	DRAWN FDS	PROPOSED FOR AT	Meander Valley Council Ordinary Agenda September 2017
	PROPOSED <b>SKYLINE SHEDS AND GARAGES</b> PHONE 03 6334 5535 <b>MARK TUNKS</b> 209 MEANDER VALLEY HWY. PROSPECT						

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Signature *T. Messer*

Date 19/1/2017

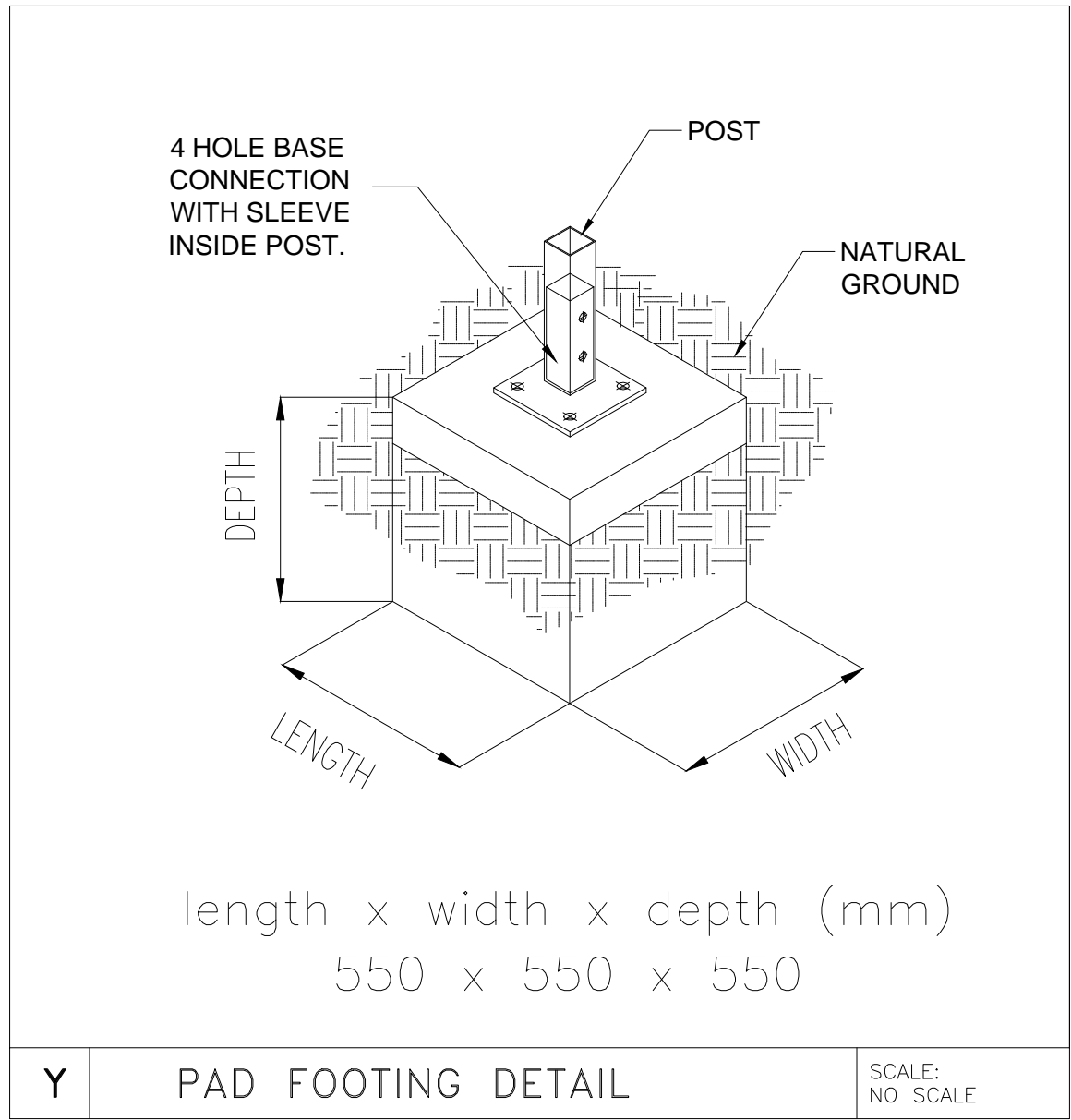
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 of Civil & Structural National Professional  
 Engineers Register

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**STRUCTURAL GENERAL NOTES**

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- DRAWING OWNERSHIP** : THESE DRAWINGS REMAIN THE PROPERTY OF AG&S BUILDING SYSTEMS PTY. LTD (AG&S). ENGINEERING SIGNATURE AND CERTIFICATION IS ONLY VALID WHEN BUILDING IS SUPPLIED BY A DISTRIBUTOR OF AG&S. DRAWINGS ARE PROVIDED FOR THE DUAL PURPOSE OF OBTAINING BUILDING PERMITS AND AIDING CONSTRUCTION. ANY OTHER USE OR REPRODUCTION IS PROHIBITED WITHOUT WRITTEN APPROVAL FROM AG&S.
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- ENGINEERING** : THE ENGINEER / AG&S ARE NOT ACTING AS PROJECT MANAGERS FOR THIS DEVELOPMENT, AND WILL NOT BE PRESENT DURING CONSTRUCTION. THE UNDERSIGNING ENGINEERS HAVE REVIEWED THIS BUILDING FOR CONFORMITY ONLY TO THE STRUCTURAL DESIGN PORTIONS OF THE GOVERNING CODE. THE PROJECT MANAGER IS RESPONSIBLE FOR ADDRESSING ANY OTHER CODE REQUIREMENTS APPLICABLE TO THIS DEVELOPMENT. THESE DOCUMENTS ARE STAMPED ONLY AS TO THE COMPONENTS SUPPLIED BY AG&S. IT IS THE RESPONSIBILITY OF THE PURCHASER TO COORDINATE DRAWINGS PROVIDED BY AG&S WITH OTHER PLANS AND/OR OTHER COMPONENTS THAT ARE PART OF THE OVERALL PROJECT. IN CASES OF DISCREPANCIES, THE LATEST DRAWINGS PROVIDED BY AG&S SHALL GOVERN.
- INSPECTIONS** : NO SPECIAL INSPECTIONS ARE REQUIRED BY THE GOVERNING CODE ON THIS JOB. ANY OTHER INSPECTIONS REQUESTED BY THE LOCAL BUILDING DEPARTMENT SHALL BE CONDUCTED AT THE OWNER'S EXPENSE.
- SOIL REQUIREMENTS** : SITE CLASSIFICATION TO BE A, S OR M ONLY. SOIL SAFE BEARING CAPACITY VALUE INDICATED ON DRAWING SHEET 4 OCCURS AT 100mm BELOW FINISH GRADE, EXISTING NATURAL GRADE, OR AT FROST DEPTH SPECIFIED BY LOCAL BUILDING DEPARTMENT, WHICHEVER IS THE LOWEST ELEVATION. REGARDLESS OF DETAIL Y ON SHEET 4 THE MINIMUM FOUNDATION DEPTH SHOULD BE 100MM INTO NATURAL GROUND OR BELOW FROST DEPTH SPECIFIED BY LOCAL COUNCIL. ROLLED OR COMPACTED FILL MAY BE USED UNDER SLAB, COMPACTED IN 150mm LAYERS TO A MAXIMUM DEPTH OF 900mm. CONCRETE FOUNDATION EMBEDMENT DEPTHS DO NOT APPLY TO LOCATIONS WHERE ANY UNCOMPACTED FILL OR DISTURBED GROUND EXISTS OR WHERE WALLS OF THE EXCAVATION WILL NOT STAND WITHOUT SUPPLEMENTAL SUPPORT, IN THIS CASE SEEK FURTHER ENGINEERING ADVICE.
- CLASS 10a FOOTING DESIGNS** : THE FOUNDATION DOCUMENTED IS APPROPRIATE FOR CLASS 10a BUILDING DESIGNS ON 'M-D', 'H', 'H-D' OR 'E' CLASS SOILS, IF TOTAL SLAB AREA IS UNDER 100m<sup>2</sup>/sq; AND THE MAXIMUM SLAB DIMENSION (LENGTH AND WIDTH) IS LESS THAN 12m. PLEASE BE AWARE THAT THE SLAB DESIGN FOR H & E CLASS SOILS IN THESE INSTANCES ARE DESIGNED TO EXPERIENCE SOME CRACKING. THIS CRACKING IS NOT CONSIDERED A STRUCTURAL FLAW OR DESIGN ISSUE, AND IS SIMPLY COSMETIC IN NATURE. IF THIS IS A CONCERN TO THE CLIENT IT IS ADVISED THEY DISCUSS OTHER OPTIONS WITH THE RELEVANT DISTRIBUTOR PRIOR TO THE POURING OF THE SLAB. FOR PAD ONLY DESIGNS BUILDING DIMENSION PREVAILS OVER SLAB DIMENSIONS.
- CONCRETE REQUIREMENTS** : ALL CONCRETE DETAILS AND PLACEMENT SHALL BE PERFORMED IN ACCORDANCE WITH AS2870 AND AS3600. CONCRETE SHALL HAVE A MIN. 28-DAY STRENGTH OF 20MPa FOR EXPOSURE A1 & B1, 25MPa FOR EXPOSURE A2 & B2 AND 32MPa FOR EXPOSURE C. CEMENT TO BE TYPE A. MAX AGGREGATE SIZE OF 20mm. SLUMP TO BE 80mm +15mm. SLABS TO BE CURED FOR 7DAYS BY WATERING OR COVERING WITH A PLASTIC MEMBRANE, AFTER WHICH CONSTRUCTION CAN BEGIN, DUE CARE GIVEN NOT TO OVER-TIGHTEN HOLD DOWN BOLTS. GIVEN ALLOWABLE SOIL TYPES 1 LAYER OF F72 REINFORCING MESH IS TO BE INSTALLED ON STANDARD SLABS WITH A MINIMUM 30MM COVER FROM CONCRETE SURFACE. CONCRETE REINFORCING TO CONFORM TO AS 1302, AS1303 & AS 1304. ALL REINFORCING COVER TO BE A MINIMUM OF 30mm.
- STRUCTURAL STEEL REQUIREMENTS** : ALL STRUCTURAL STEEL, INCLUDING SHEETING THOUGH EXCLUDING CONCRETE REINFORCING, SHALL CONFORM TO AS 1397 (GAUGE <= 1mm fy = 550MPa, GAUGE > 1mm < 1.5mm fy = 500MPa, GAUGE >= 1.5mm fy = 450MPa). NO WELDING IS TO BE PERFORMED ON THIS BUILDING. ALL STRUCTURAL MEMBERS AND CONNECTIONS DESIGNED TO AS4600. ALL BOLT HOLE DIAMETERS TO STRAMIT GENERAL FINCHINGS.

PROJECT DESIGN CRITERIA
ROOF LIVE LOAD: 0.25 kPa
BASIC WIND SPEED: VR 57 m/s
WIND REGION: Reg B
TERRAIN CATEGORY: TCat 2
SEISMIC ZONE: 4
SOIL SAFE BEARING CAPACITY: 100 kPa
IMPORTANCE LEVEL: 2



4 OF 5 SHEET	JOB NO. SKSG24537	DATE 19/1/2017	CHECKED TM	DRAWN FDS	PROPOSED FOR AT
Meander Valley Council	Ordinary Agenda	September 2017			

**SKYLINE SHEDS AND GARAGES**  
 PHONE 03 6334 5535  
**MARK TUNKS**  
 209 MEANDER VALLEY HWY.  
 PROSPECT

**C&DS 2**

**fairdinkum SHEDS**

**NORTHERN CONSULTING engineers**

Civil & Structural Engineers  
 50 Punari Street  
 Currajong, Qld 4812  
 Fax: 07 4725 5850  
 Email: design@nceng.com.au  
 ABN 341 008 173 56

Registered Chartered Professional Engineer  
 Registered Professional Engineer (Civil & Structural) QLD  
 Registered Certifying Engineer (Structural) N.T.  
 Registered Engineer - (Civil) VIC  
 Registered Engineer - (Civil) TAS

Regn. No. 2558980  
 Regn. No. 9985  
 Regn. No. 116373ES  
 Regn. No. EC36692  
 Regn. No. CC5648M

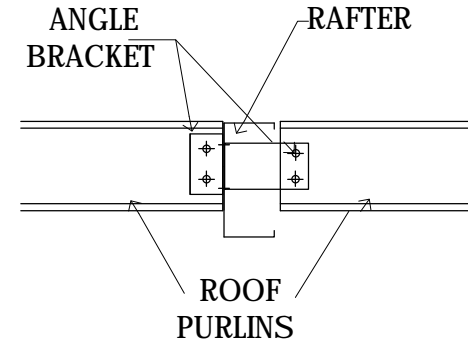
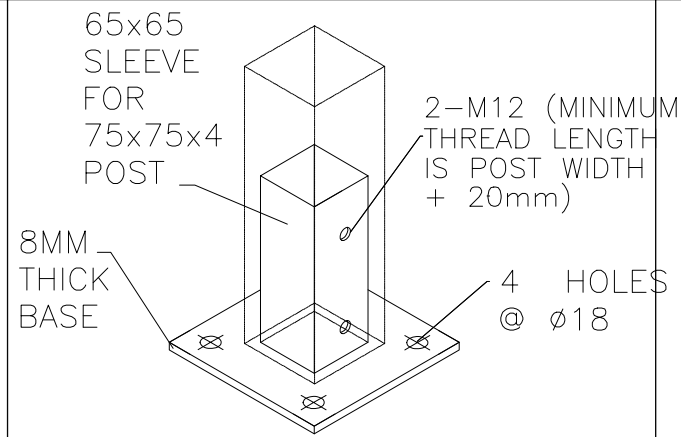
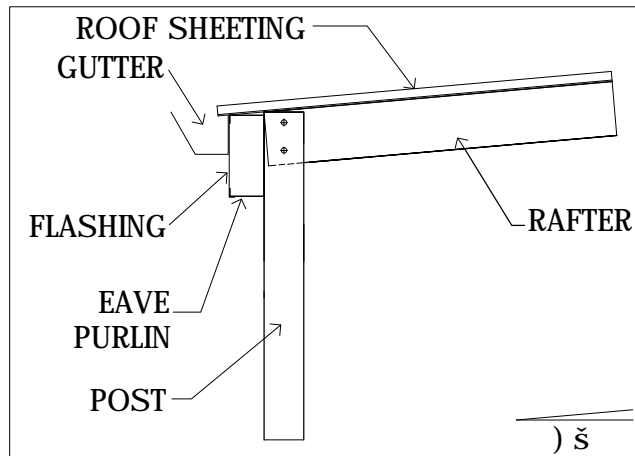
Mr Timothy Roy Messer BE MIEAust RPEQ  
 Registered Professional Engineer 2558980

Signature *T. Messer*

Date 19/1/2017

Registered on the NPQR in the areas of practice  
 of Civil & Structural National Professional  
 Engineers Register

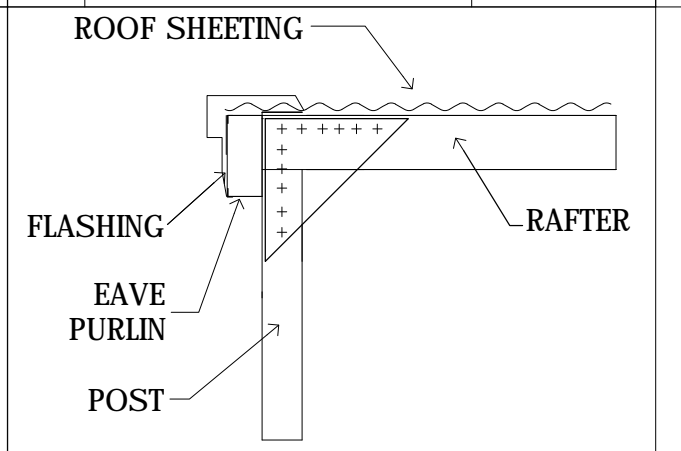
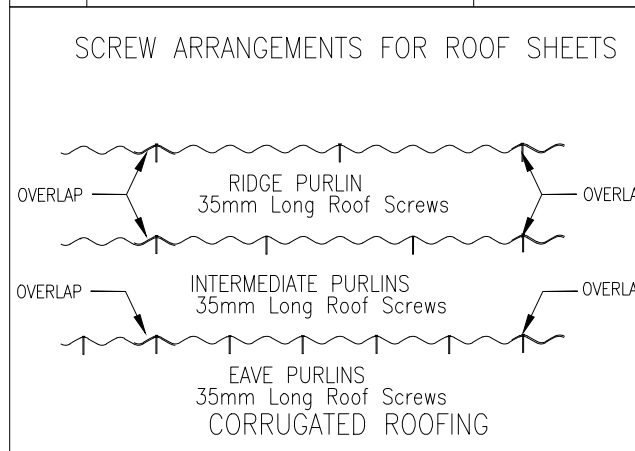
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A HAUNCH CONNECTION DWG NO H1900NBA

R BASE CONNECTION DETAIL DWG NO CBC19

C ROOF PURLIN CONNECTION DWG NO CSCONA



G ROOF SHEETING PROFILE DWG NO RO

H HAUNCH CONNECTION DWG NO TRIA

MEMBER AND MATERIAL SCHEDULE

1	C.S. FRAME RAFTER	Single C20024
2	C.S. FRAME POST(LOW)	Single Post 75x75x4.0 SHS 2.40m stock length
3	POST(LOW) CUT LENGTH	2.4m
4	C.S. FRAME POST(HIGH)	Single Post 75x75x4.0 SHS 3.25m stock length
5	POST(HIGH) CUT LENGTH	2.7m
6	ANCHOR BOLTS (# PER DETS.)	Sleeve Anchor 16.0x110 G/Y
7	POST BOLTS	Hex 4.6 Gal M12x100
8	EAVE PURLIN	C20015
9	ROOF PURLIN	C20024
10	ROOF PURLIN SPACING	1.13 m. (1.3m Max.)
11	ROOF CLADDING	Corrugated TCT 0.47, CB
12	ROOF CLADDING FASTENERS	12-14x35 H/Grip C/S CB
13	FRAME SCREW FASTENERS	14-13x22 Hex C/S (SP HD 5/16" Hex Drive)
14	FRAME BOLT FASTENERS	Purlin Assy M12x30 Z/P
15	ROOF COLOUR	DEEP_OCEAN
16	DOWNPIPE COLOUR	DUNE
17	GUTTER COLOUR	DUNE
18	BARGE COLOUR	DUNE

C.S. = CLEARSPAN

5 OF 5  
SHEET  
JOB NO. SKSG24537  
DATE 19/1/2017  
CHECKED TM  
DRAWN FDS  
PROPOSED FOR AT  
MEANDER VALLEY COUNCIL ORDINARY AGENDA SEPTEMBER 2017

SKYLINE SHEDS AND GARAGES  
PHONE 03 6334 5535  
MARK TUNKS  
209 MEANDER VALLEY HWY.  
PROSPECT  
C&DS 2



NORTHERN CONSULTING engineers  
Civil & Structural Engineers  
50 Punari Street  
Currajong, Qld 4812  
Fax: 07 4725 5850  
Email: design@nceng.com.au  
ABN 341 008 173 56  
Registered Chartered Professional Engineer  
Registered Professional Engineer (Civil & Structural) QLD  
Registered Certifying Engineer (Structural) N.T.  
Registered Engineer - (Civil) VIC  
Registered Engineer - (Civil) TAS  
Regn. No. 2558980  
Regn. No. 9985  
Regn. No. 116373ES  
Regn. No. EC36692  
Regn. No. CC5648M

Mr Timothy Roy Messer BE MIEAust RPEQ  
Registered Professional Engineer 2558980  
Signature *T. Messer*  
Date 19/1/2017  
Registered on the NPQR in the areas of practice  
of Civil & Structural National Professional  
Engineers Register



# Certificate of Specialist or Other Person (Building Work)

Regulation 16

To:  Owner/Agent  
 Address  
  Suburb/Postcode

Form **55**

## Certifier Details:

From:

Address:

Phone No:

Fax No:

Accreditation No:

Email Address:

*(if applicable)*

Or qualifications and insurance details:

*(description from Column 3 of Schedule 1 of the Director of Building Control's Determination.)*

Speciality area of expertise:

*(description from Column 4 of Schedule 1 of the Director of Building Control's Determination.)*

## Details of Work:

Address:

Lot No:

Certificate of title No:

The work related to this certificate:

*(description of the work or part work being certified)*

## Certificate Details:

Certificate type:

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

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

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



In Issuing this certificate the following matters are relevant -

Documents:

Relevant Calculations:

References:

NCC 2016, AS/NZ4600-2005,  
AS1170,AS1170.0,AS1170.1,AS1170.2,AS1170.3,AS1170.4,  
AS2870-2011, AS3600-2009

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

**Structure plus foundation.**

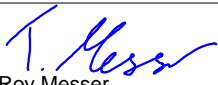
Scope and/or Limitations

Vu (Limit State Design) < or =51.87 m/s.

**I certify the matters described in this certificate.**

Signed:  
Certificate No.

Certifier:

  
Mr Timothy Roy Messer

CC5648M

Date:

19/1/2017

# CERTIFICATE OF THE RESPONSIBLE DESIGNER - BUILDING WORK

Section 94  
Section 129

To :

Owner Name

Address

Suburb/postcode

Form

# 35A

## Designer Details:

Name: **Timothy Messer** Category:

Business name: **Northern Consulting Engineers** Phone No: **(07) 47 25 55 50**

Business address: **50 Punari Street, Currajong**

**Queensland** **4812** Fax No: **(07) 47 25 58 50**

Accreditation No: **CC5648M (Structural & Building Designer)** Email Address: **design@nceng.com.au**

## Details of the proposed work:

Owner/Applicant: **MARK TUNKS** Designer's project reference No: **SKSG24537**

Address: **209 MEANDER VALLEY HWY.** Lot No:

**PROSPECT** **7250**

Type of Building work : **Permit work**  **Notifiable work**  (X one applicable)

**NEW BUILDING** (new building/ alteration/ addition/ repair / removal/ re-erection/ other)

## Description of the Design Work (Scope, limitations or exclusions) :

Deemed-to-Satisfy :  Alternative Solution :  (tick  the appropriate box)

Steel Portal Frame Structure.

8m span x 15m O/A length x 2.41m eaves height.

Consisting of 4 bays at 3.75m spacing.

## Design documents provided:

The following documents are provided with this Certificate -  
Document description :

Drawing numbers : 1 to 5	Prepared by : Fair Dinkum Sheds	Date : 19/1/2017
Schedules :	Prepared by :	Date :
Specifications :	Prepared by :	Date :
Computations :	Prepared by :	Date :
Alternative solution proposals :	Prepared by :	Date :

Performance Solutions Proposals :	Prepared by :	Date :
Test reports :	Prepared by :	Date :

Standards, codes or guidelines relied on in design process:	
NCC 2016, AS/NZ4600-2005,	
AS1170,AS1170.0,AS1170.1,AS1170.2,AS1170.3,AS1170.4,	
AS2870-2011, AS3600-2009	

Any other relevant documentation:	

Attribution as designer:	
--------------------------	--

I Tim Messer being a licensed services provider am responsible for the design of that part of the building work as described in this certificate.

The documentation relating to the design includes sufficient information for the assessment of the work in accordance with the Building Act 2016 and sufficient detail for the builder or plumber to carry out the work in accordance with the documents and the Act;

This certificate confirms compliance of this design with the requirements of the National Construction Code.

Designer: Signed :

Date :

209 Meander Valley Road  
TRAVELLERS REST TAS 7250  
PID: 1960257 (Volume: 52284 Folio: 3)

End Elevations for 14m x 2.4m shipping containers



Side Elevation - 14m x 2.4m shipping containers - Maximum height 3.0m



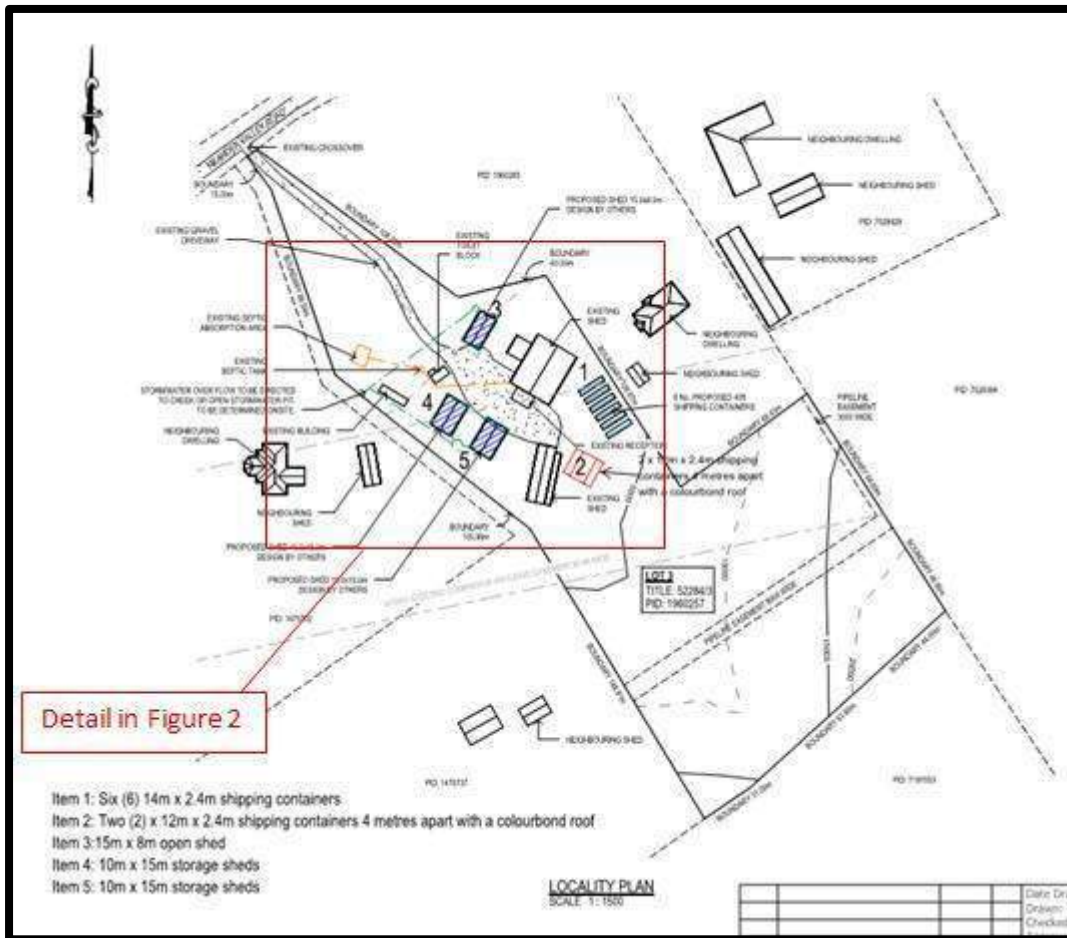
Front elevation of the 2 x 12m x 2.4m shipping containers – Maximum height 3.0m



Side Elevation 2 x 12m x 2.4m shipping containers – Maximum height 3.0m



**Attachment A**



**Figure 1: site plan**



**Figure 2: vegetation to be maintained as per Condition 2**

The General Manager, Meander Valley Council

By e-mail mail@mvc.tas.gov.au

To whom it may concern

**RE: PA/17/0228- T Murfet**

We are lodging a complaint regarding the business known as Mark's 4 x 4 – located on the northern side of our property at 209 Meander Valley Road.

We reside at 227 Meander Valley Road and have been living here for the past 19 years. During this time, this business has made numerous planning applications to the council. The last application I believe was 7 years ago when the council placed numerous stipulations on approving that application. A number of these stipulations were never done or only half done:

1. Landscaping of the area with suitable screening landscape plants to both the front and South west side of the business – therefore screening off the unsightly car bodies etc. The property owner has only ever planted large gum trees and no other screening planting was done at all.
2. Proper washing bay facilities for vehicles and parts including a catchment for all of this waste water (including oils and detergents) to run into. To date we are not convinced that this has been done either.
3. Limited signage. We believe that only 1 large sign was approved with specific dimensions, however there are currently a number of signs located on this property.
4. Fence to be erected on boundary with consultation with neighbours regarding type of fence and colour. This did not occur. At no stage did the property owners come and talk to us about fencing. The fence was just erected without any consultation and is not on his boundary but quite a distance from his boundary.

We are very concerned that toxic chemicals, detergents and oils will be washing into the creek through both natural seepage and overflow (when catchments get full) which then feeds into the dam located on our property. Has the applicant provided proper washing bay facilities both for whole cars and car parts that meet environmental standards? Does this business have oil collection facilities or does this just go into the ground and eventually will find a way into our property?

I'm aware that the above business has a septic tank which has seepage/absorption lines less than 50 m from a waterway. Is this also acceptable by council standards/approvals? There have been up to 14 people living and working on this property in the past 10 years so it's not a normal household water/toilet usage for a property.

We are concerned that the property owner has no regard for any rules or regulations set down by the Council and this new application will be no different to other applications submitted by the applicant that have been approved by Council with conditions.

We have animals and gardens that we water direct from our dam which is currently being compromised by the lack of action from the council in ensuring the business next door is abiding by environmental policies and requirements for disposing of toxic waste.

Continued .....2/.....



Please advise us how the Council will ensure that the applicants will abide by old and future conditions that may be applied in approving planning applications from the property owner/business operators. We have no confidence that the property owner/business operators will abide by any conditions that may result out of this planning application being approved.

Yours sincerely

Debbie and Viv Harris

227 Meander Valley Road

Prospect.

(Postal address is PO Box 262, Prospect for all correspondence please).

Photos left at council to be added to this letter:

1. Photos taken of our creek line in flood.
2. Rubbish washed down the creek line when flooded.
3. Rubbish left behind after flooding in the creek and also around our dam.
4. Height of exit creek from our dam – nearly crossing the road which accesses other properties.
5. My husband trying to clean our dam grate of rubbish – we have now had to pull this down as it was collecting too much rubbish and blocking continually becoming a hazard to my husband to have to deal with.
6. Flooding just about to cover our front deck.

Meander Valley Council

By E-mail mail@mvt.tas.gov.au

To whom it may concern,

**RE: PA/17/0228- T Murfet**

My husband and I are lodging an objection regarding applicant T Murfet – PA/17/0228 at 209 Meander Valley Road (Trading as Mark's 4 X 4 Wrecking yard) for the development of existing non-conforming use including storage buildings x 9, Residential outbuilding, amenity, gross floor area, site coverage, setbacks and point source discharge.

In the above mentioned application it quite clearly states that the excess water will be stored into storage tanks and used for washing of vehicles and for use on the applicant's gardens. The overflow of the excess water will then be directed to the southwest boundary creek, which is the creek that runs between our properties and then runs straight into the dam located on or property.

Our house is located on the southwest boundary of the property that the car yard is located on and the creek that the storm water from the large five sheds will overflow into, feeds into our dam. We are concerned with the following:-

1. The extra volume of water once the 20,000 litre storage tank and the 10,000 litre storage tanks are full will then flow into this creek – therefore flowing directly into our dam. (4) 10m x 15m and (1) 15 x 8 m sheds will collect quite a large volume of rain water in a very short time which will fill these tanks quickly and run off into the creek that flows into our property.
2. Currently our dam has two quite large water collection points – namely the creek which runs the whole way along Meander Valley Road collecting all road and gutter discharge, as well as large a viaduct that collects water from both the highways (upper and lower level) that feeds directly into our dam. Without additional water from the above mentioned overflow into our creek. This currently overflows our whole front paddock, covering the decking along with the garden areas surrounding the dam edge. (photos provided of this flooding as well)
3. Our dam quite often floods (copies of photos are attached showing the amount of water volume we are talking about without any further water volume added to this). This has created erosion of our dam banks and erosion of established garden beds (mulch and plants etc are washed away). We have had water flowing freely across our driveway as a direct impact of the increase in water volume, creating access issues to our property and properties located behind us that share the same access driveway. We have lost over 1 m of soil, due to erosion in one particular area of the dam in the last couple few years. (photos provided as well)
4. My husband regularly has to clear old tyres and rubbish that washes down the creek into our dam and last year we had a vehicle bonnet, roofing iron and an old oil drum wash down. I am also enclosing copies of photos taken of blackberries and rubbish from the creek that floated down into our dam, resulting in my husband clearing out our dam grate/grill of this rubbish in the pouring rain. (photos provided of this rubbish washed down the creek as well)
5. We use the dam water on our property to water our established gardens and fill both horse and chicken water troughs. We are concerned that the additional run off from the car yard will contain harmful detergents, oils and cleaning products that are used by the car yard when washing down cars to sell and car parts. Use of these products will be toxic for our animals and established gardens when flowing into our dam.

6. We are concerned that noise levels will increase as the applicant quite clearly states “this will add value to his business by storing car parts under cover”. This clearly indicates to us that more people will buy his car parts which will then increase the volume of customers entering the site.
7. The applicants advises he is clearing the site of all vehicle bodies by removing and storing parts however he failed to advise that this will require a vehicle crusher to operate onsite to do this. Crushing vehicles increases the noise level for residents located nearby.

We are very concerned that toxic chemicals, detergents and oils will be washing into the creek through both natural seepage and overflow (when catchments get full) which then feeds into the dam located on our property. Does this business currently have approved collection facilities for toxic waste (oils, degreasing agents and detergents) or does this just go into the ground and eventually will find a way into our property?

I'm aware that the above business has a septic tank which has seepage/absorption lines less than 50 m from a waterway. Is this acceptable by council requirements? There have been up to 14 people living and working on this property in the past 10 years so it's not a normal household water/toilet usage for a property.

We have animals and gardens that we water direct from our dam which is currently being compromised by the lack of action from the council in ensuring the business next door is abiding by environmental policies and requirements for disposing of toxic waste.

We are concerned that the property owner has no regard for any rules or regulations set down by the Council and this new application will be no different to other applications submitted by the applicant that have been approved by Council with conditions. We have no confidence that the property owner/business operators will abide by any conditions that may result out of this planning application being approved by Council based on previous evidence.

Attachments:

1. Photos taken of our creek line in flood.
2. Rubbish washed down the creek line when flooded.
3. Rubbish left behind after flooding in the creek and also around our dam.
4. Height of exit creek from our dam – nearly crossing the road which accesses other properties.
5. My husband trying to clean our dam grate of rubbish – we have now had to pull this down as it was collecting too much rubbish and blocking continually becoming a hazard to my husband to have to deal with.
6. Flooding just about to cover our front deck.

Yours sincerely

Debbie and Viv Harris

227 Meander Valley Road

Prospect. **(Postal address is PO Box 262, Prospect for all correspondence please).**

Leonie and Andrew Moore  
229 Meander Valley Road  
Travellers Rest 7250 TAS  
P.O. Box 36 PROSPECT TAS 7250  
6<sup>th</sup> July 2017  
03) 63 44 3779

Index No.		18027	
Doc No.			
RCVD	10 JUL 2017		MVC
Action Officer	NW	Dept.	CDS
EO		OD	✓

To the General Manager  
Meander Valley Council

Re : Applicant T Murfet PA\17\0228  
Location 209 Meander Valley Rd Travellers Rest  
Development : Existing non conforming use  
(Recycling and waste disposal) - storage buildings <sup>M3</sup> X 29  
and Residential outbuilding, amenity, gross floor area,  
site coverage, setbacks, point source discharge.

Thank you for allowing my submission. Andrew and I (Leonie Moore) have a long history with this "site", originally an "illegal use" of property and have been involved with <sup>its</sup> many permits.  
The present owner Mark Tunks has been a good neighbour and has kept the site in a reasonable condition and I believe we have worked together ~~to~~ quite reasonably. I have left a message with the business owner "Allan" to pass on a message to Mark Tunks that submissions are being submitted. We hope to have a continued good relationship. Businesses are important. However residential rights are also!

My reasons for making a submission

- 1) Good neighbours working together
- 2) Permit needs more "details" to be documented.
- 3) Concern re "stormwater" and the discharge from washing vehicles onto "ground" and "waterways" in close proximity.

4) Last permit granted DA 63/2004 - 207 Meander Valley Road was part of this property and was a buffer (no development) and their rights and needs now that it is a separate 'residents' (property).

### 1/ a) New Sheds Proposed

Item 4 and 5 - ? 2 sheds

- How close to the boundary

(does include waterway in boundary.)

Item 1 - How close to boundary?

"Which sheds are going to emit most noise and which sheds for storage?"

Item 3 - 15 metre x 8 metre "open" shed. This shed will be very visible from 207 Meander Valley Road.

- This shed and its contents will be visible from adjacent highway, which in Permit DA 63/2004 - no vehicles to be seen at front of site.

- Is this going to store wrecks? or a working shed?

New Sheds - Colour of containers?

- Colour of colourbond?

(Will they be the same colour?)

Sheds continued

No sheds to have "reflective material"  
- NB Adjacent highway and road.

b/ Site not to have increased signage or advertising or bunting (x1 sign in Permit DA63/2004)

c/ Landscaping - was meant to have been completed with Permit DA 63/2004 - to the front and side boundary (adjacent to 229 Meander) (bond was meant to be secured).

d/ Lighting - Any external lighting must be of limited intensity to ensure no nuisance to adjoining or nearby residents and must be provided with approved baffles so no direct "light" or "glare" is omitted outside the site.

(this is a residential zoning now)

No flood lighting to be placed at rear of site (adjacent to 229 Meander road) - behind Item 2

e/ No remains or vehicle skeletons outside the proposed sheds.

Housekeeping - Where will remains be stored whilst awaiting collection. Currently have a two vehicle height of outside cars (Permit DA 63/2004)

f) On Site Plan - Item 3

15 metre x 8 metre open shed

This will be visible from 207 Meander Valley Rd "home". What can <sup>the Business</sup> they do to screen 'shed' from "home" and not decrease their property value, and privacy and use of their own property. (have horses etc.).

g/ On site map - Drawing No 34116 which is attached to application

- No Waterways shown!

- These are not "little drains". Major waterways, especially when "rains" and floods.

- No water feature dam. (227 Meander V. Road)

- Behind Item 2 and existing shed at rear of site (adjacent to 229 Meander Vally Road)

- The area on the "Western side of

Waterway" this area was made a "green belt" on Permit DA 63/2004 and kept "free" of

"any development" associated with the operation at all times. This area needs to be maintained "and documented"

h/ Colourbond fences - To

To be maintained by "site owners" and kept in good repair.

There is still a section of fence that was "not built" - (~~behind~~) as was required (and bond held). This is

on boundary of 229 Meander Valley Road

(between Item 2 and 5 (on site plan))

- and also fence does not go entire length at front of site.

The fence was built not on

boundary. Between 207 & 229 & 209

- the waterway is full of blackberries.

This fence could be finished!

i/ Noise

No public address system or amplified music shall be used so as to be audible from outside the site

Will there be increased noise?

Which sheds will be main work sheds?

What environmental <sup>noise</sup> controls?

### Operating Use - Hours

8.30 am - 5.30 pm Monday to Friday

8.30 am - 12.30 pm Saturday

\* On previous plan (Permit DA 63/2004)

"No business on Good Friday, Easter Monday, Christmas Day or Sunday.."

### Sale of Cars or Vehicles - 20%

Not to ~~be~~ be placed within 1 metre of property boundary's or within 25 metre from frontage (Permit DA 63/2004.)



2/ A major concern with this proposal and ongoing concern is "Discharge of Waste"

Permit DA 63/2004 stated that a Grease Oil Pit was built.

- ? location

Plans of site (Drawing No 34116) need to illustrate all waterways, and "feature dam" on Viv and Debbie property (P.I.D. 1475702)

These waterways feed into Hadspen River (South Esk River) and form part of the waterway to Trevallyn Dam (the water Launceston's drinks)

The Permits states (~~DA 63/2004~~)

"Stormwater" will be collected from sheds and stored. This water will be used on site for Washing of Vehicles and use on Gardens.

It is good they are collecting water.

On permit doesn't state or indicate what will happen to "Washing Water"

that contains

- : Oil
- : Degreaser
- : Battery Acid
- : Soap
- : Dirt

and the increased volume of water!

Do we want these contaminants in our "Grounds" or "Waterways"?

What volume per day into Waterways?

Remember with a "heavy rainfall" not "flood" these waterways overflow.

The area in front of 207 / 209 / 227 Meander Valley road often flood out of their "waterways" as water backs up from Hadsden and Beams Hollow area.

Already 227 Meander Valley Road is subjected to water from hills across the Bass Highway - feeds directly into their dam!

These waterways are "alive". They are not "drains" or "sewers". People live in close proximity. Native wildlife live and use these waterways. Viv and Debbie Harris have fish in their dam. Property's along Meander Valley hi Road - & stock are watered from dams. People use these waters to swim and canoe!

The "grounds" and "waterways" are not the place for this "overflow" or drainage.

\* PLAN -

∴ Tanks with interceptor and baffler and "waste" "collected" and "removed."

∴ Excess H<sub>2</sub>O not directly discharged onto waterway as this will cause erosion if large frequent volume.

\* There must be environmental laws to follow re "waste" and discharge of H<sub>2</sub>O

\* Remember this area is dependant on NOT a Town sewerage system.

They have a "biocycle" <sup>??</sup> which if too much H<sub>2</sub>O will flood and prevent

another problem of "sewerage" in Waterways

- Sewerage system (? type) is next to existing toilet block. Existing septic absorption area is front of block.
- A waterway entrance point<sup>(x11)</sup> is in close proximity to Viv and Debbie Harris. There are two entrance points

- Major flaw of Permit application

- No Water Course shown.

In Permit DA 63/2004 Point 18 -

- "Effluent or polluted drainage must not be allowed to discharge beyond the boundaries of the subject land onto other land or any street or road or DIRECTLY or INDIRECTLY INTO ANY WATERCOURSE."

This submission does contain "a lot of Detail." However I believe that a business can be run next to residential area if correct guidelines are stated and maintained by the owner and Council.

Also if this property is sold - future owners will ~~at~~ adhere also.

Permit DA 63/2004 has been quoted in this submission. I will enclose a copy of this permit also. This permit is applicable in its detail.

We are positive that we can work together.

Regards

Moore  
Leonie Moore  
Moore

ANDREW MOORE



208251

# MEANDER VALLEY COUNCIL

P.O. BOX 102  
WESTBURY  
TASMANIA 7303

TELEPHONE (03) 6393 5320  
FACSIMILE (03) 6393 1474

Amended: 20 October 2004  
Under Section 56 of the Land Use Planning and Approvals Act 1993  
Making a minor amendment to Permit Number DA63/2004 to endorse amended plans.

## PLANNING PERMIT

**PLANNING APPLICATION NO:** DA63/2004

**LOCATION:** 209 Meander Valley Road, Travellers Rest

**APPLICANT:** TM Cladding Pty Ltd

**PROPOSAL:** The proposal is for alterations and additions to non-conforming existing use (wrecking yard, spare parts, car and caravan sales) involving:

1. the construction of four new buildings to be used in the operation (three of which require dispensation for reduced side boundary setback), and
2. associated access, car parking, landscaping and site works

In accordance with Section 57 of the Land Use Planning and Approvals Act 1993, you are advised that the application for alterations and additions to non-conforming use (wrecking yard, spare parts, car and caravan sales) involving (1) the construction of four new buildings to be used in the operation (three of which require dispensation for reduced side boundary setback), and (2) associated access, car parking, landscaping and site works, by TM Cladding Pty Ltd, for land at 209 Meander Valley Road, Travellers Rest is **APPROVED** generally in accordance with the endorsed plan and subject to the following conditions:

1. The **development** as shown on the endorsed plans must not be altered or modified except with the written consent of Council.

### Pre-construction requirements

2. Prior to the commencement of any building works associated with the approved development, the following must occur to the satisfaction of Council.
  - a. All use and development associated with the operation on CT52284/2 shall cease. All vehicles must be removed and the site shall be rehabilitated to the satisfaction of Council.

- b. A new/amended site plan must be drawn and submitted to Council. The site plan must be drawn by an appropriately qualified person or firm substantially in accordance with the endorsed plans, but modified to show the following.
- i. The location of the Esk Water easement, with the setback distance between the easement and the rear storage shed marked.
  - ii. The new colourbond fence along the western boundary of CT52284/3 being located a further 5 metres further south up the slope and all the way down to the Meander Valley Road
  - iii. Setback distance of three proposed new buildings (office building, wrecking building and storage building) from the eastern boundary of CT 52284/3 shall be marked at a minimum of 7.5 metres.
  - iv. Landscaping along the western boundary of the property, and west of the creek, capable of screening the development from the adjoining properties when mature. Details on the number, location and types of trees are to be shown on the plan.
  - v. Landscaping adjacent to the three (3) new sheds at the front of the side and the car parking area capable of screening the development from Meander Valley Highway when mature. Details on the number, location and types of trees are to be shown on the plan.

Once approved by Council, this site plan will form part of the endorsed plans associated with this permit.

- c. Design plans and location (marked on the above site plan) of concrete clean-up area and grease/oil pit to be used in association with the operation.
- d. All building works, including demolition of existing buildings, approved by this planning permit must obtain all the necessary building and plumbing permits.

### Requirements during construction

3. During construction of the buildings associated with the approved use and development, the following stipulations shall be adhered to.
  - a. All building works must utilise non-reflective materials.
  - b. Vehicles and/or vehicle parts associated with the wrecking activities must not be placed within 7.5m of the property boundaries.
  - c. No vehicles or car parts are to be placed west of the existing creek marked on the endorsed plans.
  - d. No more than 20% of the car bodies on the subject property are to be stacked at a 2 car body height at any time. 2 car bodies on top of one another is the maximum height in any event.

#### **Requirements prior to the completion of building works**

4. **Prior to the completion of building works associated with the approved development, but preferably as soon as possible, the following must occur to the satisfaction of Council.**
  - a. **Installation of the concrete clean-up area and grease/oil pit required in Condition 2(b) above.**
  - b. **Planting of the landscaping in accordance with the endorsed plans.**
  - c. **Installation of the fencing in accordance with the endorsed plans. The fence is to be constructed of colourbond, 2.8 metres in height, 200mm above the ground, and coloured gum metal grey. The external facing of the colourbond fence to be positioned in consultation with the adjoining property owner.**
  - d. **A bond and bank guarantee of an amount to be determined by Council's Infrastructure Services Manager must be paid to Council. The purpose of this bond or bank guarantee is to secure the implementation of both the concrete clean-up area, grease pit, landscaping and fencing works. If these works are not completed within the required time frame Council will use the bond money to complete all unfinished works.**
  - e. **All new buildings must be located clear of the easements on the property, unless prior approval is obtained from the appropriate authorities.**

#### **Miscellaneous, on-going conditions**

5. **The use of the site for all commercial uses including car wrecking, and sale of cars, caravans, and parts is limited to certificate of title 52284/3. No approval is given for any use or development on certificate of title 52284/2 or the access strip for certificate of title 52284/4.**
6. **The area on the western side of the creek on the property is to be kept clear of any use and development associated with the operation at all times.**
7. **After construction of the new buildings, no vehicles or vehicle parts, except those that are for sale or within one skip container located adjacent to the front storage container awaiting transportation off-site, are to be stored outside. The skip container must not be visible from the Meander Valley Highway.**
8. **The vehicles and caravans for sale must not be placed within 1 metre of the property boundaries, or within 25 metres of the Meander Valley Highway.**

9. The landscaped areas shown on the attached endorsed plan must only be used as landscaped areas and shall be maintained in a proper, tidy and healthy condition to the satisfaction of the Council. Should any tree or shrub be removed or destroyed it may be required to be replaced by a tree or shrub of similar size and variety.
10. No significant vegetation may be removed or any part of the site cleared without the prior approval of the Council.
11. No further signage, other than that approved by this permit, may be erected or displayed without the permission of the Council. In this context it is noted an advertisement includes painted on advertising media, flags, bunting, flashing lights, streamers or similar devices used for advertising.
12. The uses on the site, including the sale of caravans, vehicles and parts may only operate between the hours of 8am and 6pm Monday to Sunday (inclusive).
13. No wrecking or dismantling of motor vehicle wrecks or motor vehicle parts or operating power tools, machinery or conducting any other activity likely to or capable of emitting a noise so as to be audible from outside the subject property on Sundays, Good Friday and Christmas Day.
14. The development and use of the site shall not cause nuisance or be detrimental to the amenity of the neighbourhood by the emission of noise. In this regard the emission of noise shall comply with the provisions of the Environmental Management and Pollution Control Act (as amended).
15. Any external lights must be of a limited intensity to ensure no nuisance is caused to adjoining or nearby residents and must be provided with approved baffles, so that no direct light or glare is emitted outside the site.
16. No floodlighting is to be placed on the building at the rear of the site (i.e. the 15 x 30 metre storage shed).
17. No form of public address system or amplified music shall be used so as to be audible from outside the site.
18. Effluent or polluted drainage must not be allowed to discharge beyond the boundaries of the subject land onto other land or any street or road or directly or indirectly into any watercourse.

**Note:**

1. No Approval is given for the new 81m<sup>2</sup> building adjacent to the western boundary. This will need to be subject of a fresh planning application, which will be treated as Discretionary.
2. This permit is granted pursuant to the *Land Use Planning and Approvals Act 1993* and does not constitute any other approval required under any other Act or Regulation.

3. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced.
4. Where any other approvals under this Act or any other Act are required for the proposed use or development to which this permit relates, the permit does not take effect until those approvals have been granted.
5. This permit takes effect 14 days after the date of Council's notice of determination or at such time as any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined. 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. A planning permit requiring an agreement to be entered into pursuant to Part V of the *Land Use Planning and Approvals Act 1993* does not take effect until the day the agreement is executed.
7. Where a planning permit incorporates conditions relating to on-site waste water disposal, it should be noted that site suitability for particular waste water disposal methods is based on the accepted understanding that many factors affect the successful operation of a waste water disposal system. Following initial installation, it may be necessary that additional work will require to be done on the system to maintain it in an operational condition and free of nuisance. This is the responsibility of the owner.

**DATED AT WESTBURY THIS 11TH DAY OF MAY 2004**



**ASHLEY BROOK**  
**PLANNING OFFICER**



## **C&DS 3 REVIEW OF POLICY NO. 34 – REAL ESTATE ADVERTISING SIGNS**

### **1) Introduction**

The purpose of this report is for Council to review Policy No. 34 – Real Estate Advertising Signs.

### **2) Background**

The Policy was discussed at the Council Workshop held on 22 August. This Policy states a position that real estate advertising signs are not permitted on Council property unless the sign is specifically for the purpose of selling, leasing or letting council property. Minor amendments have been made to the Policy.

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

The Annual Plan requires Policy No. 34 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**

Consideration of the Policy is relevant to the Land Use Planning and Approval Act 1993.

### **6) Risk Management**

Not applicable.

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

Not applicable.

### **8) Community Consultation**

Not applicable.

## 9) Financial Impact

Not applicable.

## 10) Alternative Options

Council can elect to discontinue or make further amendments to the existing policy.

## 11) Officers Comments

At the Council Workshop held on 22 August it was suggested that the review date for this policy would be July 2018. This Policy may not be required when the State Planning Provisions are implemented as the State Planning Provisions exempt real estate signs from requiring a permit if the sign is erected only on the land for which the property is for let, lease, or sale and is removed within 7 days of the property being let, leased or sold.

**AUTHOR:** Lynette While  
DIRECTOR COMMUNITY & DEVELOPMENT SERVICES

## 12) Recommendation

*It is recommended that Council continues Policy No. 34 with the suggested amendments, as follows:*

# POLICY MANUAL

**Policy Number: 34**

**Real Estate Advertising Signs**

**Purpose:**

The purpose of this Policy is to outline Council's position on the erection of real estate advertising signs on council property.

**Department:**

Community and Development Services

**Author:**

Martin Gill, Lynette While - Director

**Council Meeting Date:**

12 August 2014 12 September 2017

**Minute Number:**

140/2014

**Next Review Date:**

~~August 2017~~ July 2018

## POLICY

### 1. Definitions

## **2. Objective**

The objective of this policy is to prohibit the erection of real estate advertising signs on Council property and Council managed land, ensuring visual amenity is maintained and to remove any risk of injury to persons as a result of the erection of such signage on said land.

## **3. Scope**

The policy shall apply to all Council property and Council managed land other than property or land that Council is intentionally selling, leasing or letting.

## **4. Policy**

It is policy that:

- Council not permit real estate advertising signs to be erected on Council property or Council managed land such as nature strips, reserves, etc,
- Council employees are authorised to remove any such signs illegally erected or placed on Council property or Council managed land.

## **5. Legislation**

Land Use Planning and Approval Act 1993

## **6. Responsibility**

Responsibility for the operation of this policy rests with the Director Community and Development Services.

## **DECISION:**

# **GOV 1 NOTICE OF MOTION - FLYING OF RAINBOW FLAG AT COUNCIL CHAMBERS – CR ANDREW CONNOR**

## **1) Introduction**

The purpose of this report is to consider a Notice of Motion from Cr Andrew Connor that Council fly a Rainbow flag instead of its own corporate flag next to the Australian flag outside the council chambers.

## **2) Background (Cr Andrew Connor)**

In recent years there has been growing debate in Australia about allowing same-sex couples to marry. Most other English-speaking countries have updated their Marriage laws to allow what is viewed by many as a human right, to be afforded to all their people.

Despite this the current Australian government is pushing ahead with an expensive and non-binding postal survey, with the mailout commencing coincidentally on the day of this council meeting.

The survey is portrayed as a prelude to a vote in Federal parliament on the matter but in no-way obliges members of parliament to vote in accordance with the wishes of voters of their electorate or nationally.

Councils, corporations and many public figures have pledged their support to marriage equality over a long period and specifically for the postal survey. Many indicate this support with a statement of words or symbolic actions such as displaying a Rainbow flag on their products, website or buildings.

It is recommended that Meander Valley Council fly a Rainbow flag, symbolic of marriage equality progress, on the existing flag pole usually bearing its own corporate flag, until Marriage equality in Australia is realised. This could be as soon as Christmas 2017 or several years into the future.

This action and a statement by council supporting marriage equality will send a clear message that this community supports equal rights for all people and that the Federal parliament should waste no time to legislate on the matter.

### **3) Strategic/Annual Plan Conformance (Cr Andrew Connor)**

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

- Future Direction (4): A healthy and safe community
- Future Direction (5): Innovative leadership and community governance

### **4) Policy Implications (Cr Andrew Connor)**

Not applicable.

### **5) Statutory Requirements (Cr Andrew Connor)**

Broadly falls within the role of Councils as described in section 20 of the Local Government Act 1993:

- (a) to provide for the health, safety and welfare of the community;
- (b) to represent and promote the interests of the community;

### **6) Risk Management (Cr Andrew Connor)**

Not applicable.

### **7) Consultation with State Government and other Authorities (Cr Andrew Connor)**

Not applicable.

### **8) Community Consultation (Cr Andrew Connor)**

Support for marriage equality in the Australian community has grown from around 57% in 2010 (Neilson) to 72% in 2014 (Crosby Textor).

Specifically, in relation to the postal survey 63% intend to vote 'Yes' according to a NewsPoll in August 2017.

### **9) Financial Impact (Cr Andrew Connor)**

A suitable Rainbow flag will be donated to Council and replaced as necessary by Cr Connor (See Image A). Daily flag raising and storage would take place as usual.

Image A



**10) Alternative Options (Cr Andrew Connor)**

Council can elect not to support the motion or consider alternative proposals.

**11) Comments (Cr Andrew Connor)**

The symbolism of the Rainbow flag flying at a public building provides a sense of solidarity, inclusion and celebration of all people in the community who strive for marriage equality.

Councils should and do contribute to their communities in a wide range of matters beyond what some believe they should stick to, e.g. "roads, rates and rubbish". For example, Meander Valley Council works in areas such as childhood immunisations, environmental health services, animal control, the arts, public pools, community halls, and public open spaces to name a few.

In recent times Council has involved itself in lobbying in areas such as retention of health services in Meander Valley, preserving existing State and Federal electoral boundaries and improved telecommunications services in the municipality.

By providing its support for marriage equality Council indicates acceptance of all members of the community and condemns discrimination based on sexual orientation. These actions will help reduce the prevalence of discrimination and mental health issues which arise from it.

**AUTHOR:** Cr Andrew Connor  
COUNCILLOR

**12) Recommendation (Cr Andrew Connor)**

***It is recommended that Council;***

- a) fly a Rainbow flag in place of its corporate flag outside chambers until marriage equality in Australia is realised by the Federal parliament.***
- b) make a statement in support of marriage equality.***

# **GOV 2 NOTICE OF MOTION - REINSTATEMENT OF WESTBURY TIDY TOWN SIGNS – CR ANDREW CONNOR**

## **1) Introduction**

The purpose of this report is to consider a Notice of Motion from Cr Andrew Connor that Council reinstate signs at several entrances Westbury which indicated that Westbury had been awarded as Tasmania's Tidiest Town for 2015.

## **2) Background (Cr Andrew Connor)**

In October 2014, Westbury was awarded the title of Tasmania's Tidiest Town for 2015 and became Tasmania's finalist in the Australian Tidy Towns competition organised by the Keep Australia Beautiful organisation for that year.

The award is more than simply having a "tidy town" with towns being judged on a range of criteria including: Environmental Sustainability, Community Action & Wellbeing, Heritage & Culture, Youth programs and Environmental Education.

Signs indicating this award was attached to several of council's existing "Welcome to Westbury" signs (see image A) in early 2015. These award signs were removed from at the end of 2016 and placed in storage at the council works depot.

This motion seeks to reinstate them for a period of 10 years commencing at the passage of this motion.

Signs appended to "Welcome to Deloraine" signs on the Bass Highway indicating it received a similar award in 1997 remain to this day (see image B).

Reinstating these award signs will continue to recognise that Westbury has achieved this award in 2015 and those who contributed to that awarding.



Image A:



Image B:



### 3) Strategic/Annual Plan Conformance

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

- Future direction (1) - A sustainable natural and built environment
- Future direction (3) - Vibrant and engaged communities

### 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**

Members of the community have made representations to me as to why these signs were removed after being in place for about 18 months.

#### **9) Financial Impact**

A small amount of staff time to reinstate award signs.

#### **10) Alternative Options**

Council can elect not to support the motion or consider alternative proposals.

#### **11) Comments (Cr Connor)**

Reinstatement of these award signs will continue to recognise the 2015 awarding of Westbury as a Tidy Town in to the future and those who contributed to it.

**AUTHOR:** Cr Andrew Connor  
COUNCILLOR

#### **12) Recommendation (Cr Andrew Connor)**

***It is recommended that Council reinstate Tidy Town award signage onto Council's "Welcome to Westbury" signs as previously displayed, for a period of 10 years commencing at the passage of this motion.***

## **DECISION:**

## **GOV 3 NOTICE OF MOTION - COMMUNITY ENGAGEMENT IN WASTE MANAGEMENT – CR DEBORAH WHITE**

### **1) Introduction**

The purpose of this report is for Council to consider a Notice of Motion from Cr Deborah White that Council supports and encourages community groups to participate in Clean Up Australia Day CUAD 2018.

### **2) Background (Cr Deborah White)**

There is much local concern about the negative impacts of roadside littering upon the local community, visitors, and our tourism industry. On the occasion of its 20th anniversary, riders of the Tasmanian Trail were distressed to find litter of all kinds dumped throughout the trail. Current anti-littering signs are being disregarded by a populace which is visibly unconcerned about threats of fines.

On CUAD 2017, Council supported the Weegen community to clean up the “Litter Hot-Spot” at Dunorlan, extending along Bengoe Road and Dunorlan Road.

The group of 17 picked up several large bags of rubbish and reported feeling very satisfied with their efforts. They also said that it had been an enjoyable and even social occasion.

The Director of Works reported the costs for Council to be in the order of \$1400, covering the following:

- Slogan signage purchase and install - \$550
- Employee attendance on the Sunday inc. plant - \$350
- Other officer time associated with traffic management, CUAD registration, media prep etc. - \$500 estimate
- Other materials – hi-vis jackets, litter tools etc. ex works dept. – no cost.

CUAD '18 can be extended to include any other community group which responds to invitations for Expressions of Interest published in the Meander Valley Gazette in the coming months.

Council can also support education sessions conducted in local schools and the distribution of in-car litter bags to students to encourage family

members to take their rubbish home rather than sling it out the window while driving as is happening currently.

There is also a request from Greg Hall MLC for a surveillance camera to be installed at the Dunorlan "litter hotspot".

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

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

- Future Direction (5): Innovative leadership and community governance

The MVC Waste Management Strategy Goal E (Be a Community Leader in Waste management) includes objectives to provide education to residents and Council officers (E.2), and minimise the impacts of litter and illegal dumping (E.3).

### **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

With the inclusion of additional activities the costs will increase from the \$1,400 expended for CUAD 2017. It would be prudent to anticipate an expenditure of approximately \$5,000.

## 10) Alternative Options

Council can elect to commit to components of the recommendation, or to not support the recommendation.

## 11) Officers Comments

Council officers support initiatives that promote and further the objectives of the Meander Valley Council Waste Management Strategy.

**AUTHOR:** Martin Gill  
GENERAL MANAGER

## 12) Recommendation (Cr Deborah White)

***It is recommended that Council:***

- ***Invites Expressions of Interest from community groups in joining in Clean Up Australia Day 2018, publishing a notice to this effect in the Meander Valley Gazette during the remainder of 2017 and into 2018.***
- ***Supports Clean Up Australia Day 2018 with plant, personnel and equipment as for CUAD 2017***
- ***Approaches Meander Valley primary schools to canvas interest in presentations by qualified personnel on the psychology of littering.***
- ***Prepares an information pack including recyclable in-car litter bags for distribution to the students during these sessions.***
- ***Explores the feasibility of installing a surveillance camera at the litter hot spot at Dunorlan.***

## **DECISION:**

## **GOV 4 POLICY REVIEW NO. 23 – RESPONSIBILITIES OF COUNCIL REPRESENTATIVES**

### **1) Introduction**

The purpose of this report is for Council to review Policy No. 23 – Responsibilities of Council Representatives.

### **2) Background**

The policy was last reviewed in 2014.

The purpose of the current policy is to ensure that there are adequate procedures for Council representatives to effectively represent Council on organisations.

The Policy was reviewed by the independent Meander Valley Audit Panel in June 2017, who recommended that Council continues the Policy.

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

The Annual Plan provided for the policy to be reviewed in the 2017 September quarter.

### **4) Policy Implications**

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

### **5) Statutory Requirements**

Not applicable.

### **6) Risk Management**

The Policy manages the risks associated with individuals appointed to represent and speak on behalf of Council.

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

Not applicable.

## 8) Community Consultation

Not applicable.

## 9) Financial Impact

Not applicable.

## 10) Alternative Options

Council can elect to discontinue or amend and continue the existing Policy.

## 11) Officers Comments

The Policy remains relevant and provides clear guidelines for individuals who are appointed to represent Council.

The initial review by Council officers has resulted in a number of minor changes to the wording of the Policy. It is recommended that the Council continues the Policy with these changes.

**AUTHOR:** Martin Gill  
GENERAL MANAGER

## 12) Recommendation

***It is recommended that Council confirm the continuation of Policy No. 23– Responsibilities of Council Representatives as follows:***

# POLICY MANUAL

**Policy Number:** 23

**Appointment and Responsibilities of Council Representatives**

**Purpose:**

To ensure that there are adequate procedures for Council representatives to effectively represent Council on organisations

**Department:**

Governance & Community Services

**Author:**

David Pyke-Martin Gill – General Manager

**Council Meeting Date:**

8 July 2014 12 September 2017

**Minute Number:**

124/2014

**Next Review Date:**

**July 2017 2021**

## POLICY

### **1. Definitions**

"Organisation" includes joint authorities, incorporated associations, special committees of Council and working groups.

### **2. Objective**

~~To ensure that there are adequate procedures for~~ Provide guidance and direction for Council appointed representatives. ~~To effectively represent Council on organisations.~~

### **3. Scope**

This policy applies to all persons appointed by Council to represent it on organisations.

### **4. Policy**

**The general responsibilities of a council appointed representative in performing their duties are as follows:**

- To regularly attend the meetings of the organisation to which they have been appointed;
- To represent the views of the Council at any meetings of that organisation;
- To provide regular reports to Council on the relevant activities and issues being considered by the organisation;
- To seek direction or advice on issues requiring Council consideration and to report back to the organisation on the outcomes of that consideration.

The procedures and expectations for each of these points are outlined below:

#### **~~Regularly attending the meetings of the organisation~~ Meeting Attendance:**

As an appointed representative it is expected that the representative will reasonably make arrangements to enable them to regularly attend the meetings of the organization. Where the representative is unable to attend and there is a proxy representative then reasonable efforts should be made to provide notice and a briefing on any relevant issues prior to the meeting.

#### **Representing the views of the Council at any meeting:**

The purpose of the appointment of a representative on an external organisation is to act as a conduit between the council and the external organisation and to promote the council's objectives. The expectation is that the representative will understand and communicate the council's view on an issue notwithstanding that they may hold contrary personal views.



Where a representative is a Director this expectation is lessened to require them to act impartially rather than be held to Council's view. This is to avoid the risk of Council becoming a shadow Director.

**~~Providing regular reports to Council on the relevant activities and issues being considered by the organisation~~ Reporting to Council:**

The provision of regular written reports on the relevant activities and issues of the organisation, via the existing monthly briefing reporting process, will assist Council improve its understanding of the activities of the organisation and enable it to be more responsive to the organisation. It will also provide comfort to the organisation in knowing that council is being regularly informed.

Reports ~~do not necessarily need to be extensive but~~ should contain enough information to enable the reader to gain an appreciation of the activity or issue. Where a council officer provides executive support on a working group they will be responsible for the provision of such reports.

**Seeking direction or advice on issues requiring council consideration:**

There will often be matters raised by an organisation that will require either a decision or direction by the Council or the General Manager. Where such a matter is raised it is expected that the representative will discuss this with the General Manager to determine if the matter needs to be submitted to Council or whether management should respond to the matter.

Where a council officer provides executive support on a working group they will be responsible for expediting the issue.

A prompt response is to be provided to the organisation by the representative, after the matter has been determined.

**Directorships:**

To limit the risk of exposure of both individual elected members and the Council to potential claims against them, a representative is not to accept appointment as a Director or Officer Bearer of an external organisation, other than where specifically approved by Council or where such appointment is a requirement of being a representative, eg Northern Tasmania Development.

This does not preclude a Councillor or employee being appointed in their own right as an individual.

**5. Legislation**

~~Not Applicable~~ Local Government Act 1993

**6. Responsibility**

The responsibility for the operation of the policy to ensure that this policy is adhered to rests with the Mayor and General Manager.

## **DECISION:**

# **GOV 5    NORTHERN            TASMANIA            DEVELOPMENT**

## **CORPORATION – QUARTERLY REPORT**

### **1) Introduction**

The purpose of this report is for Council to receive the Northern Tasmania Development Corporation Limited (NTDC) Quarterly Organisation Progress Report.

### **2) Background**

The seven member councils of the Northern Tasmania region created NTDC in March 2017 under the provisions of section 21(1) of the Local Government Act 1993 (Act).

The role of NTDC is to be a pro-active and strategic regional economic development organisation facilitating collaboration and co-ordination in Northern Tasmania.

NTDC also has an advocacy role with government and potential investors.

Section 21(5) of the Act requires the General Manager to report to Council the activities and any strategic issues related to those activities, of an enterprise created under Section 21(1), in this case NTDC.

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

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

- Future direction (2) – A thriving local economy
- Future direction (5) - Innovative leadership and community governance

### **4) Policy Implications**

Not applicable.

### **5) Statutory Requirements**

Section 21 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

Not applicable.

## 10) Alternative Options

Council can elect not to receive the NTDC Quarterly Organisation Progress Report.

## 11) Officers Comments

As the Quarterly Organisation Progress Report testifies NTDC are involved in a number of regional projects.

NTDC have been providing support and advice on issues associated with development at Valley Central Industrial Estate and the Bio Energy Project feasibility that Council is currently undertaking.

Council officers have also begun discussions with NTDC about election priorities in Meander Valley that may have regional significance.

**AUTHOR:** Martin Gill  
GENERAL MANAGER

## 12) Recommendation

***It is recommended that Council receive the Northern Tasmania Development Corporation Quarterly Organisation Progress Report August 2017.***

## **DECISION:**

## NTDC LTD Quarterly Organisation Progress Report to Council Members – August 2017

Welcome to the newly incorporated NTDC!

As of March 2017 the new NTDC Ltd formed. The organisation has made a few changes to streamline the business, lower overheads and align ourselves with the business and entrepreneurial sector. We have moved into a collective work space, “Co-Work Launceston” at 93 York St Launceston and interact with other small business and innovators that supports economic development.

### **1. NTDC’s Role in the Launceston City Deal – Working to Gain the Benefit for the Whole Region!**

The Northern Tasmania Development Corporation Ltd (NTDC) has been appointed as the lead agency to develop and be the custodian of a Regional Economic Development Plan (The Plan) as outlined in the City Deal of April 2017, with completion due in 2018.

The Plan will provide a shared understanding of where future economic and jobs growth will come from. This strategic outlook will help coordinate future government investments, encourage new private sector investment, improve planning and provide support for ongoing regulatory reform. The Plan will be action orientated and will cover the three financial years FY2019 – FY2021. Although we are aware that Council Members would not consider a new ‘plan’ to be a priority for NTDC – it was considered that by 2018 (when the Plan is due to be released) the new Plan will be a natural revision of the 2015 Northern Regional Futures Plan.

NTDC will work closely with Council Members in planning the consultation phase, to ensure we are adding-value and coordinated in our approach.

### **2. Resources for NTDC**

To assist NTDC with the development of the plan and our approach to engage with Council Members the business community and the sectors where appropriate – the Tasmanian Government have allocated NTDC Ltd \$140,000 for 2017-18. It is envisaged that some of these funds will be allocated to consultancy support and the remainder to appoint a Project Officer to coordinate the consultation and develop an Opportunities Database (and document impediments and issues) as part of The Plan.

### **3. Regional Prioritisation of Projects**

NTDC tabled a methodology for prioritising projects at a regional level at the May Council Members meeting in Launceston. After some agreed changes and fine-tuning from that meeting, NTDC now has a methodology to prioritise the top regional projects i.e. Tier 1 projects (>\$50M) and Tier 2 projects (<\$50M), in the lead up to State and Federal elections. NTDC will be requesting each LGA’s projects for consideration in August.

### **4. Working with Council Members**

The Chair, the CEO and various NTDC Directors have met with all seven (7) councils to provide an overview on NTDC Ltd organisational progress and plans. These sessions were also an opportunity to hear from councillors on their priority issues on both local government and economic development issues within their municipalities.

NTDC has provided the following support to Councils:

#### **a) Valley Central Industrial Estate - Meander Valley Council**

NTDC has been working with Meander Valley Council to assist them with a ‘road block’ with the Environmental Protection Agency (EPA) that could impact up to \$500 million worth of industrial development on the Valley Central Industrial Estate. Other Council Members have also registered their concern regarding the EPA’s process.

After meeting, discussions and correspondence the EPA are undertaking a review of their processes and have committed to consulting with Council Members to gather specific information.

NTDC has also provided advice and support to Meander Valley Council to escalate issues in TasNetworks and provided some advice on the Bio-Energy Project feasibility work.

**b) b. Flinders Council – Home Loans and Banking**

John Pitt and Maree Tetlow met twice with representatives of Bendigo Bank (the new bank branch on FI) to discuss the need for equity of access of home loans on Flinders similar to that of the rest of the State. It appears that there has been some improvements over the past few months, but the availability of Loan Mortgage Insurance (LMI) for loans over 80% of the value of the home continues to be a problem. Also the cost of gaining home valuations is an issue, as potential home loan applicants must pay high costs of Valuers travelling to the island to provide this service. NTDC is working to overcome these barriers.

Congratulations to Flinders Council for their win in securing \$11 million for upgrading mobile and communications infrastructure – what a great outcome for future development on the island!

**c) c. Launceston Gateway Project (Translink) – Northern Midlands Council (NMC)**

NTDC has supported NMC with their efforts to continue to develop the Launceston Gateway Project out at the Launceston Airport Precinct. The interest and feasibility of the project has been renewed with the advice by Toll of their intended investment in their Boland Street Launceston depot, and the community concerns with the trucks traversing the City and especially with the announced plans for a more pedestrianised City as a result of the UTASS Transformation Project and the City Heart Project.

Discussions have been held between some of the parties to gain their level of interest and agreed next step is to produce a concept design of how the Launceston Gateway site will operate to table with interested logistics companies.

**d) d. Review of Forest Areas – Break O’Day Council (BODC)**

BODC have engaged with NTDC on the future use of some of their forestry reserves post plantation maturity. This is a very early stage project and NTDC has participated in some of the early testing of the concepts and provided some technical expertise at this stage.

Congratulations also to BODC on the grant announced for the Mountain Biking Project – Stage 2.

**5. Other NTDC Activities**

**a) Agri-tourism Day – Northern Midlands**

In July NTDC (through Chris Griffin of TNT and Greg Bott) worked to encourage farmers, initially in the NMC area, to consider extending their operations to consider hosting visitors.

Advocacy work has also been underway by NTDC to escalate the lamb processing issues and investigate the opportunity around a ‘Lamb Tasmania’ collaborative effort to increase supply and branding of quality Tasmanian Lamb.

**b) Food Cluster Development**

The NTDC Board have approved the allocation of \$20,000 of NTDC’s budget to develop a Food Cluster in the North and North East. The purpose of a Food Cluster is to support the development of new food businesses, and expand those already in business – with an emphasis on interstate and international exporting. The key KPI’s will be about growing business revenues, new jobs and new private-sector investments.

NTDC has also had initial discussions with Cradle Coast Authority to secure some funds to ensure that our food businesses work across the two regional areas. Dr Tom Lewis will be appointed to develop the cluster and seek matching funding from appropriate Commonwealth agencies. Once the funding is secured Tom Lewis and NTDC will be in touch with all Council Members about potential participants. The Food Cluster participants will decide what priority skills, projects are needed to achieve the purpose.

### **c) Forestry and Bio-Energy**

NTDC's Chair, John Pitt, has been working to bring together the forestry players to understand the future value-adding projects that could be developed in parallel with further investment (announced as part of City Deal) into the UTAS R&D in Wood Science and Forestry areas. John is keen to ensure we have a coordinated approach in our region to ensure we maximise our forestry resources and value add into areas such as bio-energy plants, bio-compounds (from wood), new wood construction products etc.

## **6. Changes to Key Council Personnel**

### **a) Farewell Robert Dobrzynski and Welcome (back) Michael Stretton, City of Launceston**

Robert continues to work on the Launceston City Deal and contribute at the City Deal Executive Board level. Thank you Robert for your guidance on how we maximise the opportunities of the City Deal for the Northern Region.

Robert departs in October and Michael Stretton, GM of Waratah Wynyard (and ex Director of Development Services in Launceston) commences around the same time. We look forward to welcoming Michael back to Launceston!

### **b) Welcome Justine Brooks-Bedelph, General Manager of George Town Council**

Justine has been appointed internally from managing the Development Services area to General Manager of George Town Council. Justine commenced on 31 July, congratulations Justine!

Raoul Harper has finished his consultancy role supporting George Town Council through the GM appointment process, and has advised he is about to take a month's leave surfing on a remote Indonesian island. He looks forward to working in the region when he returns. Raoul can be contacted via email at: [bayoffires@mac.com](mailto:bayoffires@mac.com)

If you would like more information on any of these subjects – or you would like to share your views on an opportunity or impediment – don't hesitate to contact us – details below:

**NTDC Office Phone:** 0400338410

**Maree Tetlow, CEO, Phone:** 0408 825060, and email: [maree@northerntasmania.org.au](mailto:maree@northerntasmania.org.au)

Rikki-lee Ross, new Executive Support and Communications Officer (at office number) and email: [rikki-lee@northerntasmania.org.au](mailto:rikki-lee@northerntasmania.org.au)

**John Pitt, NTDC Chair Phone:** 0417 310 490 and email: [jpitt@uhuru.com.au](mailto:jpitt@uhuru.com.au)

**Office address:** Level 1, 93 York Street (above Foot Care between St John and Charles St) Launceston

**Mail Address remains as:** PO Box 603, Launceston TAS 7250

## **GOV 6 WESTBURY FUNCTION CENTRE BUSINESS CASE**

### **1) Introduction**

The purpose of this report is for Council to receive the Westbury Function Centre Business Case (July 2017) prepared by JMG Engineers and Planners.

### **2) Background**

At the ordinary Council meeting of 7 June 2016, Council made the following resolution:

***Council approve the change in project scope and allocation of available funding to an extension to the south eastern end of the existing Westbury Recreation Ground club rooms building and that Council undertake a business case to determine the extent of any future building works at the Recreation Ground.***

In May 2017 Council commissioned JMG Engineers and Planners to undertake a business case for the proposed Westbury Function Centre. The business case would be prepared for a facility that addressed the following design brief prepared by Cr Richardson:

- a sub-regional facility servicing the population within a 20km radius of Westbury
- multiple purpose function centre, capable of providing:
  - dinner seating for 200+ people
  - areas for performance (bands, cabaret)
  - kitchen/kiosk to cater for 600-800 people
  - office space
  - meeting room/board room
  - storage, toilets and ancillaries
- a design to allow for future extensions

A sketch design based on the above design brief, prepared by Cr Mackenzie and Cr Synfield, was also provided to JMG Engineers and Planners.

The objective of the business case was to determine the viability of establishing a 200+ seat, multipurpose function centre at the Westbury Recreation Ground.



JMG Engineers and Planners were required to analyse and review:

- demographics and population growth projections
- existing and potential usage
- capital and life cycle costs
- alternative options

In preparing the report JMG Engineers and Planners spoke with key stakeholders, including current and potential users, and local providers within and just outside the 20km radius from Westbury who provide venues that host functions.

JMG Planners and Engineers also reviewed previous reports commissioned by Council that had considered future development at the Westbury Recreation Ground including:

- Westbury Outline Development Plan 2013
- Deloraine and Westbury Sport and Recreation Sport Rationalisation Study 2012
- Westbury Sport and Recreation Ground Development Plan
- Cr Richardson Progress Report – Westbury Recreation 2015

The Westbury Function Centre Business Case (July 2017) case was presented to Councillors at the Council workshop in July 2017. At the workshop the following finding and conclusions contained within the business case were presented:

*Based on the qualitative and quantitative analysis undertaken as part of this project, the construction of a multi-purpose 200 seat function centre at the Westbury Recreation Ground as proposed is not considered feasible for the following reasons:*

- *A new function centre is likely to be cost prohibitive for local community and sporting clubs who would be most likely to use the facility.*
- *Existing (large) venues in the area readily meet the apparent demand for larger scale venues with better onsite facilities such as accommodation.*
- *There is a high demand for a function space from local community and sporting groups who are likely to use such a space on a regular basis for both small and large events however the potential users expect that the cost of hire is minimal if not zero.*

- *A refurbishment/upgrade of existing community facilities as a basic multi-purpose function room (100-120 seat capacity) was recommended in the Westbury ODP and is supported again in this review. Suitable venues may include the Westbury Town Hall and Supper Room, ground level of the Recreation Ground Sporting Club rooms or another private facility such as Pearn's Steamworld.*

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

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

- Future direction (1) - A sustainable natural and built environment
- Future direction (5) - Innovative leadership and community governance

### **4) Policy Implications**

Not applicable.

### **5) Statutory Requirements**

Not applicable.

### **6) Risk Management**

The process of preparing a business case ensures that Council understands and considers financial risks associated with the development of ratepayer funded facilities.

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

Not applicable.

### **8) Community Consultation**

During the preparation of the business case JMG Engineers and Planners consulted with key stakeholders including potential users and existing providers.

## 9) Financial Impact

The cost of preparing the Westbury Function Centre Business Case was \$14,800.

## 10) Alternative Options

Council can elect to endorse or not receive the report.

## 11) Officers Comments

The Westbury Function Centre Business Case July 2017 provides Council with a number of clear findings that will help clarify what type of investment in community facilities will benefit the community. The finding of most value to Council and the community is the recommendation that:

*A refurbishment/upgrade of existing community facilities as a basic multi-purpose function room (100-120 seat capacity) was recommended in the Westbury ODP and is supported again in this review.*

The business case noted most stakeholders preferred the option of a low budget facility with basic fit-out including good heating and a kitchen facility as opposed to a new, larger function centre with a higher hire cost. Users expected hire cost was minimal, being either no hire fee or a small donation (maximum \$100 for a 5 hour hire). The proposal for a 200 seat function centre was not considered by most providers as being a positive or sustainable project for Westbury. Many providers indicated that the function centre proposal has the potential to damage local businesses due to commercial competition and the relatively low demand and the slow winter economy.

The business case indicates that Council may benefit from working with the community to design a space that refurbishes an existing Council facility to meet the community aspirations articulated during consultation.

**AUTHOR:** Martin Gill  
GENERAL MANAGER

## 12) Recommendation

***It is recommended that Council receive the Westbury Function Centre Business Case July 2017.***

## **DECISION:**

# BUSINESS CASE

FOR MEANDER VALLEY COUNCIL

## Westbury Function Centre Business Case



July 2017

<b>Issuing Office:</b> 117 Harrington Street, Hobart 7000								
<b>JMG Project No.</b> J173060PH								
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**Appendix A - Existing Westbury Recreation Ground Facility Plan**

**Appendix B - Function Centre Design Version 8**

**Appendix C - Demographic Analysis**

**Appendix D - Net Present Value Analysis**

# Executive Summary

Meander Valley Council sought to investigate the viability of establishing a 200 plus seat, multipurpose function centre at the Recreation Ground in Westbury, Northern Tasmania. JMG Engineers & Planners were subsequently engaged to deliver the business case.

The aim of the project was to undertake a data focused desktop analysis of existing demographic information and background literature to establish a business case for or against the viability of establishing a function centre at the Recreation Ground in Westbury.

This report investigates the demand for a regional function centre, identifies existing and alternative sites and delivers a strengths and weaknesses review of the business case.

The feasibility assessment indicates the project is unfeasible based on occupancy rates, running costs and expected revenue. However, a number of local community and sporting clubs expressed support for a budget multi-purpose function space. This demand could be met by investing in the refurbishment of existing facilities such as the Westbury Community Hall and Supper Room rather than construct a new function centre.

# 1 Introduction

JMG Engineers & Planners with Amina Keygan were engaged by Meander Valley Council to prepare the Westbury Recreation Ground Function Centre Business Case.

Meander Valley Council seek to undertake a business case to determine the viability of establishing a 200 plus seat, multi purposes function centre at the Westbury Recreation Ground in Westbury. This business case report will estimate the market for the new function centre based on a demographic review, existing and alternative venue analysis and forecast population growth.

It is understood that Stage 1 of the Westbury Recreation Grounds Redevelopment has already been funded. For the purposes of this study, we have assumed that Stage 1 will be constructed in accordance with the Existing Westbury Recreation Ground Facility Plan (Appendix A).

This proposal is for stage 2 of the function centre proposal and is for a 200+ seat function space on the second storey of the development in accordance with the Function Centre Design Version 8 (Appendix B).

Our team's investigation process was conducted in 2 phases. Phase 1 included a desktop review of alternative sites, a product and infrastructure review as well as an analysis of existing and alternative venues within the catchment area. The investigation was supported by demographic analysis conducted by demographer Amina Keygan which identified population characteristics of the community within the catchment area.

Phase 2 involved a market assessment of the proposal, including stakeholder phone interviews, demand potential analysis and a financial feasibility study. Viability of the centre has been determined through a Net Present Value analysis using construction cost estimates and ongoing operating budgets.

This report outlines our analysis, the consultation that has occurred, and presents the findings of the study.

## 2 The Study Area

The Westbury Township is located within the Meander Valley municipality. The Township is primarily accessed from Meander Valley Road via existing approaches from Devonport (west) and Launceston (east). For the purposes of this project, we have established a catchment area to investigate the demographics of the area as well as identify existing function centre providers and possible alternative locations for the proposed facility.

In establishing the catchment area, we applied a 20 km radius across ABS statistical areas with Westbury town being the central point. The result is a catchment area that extends across Australian Bureau of Statistics (ABS) statistical areas of Deloraine, Westbury, Carrick-Hadspen and Longford (see Figure 1).

We have excluded the statistical areas of Riverside, Grindelwald-Lanena, Prospect Vale, Blackstone Heights and the balance of Northern Midlands as, whilst a small portion of these areas are within the 20 km radius, they are on the periphery and are more likely to use facilities in Launceston rather than Westbury.



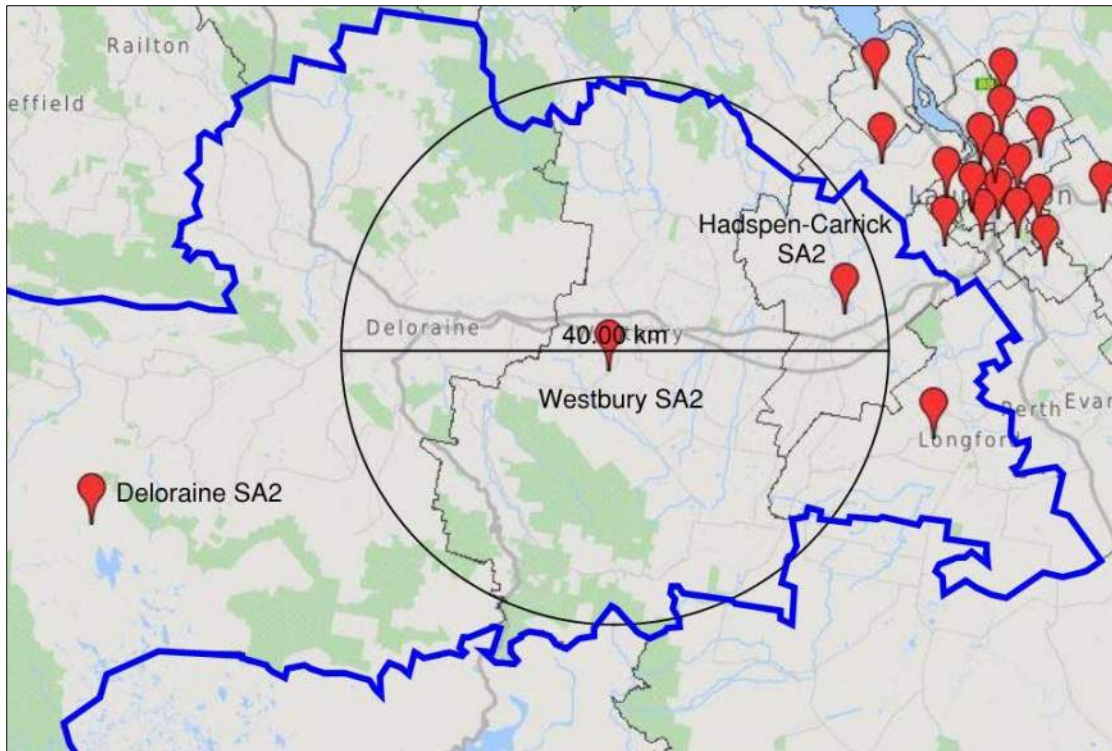




Figure 1 - Statistical Catchment Area

## 2.1 Attractions and Services Review




Westbury is a historic township located within Meander Valley and to the north of the Great Western Tiers. The town currently functions as a district services centre, supporting the population living in the surrounding agricultural area. Westbury also contains a variety of historic churches, houses, shops and public buildings as well as attractive open spaces including the Westbury Village Green and Westbury Town Common.





The attractions listed in Table 1 below are key to defining the character and community of Westbury as well as providing destination points for domestic and international visitors, thus encouraging tourism and an interest in the local area.

**Table 1 - Key Attractions and Services**




Attractions and Services		
Attraction	Comments	
Heritage assets	<ul style="list-style-type: none"> <li>• <b>Strong heritage character in Westbury encourages tourism and facilitates a sense of place.</b></li> <li>• Westbury ODP recommended developing an ‘English Village’ heritage precinct within the town core as a point of difference and tourism asset;</li> <li>• Adaptive re-use of exiting heritage buildings is encouraged to bring new purpose into the town;</li> <li>• Promote historical walks with markers including silhouette trail.</li> <li>• The Village Green (focus on local parks and recreation)</li> </ul>	
Westbury Maze & Café	<ul style="list-style-type: none"> <li>• Large hedge maze (1 km +);</li> <li>• Open 7 days with an on-site café.</li> <li>• <b>Facility encourages visitors to Westbury and supports its growth as a ‘destination’ town.</b></li> </ul>	

**Attractions and Services**

<p>Pearns Steam World</p>	<ul style="list-style-type: none"> <li>• Steam engine and machinery museum;</li> <li>• <b>Supports the agricultural heritage of the local area;</b></li> <li>• Long-term plan includes a small group hire/function space.</li> </ul>	
<p>Trout fishing</p>	<ul style="list-style-type: none"> <li>• Promotes natural qualities of the area</li> <li>• Throughout Western or Chudleigh Lakes</li> <li>• <b>Encourages visitors to Westbury and supports tourism and growth as a 'destination' town.</b></li> </ul>	
<p>Christmas Raspberry Hills Farm (20mins from Westbury)</p>	<ul style="list-style-type: none"> <li>• Fruit picking farm</li> <li>• <b>Contributes to the character of the area with agriculture being a large part of the local community.</b></li> </ul>	

Attractions and Services		
John Temple Gallery (Westbury)	<ul style="list-style-type: none"> <li>• Local art gallery</li> <li>• Supports local artists and developing a sense of community.</li> </ul>	
Vintage Tractor Shed and Museum	<ul style="list-style-type: none"> <li>• Small-scale vintage tractor and machinery museum;</li> <li>• Supports the agricultural heritage of the local area.</li> </ul>	
Antique shops	<ul style="list-style-type: none"> <li>• Local antique shops further the 'heritage charm' of Westbury.</li> <li>• Supports the local economy and small businesses.</li> </ul>	
Great Country Ride	<ul style="list-style-type: none"> <li>• A flat ride through scenic countryside and historic townships departing from Westbury.</li> <li>• Encourages visitors to stay longer in Westbury and choose it as a holiday destination.</li> </ul>	

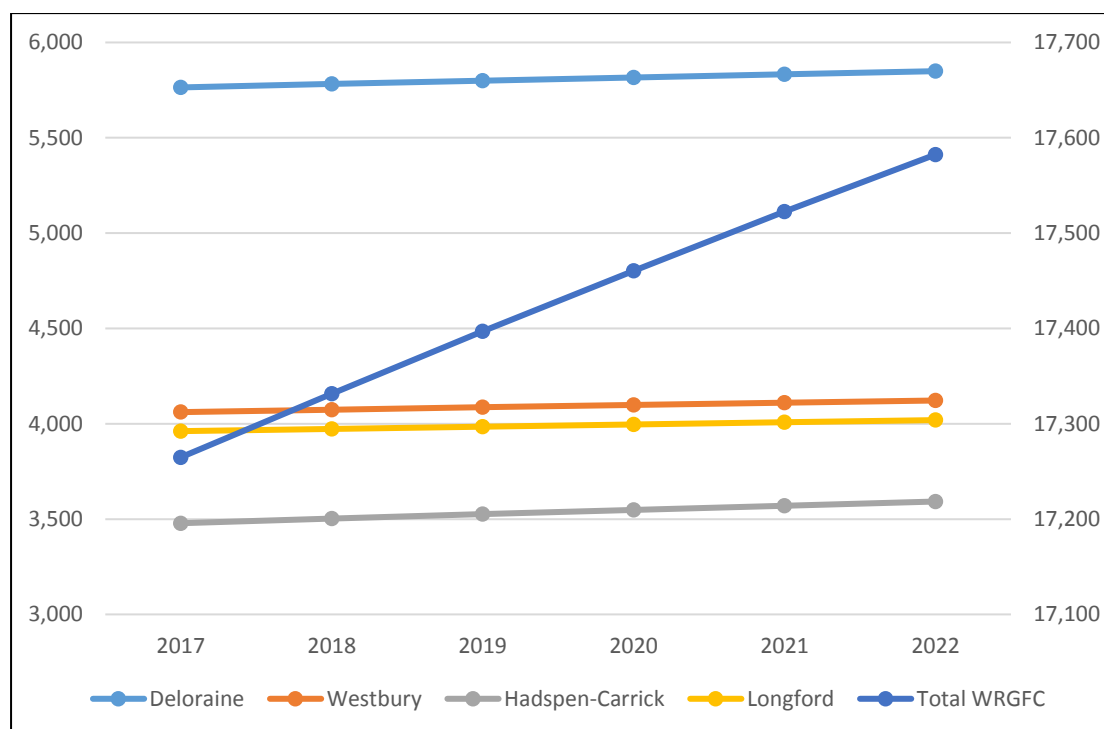
**Attractions and Services**

<p>Westbury Agricultural Show</p>	<ul style="list-style-type: none"> <li>• Held annually at the showgrounds.</li> <li>• Brings visitors from the region to Westbury.</li> </ul>	
<p>Westbury Silhouette Trail</p>	<ul style="list-style-type: none"> <li>• Sculpture walk through Westbury;</li> <li>• Encourages visitors to stay longer in Westbury and choose it as a holiday destination. The trail includes a sculpture at the Westbury Recreation Ground.</li> </ul>	
<p>Westbury Market</p>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Saturday of every month at the Anglican Hall (opposite the Village Green)</li> <li>• Supporting local growers and the community.</li> </ul>	

## 2.2 Demographic Context

A demographic analysis (Appendix C) was undertaken to assess the likely size of the market for the facility. The analysis looked at the demographic subsets applicable to the potential demand group within the defined catchment area. The report provided an overview of the statistical catchment areas that would potentially utilize the function centre by analysing current population structures, as well as average annual rates of population change from 2010 to present.

The report found that the average annual rate of growth for the total catchment area between 2006-2016 was 0.1%, compared to Tasmania's growth at 0.5% and national growth average of 1.6%. Based on previous population growth trends, the total population of the catchment area is projected to increase to approximately 17,582 residents (Figure 2).



**Figure 2: WRGFC Catchment Area, Project Population, 2017-2022**

Source: A. Keygan's calculations. SA2 projected populations plotted on primary y-axis. Total WRGFC catchment projected population plotted on secondary y-axis.

It should be noted that the predicted population growth could rise by a further 2500 residents following a planned future residential area in Hadpsen (1100 new dwellings), and the Valley Central Industrial Precinct (240 new dwellings) over a ten year period. The Valley Central Industrial Precinct is likely to generate 480 FTE jobs, with 50% of the working population choosing to reside in Westbury.

## 3 Literature Review

The literature reviewed as part of this project is briefly summarised in Table 2 below.

**Table 2 - Literature Review**

Document	Summary
<p>Westbury Outline Development Plan - Final Report (2013)</p>	<ul style="list-style-type: none"> <li>• Outlines Westbury development strategy to inform strategic direction;</li> <li>• Theme two ‘Community Facilities &amp; Recreation’;</li> <li>• Sense of Community identified as an important principle to guide future development.</li> <li>• Develop activity centres, encouraging social interaction and social gathering;</li> </ul> <p>Identified issues:</p> <ul style="list-style-type: none"> <li>• Underutilised and under resourced community facilities;</li> <li>• Lack of flexible/adaptable community space;</li> <li>• Dated and unappealing facilities and high cost of hiring community facilities;</li> <li>• Greater support for local businesses is needed.</li> </ul> <p>Identified opportunities:</p> <ul style="list-style-type: none"> <li>• Updated and more flexible space for community groups and recreation;</li> <li>• Greater promotion of alternative facilities within Westbury;</li> <li>• Redevelopment of existing facilities such as the Sports Pavilion.</li> <li>• Define the role and function of each of Westbury’s open space areas to guide future use and development.</li> <li>• Boost tourism through heritage, local produce, arts and craft, markets.</li> </ul> <p>Westbury Recreation Ground</p> <ul style="list-style-type: none"> <li>• Identified in the ODP as potential redevelopment site;</li> <li>• The re-use of existing facilities was listed as a high-medium priority.</li> </ul>
<p>Deloraine and Westbury Sport and Recreation Rationalisation Study - Final Report (2012)</p>	<ul style="list-style-type: none"> <li>• The study recommends the tagging of development within the Westbury Recreation Ground over the next 5 - 10 years, with key initiatives proposed to maintain the grounds as a vibrant district sporting club and community reserve.</li> <li>• Recommends that the expansion of the club room facility should only occur when the football club has proved sustainable.</li> <li>• Facility analysis - Deloraine vs. Westbury</li> <li>• Investigates demand for sport activity groups</li> <li>• Provides cost analysis of each redevelopment option</li> </ul>
<p>Meander Valley Council Community Strategic Plan 2014 to 2024</p>	<ul style="list-style-type: none"> <li>• Plan used to establish the community’s ‘future direction’ and values;</li> <li>• A ‘thriving local economy’ one of the key future directions.</li> <li>• Upgraded sports facilities was identified as a potential key to attracting tourism/visitors from the local area with flow on benefits for small local businesses.</li> </ul>

Document	Summary
	<ul style="list-style-type: none"> <li>• Improved sports facilities was identifies as a way to encourage community engagement and further the ‘vibrant and engaged community’ key future direction.</li> <li>• Investment in to the recreation centre was identified as having the potential to encourage increased participation in active and passive recreation, furthering the healthy and safe community’ key direction.</li> </ul>
Westbury Sport & Recreation Ground Development Plan - David Crockett Consultancy	<ul style="list-style-type: none"> <li>• Recreation ground identified as a development opportunity;</li> <li>• Emphasis on ‘village’ scale and community;</li> <li>• Re-use of existing vacant buildings and underutilized facilities is highlighted as key to future growth and improving Westbury’s ‘livability’ and local economy.</li> </ul>
Meander Valley Health & Wellbeing Map Project (March 2007)	<ul style="list-style-type: none"> <li>• When asked what limited the ability to engage with the community, 25% of respondents said it was due to lack of money.</li> <li>• The document identified that providing a community facility, with a low running cost, was essential to supporting the local community and encouraging engagement and better health and wellbeing.</li> </ul>
Cr Richardson Progress Report - Westbury Recreation (Nov. 2015)	<ul style="list-style-type: none"> <li>• Spending on infrastructure has been minimal over the past 40 years.</li> <li>• Westbury Recreation Precinct upgrades have begun and include changerooms (stage 1);</li> <li>• Community sports/function centre is stage 2 of the project.</li> <li>• The centre needs to be designed for current and future users.</li> <li>• The venue has the potential to be a sub-regional facility.</li> </ul>



## 4 Existing Venue and Alternative Site Review

A desktop review of existing venues and alternative sites within the catchment area was undertaken.

### **4.1 Existing Venue Analysis**

Existing venues within the catchment area identified in Figure 3 and their capacity, facilities and site characteristics are summarized in Table 3. The venues included in the analysis were those that provided a function space capable of hosting events for a minimum of 50 people seated. There are at least 7 venues within a 20 km radius of Westbury.

The existing venue review matrix (Table 3) identifies that the majority of venues within the catchment area are small to medium scale, accommodating functions for up to 200 people. Approximately half of the venues offer on-site accommodation for up to 30 guests. There are four larger providers in the area which accommodate 200+ attendee events as well as onsite accommodation and entertainment. The larger providers include Quamby Estate, Country Club Tasmania, Brickendon and Woolmers Estate. These venues would be considered 'destination' venues and are typically on large estates within a heritage setting and that provide all services on site.

**Table 3 - Existing Venue Matrix**

Venue	Location & Tenure	Current Uses	Venue Capacity	Distance from Westbury	Onsite Car Parking (estimate)	Comments
<b>Fitzpatrick's Inn</b>	56 Meander Valley Road, Westbury Private ownership	Restaurant Weddings Functions Corporate events Accommodation	100 seated 150 cocktail	In Westbury	Yes (12 spaces)	Local venue Small business owner
<b>Deloraine Hotel</b>	Emu Bay Road, Deloraine Private ownership	Accommodation Restaurant Functions	72 seated	15.6 km	Yes (15 spaces)	Local venue Small business owner
<b>Empire Hotel</b>	19 Emu Bay Road, Deloraine Unexposed Pty Ltd.	Accommodation Restaurant Functions Weddings Board meetings 2 x private function rooms	60 seated across 2 rooms	15.7 km	Yes (2 spaces)	Local venue Small business owner
<b>Quamby Estate</b>	1145 Westwood Road, Hagley Private Ownership	Accommodation Weddings Corporate	100 + seated	10.2 km	Yes (40+ spaces)	Large 'destination' venue
<b>Hazelbrae</b>	127 Hagley Station Lane, Hagley Private Ownership	Restaurant Functions Weddings	50-100 seated	9.7 km	Yes (21 spaces)	Medium 'destination' venue with on-site hazelnut farm.

Venue	Location & Tenure	Current Uses	Venue Capacity	Distance from Westbury	Onsite Car Parking (estimate)	Comments
<b>Red Feather Inn</b>	42 Main Street, Hadspen  Private Ownership	Accommodation Weddings Corporate Cooking school	110 seated	21.7 km	Yes (10 spaces)	Multi-purpose venue with character home and kitchen garden setting.
<b>Hadspen Recreation Park &amp; Memorial Centre</b>	Clare Street, Hadspen  Council ownership	Sporting clubhouse	50 seated	22.1 km	Yes (30 spaces)	Council owned venue.
<b>Westbury Recreation Ground and Sports Centre</b>	21 Franklin Street, Westbury  Council Ownership	Sporting clubhouse	50 seated	In Westbury	Yes (Approx. 27 spaces in front of indoor sports centre and multiple informal parking around oval).	Council owned venue with existing sporting clubhouse
<b>Westbury Community Hall and Supper Room</b>	26 Lyall Street, Westbury  Council ownership	Community hire	50 seated	In Westbury	Yes (35 spaces)	Council owned venue used regularly by community and sports groups
<b>Country Club Tasmania (Prospect Vale)</b>	Country Club Avenue, Prospect Vale  Tasmanian Country Club Casino Pty Ltd.Flt	Accommodation Restaurant Functions Weddings Board meetings	450 (auditorium) 220 (ballroom) 90 (restaurant)	29.9 km	Yes (400+ spaces)	Large scale venue with on-site accommodation, entertainment, golf course and large function facility.

Venue	Location & Tenure	Current Uses	Venue Capacity	Distance from Westbury	Onsite Car Parking (estimate)	Comments
		Entertainment Auditorium Ballroom Private Boardroom				
<b>The Happy Chef at Jessen Lodge</b>	3 William street, Longford Private Ownership	Weddings Restaurant	130 seated	31.2 km	No	Small restaurant venue that hosts weddings and small-scale functions.
<b>Brickendon</b>	236 Wellington Street, Longford Private Ownership	Accommodation Weddings Corporate	100 + seated	30 km	Yes (various informal spaces)	Historic farm village with onsite accommodation, and event facilities.
<b>Woolmers Estate</b>	658 Woolmers Lane, Longford Private Ownership	Accommodation Weddings	100 + seated	31 km	Yes (various informal and formal spaces across site)	Large venue with on-site accommodation, rose garden setting and function space.  Expanded facility due to open by end of 2017 and includes visitors centre, 2 art galleries and function space.
<b>Rotary Pavilion Conference Centre</b>	2-8 Alveston Drive, Deloraine Private Club Ownership	Functions Conference Room The Rotary Hall	Conference Room: 60 seated Rotary Hall: 300 seated	15.2 km	Yes	Large venue suitable for functions and conferences and run by the Rotary Club of Deloraine.
<b>Westbury Bowls Club</b>	9 Franklin Street, Westbury Private Club Ownership	Club events and private functions	100 seated	In Westbury	Yes (43 spaces)	Local club house within indoor/outdoor bowls.  Regularly host local sport club meetings and events.



**Figure 3 - Existing venue distribution**

## **4.2 Alternative Site Analysis**

A desktop alternative site review was undertaken. The review included a mix of Council and privately owned venues located within the catchment area.

The review included a comparative analysis of the venue characteristics that included tenure, infrastructure (both built and civil), access and venue capacity. An alternative site matrix was established to compare the sites (Table 4).

The two most suitable sites for the function centre in terms of access, site characteristics, adjoining land uses and potential for building re-use were the Deloraine Community Complex and the Westbury Recreation Ground and Indoor Sports Centre.

Of these two sites, Deloraine has an advantage in terms of population and number of sporting teams as well as the quantity of accommodation for larger events. Westbury Recreation Ground has a nicer aspect than the Deloraine Community Complex which is largely internalised although the Deloraine Community Complex may have views from a second storey.

**Table 4 - Alternative Site Matrix**

Venue	Location & Site Ownership	Current Uses	Site/Building Area (approximate)	Conflicting Land Uses	Supporting Uses	Onsite Car Parking	Potential for Building Re-Use	Natural Hazard Risk	Reticulated Water/Sewer	Aspect
<b>Deloraine Community Complex</b>	16 km The Crown, Meander Valley Council & Private  Vacant Crown/Council land to the west zoned residential.	Sports facilities including 8 badminton courts, 2 netball courts, 2 basketball court, auditorium, mezzanine office and an elevated viewing space.  No 'club rooms' or event space	Site: 6.8 ha Building A: 2029m <sup>2</sup>  Building B: 928 m <sup>2</sup>	Adjoining residential	Adjoining Primary school, Men's Shed, Rotary Pavilion and Creche. Local hospital clinic, Deloraine High School, Bush Inn and Tier Cottages nearby.	Yes - 113 spaces	No	No	Yes	Limited - flat internal site.
<b>Deloraine Racecourse Precinct (Racecourse, Football Clubrooms + Oval and Deloraine Tennis Club)</b>	16 km Meander Valley Council	The club leases club rooms for weddings, engagements, athletic carnivals and the annual craft fair  Club room facilities are dated.	Site: 27.8 ha Clubroom: 848 m <sup>2</sup>  Tennis clubroom: 88 m <sup>2</sup>	Adjoining industrial zoning and the Taswater sewerage treatment plant	Multiple uses on the same site including the Tennis Club, racecourse	Yes - Informal around oval. RV parking and dump point also adjoining the site.	Yes, but heritage listings involved and likely to include structural and asbestos issues.	Flood prone	Yes	River-side site
<b>Meander Valley Performing Arts Centre (Community Centre) + squash club</b>	15.4 km Meander Valley Council	Outdated facilities in poor condition;	Site: 3500 m <sup>2</sup> Building A: 1372m <sup>2</sup>  Building B: 517 m <sup>2</sup>	Small site with limited off-street parking	Central Deloraine retail strip, Riverside walk	No	Yes	Partially flood prone	Yes	River-side site

Venue	Location & Site Ownership	Current Uses	Site/Building Area (approximate)	Conflicting Land Uses	Supporting Uses	Onsite Car Parking	Potential for Building Re-Use	Natural Hazard Risk	Reticulated Water/Sewer	Aspect
<b>Westbury Recreation Ground + Indoor Sports Centre</b>	Westbury Meander Valley Council	Gymnasium, tennis and squash courts, kiosk. Dated facilities	Site: 4.9 ha Building A: 336m <sup>2</sup> Building B: 1483m <sup>2</sup>	Adjoining residential	Pearns Rail Museum, Westbury Primary School, Gingerbread cottages, Westbury Hotel, The Olde Coaching Inn, Community health Centre	Yes - 27 spaces in front of indoor sports centre and multiple informal parking around oval. Provision for more parking is available.	Yes	No	Yes	Heritage townscape
<b>Deloraine Showgrounds</b>	16.6 km Deloraine Agricultural & Pastoral Society Inc.	Hosts a monthly growers and makers market	Site: 10.5 ha Approx. 1900 m <sup>2</sup> across multiple buildings	Opposite industrial area	Deloraine caravan park	Informal around oval	Yes	Flood prone	Yes	River-side site
<b>Westbury Showgrounds</b>	1.5 km Westbury Agricultural Society Incorporated	Used for equestrian events and the Westbury Show	Site: 8.2 ha Building A: 386m <sup>2</sup> Building B: 185m <sup>2</sup>	No	Pearns Rail Museum, Andy's caravan park	No	n/a	No	Yes	Rural Landscape
<b>Deloraine Golf Club</b>	15.1 m Deloraine Golf Club Inc.	Golf course and club events	Site: 21.5 ha Buildings: 457 m <sup>2</sup>	No	None	Yes - 16 spaces	n/a	No	No	Rural Landscape
<b>Deloraine Bowls Club</b>	15.6 km Deloraine Bowls Club Inc.	Club use	Site: 6500 m <sup>2</sup> Existing clubhouse: 642 m <sup>2</sup>	Adjoining low density residential	Tiers Cottages, 50's Diner	Yes - 43 spaces	n/a	No	Yes	Limited - internal flat site.
<b>Westbury Town Hall and Supper Room</b>	0 km Council owned	Community use	460 m <sup>2</sup>	Land shared with Council offices.	Adjoining Council offices, central location, close to RSL	Yes - 35 spaces	Yes	No	Yes	



## 5 Stakeholder Consultation

Key stakeholder groups were interviewed to inform the feasibility analysis through establishing the regularity of use, pricing points and required facilities. The interview groups were split into two categories, the 'provider' and the 'user'. The 'provider' group included local venue owners, the RSL and Bowls Club as well as the Great Western Tiers Visitor's Centre and Council representatives. The 'user' group included local sporting and social clubs, community groups, University of the Third Age and Westbury Health.

The stakeholders consulted as part of the investigation are provided in Table 5 below.

**Table 5 - Stakeholders Consulted**

Stakeholder	Consulted
<b>User Group</b>	
Darts Tasmania Inc.	Yes
Lions Club of Westbury	Yes
Meander Valley University of the Third Age (U3A)	Yes
Pearns Steamworld	Yes
Rotary Club of Westbury	Yes
That Old Chestnut	Yes
Westbury Health	Yes
Meander Valley Suns Football & Netball Club	Yes
Westbury Primary School	No
Westbury Scouts & Guides Group	Yes
Westbury Shamrocks Cricket Club	Yes
<b>Provider Group</b>	
Community Development Manager, MVC	No
Councillor Bob Richardson	Yes
Director Corporate Services, MVC	Yes
Fitzspatrick's Inn	Yes
Great Western Tiers Visitor Information Centre (GWTVIC)	Yes
Property Management Officer, MVC	Yes
Quamby/Entally Estate	No
Westbury Bowls Club Inc.	Yes
Westbury Hotel (Berriedale)	Yes
Westbury Recreation Ground Committee	Yes
Westbury RSL Sub Branch Inc.	Yes
Woolmers Estate	Yes

## 5.1 'Provider' Group

Consultation with the 'provider' group revealed the following key points:

- Event types being catered for at the local venues predominantly include small to medium social functions, weddings, business meetings and conferences;
- The average yearly demand for an event of 50+ people per provider was approximately 1-2 per month for a small-scale venue;
- Weddings were approximately 1 per fortnight or 1 per week for bigger scale venues;
- October to March is the peak season for events;
- Large seasonal variance in demand with approximately 85-90% decline in business during the winter months;
- Large diversity of venues within the area but the venues are predominantly community, club or 'not-for-profit' venues which are commercially competitive to the small-scale venues due to low hire costs;
- Bigger venues generally struggling due to slow industry and big winter drop-off rate;
- Larger wedding type events are typically mainland market and are more often held at 'destination venues' such as Quamby Estate and other character homes within the area.
- Most providers did not consider a regional function centre of the proposed capacity to be viable in Westbury due to lack of tourism infrastructure such as overnight accommodation.

Input from the provider group highlighted that the township of Westbury is currently lacking 'tourism' infrastructure such as accommodation, which is essential in attracting and supporting larger events of 200+ attendees. When booking a venue for events such as weddings and conferences, people typically look for a venue that has accommodation either on-site or within walking distance from the venue to support evening functions.

The proposal for a 200 seat function centre was not considered by most providers as being a positive or sustainable project for Westbury. Many providers indicated that the function center proposal has the potential to damage local businesses due to commercial competition and the relatively low demand and the slow winter economy.

## 5.2 'User' Group

Consultation with key 'user' groups within the catchment area revealed the following:

- Generally there was an expressed need for a multi-purpose function space that was accessible for small community groups to use on a weekly basis.
- Existing facilities were noted as being generally run down with poor heating, lacking facilities and limited capacity.
- User groups identified a shortage in facilities that had a multi-use function space. For example, a venue that could be used for weekly U3A classes accommodating 5-30 people as well as host a 70-100 person netball club awards night on a weekend.
- Expected hire cost was minimal, being either no hire fee or a small donation (maximum \$100 for a 5 hour hire).
- Most 'user' stakeholders nominated Westbury as the preferred location for the venue.
- Required facilities included a flexible floor plan, kitchen, bar, good acoustics and heating.

Consultation with the 'user' group stakeholders revealed that there is a demand within the community for a multi-purpose function space however; the expected cost of paying for the hire of the venue was very low. Most stakeholders preferred the option of a low budget facility with basic fit-out including good heating and a kitchen facility over a new, larger function centre with a higher hire cost.

Most 'user' stakeholders nominated Westbury as the preferred location for the venue.

## 6 Market Assessment

Information was collected during the stakeholder consultation to establish potential demand, function centre capacity and expected hire cost. Table 6 establishes the type of events that may be held at the function centre as indicated by the user group, as well as the predicted frequency and expected hire cost.

The figures in table 6 are approximate and are based on information collected during stakeholder consultation. The average number of events per year are based on the current demand and what local providers indicated during the interviews as what they were typically receiving in terms of event type and regularity.

The Club event figures are based on events held by the 7 clubs included in the stakeholder consultation, with the assumption that all of the events or functions will be held at the one function centre.

**Table 6 - Event demand and cost**

Event Type	No. of attendees	Per year (average)	\$ hire cost (average per event)
Weddings	50 - 200	12	\$300 base hire (evening function + setup)
Business lunches	10 - 20	20	\$200 (base hire)
Conferences	50-150	3	\$200 (base hire)
Social functions (high teas, baby showers, christenings, birthdays etc.)	10 - 50	15	\$100 (4 hours hire)
Club AGM (7 clubs)	50 - 200	8	\$150 - \$300
Club awards nights/fundraisers/dinners	20 - 150	21 (3 events per club)	\$50 - \$150 venue hire
Scout group annual meet up	50-120	1	\$200 venue hire
Scout group weekly meet	10-30	50	\$0
Dart competition	50 - 200	8	\$440 (for full weekend)
U3A courses	10 - 100	55	\$50 max. (2-3hour hire)
Westbury Health	General events: 50-70 people Children's group activities: 20-30 Monthly events: 25 people Awards night: 50 people	100	\$0 - \$50 hire fee
Rotary Club	25-30	52	\$35 per week

Table 7 condenses the findings presented in Table 6 and divides the events into specific categories. The findings provided in Table 7 have been used in the feasibility assessment to

determine potential income revenue from the function centre. The average hire cost has been benchmarked against the Kingborough Twin Ovals, Waterfront Function Centre (Devonport) and the Country Club Tasmania. The base hire out rate of these three venues was between \$300 and \$550 for an evening function. The hire cost rates provided in Table 7 have taken into consideration the proposed venue location, aspect and on-site facilities.

Column 4 of Table 7 provides a predicted population growth or decline rate based on particular user age groups for each category.

**Table 7 - User category, rate of use and hire cost**

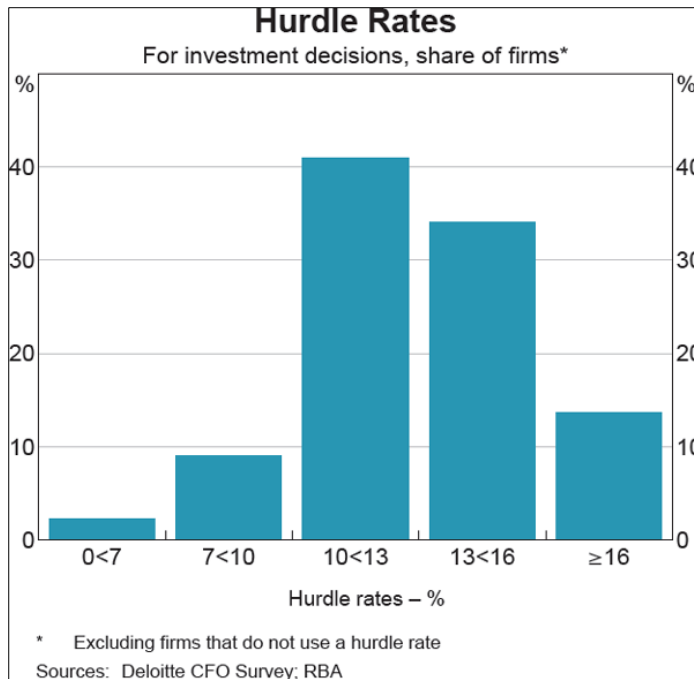
Category	No. events per year	\$ hire cost	Medium Population Growth Rate For Catchment Area
Sporting Functions	37	\$200	0.1% increase
Celebratory Functions	27	\$100 - \$300 (\$200 average)	0.1% increase
Community Functions	203	\$50	0.1% increase
Educational Use	55	\$35 - 50	0.1% increase
Business Functions	23	\$200	0.1% increase

These rates exclude potential growth created by employment precincts such as the Central Valley Central Industrial Precinct and future residential release area in Hadpsen. The predicted population growth within the catchment area is approximately 2500 new residents over a ten year period. The Valley Central Industrial Precinct is likely to generate 480 FTE jobs, with 50% of the working population choosing to reside in Westbury.

## 7 Feasibility Assessment

In order to ascertain financial viability a Net Present Value (NPV) analysis has been done (Appendix D). Costs and revenues over the life of the project are compared and the difference brought back to the present value. Projects with a positive NPV are deemed economically viable.

The Hurdle Rate (or Discount Rate) used in NPV analysis can sometimes make a significant difference to the outcome and can change over the life of the project. According to the Reserve Bank of Australia (RBA) around half of businesses in Australia use a Hurdle rate exceeding 13% and this does not change dramatically over time. For this project a Hurdle Rate of 10% has been assumed.



**Figure 4 - Hurdle (Discount) Rates used by Australian businesses. Source RBA.**

The significant variables are the construction cost (which is related to the size of the function centre), running costs and revenue in terms of hire fees. To understand the impact of these costs a sensitivity analysis has been done around the size of the function center and the estimated revenue.

The construction costs are based on the Rawlinsons Australian Construction Handbook and JMG’s internal experience of project costs. It has been assumed that the lower floor of the Function Centre Design Version 8 has been constructed, but without structural provision for the upper floor. It has been assumed that the area for the foyer, lift and stair has been constructed, but that the lift and stair will need to be installed. Construction estimates are based on a standard quality finish. A basic quality air conditioning system has also been included and only detectors and hydrants in terms of fire protection. A coolroom has also been included. It is assumed the lower floor will have an existing roof which will require demolition, but no allowance has been made to recycle this component.

Running costs are scaled versions of per square metre running costs for regional shopping centres in the Rawlinsons Australian Construction Handbook and JMG’s internal experience of Building Maintenance. To give a reasonable chance of feasibility the running costs have been kept to a bare minimum. Many of these costs are interlinked, for example the type of security will impact on the insurance cost.

Revenue costs are based on the Market assessment - see above. A summary of the NPV findings are provided in Tables 8 and 9 below.

**Table 8 - Summary of NPV findings**

NPV Findings	
Construction costs	\$2,156,925
Operating costs	\$45,507 p/a (inc. depreciation of \$28,759)
Total revenue	\$30,300 p/a
Revenue less operating costs	- \$15,207 p/a

**Table 9 - Net Present Values for expected build cost and revenues**

NPV	Hurdle Rate			
	10%	7%	5%	3%
	-\$2,076,480	-\$2,162,706	-\$2,217,492	-\$2,305,575

The size of the function room has also been explored. Table 10 below shows that the capacity is based on the event type.

**Table 10 - Function Room Size versus Capacity based on Melbourne Park Function Centre**

Function Room Size (sqm)	Capacity					
	Banquet	Dinner/Dance	Theatre	Classroom	Cocktail	Cabaret
240	140	123	167	67	246	84
355	200	167	335	140	357	156
430	250	220	300	120	440	150
620	350	300	600	250	640	280

Thus sensitivity testing has been undertaken around the designed function room size, but also smaller function room sizes.

Based on the NPV analysis the project is not feasible over a 20 year period assuming a hurdle rate of 10%. Whilst hurdle rates can be lowered from 10% they would not be 0% due to inflation. Taswater, for example operates their assets between 5-7%. Sensitivity testing results at a 10% hurdle rate are provided in Table 11.

**Table 11 - Sensitivity Testing Results**

Function Room Size (sqm)	Sensitivity Testing at 10% Hurdle Rate					
	Revenue					
	-50%	-20%	100%	120%	150%	200%
240	-\$1,374,631	-\$1,305,507	-\$1,259,424	-\$1,213,341	-\$1,144,216	-\$1,029,008
355	-\$1,621,898	-\$1,552,774	-\$1,506,691	-\$1,460,608	-\$1,391,483	-\$1,276,275
430	-\$1,783,160	-\$1,714,035	-\$1,667,952	-\$1,621,869	-\$1,552,744	-\$1,437,536
620	-\$2,191,688	-\$2,122,563	-\$2,076,480	-\$2,030,397	-\$1,961,272	-\$1,846,064

It is understood there could be growth of up to 2500 additional people in the next 30 years within the catchment area noting that the majority of that growth will occur in Hadspen, which is within 9 km to existing facilities in Launceston. Even decreasing the size of the function centre to 240sqm (140 person banquet capacity) and doubling the estimated revenue (which would more than cover future population growth) did not bring the NPV positive.

The reasons for this outcome is principally due to:

- High build costs associated by building at the upper level
- Demolition/re-build costs associated with adapting an existing structure, and
- Low revenue costs due to a heavy reliance on non-profit groups for booking fees.

Even assuming the build cost was accommodated through some external funding source, the venue is still likely to require an ongoing subsidy as operating costs are below revenue costs by approximately \$15,000 per annum.

As identified, there are existing facilities within the catchment area that could be upgraded to meet some of the multi-purpose functions required by the users as identified throughout the stakeholder consultation phase. If Council decided to construct a new

facility however, it would likely be better placed at ground level so to reduce a number of the embedded design costs associated with second storey construction works.

## 8 Conclusions

Based on the qualitative and quantitative analysis undertaken as part of this project, the construction of a multi-purpose 200 seat function centre at the Westbury Recreation Ground as proposed is not considered feasible for the following reasons:

- A new function centre is likely to be cost prohibitive for local community and sporting clubs who would be most likely to use the facility based on the phone survey.
- Existing (large) venues in the area readily meet the apparent demand for larger scale venues with better onsite facilities such as accommodation etc.
- As identified during the stakeholder consultation phase, there is a high demand for a function space from local community and sporting groups who are likely to use the facility on a regular basis for both small and large events however the expected cost of hire is minimal if not zero.
- A refurbishment/upgrade of existing community facilities as a basic multi-purpose function room (100-120 seat capacity) was recommended in the Westbury ODP and is supported again in this review. Suitable venues may include the Westbury Community Hall and Supper Room, ground level of the Recreation Ground Sporting Club rooms or another private facility such as Pearns Steamworld.

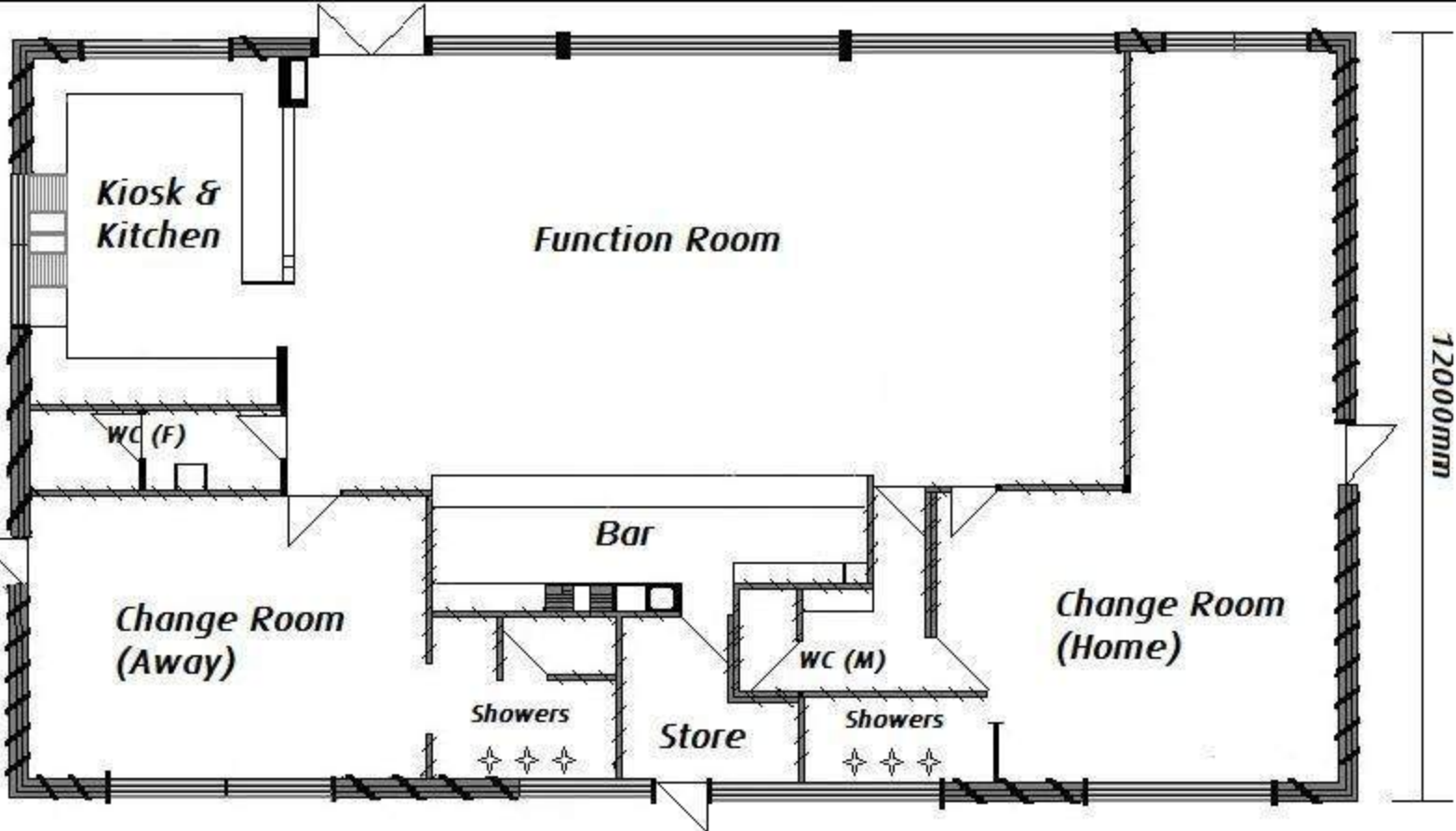
The feasibility assessment did not indicate the project to be feasible based on occupancy rates, running costs and expected revenue. However, it is evident that there is a strong local demand for a budget, multi-purpose facility. This demand could be met in two different ways, either by investing in the refurbishment of existing facilities such as the Westbury Community Hall and Supper Room or the construction of a basic, multi-purpose function room located at ground level with lower design and construction costs.

## APPENDIX A

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# Existing Westbury Recreation Ground Facility Plan

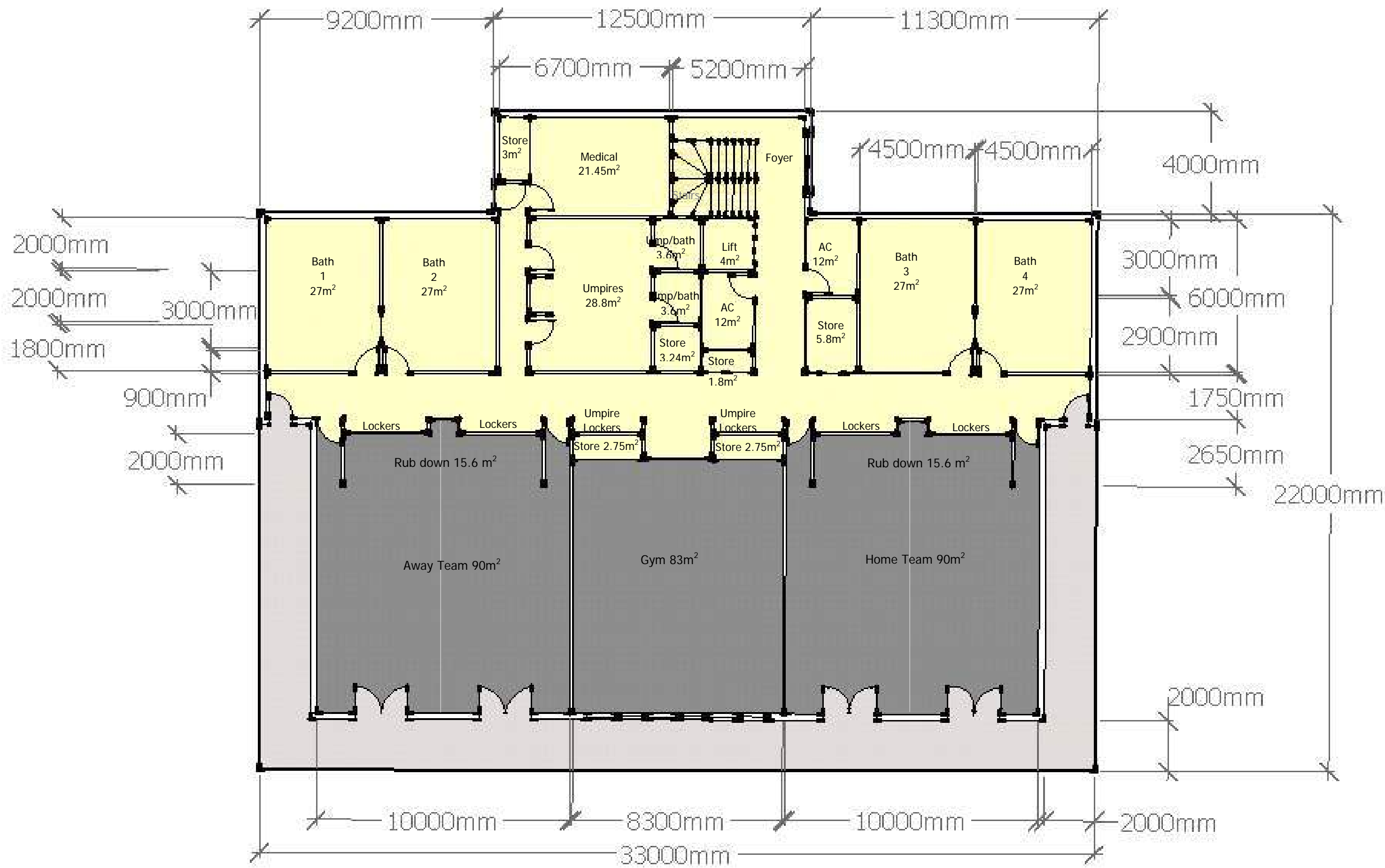


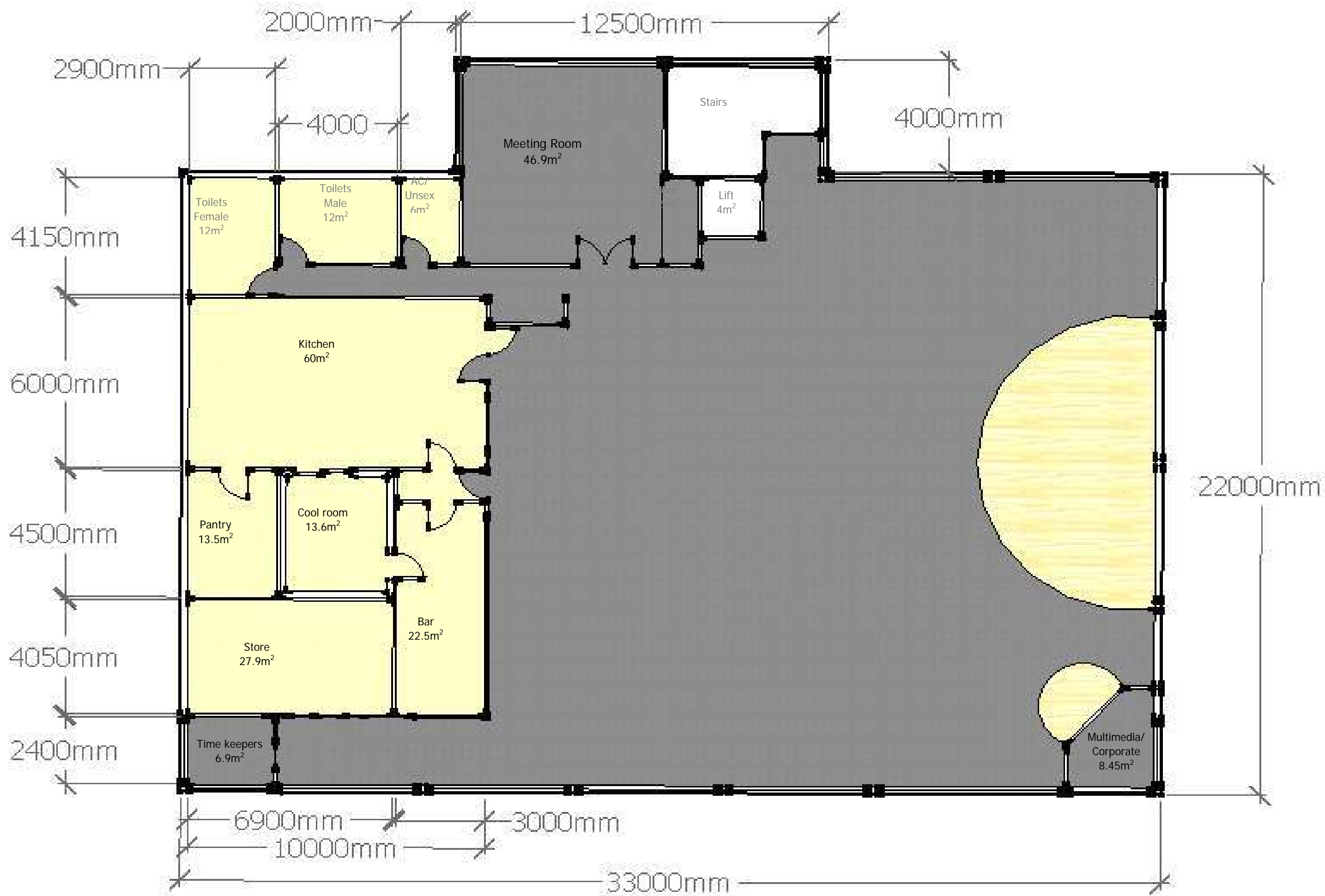


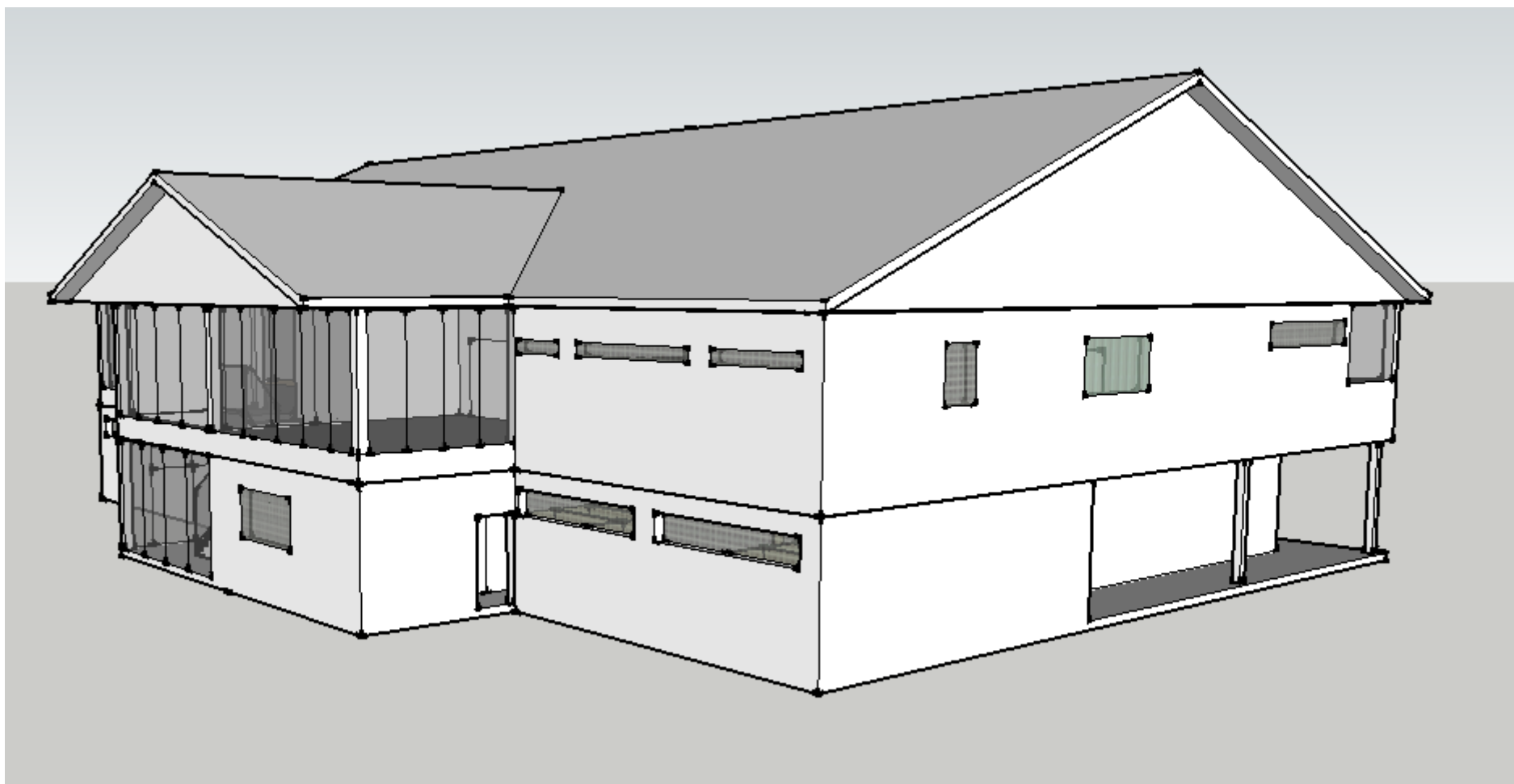
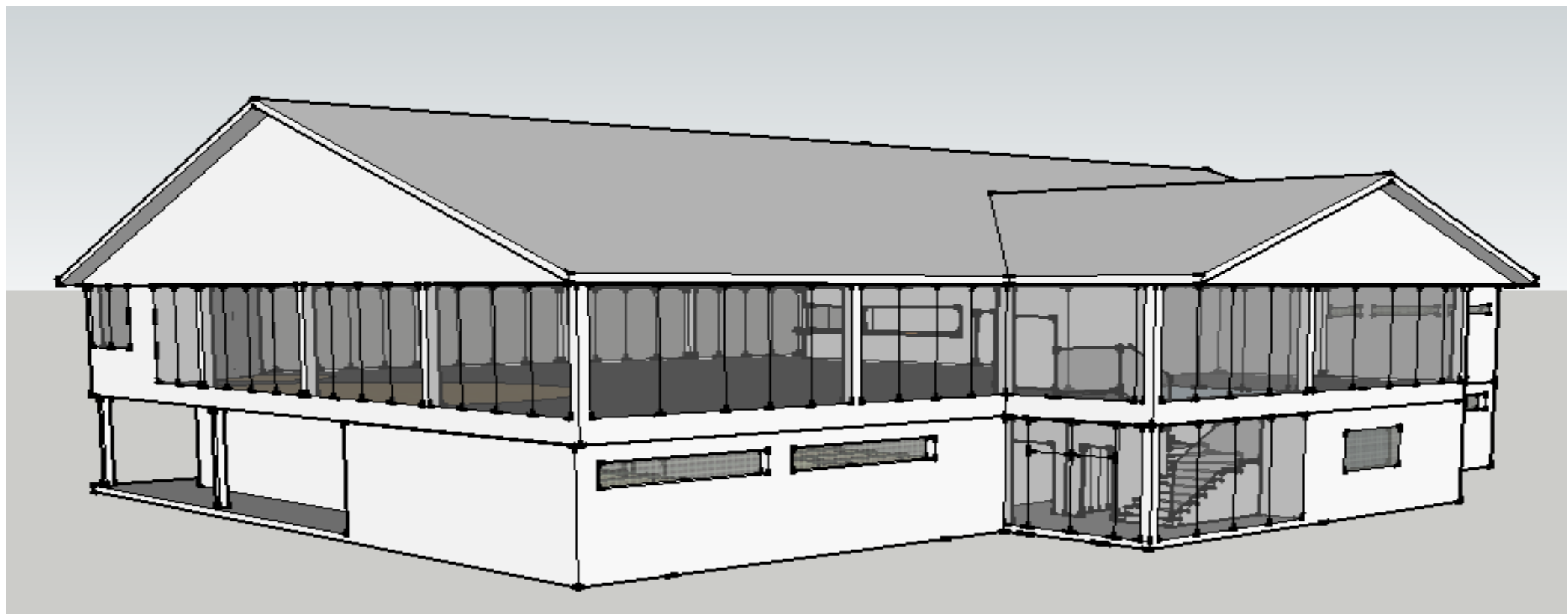
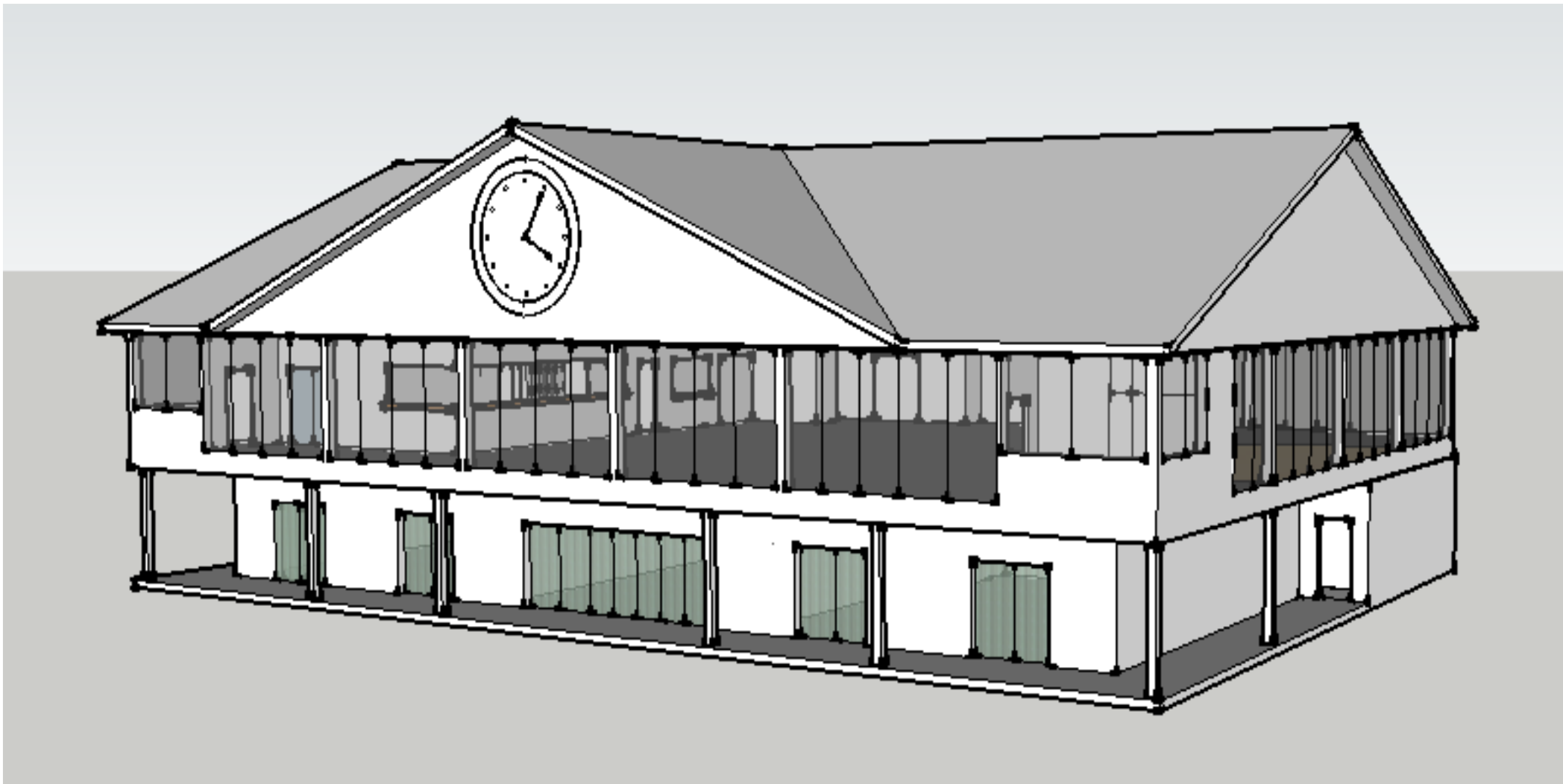
## APPENDIX B

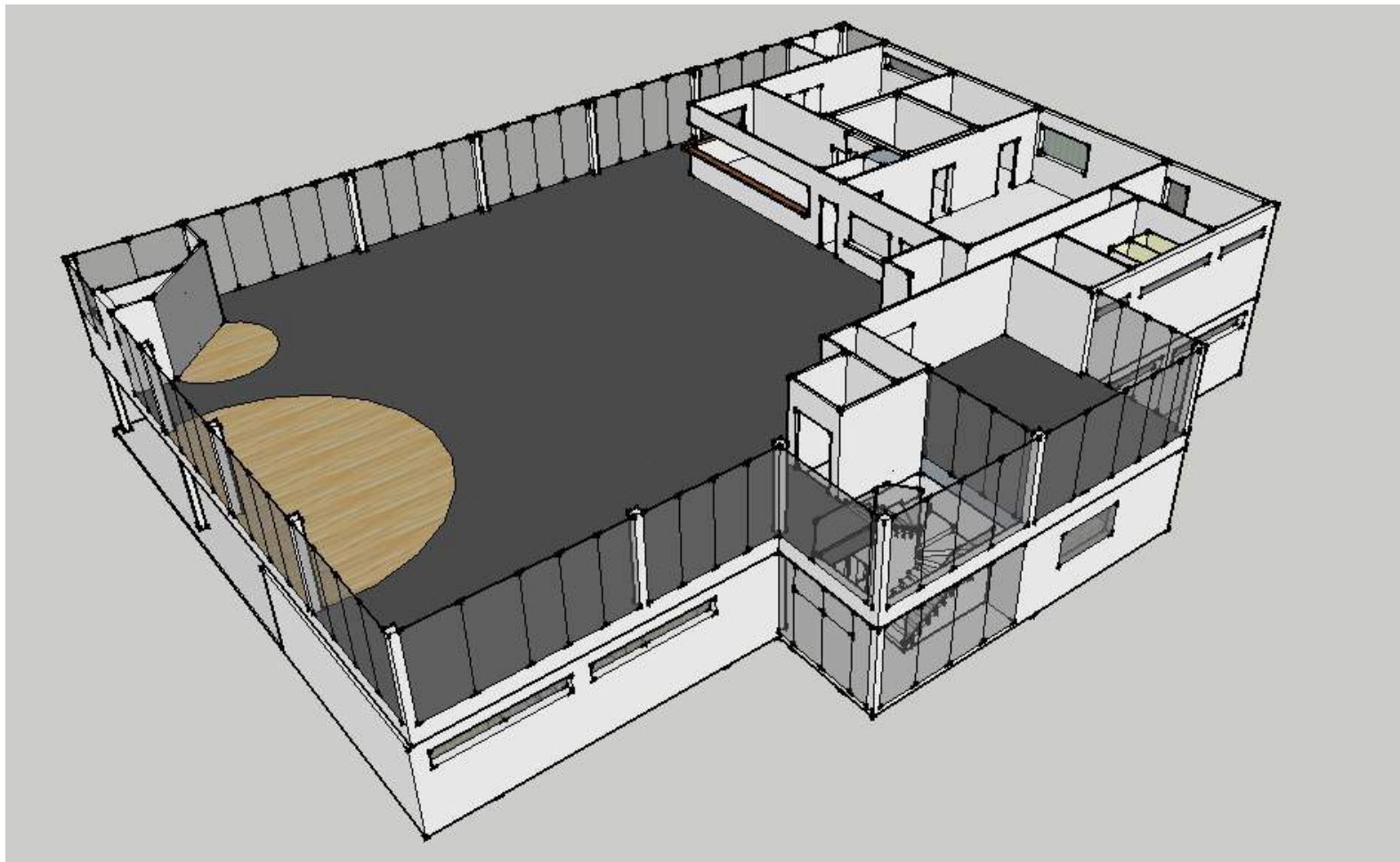
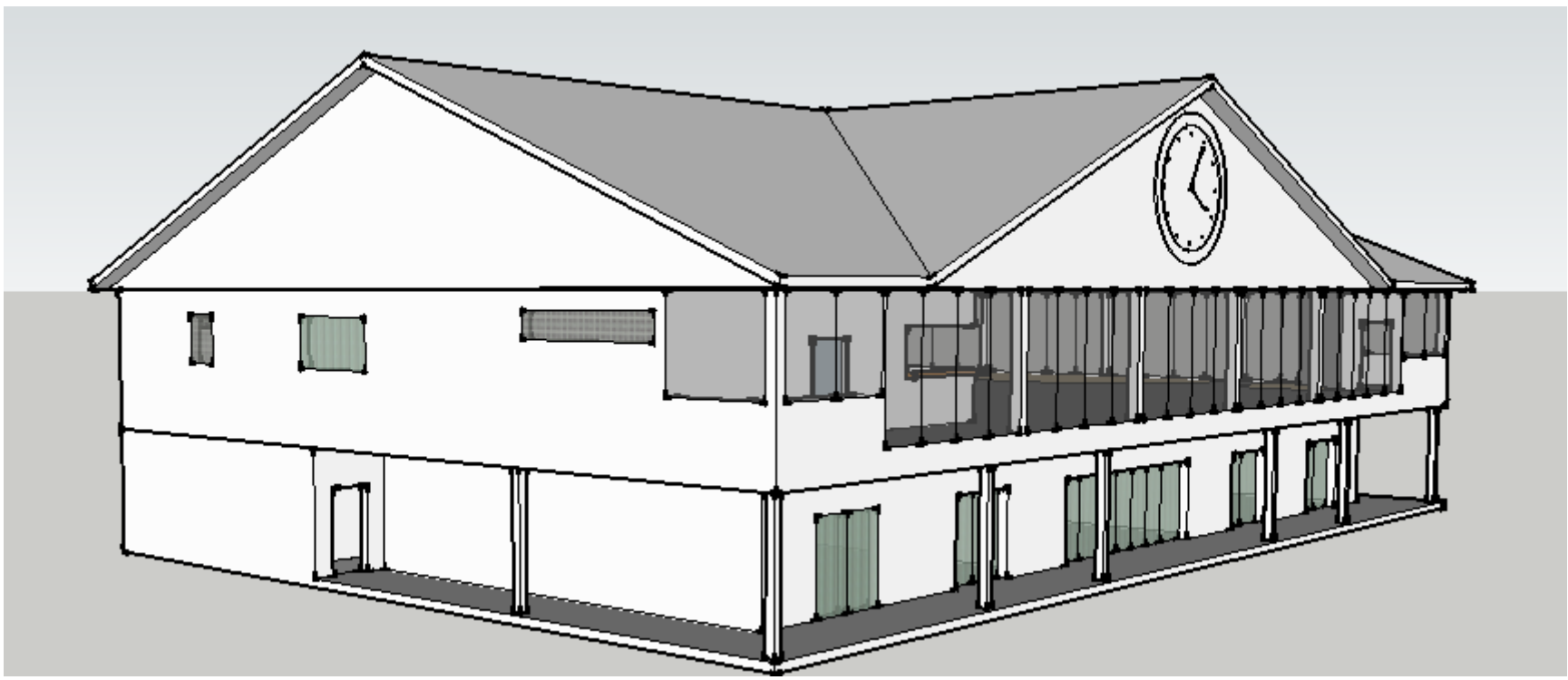
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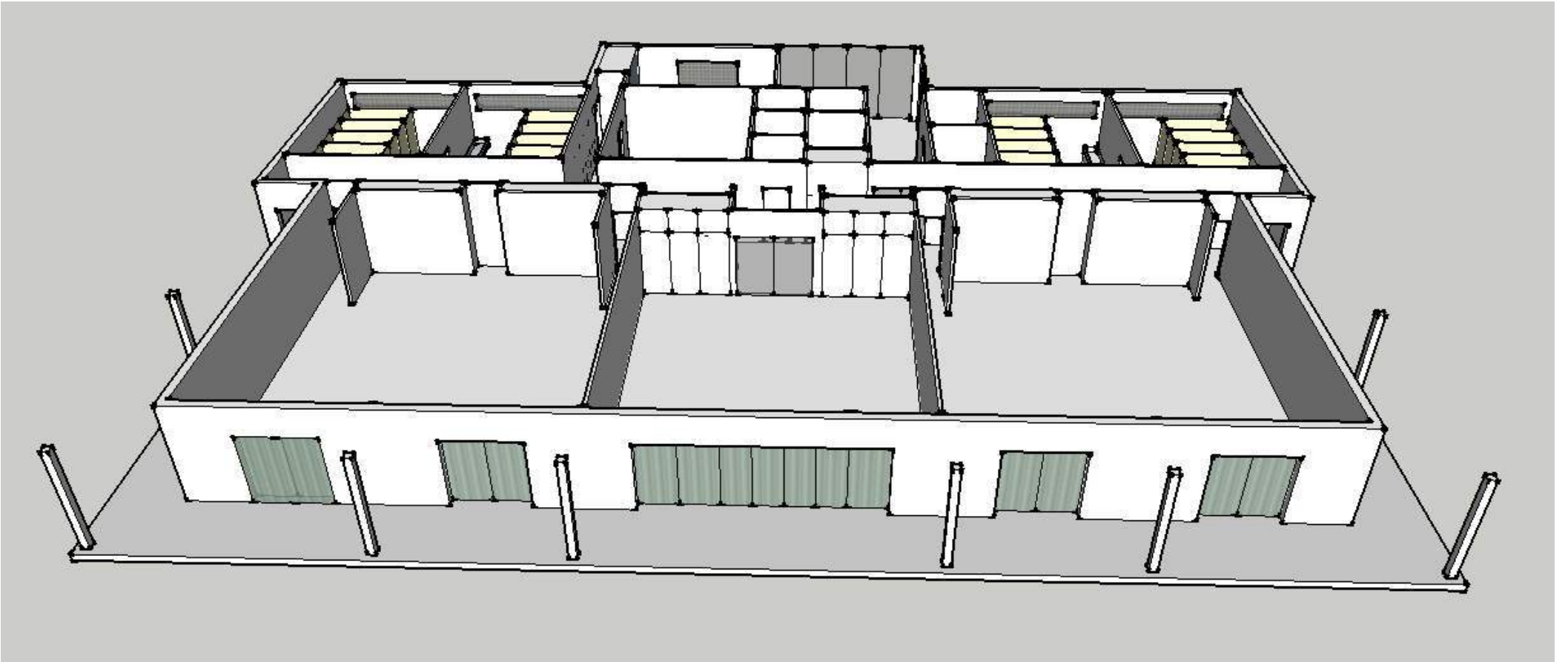
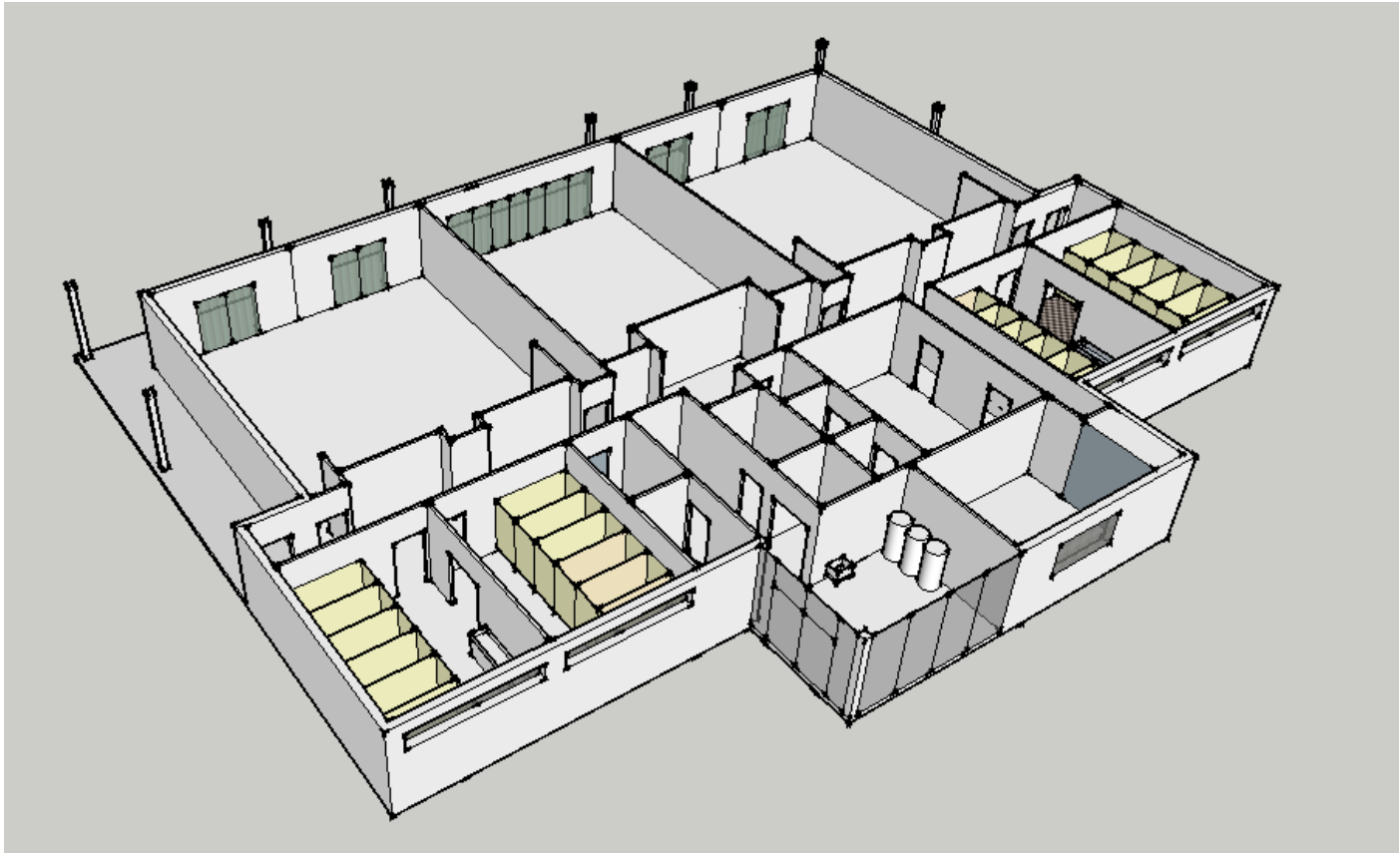
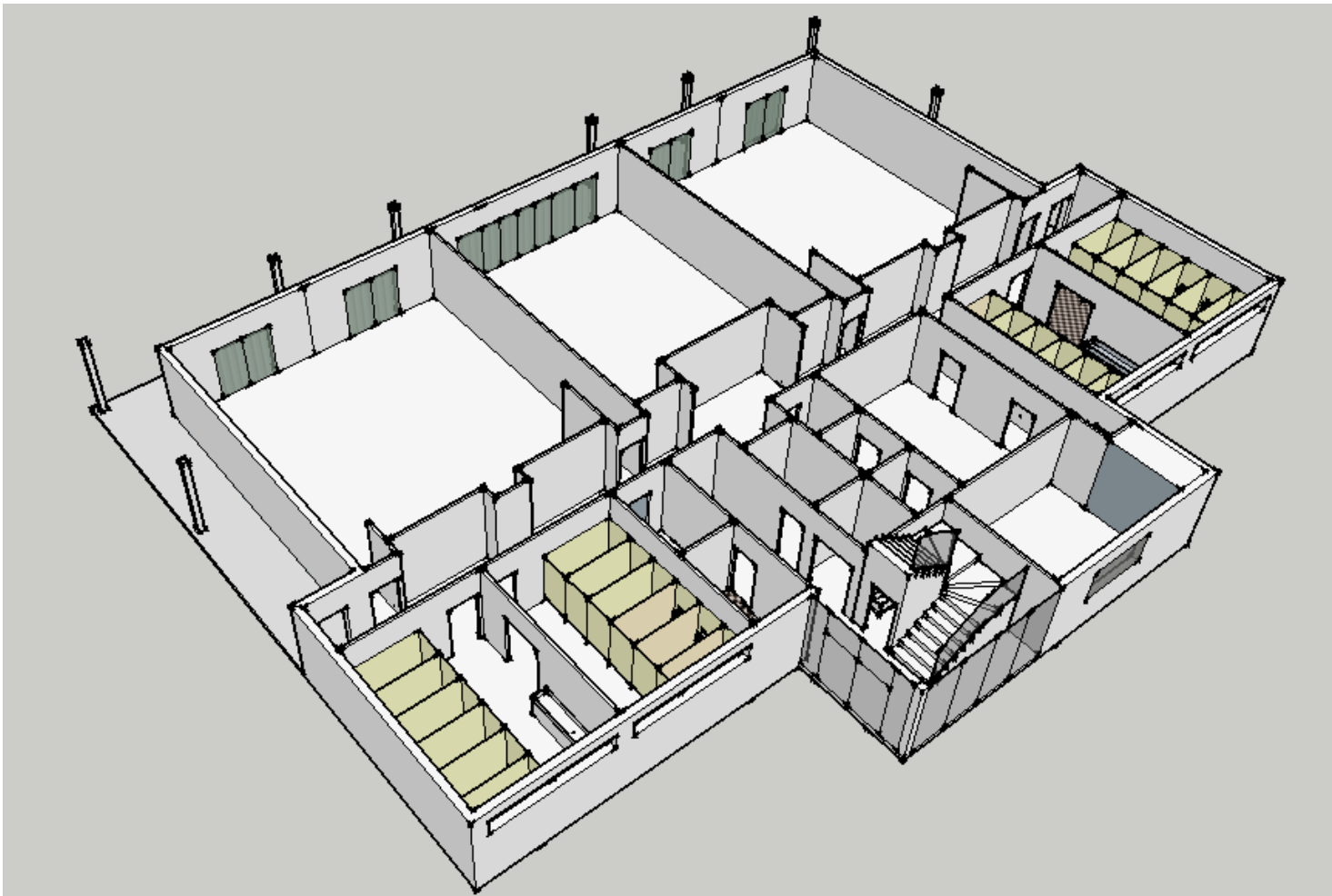
# Function Centre Design Version 8











## APPENDIX C

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# Demographic Analysis





## WESTBURY RECREATION GROUND FUNCTION CENTRE: A DEMOGRAPHIC ANALYSIS OF FEASIBILITY.

July 2017.

Prepared for:  
JMG on behalf of Meander  
Valley Council

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Amina has extensive experience in the interrelated areas of fertility, migration and population ageing, and their combined effects on population structures, the labour market and workforce participation. Most recently she has used this expertise to deliver a national strategic workforce plan for Australia's leading statistical agency.

Amina holds a PhD in Demography from the Australian National University, as well as a Bachelor of Arts with First Class Honours Degree in Sociology.

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This report has been prepared for JMG, on behalf of Meander Valley Council. All due care has been taken in the preparation of this report, however, Amina Keygan Consulting is not liable to any person or entity for any damage or loss that has occurred, or may occur in relation to that person or entity taking or not taking action in respect to any representation, statement, advice, or opinion referred to within.

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## EXECUTIVE SUMMARY

This report, commissioned by JMG on behalf of the Meander Valley Council, presents a demographic analysis of Westbury and surrounds, to better inform the feasibility of a Westbury Recreation Ground Function Centre. This report offers an overview of the catchment areas that would potentially utilise the Function Centre (FC) by analysing current population structures, as well as average annual rates of population change from 2010 to present, for the catchment areas (SA2s).

The report additionally includes projected population size for the coming five years, as well as analyses of employment and economic activity in the catchment areas. Where possible, this report uses data from the most recent (2016) report. However, it should be noted, that at time of writing, employment and industry data for the 2016 census were scheduled to be released in October 2017. As such, this report uses data from 2011 and other available sources.

### KEY FINDINGS:

1. The total population of the Westbury Recreation Ground Function Centre (WRGFC) in 2016 was 17,197 residents. This represents an increase of 250 people in the last decade.
2. The average annual rate of growth for the total catchment area between 2006-2016 was 0.1%, compared to Tasmania's growth at 0.5% and national growth average of 1.6%.
3. Over the period of 2006-2016, the population of Hadspen-Carrick was the fastest growing SA2 in the catchment area, with an increase of 245 people over the previous decade, representing an average annual rate of growth of 0.7%.
4. Based on previous population growth trends, the total population of the catchment area is projected to increase over the forward estimates to approximately 17,582 residents.
5. Time series analyses of the catchment area's population by target age group, indicates that absolute population decline has been experienced in the younger cohorts, while increases have been experienced in the older cohorts. This is in line with trends occurring across Tasmania, particularly in the regions.

## COMPONENTS OF POPULATION CHANGE

In any undertaking of the study of Tasmania's population and changes to its structure, it is important to bear in mind the key processes that underpin such change, and their complex interactions which result in the structure of any population. They include:

1. Natural increase: the population growth that results from the difference between births and deaths over a specific period of time.
2. Net migration: refers to net interstate and net overseas migration, and the difference between those who arrive in the state and those who depart it.
3. Numerical ageing of the population: refers to the absolute increase in the *number* of older people in the population and is driven primarily by increases to life expectancy.
4. Structural ageing of the population: refers to the increase in the *proportion* of the population that is older. This dimension of population change is primarily driven by two key inter-related factors. First, continued declining fertility rates actively decrease the proportion of the population that is young, thereby increasing the proportion which is older. Second, migration trends can have a significant impact on structural ageing, particularly when losses at younger ages and gains at older ages occur.

## POPULATION CHANGE: 2010-2016, WESTBURY CATCHMENT AREAS.

The Westbury Recreation Ground Function Centre (WRGFC) catchment area consists of four SA2 geographical areas in the wider Meander Valley municipality. These SA2s include Deloraine, Westbury, Carrick-Hadspen and Longford. Cumulatively, the current population of these areas is 17,197 residents.

The estimated resident population (ERP) is the official estimate of the population as derived by the Australian Bureau of Statistics (ABS). It links people to a place of usual residence within Australia—that is, the address at which the person has lived or intended to live for six months or more in the collection year<sup>1</sup>. Estimates of the resident population are based on Census counts by place of usual residence, and are updated at the beginning of each period by adding the components of population change (natural increase, net overseas migration—outlined above) to each estimation.

For estimated resident populations at the SA2 level in post-census years, the absence of migration data means it is not possible to calculate natural increase and net migration. Instead, SA2 estimations are calculated using a mathematical model, where relationships are established between changes in population and changes in data between the two most recent Censuses for groups of SA2s<sup>2</sup>. However, given the recent release of the 2016 census data, the below ERPs have been 'rebased' using the current census data.

Data from each of the SA2s in the WRGFC catchment area were collated for the period of 2006-2016. Average annual growth rates, as well as absolute numbers of population change were calculated separately for each year, as well as for the total period.

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<sup>1</sup> Australian Bureau of Statistics (2017) 'Regional Population Growth, Australia, 2015-16' Explanatory Notes.

<sup>2</sup> Ibid.

The average annual growth rate is calculated as a percentage using the formula below, where  $P_0$  is the population at the start of the period,  $P_n$  is the population at the end of the period and  $n$  is the length of the period between  $P_n$  and  $P_0$  in years.

$$\left[ \left( \frac{P_n}{P_0} \right)^{\frac{1}{n}} - 1 \right] \times 100$$

Table 1 presents the estimated resident populations for each of the SA2s in the catchment area, as well as the ERP for the catchment area as a whole. The total estimated resident population for the catchment area in 2016 was 17,197 residents.

TABLE 1: ESTIMATED RESIDENT POPULATION (ERP), CATCHMENT AREA, 2006-2016.

SA2	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
DELORAINE	5,744	5,770	5,785	5,789	5,795	5,786	5,750	5,708	5,700	5,694	5,746
WESTBURY	4,043	4,052	4,065	4,069	4,076	4,100	4,102	4,110	4,097	4,088	4,048
HADSPEN-CARRICK	3,209	3,227	3,245	3,271	3,292	3,309	3,304	3,304	3,304	3,353	3,454
LONGFORD	3,951	3,929	3,924	3,940	3,939	3,915	3,883	3,896	3,896	3,928	3,949
<b>TOTAL</b>	<b>16,947</b>	<b>16,978</b>	<b>17,019</b>	<b>17,069</b>	<b>17,102</b>	<b>17,110</b>	<b>17,039</b>	<b>17,018</b>	<b>16,997</b>	<b>17,063</b>	<b>17,197</b>

Source: ABS, Regional Population Growth, Cat no. 3218.0, author's calculations.

TABLE 2: ERP CATCHMENT AREA AND AVERAGE ANNUAL GROWTH RATES (AAGR), 2006-2016.

SA2	ERP 2006	ERP 2016	AAGR 06-16	
			%	no.
DELORAINE	5,744	5,746	0.0	2
WESTBURY	4,043	4,048	0.0	5
HADSPEN-CARRICK	3,209	3,454	0.7	245
LONGFORD	3,951	3,949	0.0	-2
<b>TOTAL</b>	<b>16,947</b>	<b>17,197</b>	<b>0.1</b>	<b>250</b>

Source: ABS, Regional Population Growth, Cat no. 3218.0, author's calculations.

As noted earlier, Hadspen-Carrick was the fastest growing SA2 in the catchment period over the previous decade (Table 2 above), with the majority of its growth occurring in the past two years. In fact, in 2015-2016, it experienced the second fastest population growth in the state, and the sixth largest growth. Conversely, the SA2 of Longford recorded the slowest rate of population growth (0.0%), and during some periods, experienced absolute population decline (e.g. 2010-2011, as evidenced in Table 1 above).

Table 3 below presents the average annual growth rates per year for each of the SA2s in the catchment area, as well as for the total estimated resident population in the study's catchment area.

TABLE 3: ERP, AVERAGE ANNUAL GROWTH RATE, YEAR ON YEAR CHANGE, 2006-2016, CATCHMENT AREA.

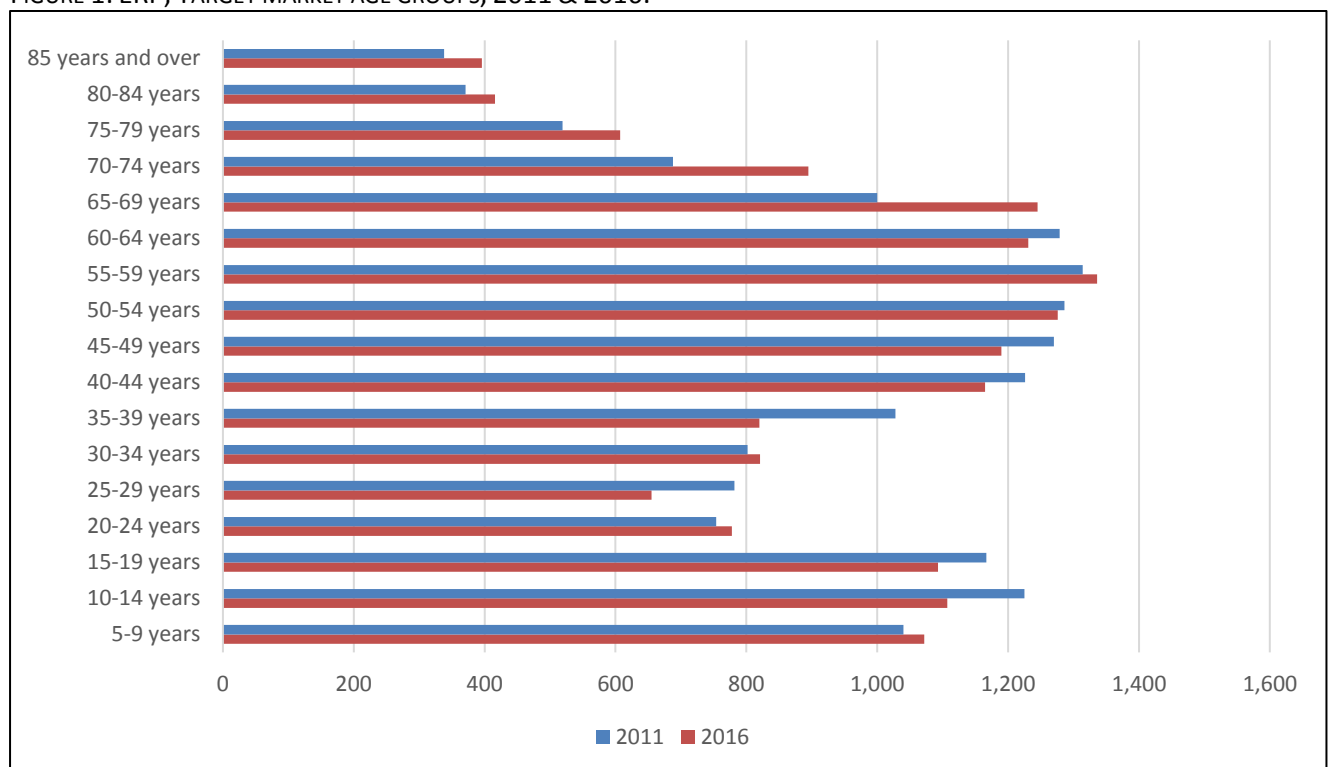
SA2	2006-2007		2007-2008		2008-2009		2009-2010		2010-2011		2011-2012		2012-2013		2013-2014		2014-2015		2015-2016	
	%	no.	%	no.	%	no.	%	no.	%	no.	%	no.	%	no.	%	no.	%	no.	%	no.
<b>DELORAINÉ</b>	0.5%	26	0.3%	15	0.1%	4	0.1%	6	-0.2%	-9	-0.6%	-36	-0.7%	-42	-0.1%	-8	-0.1%	-6	0.9%	52
<b>WESTBURY</b>	0.2%	9	0.3%	13	0.1%	4	0.2%	7	0.6%	24	0.0%	2	0.2%	8	-0.3%	-13	-0.2%	-9	-1.0%	-40
<b>HADSPEN-CARRICK</b>	0.6%	18	0.6%	18	0.8%	26	0.6%	21	0.5%	17	-0.2%	-5	0.0%	0	0.0%	0	1.5%	49	3.0%	101
<b>LONGFORD</b>	-0.6%	-22	-0.1%	-5	0.4%	16	0.0%	-1	-0.6%	-24	-0.8%	-32	0.3%	13	0.0%	0	0.8%	32	0.5%	21
<b>TOTAL</b>	<b>0.2%</b>	<b>31</b>	<b>0.2%</b>	<b>41</b>	<b>0.3%</b>	<b>50</b>	<b>0.2%</b>	<b>33</b>	<b>0.0%</b>	<b>8</b>	<b>-0.4%</b>	<b>-71</b>	<b>-0.1%</b>	<b>-21</b>	<b>-0.1%</b>	<b>-21</b>	<b>0.4%</b>	<b>66</b>	<b>0.8%</b>	<b>134</b>

Source: ABS, Regional Population Growth, Cat no. 3218.0, author's calculations.

## POPULATION CHANGE BY AGE STRUCTURE FOR WRGFC CATCHMENT AREAS (2011-2016).

An important undertaking in any feasibility study is identification of key target markets for the use of the proposed facility. As population age structures in each SA2 area differ, the services required, likely frequented by each age group will also differ. As presented below, the key target markets identified for use of the WRGFC were those residents aged five years and over<sup>3</sup>. As such, Figure 1 presents the estimated resident population of each of the target market age groups (for total WRGFC) at two five yearly periods (2011 and 2016). Estimated resident population at each period is presented in absolute numbers.

FIGURE 1: ERP, TARGET MARKET AGE GROUPS, 2011 & 2016.



Source: ABS (2017), Data by Region, 2011-2016.

As indicated above (see also Table 4 below), there has been considerable decline in absolute population numbers for numerous targeted age groups. For example, over the five year period between 2011 and 2016, all target age groups below the age of 60 years have experienced decline, with this particularly evidenced in the younger cohorts—for example, in the 35-39 year age group. This is in line with broader demographic change unfolding across Tasmania’s regions as younger people, particularly those in the reproductive cohorts, leave regions in search of improved economic opportunities elsewhere. These losses are not only experienced in the reproductive cohort, but also in the younger age cohorts as young children move away with families. However, given the recent ‘baby boom’ in Tasmania (a ‘bumper’ number of births around 2010-2011), there has been a small increase in the numbers of those in the catchment area who are aged 5-9 years old.

<sup>3</sup> As identified by JMG.



Table 4 below presents absolute population numbers in each target group, as well as their differences experienced between the time periods considered. As indicated, most target groups below the age of 60 years old experienced absolute decline, while there were (some) substantial increases in population groups aged 65 years and older.

TABLE 4: TARGET AGE GROUPS, ABSOLUTE NUMBERS, 2011, 2016.

	<b>5-9</b>	<b>10-14</b>	<b>15-19</b>	<b>20-24</b>	<b>25-29</b>	<b>30-34</b>	<b>35-39</b>	<b>40-44</b>	<b>45-49</b>	<b>50-54</b>	<b>55-59</b>	<b>60-64</b>	<b>65-69</b>	<b>70-74</b>	<b>75-79</b>	<b>80-84</b>	<b>85+</b>
<b>2011</b>	1040	1225	1167	754	782	802	1028	1226	1270	1286	1314	1279	1000	688	519	371	338
<b>2016</b>	1072	1107	1093	778	655	821	820	1165	1190	1276	1336	1231	1245	895	607	416	396
<b>DIFFERENCE</b>	32	-118	-74	24	-127	19	-208	-61	-80	-10	22	-48	245	207	88	45	58

Source: ABS (2017) Data by regions, 2011-2016.

## TOTAL PROJECTED POPULATION FOR WESTBURY CATCHMENT AREAS (2017-2022).

Both the Australian Bureau of Statistics, and the Tasmanian Department of Treasury and Finance (Tasmania Treasury) have recently released population projections for Tasmania. The ABS released population projections for Australia and its states and territories in late 2013 for the period ranging from 2012 (base) to 2101<sup>4</sup>. The Tasmania Treasury released their population projections for Tasmania and its 29 Local Government Areas (LGAs) in December 2014<sup>5</sup>.

Importantly, population projections are not intended as predictions, but rather as illustrations of population growth and change that would occur if assumptions about future demographic trends were to prevail over the projection period.

Regional population projections are often employed for projecting total population size when data is unavailable for cohort-component methods, or when population by age and sex are not necessarily useful. There are numerous methods and associated methodologies for projecting small area populations, including autoregressive integrated moving average, land-use/housing-unit and employment-led models. However, of these methods, the Constant Share of Population (CSP) and the Constant Share of Population-Variable Share of Growth (CSP-VSG) model has been shown to perform most accurately in previous research<sup>6</sup>.

This report adopts a relatively new approach to small area population projections—the CSP-VSG model. This model takes the average of two separate population forecasting methods<sup>7</sup>.

As indicated in Figure 2 below, the overall total population of the WRGFC catchment area (plotted on the secondary y-axis) is projected to increase over the forward estimates by roughly 318 residents. As such, the approximate total population of the catchment area in 2022 is projected to be approximately 17,582 residents. The SA2 with the largest projected population increase is Hadspen-Carrick with an estimated increase in residents of 114. In line with previous growth trends, Longford is projected to have the smallest increase in residents (n=58).

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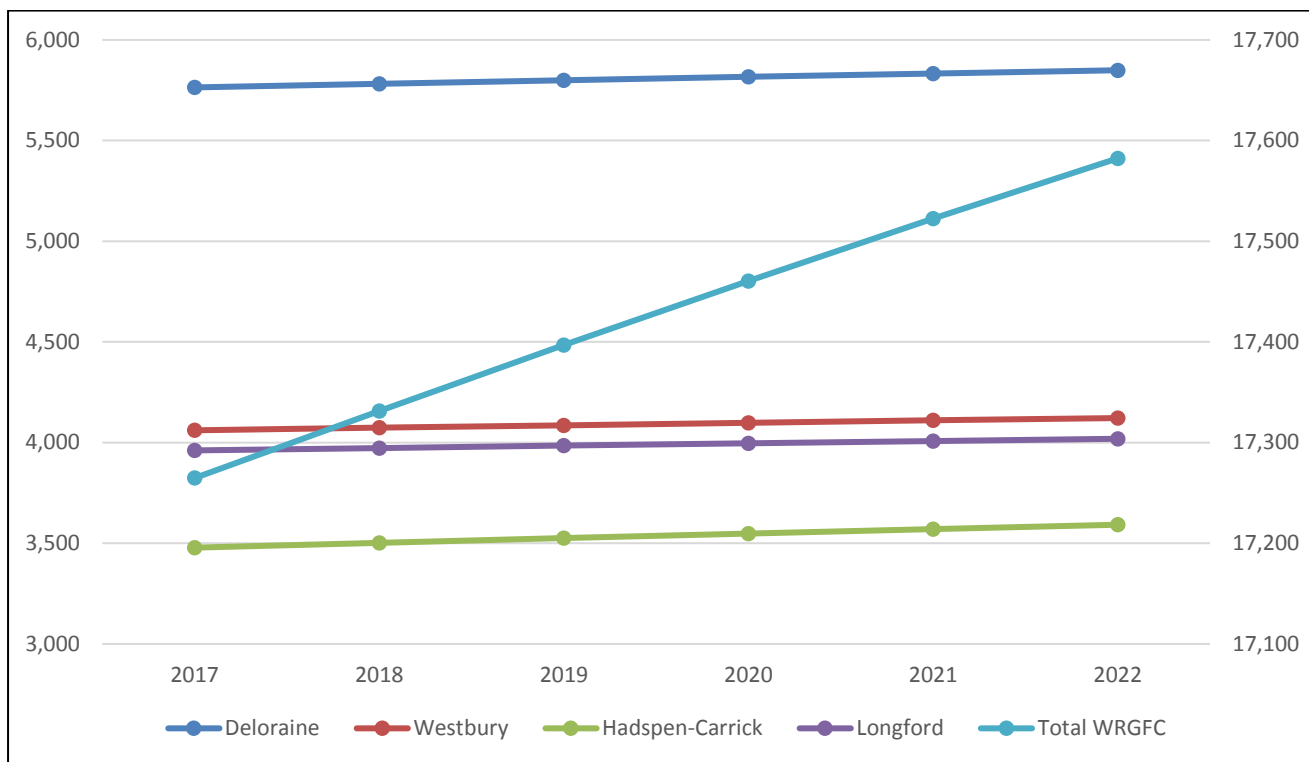
<sup>4</sup> For further details on the ABS's methodology and assumption for the calculation of these projections, please see [http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/3222.0main+features42012%20\(base\)%20to%202101](http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/3222.0main+features42012%20(base)%20to%202101)

<sup>5</sup> For further information on the Tasmania Treasury methodology and assumptions, as well as a break down by LGA, please see <https://www.treasury.tas.gov.au/domino/dtf/dtf.nsf/v-ecopol/397D0680E5DCC583CA257CEC0005F727>

<sup>6</sup> Wilson, T (2016) 'Does Averaging Yield More Accurate Local and Regional Population Forecasts?' *Applied Spatial Analysis and Policy* 1-17.

<sup>7</sup> For additional information on the methodology used to project the WRGFC population, please contact the author.

FIGURE 2: WRGFC CATCHMENT AREA, PROJECTED POPULATION, 2017-2022.



Source: Author’s calculations. SA2 projected populations plotted on primary y-axis. Total WRGFC catchment projected population plotted on secondary y-axis.

### ECONOMIC ANALYSES: EMPLOYMENT BY INDUSTRY.

Some of the most important and indicative statistics of an area’s socio-economic status, and its potential for future economic development are employment and labour force participation measures. The levels of full and part-time employment, as well as unemployment and labour force participation rates in the Westbury WRGFC catchment area provide a comprehensive snapshot of the strengths (or weaknesses) of the local economy as well as insight into the social characteristics of its residents. Unfortunately, the most recent census data (2016) for employment is not scheduled for release until late October 2017. As such, (some) of the analyses below examines the industry employment for the census period of 2011.

In December 2016, the labour market of the total catchment area for the WRGFC was 10,323 people<sup>8</sup>, as evidenced in Figure 3 below. Over the previous five-year period, the labour market size of the total Westbury catchment area has fluctuated substantially and has contracted in size by roughly 250 people. The area overall had a relatively high rate of unemployment, with Deloraine

<sup>8</sup> Inclusive of all those in the population aged 15 years or over, and below 64 years who were employed for at least one hour per week.

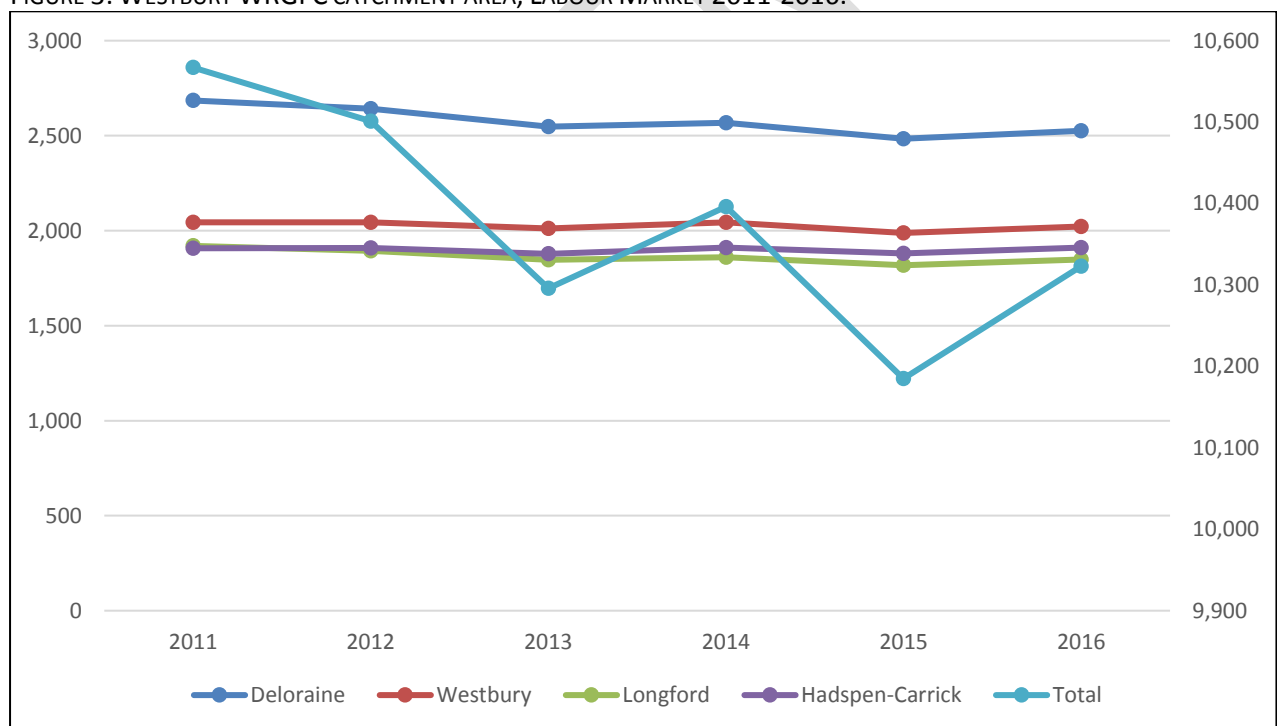
having the highest rate of unemployment at 7.3% (December 2016). Conversely, the SA2 of Hadspen-Carrick had a substantially lower rate of unemployment at 3.5%<sup>9</sup>.

An analysis of the catchment area’s residents’ occupations demonstrates that the top five occupations were as follows<sup>10</sup>:

1. Managers (17.3%).
2. Technicians and Trades Workers (16.1%).
3. Labourers (13.2%).
4. Professionals (12.5%).
5. Clerical and Administrative Workers (11.8%).

Figure 3 below illustrates employment by industry for the catchment area in 2006 and 2011. It is important to note that the ‘place of work’ is the WRGFC catchment area and as such, Figure 3 is indicative of the main industry employers within the catchment area and not necessarily employers of residents of the catchment area—that is, some residents are likely to travel to Launceston (particularly those in Deloraine) for employment opportunities.

FIGURE 3: WESTBURY WRGFC CATCHMENT AREA, LABOUR MARKET 2011-2016.



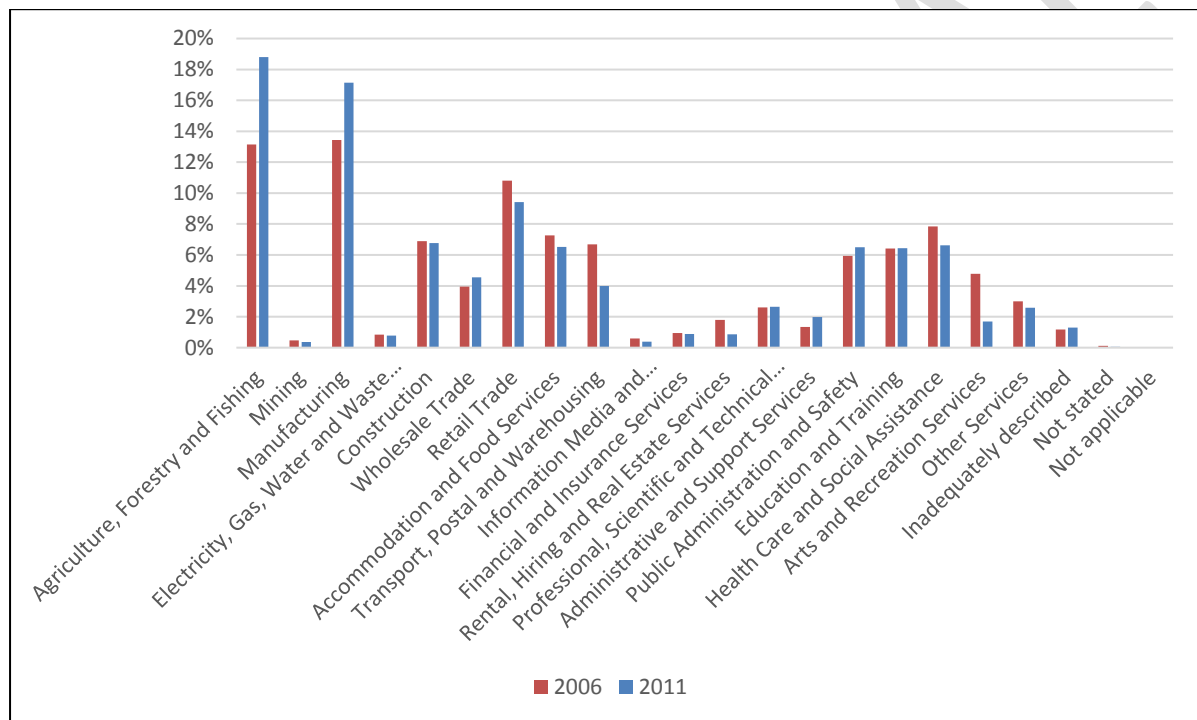
Source: SA2 data tables, small area labour markets, Department of Employment (2017). Labour market size for each of the SA2s are plotted on the primary y-axis, while the labour market size of the total catchment area is plotted on the secondary y-axis.

<sup>9</sup> Department of Employment (2017) ‘Small area labour markets publication’ available at <https://www.employment.gov.au/small-area-labour-markets-publication>.

<sup>10</sup> 2011 census.

As indicated, the main industry of employment in the catchment area currently (2011) is 'agriculture, forestry and fishing' which employs 19% of the population or 862 residents. This sector has grown considerably in the catchment area, increasing from 13% of all employment in 2006. However, it is important to note that this only represents an increase of and additional six employees in the sector. The 'manufacturing' sector is also a primary employer, with 17% of the resident population employed in the sector (n= 786), and has additionally grown in its proportion of employment share from 2006, where it employed only 13% of the catchment area. Approximately 432 people (9%) are employed in the 'retail trade', followed by 7% in 'accommodation' and 'health care' (n= 299 and n= 304 respectively). All three of these industries have experienced contraction in their proportion employment share within the catchment area since 2006.

FIGURE 4: WESTBURY WRGFC CATCHMENT AREA, INDUSTRY OF EMPLOYMENT, 2006 & 2011.



Source: ABS Census, 2011. POW database.

## FURTHER CONSIDERATIONS

Given the previous industry growth and contraction trends, as well as the volatility in labour market and unemployment rates, it is imperative that Meander Valley Council consider the likely trajectory of these trends in the broader context of the projected population for the WRGFC catchment area. The analyses above indicate, that although overall population numbers are projected to increase over the forward estimates, the analyses by age over time, indicate that some of the key target groups (i.e. 10-14 year olds) have actually experienced absolute decline in numbers. Given the broader context of structural population ageing (see Section 1) underway in Tasmania, it is likely that the increase in the older target age groups seen between 2011 and 2016, likely makes up for a majority of the overall projected population growth. Within this context, it is recommended that Council strongly consider the likely needs of an ageing population, and ensure that the function centre can adequately meet the differing needs of each cross-section of the community.

## APPENDIX D

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# Net Present Value Analysis

Westbury Function Centre Feasibility Assessment  
Net Present Value Analysis

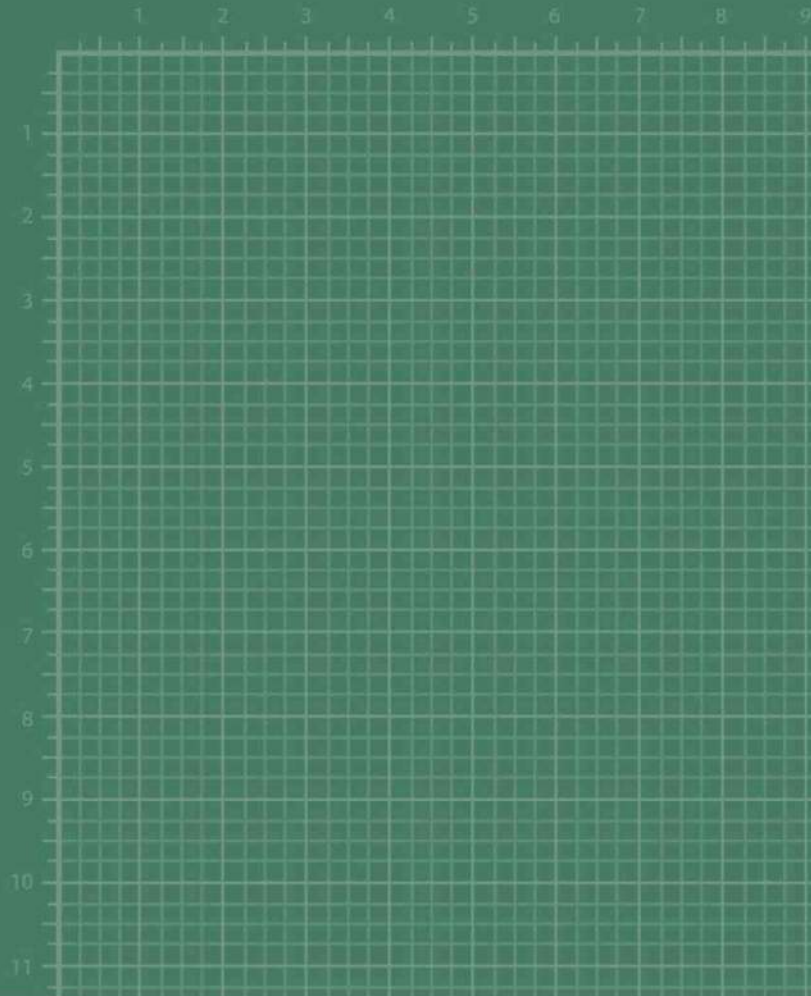
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Year	PA Cost/ Income	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>Fixed costs up front</b>																					
Building Construction	\$ -	\$ 2,156,925																			
<b>Operating Costs</b>																					
Rates & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurances	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797	\$ 6,797
Air-conditioning	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186	\$ 3,186
Lifts	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319	\$ 319
Fire Protection	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620	\$ 10,620
Energy	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938	\$ 4,938
Cleaning	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823	\$ 3,823
Building Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522	\$ 5,522
Repairs and maintenance	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328	\$ 7,328
Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sundries	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974	\$ 2,974
Void Allowance (vacant tenancies)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation (assuming 75 year building life)	\$ 28,759.00	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759	\$ 28,759
<b>Total costs</b>	\$ 2,156,925	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507	\$ 45,507
<b>Revenue</b>																					
Sporting Functions (\$200 x 37)	\$ 7,400	\$ -	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400
Celebratory Functions (\$200 x 27)	\$ 5,400	\$ -	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400
Community Functions (\$50 x 203)	\$ 10,150	\$ -	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150	\$ 10,150
Educational Use (350 x 55)	\$ 2,750	\$ -	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750
Business Functions (\$200 x 23)	\$ 4,600	\$ -	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600
Total Revenue	\$ 30,300	\$ -	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,300
Multiplier	1																				
<b>Revenue less cost</b>	\$ -	\$ 2,156,925	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207	\$ 15,207

Hurdle Rate			
	10%	7%	5%
NPV	<b>-\$2,076,480</b>	<b>-\$2,162,706</b>	<b>-\$2,217,492</b>
			<b>-\$2,305,575</b>

Function Room Size (sqm)	Sensitivity Testing at 10% Hurdle Rate				
	Revenue				
	-50%	-20%	100%	120%	150%
240	-\$1,374,631	-\$1,305,507	-\$1,259,424	-\$1,213,341	-\$1,144,216
355	-\$1,621,898	-\$1,552,774	-\$1,506,691	-\$1,460,608	-\$1,391,483
430	-\$1,783,160	-\$1,714,035	-\$1,667,952	-\$1,621,869	-\$1,552,744
620	-\$2,191,688	-\$2,122,563	-\$2,076,480	-\$2,030,397	-\$1,961,272

Capacity	Capacity				
	Banquet	Dinner/Dance	Theatre	Classroom	Cocktail
140		123	167	67	246
200		167	335	140	357
250		220	300	120	440
350		300	600	250	640
280					



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# **GOV 7 NORTHERN TASMANIAN COUNCILS SHARED SERVICES STUDY**

## **1) Introduction**

The purpose of this report is for Council to receive the Northern Tasmanian Council Shared Services Study prepared by KPMG, support the establishment of governance arrangements to progress the outcomes of the Report and participate in activities to identify, plan and implement opportunities to undertake shared initiatives at a whole-of-region or sub-regional level.

## **2) Background**

The northern region of Tasmanian councils comprising Break O'Day, Dorset, Flinders, George Town, Launceston, Meander Valley, Northern Midlands and West Tamar (the northern councils) have come together with the support of the Department of Premier and Cabinet (Local Government Division) to explore possible resource sharing/ shared services reforms, within the context of improving their capacity and performance.

KPMG were commissioned to benchmark and compare service delivery across the region and prepare the Northern Tasmanian Councils – Shared Services Study (Study).

The Study was finalised, launched and presented to the Treasurer on 4 August 2017.

At the April 2017 workshop Councillors were asked by KPMG to consider a series of questions which would help determine the preferred framework for collaboration with the other councils. KPMG used the council responses to structure the recommendations and implementation plan.

The KPMG Study concluded that:

***The northern councils should expand on current resource sharing using a Common Service inspired model.***

***The northern councils are in a position to establish and facilitate the range of initiatives; these include outsourcing some service delivery as well as centralising the procurement of some services. These initiatives are based on the current***

***commonalities between services, either through systems and processes, or common providers and contractors.***

***Adoption of common IT platforms would be a significant first step the northern councils should progress.***

Councillors were provided with copies of the Study and background information from the meetings attended by the General Manager and Director Corporate Services at the August 2017 Council workshop where the recommendations and implementation plan were discussed.

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

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

- Future direction (5) - Innovative leadership and community governance

### **4) Policy Implications**

Not applicable.

### **5) Statutory Requirements**

Not applicable.

### **6) Risk Management**

Not applicable.

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

Council worked collaboratively with the seven other Northern Tasmanian Councils and Department of Premier and Cabinet to assist the consultant in the preparing the Study.

### **8) Community Consultation**

Not applicable.

## 9) Financial Impact

The cost of the Study was funded in the 2016-17 operating budget. Council aims to participate in activities that identify, plan and take advantage of opportunities that continue to provide efficient and high quality services to Northern Tasmania.

## 10) Alternative Options

Council can elect to not receive the report.

## 11) Officers Comments

The memorandum of understanding between the northern councils and State Government requires formal consideration of the Study by the Council.

The General Managers of the northern councils, subject to the receipt of the Study by the respective Councils, have agreed to work together to review and prioritise the recommendations of the report and prepare an implementation project plan.

This intent reflects one of the key observations by KPMG:

***... the process of working through the study has been more valuable than the final report, and this should provide a strong and collegial platform to progress the outcomes of this study.***

The recommendation below includes initiatives that will formalise the platform to progress the recommendations of the study.

**AUTHOR:** Martin Gill  
GENERAL MANAGER

## 12) Recommendation

***It is recommended that Council:***

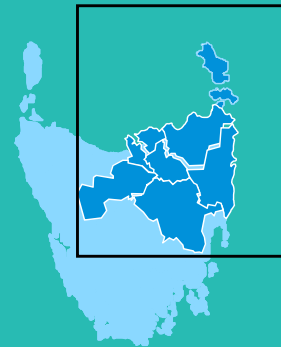
- 1. Receive the Northern Tasmanian Council Shared Services Study Report prepared by KPMG***
- 2. Support the establishment of governance arrangements to progress the outcomes of the Report***

- 3. *Participate in activities to identify, plan and implement opportunities to undertake shared initiatives at a whole-of-region or sub-regional level***

**DECISION:**

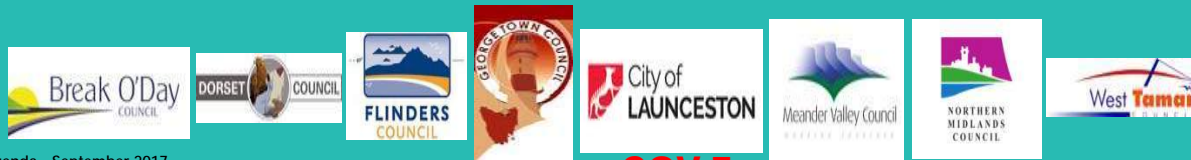


# Northern Tasmanian Councils



Shared Services Study – Condensed Report

July 2017



**GOV 7**



## **Important Notice**

### **Inherent Limitations**

This report is given subject to the written terms of KPMG's engagement. This report has been prepared as outlined in the Scope section (page 10). The services provided in connection with this engagement comprise an advisory engagement which is not subject to Australian Auditing Standards or Australian Standards on Review or Assurance Engagements, and consequently no opinions or conclusions intended to convey assurance have been expressed.

No warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by the Northern Tasmanian Councils consulted as part of the process.

KPMG have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted within the report.

No reliance should be placed by the Councils or Department of Premier and Cabinet on additional oral remarks provided during any presentation, unless these are confirmed in writing by KPMG. KPMG is under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form.

The findings in this report have been formed on the above basis.

### **Third Party Reliance**

This report has been prepared at the request of Department of Premier and Cabinet and the Northern Tasmania Councils in accordance with the terms of KPMG's engagement letter/contract dated 8 November 2016. Other than our responsibility to the Councils and the Department of Premier and Cabinet neither KPMG nor any member or employee of KPMG undertakes responsibility arising in any way from reliance placed by a third party on this report. Any reliance placed is that party's sole responsibility.

This report is provided solely for the benefit of the parties identified in the engagement letter/contract and are not to be copied, quoted or referred to in whole or in part without KPMG's prior written consent. KPMG accepts no responsibility to anyone other than the parties identified in the engagement letter/contract for the information contained in this report.

## Private and confidential

### The Mayors and General Managers,

West Tamar Council, George Town Council, Dorset Council, Break O'Day Council, Northern Midlands Council, Meander Valley Council, Flinders Council and Launceston City Council

### Shared Services Feasibility Study

KPMG is pleased to present our Condensed Final Report into options for shared services between the group of eight northern Tasmanian councils. In summary, the study has found:

- The region covered by the eight northern councils represents approximately one third of Tasmania's land mass and population. The City of Launceston stands out from the other seven councils, with a population and staffing level that is almost that of the other seven councils combined
- The region more generally possesses some higher levels of economic and social disadvantage with an ageing population profile in excess of the Tasmanian median and with five of the eight councils forecast to have a population decline by 2030. This will put pressure on the capacity of many councils in the region to raise revenue and maintain service levels. It is therefore of critical importance that the councils maximise the efficiency of their service delivery models using innovative approaches. These observations have assisted the councils to develop a shared understanding over the course of this study that simply maintaining the current arrangement is not an option
- The councils possess much in common in terms of vision, guiding principles and services, but have each adopted various approaches to the delivery of those services in terms of staffing levels, information systems and business processes. These fundamental differences create many challenges in moving to some of the 'whole-of region' shared service options contemplated by this study

- There is a spectrum of shared service options conceptually available, with some case studies found that point to shared service success stories. Other independent evaluations point to many of the less successful attempts at shared services in government and the range of challenges - governance, political, process and financial - that have impeded the implementation of shared service models
- The more complex shared service models on the spectrum, involving the formation of a separate, jointly owned entity, or centralised service delivery with one council (most logically Launceston) have been found to be not attractive from many perspectives – financial, political, operational - due to the range of systems and processes that would need to be migrated and the disruption that would follow
- Accordingly, this study has concluded that the ongoing and incremental expansion of resource sharing at sub-regional levels, along with some whole of region initiatives including joint contracting for selected services and migration to a single information management platform, is a more sustainable pathway for the region to adopt
- An immediate opportunity for the councils that will require a long term implementation is focused on the need to move to common technology platforms (specifically networks, infrastructure and applications) in order to fully leverage the combined scale of the councils. This reform can drive harmonization of business processes and deliver 'back office' efficiency gains that can be reinvested into community facing services
- The governance over these initiatives, informed by the Common Services Model, adopted by Brighton and its partnering councils, may provide the structured approach required for the northern councils to move forward.

We thank you for the opportunity to have undertaken this study.



**Tim Rutherford**  
Director



**David Richardson**  
Director

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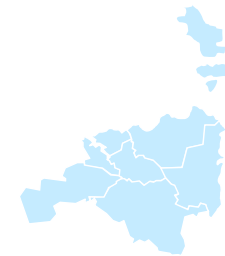
	<b>Page</b>
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# Headlines

**This section distils the key messages arising from this study**



### Background (Sections 1-2)

The northern region of Tasmanian councils comprising Break O'Day, Dorset, Flinders, George Town, Launceston, Meander Valley, Northern Midlands and West Tamar (the northern councils) have come together with the support of the Department of Premier and Cabinet (Local Government Division) to explore possible resource sharing/ shared services reforms, within the context of improving their capacity and performance.

The northern councils have collectively ruled out amalgamations at this point. Accordingly, the project objective was to investigate the merits of a shared services model for the eight participating councils, having regard to the principles set by the Minister for Local Government - Be in the best interests of ratepayers; improve the level of services for communities, preserve and maintain local representation, and ensure that the financial status of the entities is strengthened.

A Steering Committee comprising the General Managers of the northern councils and other senior support staff have worked in a highly constructive and collaborative manner over the six months of the study. **In some ways, the process of working through the study has been more valuable than the final report, and this should provide a strong and collegial platform to progress the outcomes of this study.**

### Current state (Section 3)

#### Community profile

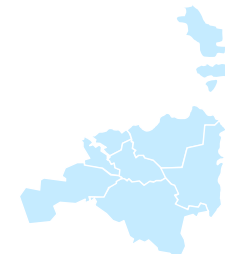
The study has found that Launceston is by far the most population dense municipal area, followed by West Tamar. These two councils represent over half of the eight combined councils in terms of rateable properties and population. The population profile of the northern region also presents challenges for the councils. The study has found the northern councils' population is projected to age at a faster rate than the rest of Tasmania. Launceston, Break O'Day and West Tamar are the only councils that are projected to have growth in their populations. Five of the eight northern councils have a higher reliance on government support than the Tasmanian average and six of the eight councils possess average or lower than average economic advantage. **These study findings will exert further pressure on the revenue raising capacity of councils in the longer term, all else being equal.**

#### Financial profile

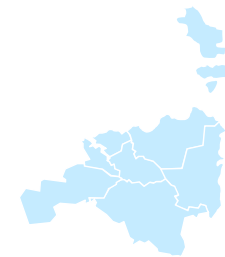
The study has found the northern councils have varying financial profiles, reflecting their diverse scale and service mix. Though all the councils generally present a reasonable financial position, the study identified some financial pressure points evidenced by four of the eight councils reporting underlying deficits in 2015-16, with the average overall result being substantially lower than the Tasmanian average, in both dollar terms and in the operating surplus ratio. In addition, six of the eight councils have reported consistent operating deficits over the last three years. **This suggests there remains scope for the councils to pursue initiatives that will further improve operational efficiency.**

#### Service profile

The councils share many common elements in their vision and guiding principles. The councils also provide many similar services that are central to their core role in serving their communities - asset maintenance, waste management and development services. Many of the supporting functions for these services are therefore also similar - finance, payroll, human resource management etc. However, some of the northern councils provide some unique services, such as an airport, pools, sports stadiums, rural health and childcare. For many of the common services, the councils have adopted different approaches to service delivery in terms of staffing levels, information systems and business processes. **This variability of services adds to the complexity of aiming to move to some of the shared services models with minimal disruption to council operations.**



<p><b>Current state (Section 3)</b></p>	<p><b>Organisational profile</b></p> <p>The northern councils collectively employ 854 full-time equivalent staff, of which 431 are employed by City of Launceston. The combined wages bill for the councils amounts to around \$68M p.a. of which \$31M can be attributed to the City of Launceston. The councils are therefore a major employer in the region and make a significant contribution to the north eastern Tasmanian economy.</p> <p>The organisational structures of the councils have much in common, again reflecting the broadly similar scope of services provided. Each council has its own industrial agreement, highlighting the wide range of differing terms and conditions of employment for many staff providing broadly comparable services.</p> <p>The councils have each adopted their own core financial and information management systems. There are five different finance systems and six different systems used to support engineering services (asset management, spatial science etc.). <b>The diversity of information management systems across the councils, and the associated differing business processes presents a particular challenge to the pursuit of shared services.</b></p>
<p><b>Shared service options (Section 4)</b></p>	<p>The study has explored the range of services delivered by the councils, and the Steering Committee has guided the study to focus on shared service opportunities for key common service areas – corporate services, engineering services and waste management services.</p> <p>The councils currently expend approximately \$21.M p.a. on these ‘in-scope’ services, of which approximately \$15M p.a. is salaries for 183 FTE. Expenditure on these services represents around 12% of the \$184M of total operating expenditure of the northern councils.</p> <p>The study has also explored the spectrum of shared service ‘models’ that are conceptually available, ranging from simple contracting between councils through to more complex incorporated joint ventures.</p> <p>Having regard to the services in scope, the study was able to distil the spectrum of options into four core alternatives:</p> <ol style="list-style-type: none"> <li>1. Optimising the current arrangements - extending the current range of services already being delivered between the councils in various sub-regional arrangements</li> <li>2. Joint contracting/ outsourcing – combining all the councils onto common contracts for core services and outsourcing these functions where feasible</li> <li>3. Contract service model - empowering a single council to centrally deliver the shared services to the other councils on a fee for service basis</li> <li>4. Incorporated joint venture – establish a separate shared services entity (using the enterprise provisions of the Local Government Act) to centralise the shared services and deliver those services back to the councils</li> </ol> <p>A literature review found there are a number of examples of the different shared services models in existence, nationally and internationally. However, the study also found a number of other independent reviews of shared services that identified the failures of attempts to build shared service models, the lessons learnt from those failures and guidance notes to others contemplating shared service implementations. <b>Some of the more common keys to success are avoiding opt-in/ out-out options, effective governance arrangements, leadership, persistence, change management/ communications and standardising core information systems and processes before sharing services.</b></p>



**Assessment of the options (Section 5)**

In considering the four conceptual options in consultation with the Steering Committee, it became apparent that all possessed various advantages and disadvantages from a political, financial and operational implementation perspective. In the assessment of those options, the study found:

- there are elements of Option 1 (extending current resource sharing arrangements) and Option 2 (joint contracting for selected services such as waste management) that could ‘blend together’ in a ‘cocktail’ of opportunities to optimise the current arrangements
- Option 3 (Contract service model) presented a range of political and implementation changes and a financial cost/ benefit outcome that would not favour that option
- Option 4 (Incorporated Joint Venture) presented similar challenges to Option 3, but with an even less attractive financial cost/ benefit outcome

**On balance, the study has concluded that the greatest gains can be made by all of the councils adopting common IT platforms. That will provide a foundation on which to extend the current resource sharing arrangements, with wider joint contracting for common services (e.g. waste management, debt collection, legal services) at both sub-regional or whole of region levels.**

The financial modelling of all of the options, and especially the blended Option 1/2 can at best be indicative, as this is dependent on a wide range of variables such as the services selected for sharing, the breadth of council participation and the complexity of implementation . For Option 1/2, estimated recurrent savings of \$3-4M p.a. across the region may be achievable set against implementation costs in the wide range of \$0.5-\$4M. This would represent savings of around 15% of the current operating expenditure on these services.

**Opportunities and next steps (Section 6)**

A range of 13 (or more) opportunities/ recommendations for shared services have been identified that form the ‘cocktail’ of initiatives. These extend the current resource sharing occurring between the northern councils into new areas and require genuine examination of joint contracting at sub-region and whole of region levels. **As noted in the literature review, factors critical to the success of shared service reforms are:**

1. **The formation of an effective governance/ management model with resources to progress the initiatives**
2. **The harmonisation of information management systems by the participating entities onto common platforms**
3. **A ‘one-in, all-in’ approach that does not easily allow opt-in, opt-out when it suits the preferences of individual councils to the detriment of the councils of the northern region as a whole**

In light of the emerging favoured option, the study has explored the Common Services Model, led by Brighton Council. That model has attracted some positive independent evaluations as an innovative approach to resource sharing in local government. The northern councils may not yet be prepared to replicate a model such as that in the northern region. However, there are some elements of that model, including a structured and effective governance model, a Common Services Contract that binds the participating councils, and fee-for service pricing arrangements that provide insights into an approach to shared services that would be robust, enduring and deliver real efficiencies to communities in the northern region of councils.

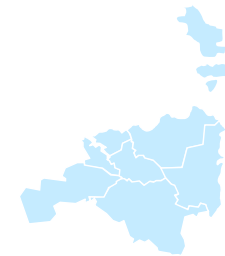
In concluding, the study has arrived at a way forward that is more evolutionary than revolutionary. That was not the expectation on commencement. However, there are elements of the solution that would be a major departure for the councils from the status quo, significantly break down existing silos and develop genuine regional cooperation. Such reforms would surely improve services and financial sustainability and be in the best interest of rate payers.



# 1. Introduction

**This section outlines the scope and approach to the study**

# Requirements



### Scope

The northern region of Tasmanian councils comprising Break O'Day, Dorset, Flinders, George Town, Launceston, Meander Valley, Northern Midlands and West Tamar have come together with the support of the Department of Premier and Cabinet (Local Government Division) to explore possible resource sharing/ shared services reforms, within the context of improving their capacity and performance.

The Tasmanian State Government has established that the following principles **must** be applied **when considering all options as they relate to local government reform**:

- **Be in the best interests of ratepayers**
- **Improve the level of services for communities**
- **Preserve and maintain local representation, and**
- **Ensure that the financial status of the entities is strengthened.**

**The northern councils have collectively ruled out amalgamations at this point.** Accordingly the project seeks to investigate the merits of a shared services model for the eight participating councils, having regard to these principles. The councils have determined that the first step is to undertake a benchmarking exercise that looks into (compares and contrasts) the financial and service delivery measures of each council.

The objective for the project is to use benchmarking to establish a standardised evidence base providing data on both qualitative and quantitative aspects of operations and which additionally identifies from the data, areas of potential for resource sharing and other collaboration between the councils.

### Outcomes

1. Review the data utilised to establish council KPIs as per the Tasmanian Auditor General to ensure that the **base data** provided by the councils establishes a consistent comparison for each council.
2. **Benchmark each council's KPIs** as per the Tasmanian Auditor General, in addition to any other KPIs considered relevant, which include key measures of operational efficiency in functions including
  - a) Human resource management
  - b) Corporate services – financial management, reporting, compliance, rates
  - c) Asset management planning – service levels, condition assessment and engineering

- d) Asset maintenance
- e) Animal management
- f) Planning and development
- g) Procurement
- h) Waste management
- i) Public and environmental health
- j) Information technology systems

3. Identify the **services provided by each council** and to what level these services are provided, including any relevant contextual information on service differentials
4. **Compare the services above (a to j), with the benchmarks** established by the Tasmanian Auditor General
5. Provide an analysis of the **demographic profile of the region** – current and projected to 2025 (covering for example Age, Population, Density and Economic performance and tourism) and include any major changes in service delivery needs
6. Make recommendations on where **improvements/ efficiencies can be made** in each area of each council
7. Recommend **resource sharing/ service collaboration** opportunities including:
  - a) Services that could be *regionalised* and how
  - b) The *potential for cost savings, service improvements* and efficiency improvements to council operations and any other stakeholders
  - c) The potential for *improved risk management*
  - d) Other *potential financial benefits* and impacts from a shared service delivery model
  - e) The *impacts on employment numbers*, potential improvement in staff skills and potential impacts on existing employment arrangements, including enterprise agreements
8. Develop an **evaluation framework** which includes baseline data, benchmarks and performance indicators for evaluating the success of the services and the ongoing viability of the councils

The study was conducted over six months with guidance provided at regular intervals by the Steering Committee comprising the senior management of the northern councils.

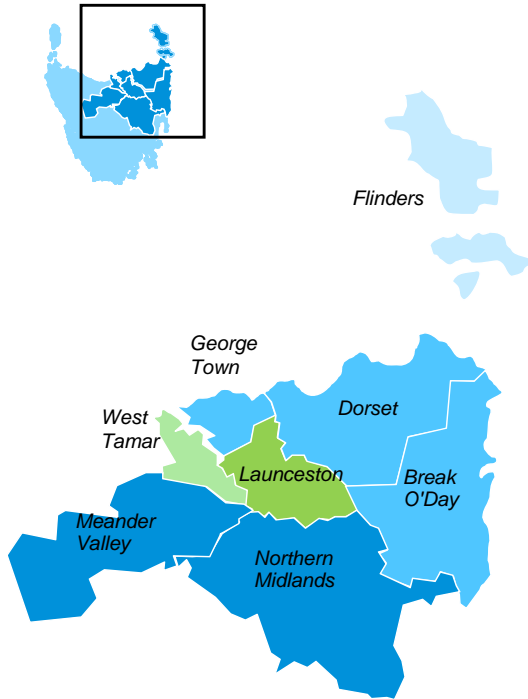










# 2. Current situation

**This section provides a snapshot summary of the main features of the northern councils**

# Northern Councils Overview

The Northern Councils have varying profiles in terms of size, nature and economic/demographic characteristics.



Summary Council Profiles	 Break O'Day	 Dorset	 Flinders	 George Town	 Launceston	 Meander Valley	 Northern Midlands	 West Tamar
Council Classification (Auditor General)	Rural agricultural, large	Rural agricultural, large	Rural agricultural, small and medium	Rural agricultural, large	Urban medium	Rural agricultural, very large	Rural agricultural, very large	Urban small
Population	6,469	7,105	783	6,802	67,078	19,686	12,749	23,202
Rateable Properties	6,297	5,279	1,190	4,354	31,147	9,897	6,850	11,813
Square Kilometres	3,256	3,228	1,997	653	1,414	3,330	5,137	691
Staff (FTE)	53.3	58.9	22.5	50.6	423.2	79.8	65.9	99.9

*Source: Report of the Auditor-General No. 8 of 2016-17 Auditor-General's Report on the Financial Statements of State entities*

The northern councils represent around one-third of Tasmania's population and land mass. Launceston is by far the most population dense municipal area, followed by West Tamar. These two councils represent over half of the eight combined councils in terms of rateable properties and population. Break O'Day is particularly unique, as it has almost the same number of rateable properties to head of population. This highlights the extent to which Break O'Day has a large amount of shacks and second homes, compared to the other municipal areas. To some extent this is also the case with Dorset and George Town.



# Services profile

The Northern Councils provide common services, as well as unique services.



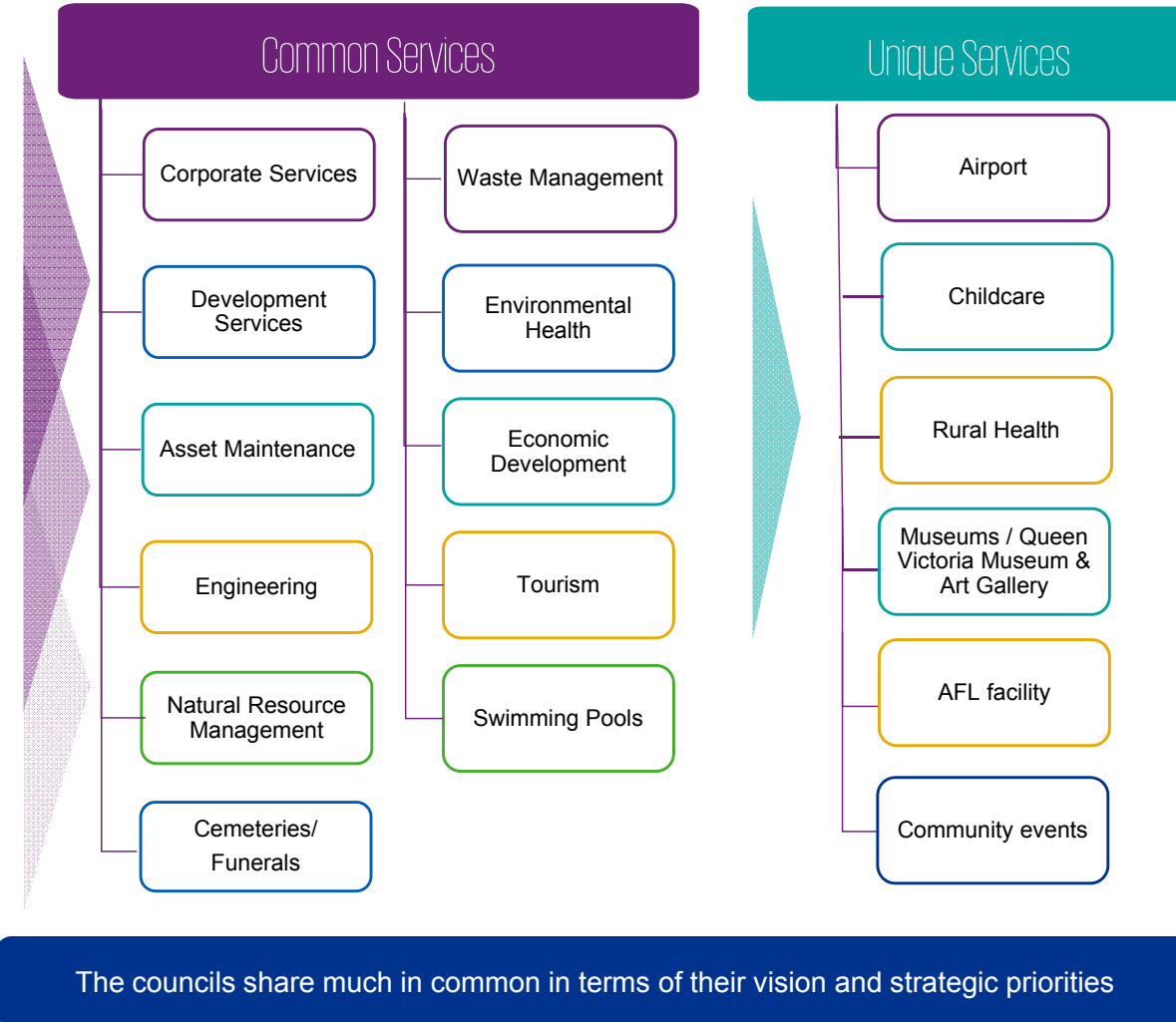
Many of the services that councils provide are central to their core role in serving their communities e.g. asset maintenance, waste management, and development services. Many of the supporting functions for these services are therefore also similar.

However, the northern councils also have some unique services, which arise from the rural/urban nature of some councils e.g. rural health, child care and museums etc.

For many of the common services, the councils have adopted different approaches to service delivery in terms of staffing levels, information systems and business processes.

This variability adds to the complexity of aiming to move to some of the shared services models with minimal disruption to council operations.

The councils also have a number of resource sharing arrangements already in place, between themselves and with councils outside the northern region. This can potentially provide a platform on which to extend shared services arrangements at a sub-region or whole-of-region level.



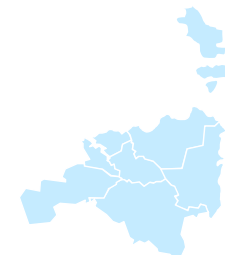


Half of the eight northern councils made an underlying deficit in 2015/16, which on a combined basis was below the Tasmanian average

- Four out of the eight councils made an underlying deficit in 2015-16. Flinders made the largest deficit (relatively) due to timing of pre-paid Federal Assistance Grants which affected the financial results. George Town also made a deficit as a result of infrastructure revaluations and a resulting increase in depreciation charges. All councils made positive net cash flows from operations.
- George Town, Meander Valley and Flinders incur the highest average cost per FTE. Meander Valley has the longest serving employees, followed by Launceston.
- Flinders has the highest FTE per 1000 population and rateable property, due to its small population.
- Break O'Day whilst having a fairly high FTE per 1000 population (8), has a fairly low FTE per rateable property. This reflects the large amount of shack homes.

2015-16 Results	Break O'Day	Dorset	Flinders	George Town	Launceston	Meander Valley	Northern Midlands	West Tamar
Underlying Surplus*	-\$0.59m	\$1.55m	-\$1.00m	-\$0.81m	\$2.18m	\$0.41m	-\$0.55m	\$1.24m
Underlying Surplus Ratio*	-4.4%	12.4%	-21.8%	-9.9%	2.2%	2.2%	-3.3%	5.2%
Net Cash Flows from Operations	\$2.25 m	\$2.88 m	\$0.23 m	\$1.54 m	\$17.82 m	\$5.89 m	\$4.41 m	\$6.57 m
Employment Expense	\$4.03 m	\$3.40 m	\$2.09 m	\$3.87 m	\$38.1 m	\$6.29 m	\$4.96 m	\$8.08 m
Average Salary (per FTE)	\$64,047	\$66,008	\$69,278	\$73,276	\$60,390	\$69,100	\$58,909	\$67,799
Average length of employment	7.6	9.0	5.1	7.4	9.5	13.5	7.7	8.8
FTE per 1000 Rateable Properties	8.5	11.2	18.9	11.6	13.6	8.1	9.6	8.5
FTE per 1000 Population*	8.2	8.3	28.7	7.4	6.3	4.1	5.2	4.3

\* Data sourced from Report of the Auditor-General No. 8 of 2016-17 Auditor-General's Report on the Financial Statements of State entities. All other information sourced directly from Councils' Annual Reports and raw data.



Ageing and shrinking populations in some areas will significantly affect councils' revenue base and demand for services.

## Population

- The northern councils' population are projected to age at a faster rate than the rest of Tasmania, which is significantly greater than the national rate. Break O'Day, Dorset and Flinders have been forecasted to age at higher rates than the other councils.
- In terms of population growth, Launceston, Break O'Day and West Tamar are the only councils that are projected to have growth in their populations. Dorset, Flinders, George Town, Meander Valley and Northern Midlands have all been projected to decline in population. There may be growth in some communities such as Perth, Longford and Evandale.

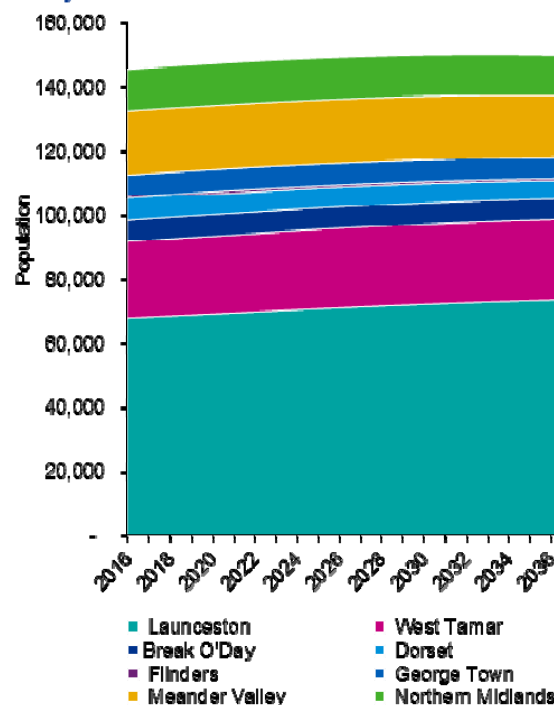
## Income

- Launceston has the largest average income and the largest number of income earners, followed by West Tamar. Flinders, Break O'Day and Dorset have the lowest average income figures per income earner.
- Five of the eight northern councils have a higher reliance on government support than the Tasmanian average.

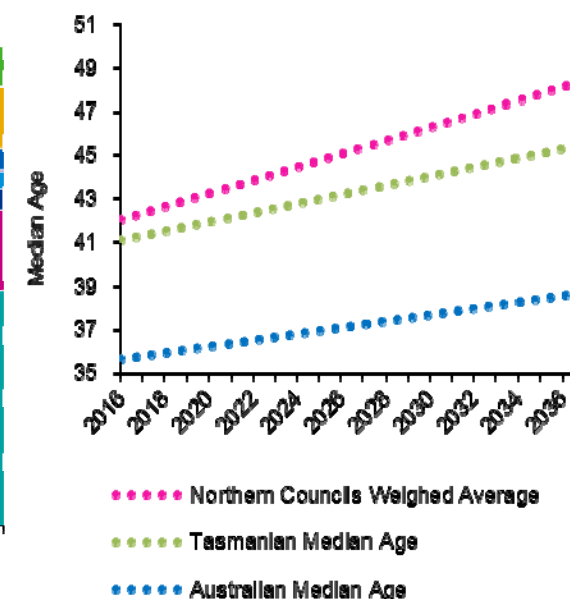
## Socio-Economic Index for Areas

- Meander Valley and Flinders rank in Tasmania's top 25% socio-economic index. Northern Midlands, Launceston, and Dorset score around the Tasmanian median. Break O'Day and George Town rank in Tasmania's bottom 25%, indicating a lower level of advantage.
- On a national level, Launceston, Dorset, Break O'Day and George Town all rank in Australia's bottom 30%

Northern Tasmanian Councils: Population Projections



Median Age Projections





# 3. Shared Service Options

**This section provides an overview of the shared service options considered by this study**

# Functions suited to shared services



The following pillars of services broadly summarise the majority of council services. In conjunction with the Steering Committee, the scope of services for further analysis were determined. These were either assessed as being suitable for shared procurement/contracting, or otherwise suitable for a shared services model in considering both strategic, organisational, and financial elements.

Corporate Services	Regulatory Services	Community Services	Parks & Recreation	Civil Works	Engineering
<ul style="list-style-type: none"> <li>Administrative Support</li> <li>Human Resources</li> <li>Finance</li> <li>Information Technology</li> <li>Risk management</li> <li>Marketing</li> </ul>	<ul style="list-style-type: none"> <li>Animal Control</li> <li>Natural resource management</li> <li>Building Control</li> <li>Building Services- Surveying</li> <li>Planning</li> <li>Parking</li> <li>Environmental Health</li> </ul>	<ul style="list-style-type: none"> <li>Community Participation</li> <li>Community Grants</li> <li>Events</li> <li>Volunteer programs</li> <li>Economic Development</li> <li>Tourism infrastructure</li> <li>Emergency services</li> <li>Childcare</li> <li>Health Services</li> <li>Youth Services</li> <li>Customer Service Centres</li> </ul>	<ul style="list-style-type: none"> <li>Parks</li> <li>Community Halls/Civic centres</li> <li>Sports Facilities &amp; other facilities</li> <li>Shelters/monuments</li> <li>Public barbeques</li> <li>Public toilets</li> </ul>	<ul style="list-style-type: none"> <li>Roads, Streets &amp; Bridges</li> <li>Building Infrastructure &amp; maintenance</li> <li>Stormwater &amp; drainage</li> <li>Waste - garbage</li> <li>Waste - recycling</li> <li>Waste - green waste</li> <li>Waste - hard rubbish</li> <li>Waste- Public bins</li> <li>Marine Infrastructure- Boat ramps and jetties</li> </ul>	<ul style="list-style-type: none"> <li>Spatial sciences - Survey, GIS</li> <li>Asset Management</li> <li>Engineering design</li> <li>Contract management</li> </ul>



Agreement that these services may be suited to joint purchasing/ contracting



Agreement that these services may be suited to a shared service model



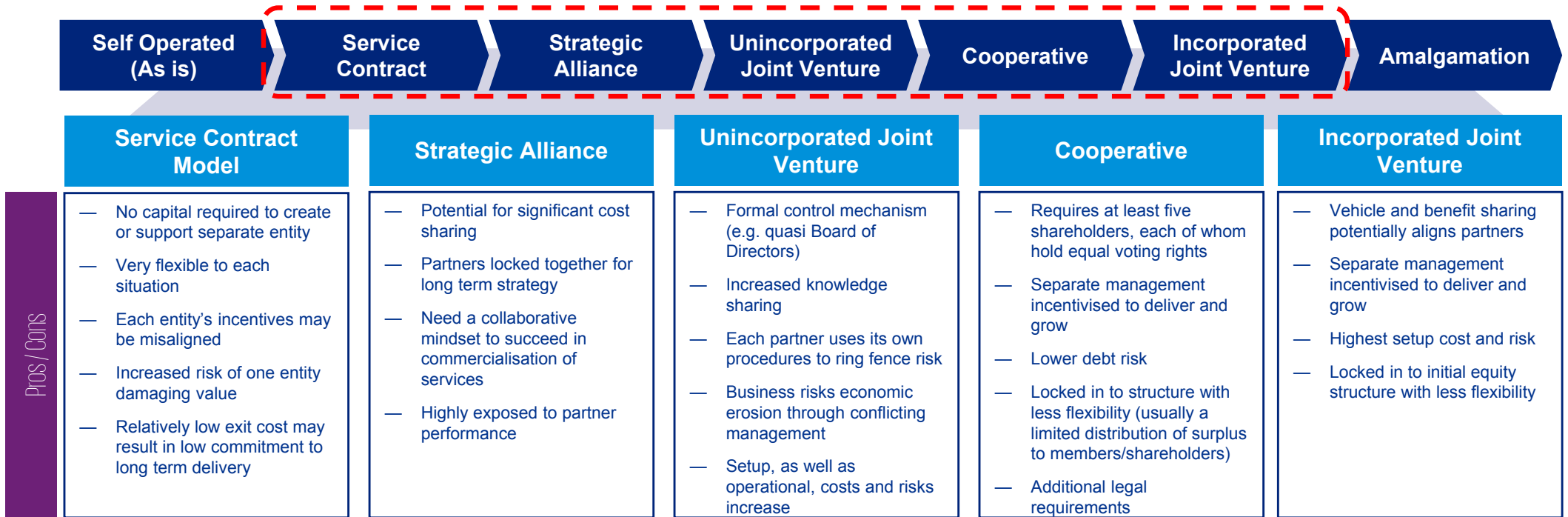
Agreement that these services are not in scope for this study but may be considered for shared services at some point in the future

# Resource Sharing Options

A spectrum of resource sharing options have been considered



The options explored in this Feasibility Study cover the following spectrum of models.



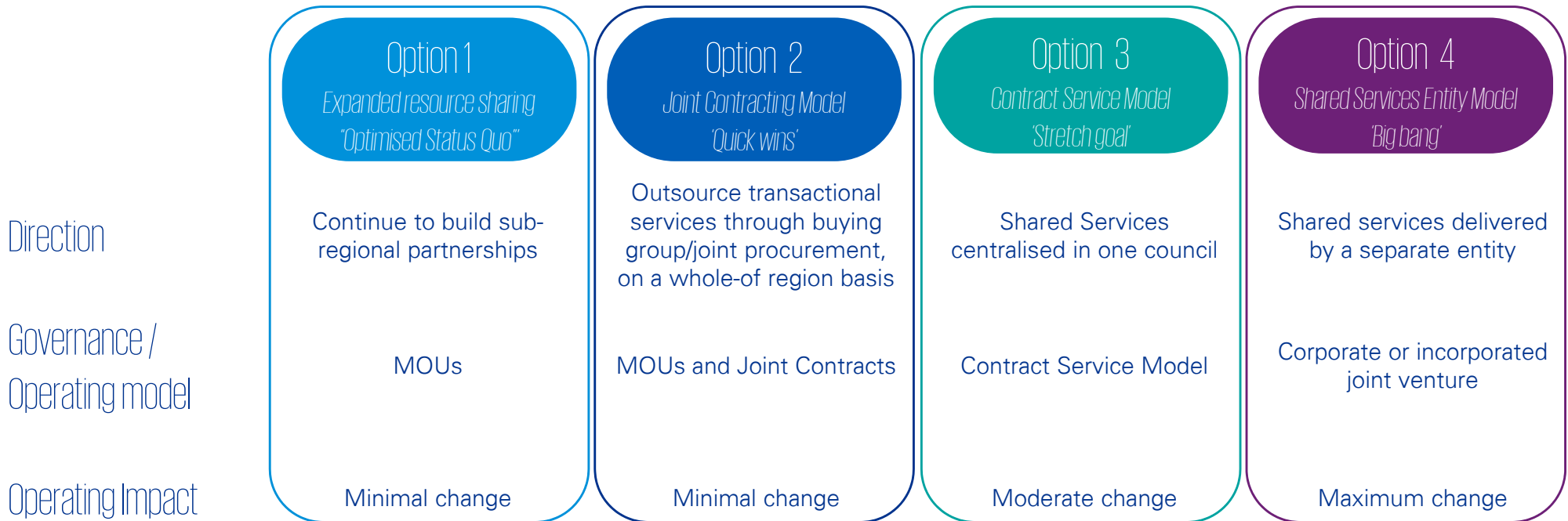
The structure should best reflect the core value drivers and address key risks based on the following factors:



# Overview of the Options



In considering the shared services models available and the current state of the northern councils, the following four options were considered for analysis.



The study found some examples of the different shared services models in existence. However, the study also identified some failed attempts to build shared service models. Some of the more common keys to success are avoiding opt-in/ opt-out options, effective governance arrangements, leadership, persistence, change management/ communications and standardising core information systems and processes before sharing services.

# Summary assessment

The councils should expand on current resource sharing using a Common Services inspired model.



Option #	Appetite	Complexity	Risks	Financial Benefits	Financial Costs	Emerging directions
Option #1 "Optimised status quo"	Green	Yellow	Green	Green	Yellow	<ul style="list-style-type: none"> <li>The northern councils are already undertaking some resource sharing at a sub-regional level</li> <li>There is general agreement that the councils need to continue to find ways to improve services, save costs</li> <li><b>There is general support for further optimisation and extension of the current sub-regional resource sharing arrangements</b></li> </ul>
Option #2 "Quick wins"	Yellow	Red	Yellow	Green	Yellow	<ul style="list-style-type: none"> <li>Some of the perceived 'quick wins' are not straight forward due to the existing councils' systems and processes e.g. payroll and job costing links, use of different contractors for similar services</li> <li><b>There remains scope for some expansion of joint contracting at a sub-regional and whole-of regional level on a case-by-case basis</b></li> </ul>
Option #3 "Stretch goal"	Yellow	Red	Red	Yellow	Red	<ul style="list-style-type: none"> <li>There is not strong support for the 'stretch goal' of centralising all of the identified functions into a single council</li> <li>Indicative financial modelling suggests the cost/ benefit assessment does not support the pure form of this model</li> <li>There are other significant potential issues – risks, system differences, governance arrangements</li> <li><b>There may be scope for some of the functions to be provided using a Common Services inspired governance model to formalise both current and potential resource sharing arrangements.</b></li> </ul>
Option #4 "Big bang"	Red	Red	Red	Red	Red	<ul style="list-style-type: none"> <li>There is limited support for the 'Big Bang' of centralising all of the identified functions in a separate entity</li> <li>Indicative financial modelling suggests the cost/ benefit assessment does not support the pure form of this model</li> <li>There are other significant potential issues – risks, system differences, governance arrangements</li> <li><b>This model can be ruled out for further analysis and consideration</b></li> </ul>

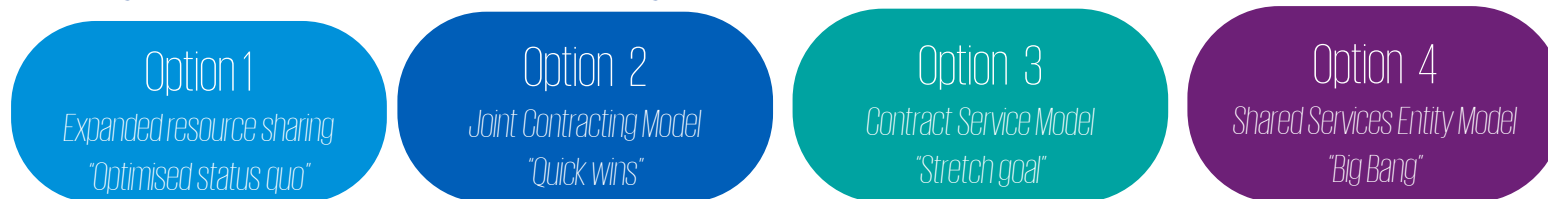
**There is a cocktail of opportunities that do not fit neatly into one of the conceptual models. A Common Services type model provides the flexibility for shared services to expand and adapt to the differing requirements of the councils. These considerations form the basis for the recommendations.**



# Financial Modelling Results



The financial modelling is indicative and sensitive to the assumptions employed. This is particularly so for the blended Option 1-2 scenario. Whilst Option 3 provides some savings, these are relatively small in terms of total councils' budget, and are dependent on efficiencies being realised. Option 4 results in the costs outweighing the benefits, due to the larger establishment and operating costs associated with a separate shared services entity. Implementation costs and complexity increase across the options.



Financial Impact	\$3.3 million saving p.a.	\$1.9 million saving p.a.	-\$0.5 million cost p.a.
% of Total Council Budget	1.8 %	1 %	-0.3%
Transition costs	\$0.5-\$4 million	\$3-5 million	\$7 million +

## Conclusions

Indicative financial modelling has been undertaken for options 1-2 combined, given that the assumptions around these options are dependent upon individual decisions of the councils.

The Brighton Council Common Services Agreement indicates savings of between \$0.5 million - \$1 million have been achieved under that model. A saving of \$3.3M p.a. would therefore require a whole of northern region commitment to the initiatives and may take several years to materialise.

Whilst under Option 3 there are savings available, they are relatively immaterial in comparison to the total expenditure of the councils.

The realisation of any savings are dependent on the assumptions relating to FTE reduction and savings from joint procurement, and the costs of establishing the contract service model.

Under Option 4 using the assumptions stated, the costs of establishing a shared services entity outweighs the benefits.

This suggests that this is a high risk option, and savings may be difficult to realise in the short term.



# 4. Recommendations and next steps

**This section outlines the way forward for the northern councils to expand shared services**

# Recommendations

There is a cocktail of opportunities that do not fit neatly into one of the conceptual models, however can build on existing arrangements between the councils. Adoption of common IT platforms can be the game changer...

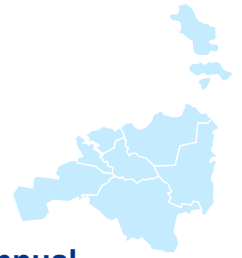



**Currently, the northern councils are in a position to establish and facilitate the range of initiatives outlined below. These include outsourcing some service delivery as well as centralising the procurement of some services. These initiatives are based on the current commonalities between services, either through systems and processes, or common providers and contractors.**

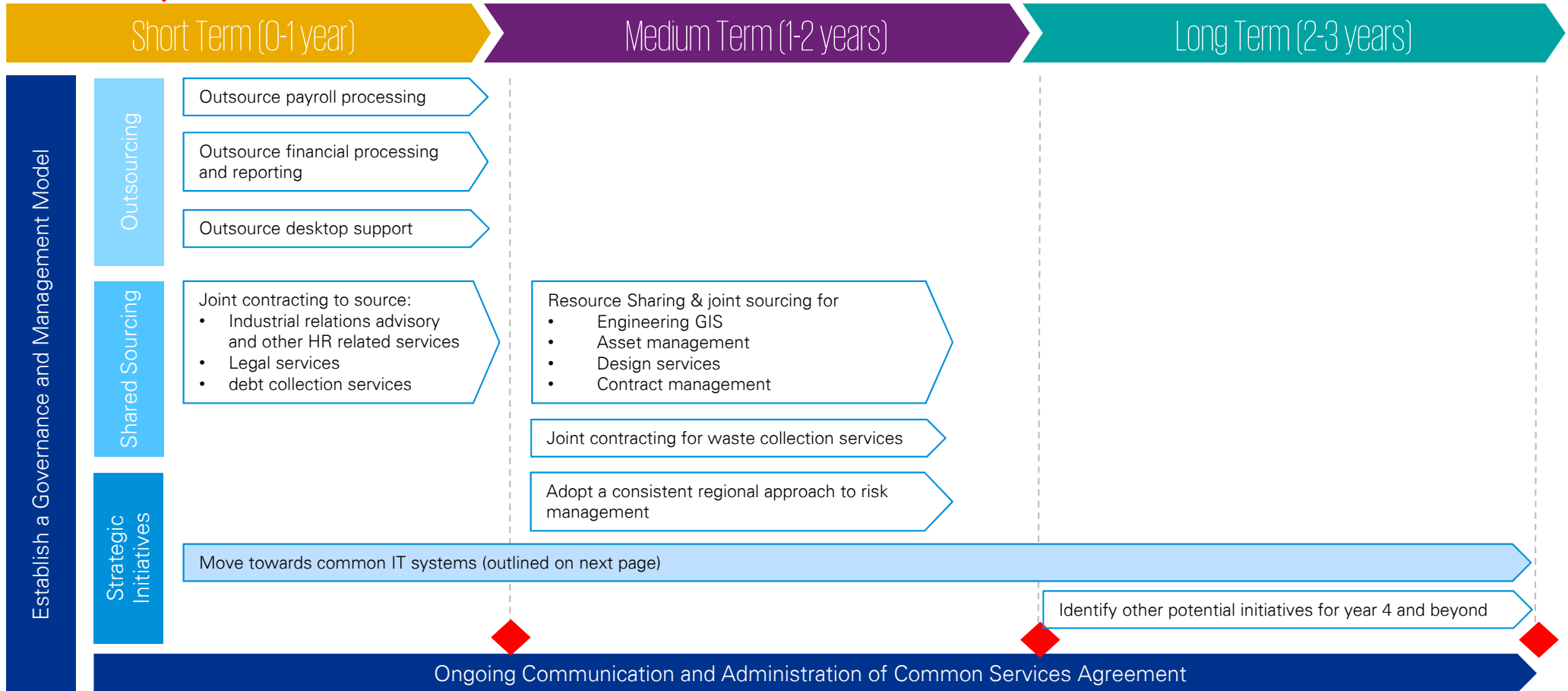
#	Function	Recommended shared service initiative/s	Scope	Effort	Benefit
<b>Service Delivery</b>					
1	Finance	Outsource financial processing and reporting to another council	Sub region	Low	Moderate
2	Payroll	Outsource payroll processing to another council	Sub-region	Low	Low
3	Information Technology	Move towards common IT systems	Whole region	High	High
4	Information Technology	Outsource desktop support	Sub-region	Low	Moderate
5	Risk management	Adopt a consistent regional approach to risk management	Sub-Whole region	Moderate	Moderate
6	Engineering design	Centralisation and joint sourcing of design services	Sub- Whole region	Moderate	High
<b>Contracting Services</b>					
7	Human Resources	Joint contracting to source industrial relations advisory and other HR related services	Sub-region	Low	Low
8	Legal services	Joint contracting to source legal services	Sub-Whole region	Low	Low
9	Waste collection	Move toward joint contracting for waste collection services	Sub-region	Moderate	High
10	Spatial sciences/ GIS	Centralisation and joint sourcing of GIS services	Sub-Whole region	Moderate	High
11	Asset management	Centralisation and joint sourcing of asset management functions	Sub-Whole region	Moderate	High
12	Contract management	Joint sourcing and consistent contract management models/ documentation	Sub- Whole region	Moderate	High
13	Debt collection	Joint contracting to source debt collection services	Whole region	Low	Low

**This analysis is limited to the services determined to be in-scope as part of this Study. Adoption of common IT platforms would be a significant first step the northern councils should progress. There are other services that could be considered under a Common Services Model. Shared development/ regulatory services and shared management of cemeteries were out-of-scope for this study, but may be suited for shared regional approaches in the longer term.**

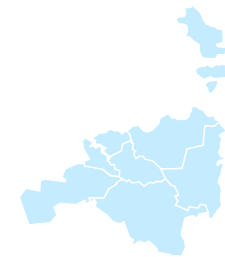
# Implementation



An indicative timeline for these initiatives is outlined below, as a starting point for consideration by the councils, with annual checkpoints  to evaluate progress and identify other potential shared services initiatives.



In light of the analysis conducted over the options, it is recommended that the Northern Councils move towards the adoption of a governance/management model (along the lines of a 'Common Services Model') to implement, administer and manage the services going forward. Common IT systems for the northern councils is a strategic and significant first step that can provide a foundation to many other shared service initiatives. Any efficiency savings can then be reinvested into other community facing services.



Short Term (0-1 year)

Medium Term (1-2 years)

Long Term (2-3 years)

Strategic Initiatives

## Common technology platforms

The study has found that several of the northern councils have put deliberations into information system upgrades, replacements etc. on the ‘back burner’ due to the more general climate for reform in local government in Tasmanian and, more recently, pending the direction of this study.

An **immediate opportunity for the councils that will require a long term implementation** is focused on the need to move to common technology platforms (specifically networks, infrastructure and applications) in order to fully leverage the combined scale of the councils.

The benefit of common technology platforms is not in the technology cost or operations. Rather, the majority of the potential benefit in shared platforms is in the ability to consolidate and drive synergies in processes across all operations of the councils, regardless of their physical location, size and complexity. This includes the standardisation of all corporate applications (finance, procurement, human resources etc.) as well specialist technology platforms used for engineering & GIS, planning & design, asset management and risk management.

Standardisation also allows for the consolidation of community facing responsibilities through effective Customer Relationship Management (CRM) capability and the potential sharing of information across council boundaries to facilitate better outcomes through strategic planning occurring at a regional rather than council level. This also requires all councils to commit to single processes and training methods in order that staff within one council can operate those on behalf of other councils. This then lends itself to a single council provider model where the councils can really leverage scale to reduce the total operating costs of the council by driving down the unit cost for transactions within it.

Due to the complex nature, long lead times and significant investment profile required for the implementation of this technology platforms standardization, the councils may wish to commence this activity immediately on a long term planning basis in order to move closer together by removing the current barriers that exist around consolidating significantly different systems and processes. Where there are so-called “common” systems, the level of configuration and customization of those systems are currently materially different enough to require a reimplemention of the systems rather than a simple integration.

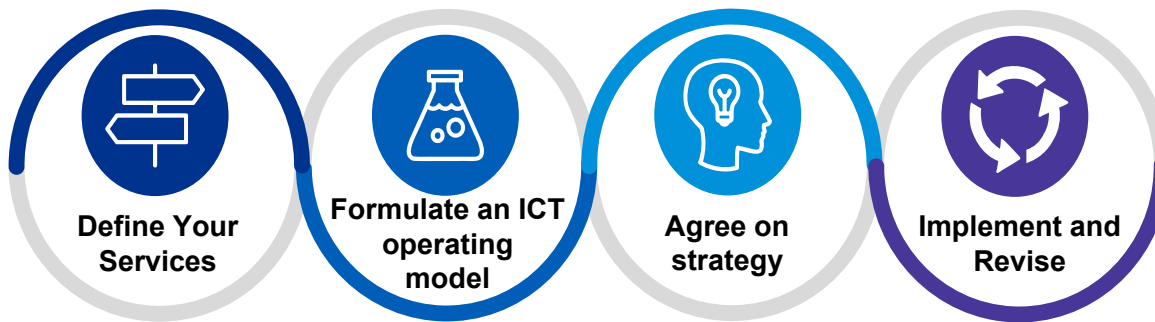
The following page outlines a high-level approach to advancing this initiative. Further discussion in relation to the other shared services initiatives can be found in section 6.1

# Implementation



**Creating a Common IT Service Structure** – A structure for IT service delivery for councils that is consistently and collectively managed will enable efficiency gains from the alignment of technologies and services. The collective scale of the councils can be leveraged to negotiate better terms for ICT service delivery and consistent outcomes for customers and business users. A high level approach for the IT services for councils is illustrated in the figure below.

## APPROACH

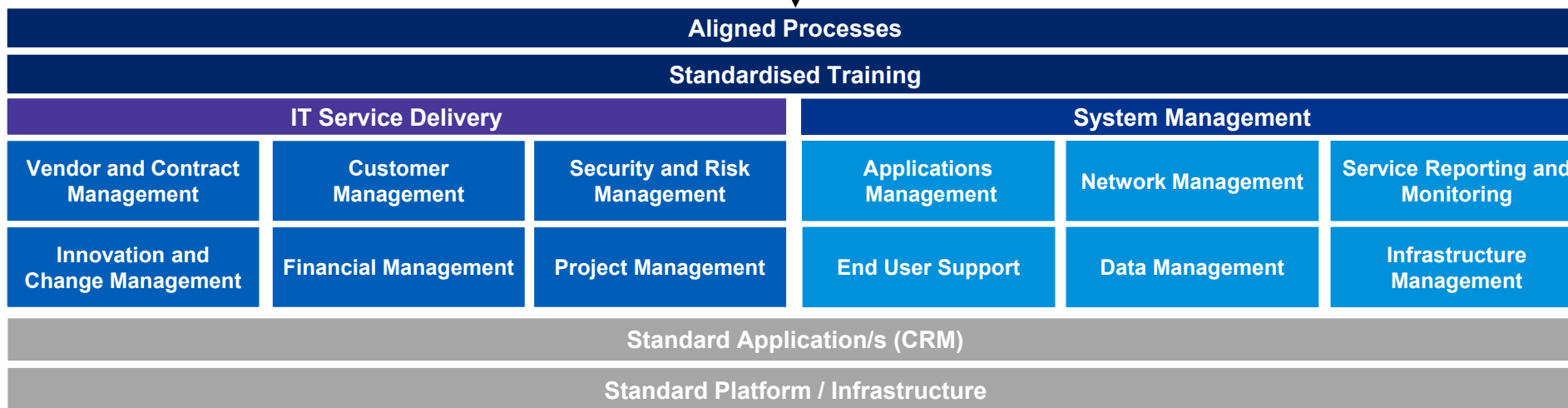


## OUTCOME



IT Governance as supplementary function to broader governance model

## COVERAGE



# A Potential Governance Model for the Northern Councils

The northern councils currently come together as part of the Northern Tasmanian Development Corporation, looking at strategic and outward-focussed opportunities for the region as a whole. However, there is currently no governance framework in place between the councils for internal shared services arrangements, as these have been established on an ad-hoc basis.

An appropriate starting point for the northern councils would be to establish a governance/ management model that can be informed by the learnings of the Common Services Model led by the Brighton Council. This would involve the councils coming together to identify, plan and implement opportunities to undertake shared initiatives at a whole-of-region or sub-regional level. This model is outlined below.



**Goodwill, trust and collegial spirit between the northern councils’ General Managers has been strengthened over the course of this study. It will be important for this to continue to be nurtured so that momentum to pursue the implementation tasks is maintained. An effective governance model with adequate resources to drive the initiatives is critical to success.**



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# **CORP 1 REQUEST FOR REMISSION OF THE 2017-18 RATES AND CHARGES ON 152 AND 154 BLACKSTONE ROAD, BLACKSTONE HEIGHTS**

## **1) Introduction**

The purpose of this report is for Council to consider a request from the owner of 152 and 154 Blackstone Rd, Blackstone Heights for a remission of the 2017-18 rates and charges levied on the two properties that continue to be affected by landslip.

## **2) Background**

In July 2014 a landslip event occurred at the front of the properties at 152 and 154 Blackstone Road, Blackstone Heights. As a result of this event Council commissioned an assessment of the sites and the potential risk to the residents of the affected properties.

The assessment concluded that there was risk of further landslip activity and recommended the evacuation of residents of 152 and 154 Blackstone Road and ongoing monitoring of landslip activity. The residents were issued a notice to vacate on 12 August 2014. The notice is still in force and the properties remain unoccupied.

When considering the ongoing management of the landslip at the affected properties at its November 2014 meeting, Council decided to provide a pro-rata rate remission from the date of the notice to vacate for the General Rate (subject to applying the Minimum Amount of \$135) and the Waste Management service charge for 2014-15. Council considered a request from the property owner again at the June 2016 meeting and decided to provide a rate remission (subject to applying the Minimum Amount of \$135) and the Waste Management service charge for 2015-16. Council considered a request from the property owner again at the June 2017 meeting and decided to provide a rate remission (subject to applying the Minimum Amount of \$135) and the Waste Management service charge for 2016-17. The State Government Fire Levy was not remitted on each occasion as Council is required to pay this amount to the State Fire Commission.

The owner of 152 and 154 Blackstone Road has written to Council requesting rate remissions on the properties for the 2017-18 financial year (refer to the attached letter).

### 3) Strategic/Annual Plan Conformance

Not applicable.

### 4) Policy Implications

Not applicable.

### 5) Statutory Requirements

Rate remissions may be granted by Council in accordance with Section 129 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

The proposed rate remissions, if granted, will reduce Council revenue. The 2017-18 rates and charges for the properties are as follows:

Property	General Rates	Fire Levy	Waste Charges	Total Revenue
1/152 Blackstone Rd	752.20	174.32	52.00	978.52
2/152 Blackstone Rd	752.20	174.32	52.00	978.52
154 Blackstone Rd	1,085.75	251.63	52.00	1,389.38
<b>Total</b>	<b>2,590.15</b>	<b>600.27</b>	<b>156.00</b>	<b>3,346.42</b>

### 10) Alternative Options

Council can provide a partial or no rate remission for the General Rate and Waste Management charge.

## 11) Officers Comments

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. Until the engineering issues are resolved and the structural integrity of the dwellings restored, the properties need to remain unoccupied. In this instance it is recommended that Council grants a remission of the General Rate (subject to applying the Minimum Amount of \$135) and the Waste Management service charge for 152 and 154 Blackstone Road which totals \$2,341.15. Council sets a minimum amount payable in respect of the General Rate to ensure that all rateable properties make a base contribution to the cost of administering council's activities and maintaining the services and physical infrastructure that supports each property. A remission of the Fire Levy is not recommended as Council is required to pay this amount to the State Fire Commission.

**AUTHOR:** Jonathan Harmey  
DIRECTOR CORPORATE SERVICES

## 12) Recommendation

***It is recommended that Council grants a rate remission for the General Rate (subject to applying the Minimum Amount of \$135) and Waste Management charge for 2017-18 under Section 129 of the Local Government Act 1993 to the following properties:***

- ***Unit 1/152 Blackstone Road, Blackstone Heights***
- ***Unit 2/152 Blackstone Road, Blackstone Heights***
- ***154 Blackstone Road, Blackstone Heights***

**DECISION:** (BY AN ABSOLUTE MAJORITY)

**E. M. GRIFFITHS**

**P.O. Box 963**

**Kyneton Vic 3444**

Ph: (03) 5422 2072

Fax: (03) 5422 1019

Mob: 0428 506 036

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**Via Email:** [mail@mvc.tas.gov.au](mailto:mail@mvc.tas.gov.au)

8 August 2017

Meander Valley Council  
P.O. Box 102  
Westbury Tas 7303

Dear Sir/Madam,

**Re: Request for Rates (2018) Remission – 152 & 154 Blackstone Road, Blackstone Heights**

I enclose copy of letter from Meander Valley Council dated 16 June 2017, whereby a decision was made to grant rate remission for the above properties for the 2016-17 year.

You would be fully aware that the units at 152 Blackstone Road are uninhabitable; and that, despite our carrying out the requests of Council, the evacuation order on 154 Blackstone Road has not been lifted.

In light of the circumstances I respectfully request a Rate remission for the above properties for the 2017/2018 financial year.

Yours sincerely,

  
for: Eva Griffiths.

Encl;

# **INFRA 1 AUSTRALIAN LIGHT HORSEMAN MEMORIAL SILHOUETTE, WESTBURY VILLAGE GREEN**

## **1) Introduction**

The purpose of this report is to seek Council approval for the installation of a silhouette depicting a light horseman at the Battle of Beersheba and accepting ownership of the silhouette as an asset donated by the Westbury RSL.

## **2) Background**

Council has received a request from the Westbury RSL to install a silhouette artwork to commemorate the involvement of Westbury light horse servicemen in World War One. The silhouette will be 2,200mm high, 2,000mm wide and constructed from 6mm thick steel plate. It will be located at the rear of the Cenotaph and positioned to obscure sightlines to the adjacent power box. The silhouette will depict a life-sized image of a light horseman jumping a trench during the charge at the Battle of Beersheba and will have the following accompanying text:

*This monument commemorates the Australian Light Horse and the young men of the Westbury District who served within its regiments. Riding skills and marksmanship honed on local paddocks led these brave volunteers into the deadliest conflicts of the First World War, where they proved themselves equal to the best.*

*One of the most renowned battles took place at Beersheba in Palestine in October 1917 pitting Australian, New Zealand and British troops against a Turkish and German foe. It is highlighted by a charge of the Australian Light Horse which is recognised as one of the last great cavalry charges in history. The battle was won by the Allied forces and more than 20 'light horseman' of Westbury played their part in this and other extraordinary encounters.*

*This dedication is an expression of our community pride and gratitude. We honour their deeds this day, the centenary of Beersheba Day, 31 October 2017.*

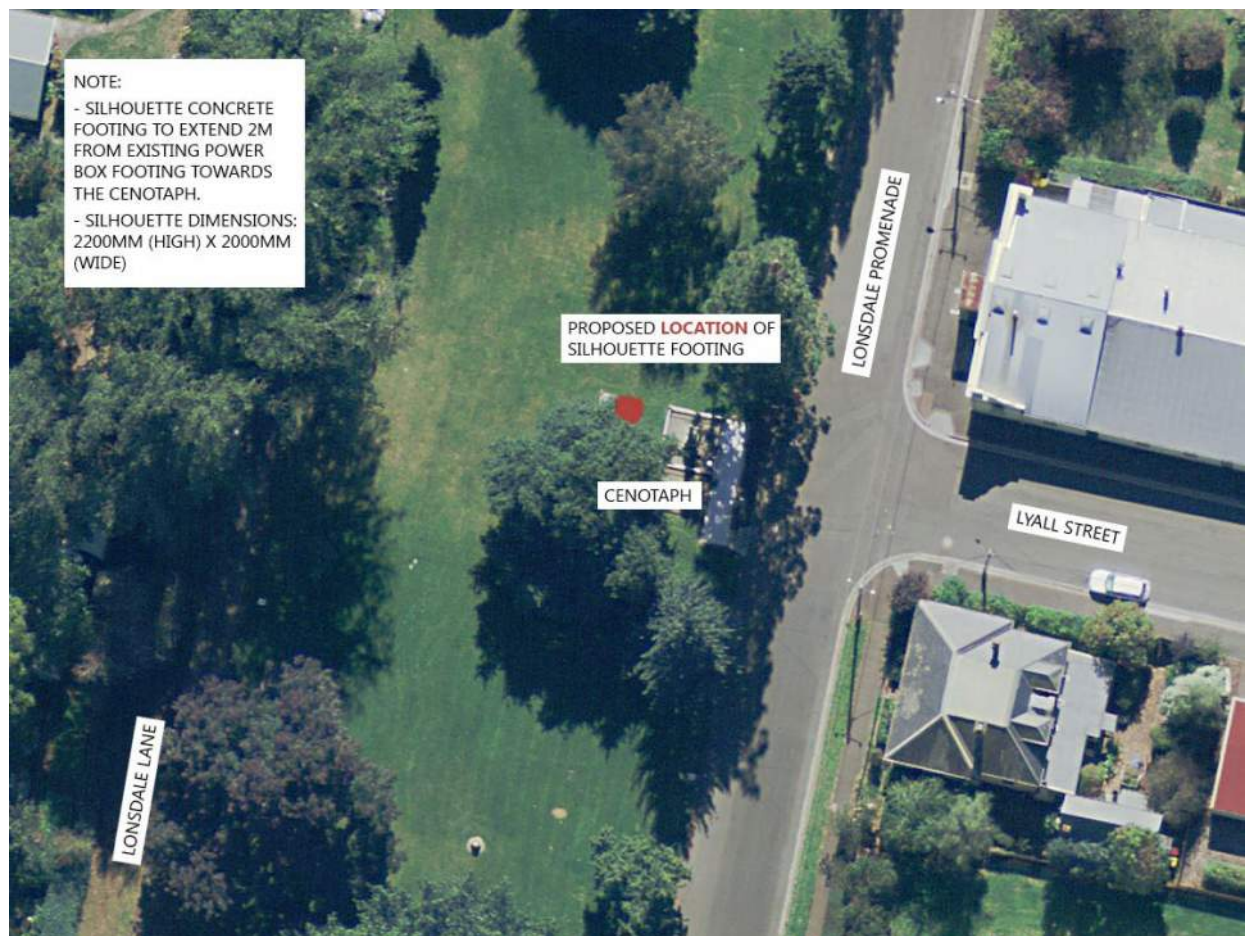
*Westbury Remembers.*

The proposed silhouette requires a planning permit prior to being constructed on site. The planning process is Discretionary as the proposed site is less than 10m from the park boundary and the site is heritage listed with Heritage Tasmania. The Westbury RSL (applicant) has lodged an application for the proposed artwork, the details of which were viewed at the August Council

Workshop and will be advertised publically for a two-week period from 2 September.

The Westbury RSL intend to unveil the silhouette on the centenary anniversary of the Battle of Beersheba on 31 October 2017 provided Council support the request and Planning and Heritage permissions are approved.

This project was discussed by Council at its workshop on 22 August 2017. Essentially, the aims of the project are to raise awareness, pride and connectivity amongst Westbury residents and visitors and to further develop the Cenotaph as a quality site of remembrance for all.



**Image 1: Aerial image showing the proposed location (red shape) of the Australian light horseman silhouette**



**Image 2: Drawing depicting a light horseman that is being used to inform the silhouette image.** *Note: The final image will be rendered using colours that reflect that period in time e.g. the rider's uniform will be painted olive drab, the horse will be a dark bay and the leathers will be a dark tan colour.*

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

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

- Future direction (3) – Vibrant and engaged communities

### **4) Policy Implications**

Not applicable.

### **5) Statutory Requirements**

This project requires approval under the Land Use Planning Approvals Act.

### **6) Risk Management**

Risk management plays an important part in Council's Asset Management activities. Through the embedded risk management practices, Council can ensure that the inherent risks that are associated with asset ownership are minimised.

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

Not applicable.

## 8) Community Consultation

The Westbury RSL will distribute a poster around the town outlining the proposed initiative. This will include a contact number for enquiries.

## 9) Financial Impact

The upfront capital costs are an estimated \$5,500 for materials and construction costs which will be funded through a combination of Westbury RSL resources and a funding request has been submitted to Council's Community Grant program to be presented to Council's October meeting.

The Annual Life Cycle costs for Council will be \$275 per annum which will cover the depreciation costs, resulting in a Whole of Life Cost to Council of \$5,500 over the allocated 20-year life of the asset. This is a gifted asset and as such will be recorded on Council's asset register, therefore resulting in the associated depreciation costs which must be recognised in accordance with the requirements of the Accounting Standards. The Westbury RSL has committed to maintain the silhouette over the 20-year allocated life and replace it when appropriate. A summary of costs is shown in Table 1 below.

**Table 1 – Cost Benefit Summary**

<b>Summary - Asset Assessment and Cost Benefit Analysis</b>			
<b>Light Horseman Silhouette, Village Green (Westbury RSL)</b>			
Structure Type	2.2m high x 2m wide 6mm thick steel plate with painted image of light horseman		
Executive Summary and Recommendation	The Westbury RSL have requested that Council consider accepting a silhouette artwork depicting a light horseman at the Battle of Beersheba as a gifted asset. The silhouette is an expression of community pride and gratitude for the 20+ light horseman from Westbury who served in WW1. Following discussions with RSL representatives & Council Works & Planning staff, officers believe the installation (provided it satisfies planning & safety requirements) will add value to and complement the cenotaph area. If endorsed the silhouette will be unveiled at the centenary anniversary of the Battle of Beersheba, 31 October 2017.		
<b>Details</b>			
Level of Service	Silhouette commemorating the 20 + light horseman from Westbury that served in World War one	<b>Funding of Annual Council Operations</b>	
Value	\$5,500	Rates	0%
Annual Life Cycle Cost	\$275	User/Other	100%
Design Life (yrs)	20	Total	100%
Whole of Life Cost	\$5,500	Details:	Westbury RSL to maintain & renew the silhouette
Average Yearly Use	500	visitors per year (estimated)	
Usage Cost	\$0.55	Cost per visitor (estimated 500/year)	



**Note:** If Council undertake the ongoing operation and maintenance of the silhouette this would cost Council an additional \$275 per annum, totalling an additional \$5,500 over the 20-year useful life of the asset. This figure is based on the standard allocation of a 5% yearly operational and maintenance cost for all recreation assets. The RSL have committed to replacing the silhouette at the end of the allocated 20-year useful life. If this becomes Council's responsibility it will cost an additional \$100 per annum in disposal costs, totalling \$2,000 over the 20-year life.

## **10) Alternative Options**

Council can elect to not approve the recommendation.

## **11) Officers Comments**

Council officers have been involved in the planning application and the Westbury RSL requests Council accept this donated asset. The Westbury RSL has been informed that Council will consider this request in line with Council's Policy No. 78 - New and Gifted Assets.

Council approval of the proposed design and gifted asset is required prior to the commencement of the work on the silhouette and associated site works. The proposed silhouette should be considered in line with Council's Policy No. 78 – New and Gifted Assets which helps guide Council in making an informed decision regarding the long-term implications of ownership of assets including new and donated assets.

Eskridge – Design in Iron (Longford) will manufacture the silhouette from 6mm steel plate using a water jet cutter. Examples of their work can be seen at [www.eskridge.com.au](http://www.eskridge.com.au)

Sign writer, Kevin Brown of Spectrum Signs (Launceston) will bring the silhouette to life with his artwork. This will be sealed with anti-graffiti resin. Dunns Stone (Prospect) will quote for the bronze plaque, which will be mounted on a steel plate.

The assembly of the silhouette, ribs, supports and base will be completed by Jon Donaldson of the Westbury RSL. The concrete plinth to support the silhouette and the installation of the bronze plaque will be constructed by the Westbury RSL.

All works will be carried out under the guidance of MVC Works staff.

**AUTHOR:** Natasha Szczyglowska  
TECHNICAL OFFICER – COMMUNITY SPACES

## **12) Recommendation**

***It is recommended that Council:***

- 1) Approve the installation of the silhouette at the Westbury Village Green, and***
- 2) Take ownership of the silhouette once completed which will be donated by the Westbury RSL in line with Council's Policy No. 78 – New and Gifted Assets and subject to the maintenance arrangements agreed to with the Westbury RSL.***

**DECISION:**

# **INFRA 2 WESTBURY RECREATION GROUND SPORTS PAVILION - DESIGN DEVELOPMENT AND COST ESTIMATE**

## **1) Introduction**

The purpose of this report is for Council to consider approval of new Capital Works Expenditure funding to undertake design of new building works at the Westbury Recreation Ground and to appoint Councillors to a design committee to oversee the design development phase of the project.

## **2) Background**

In May 2013 Council approved \$12,000 for the Westbury Recreation Ground clubroom upgrade design. In May 2014 the project was expanded to be the Westbury Recreation Ground pavilion upgrade, incorporating new change rooms, toilets and other internal works. An additional budget allocation of \$300,000 was approved by Council in the capital works program which included \$150,000 in grant funding from the State Government.

In May 2015, following review of initial concept design and cost estimates, Council increased the project budget by \$200,000 to a revised budget of \$500,000. The increase in budget was to allow for home team change rooms, an extended function space area, medical and umpire changes rooms. Over the next few months a community engagement meeting was convened and a number of meetings held with community members, councillors and Council officers to inform the project moving forward.

At the Meeting in October 2015 Council:

- a) approved the heritage design style for the new building works
- b) approved an additional \$636,781 of capital works funding for delivery of the Stage 1 Option 2a concept design for the Westbury Recreation Ground Pavilion Upgrade project less the modification to the existing building
- c) undertake design plans for the modification of the existing building.

In June 2016, following further project discussions and concept development, Council approved a change in project scope and allocation of additional funding to an extension to the south eastern end of the existing Westbury Recreation Ground club rooms building (Stage 1) and that Council undertake a

business case to determine the extent of any future building works at the Recreation Ground.

Detailed design and documentation was undertaken for the Stage 1 works and planning and building permit processes completed in advance of calling for tenders for construction of the works. In July 2017 Council considered the tender submissions for the Stage 1 works.

Councillors have further considered the direction of the project following discussion with key user groups and review of the business case in workshops in July and August.

In September 2017 Council will consider the receipt of the business case prepared by consultants JMG Engineers and Planners.

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

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

- Future direction (5) - Innovative leadership and community governance
- Future direction (6) - Planned Infrastructure Services

### **4) Policy Implications**

Policy No. 60 (Asset Management) and Policy No. 78 (New and Gifted Assets) will apply; Policy No. 56 (Recreation Pricing Policy) and Policy No. 77 (Rates and Charges) may apply.

### **5) Statutory Requirements**

Section 82 (4) Local Government Act 1993 applies. An increase to the Capital Works budget requires approval by an Absolute Majority of Council.

### **6) Risk Management**

Not applicable.

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

Not applicable.

## 8) Community Consultation

The Westbury Function Centre Business Case prepared by JMG Engineers and Planners involved consultation with key stakeholders including potential users and existing providers.

## 9) Financial Impact

Council Policy No. 60 (Asset Management) states that as custodians of community assets and as part of Council's consideration of infrastructure asset management, Council will consider and report future "whole of life" costs in all decisions relating to new services or assets.

Additional Capital Works Expenditure has the effect of reducing Council's cash and investment asset balances and reducing the interest income revenue Council is able to raise. New Capital Works Expenditure has the effect of increasing annual operating expenses including depreciation, maintenance and utility charges. Any new annual operating expenses would need to be funded by additional Council revenue through hire charges or general rates.

If Council were to construct the next upgrade to include a multipurpose function centre at a cost of approximately \$5,000,000 (refer Officers Comments) the following additional annual operating expenses could be incurred:

<b>Estimated Annual Operating Cost</b>	<b>Amount</b>
Depreciation	100,000
Interest revenue foregone	135,000
Insurance	6,797
Heating	3,186
Fire Protection	10,620
Energy	4,938
Cleaning	3,823
Security	5,552
Repairs & Maintenance	10,621
<b>Total</b>	<b>\$280,537</b>

The total revenue sought for the facility to be cost neutral in this circumstance would be \$280,537 or \$5,395 per week. In the event of one function booking per week this would equate to a hire charge of \$5,395 per function.

If the multipurpose function centre was the only building with the ability to cater for groups at the Westbury Recreation Ground it is anticipated that the

current users of the facility would intend to book the area on a regular basis. If the Meander Valley Football Club were to use the space every Saturday during the winter football season and the centre was not available for use by any other user, in the absence of other weekly bookings the cost neutral charge could be up to \$140,268 for the six months unless alternative lease arrangements were entered into. If the Westbury Shamrocks Cricket Club were expecting to use the space every Saturday during the summer cricket season and the centre was not available for use by any other user, in the absence of other weekly bookings the cost neutral charge could be up to \$140,268 for the six months unless alternative lease arrangements were entered into.

The recent Westbury Function Centre Business Case prepared by JMG Engineers and Planners noted the feasibility assessment did not indicate the project to be feasible based on occupancy rates, running costs and expected revenue.

## **10) Alternative Options**

Council can elect to amend or not approve either recommendation.

## **11) Officers Comments**

The Stage 1 building works have been approved by Council and will incorporate a home team change room, rub down area, two separate amenities rooms and a cleaner's store. The change room area includes a central openable wall to enable the room to be divided in two. This will provide greater amenity for use of the space by multiple teams on game days.

The floor area of Stage 1 is approximately 245m<sup>2</sup>. Tendered costs for Stage 1 are in the order of \$1,200,000. The tendering process for Stage 1 is still a competitive process between tenderers. The costs are subject to further assessment following some minor alterations to the scope of work, and a contract will be awarded at the conclusion of this process.

Council's preferred concept for Stage 2 as discussed at the August Workshop is a two story building as shown in Attachment A to this report. As an extension of the approved Stage 1 works, the ground level concept for Stage 2 includes away team change rooms and amenities rooms, gymnasium space, umpires change room, medical room, storage areas and stair and lift well space for access to the second level.

The second level includes a meeting room, toilets, kitchen area and associated storage and cool room, bar, time keepers area and function room space. It is proposed that a gable roof will be provided with a heritage style in keeping with other buildings in the area.

The Stage 2 building area is approximately 1,305m<sup>2</sup>.

The pre-tender cost estimates for the Stage 1 building works provided to Council by the project quantity surveyor was based predominantly on Rawlinson Construction Handbook. The construction cost per square metre equated to approximately \$3,900. The construction rate as indicated by the Stage 1 tender is approximately \$4,900.

It is noted that the Westbury Function Centre Business Case provided a cost estimate for the construction of the second storey works only associated with Stage 2, being the function room space and associated facilities. The estimate of \$2,156,925 is based on a construction rate of approximately \$2,800m<sup>2</sup>. Council's project architect also provided a construction cost estimate for the entire building upgrade (Stage 1 and Stage 2 combined) prior to completion of the Stage 1 detailed design. The architect's estimate was also in the order of \$2,800m<sup>2</sup>. These rates are well below current market building rates as evidenced by the Stage 1 tender.

The potential costs for the proposed Stage 2 works (1,305m<sup>2</sup>) range from approximately \$3.6M to \$6.4M and can be summarised as follows;

Source	Rate per sqm	Cost Estimate
Architect & Business Case	\$ 2,800	\$ 3,654,000
Quantity Surveyor	\$ 3,900	\$ 5,089,500
Tender	\$ 4,900	\$ 6,394,500
Average	\$ 3,867	\$ 5,046,000

For the purpose of preparing the financial impact information earlier in this report, a Stage 2 cost of \$5,000,000 has been adopted based on the average rate for construction per square metre.

The Business Case prepared to assess the development of the function centre space concluded that the investment required was not financially feasible. There has been considerable discussion around this project and Council officers understand the present view of Councillors that they are looking to deliver a project that will provide amenity for multiple user groups and will generate increased use into the future. However, it is important for Council officers to be objective in the information we provide to councillors for

consideration, and as the overall estimated Stage 2 project costs are unbudgeted in Council's Long Term Financial Plan and the function centre is not recommended by the Business Case, an alternative recommendation is presented to Council for consideration.

In lieu of the two storey construction shown in the attached concept plans, and in light of financial limitations, it is also recommended that Council consider an alternate Stage 2 upgrade at ground level only. This would include a more modest schedule of work to improve the existing function area, away change rooms and renovation of other existing spaces in meeting the long term needs of the two key user groups of the facility.

For both recommendations presented below, additional project funding will be required to undertake additional design development and preparation of more refined construction estimates. The project funding amounts provided in the recommendations are allowances only. It is also recommended that a small steering committee be established with councillors and Council officers to ensure there is clear direction for this second stage of the project prior to presenting design development drawings and cost estimate to Council for a future decision.

**AUTHOR:** Dino De Paoli  
DIRECTOR INFRASTRUCTURE SERVICES

## **12) Recommendation**

***It is recommended that Council:***

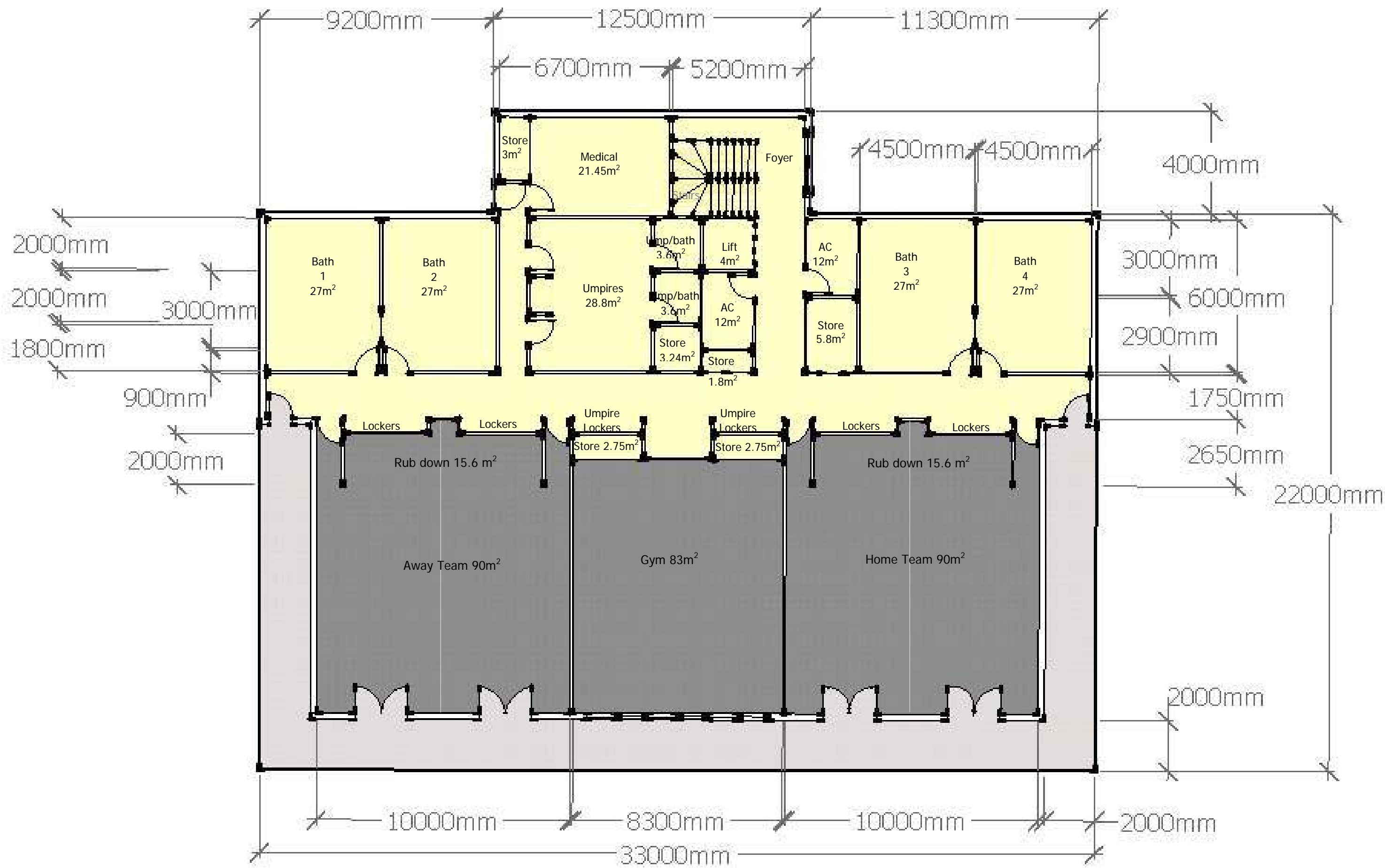
- 1. Approves new capital works project funding of \$50,000 for design development of a building upgrade to the existing Westbury Recreation Ground sports pavilion, including function area, away change room improvements and minor renovations on the ground level only; and***
- 2. Appoint two Councillors, Director Infrastructure Services and Council's Property Management Officer to a Westbury Recreation Ground Sports Pavilion design development project steering committee to oversee the design development and cost estimate phase of the building upgrade.***

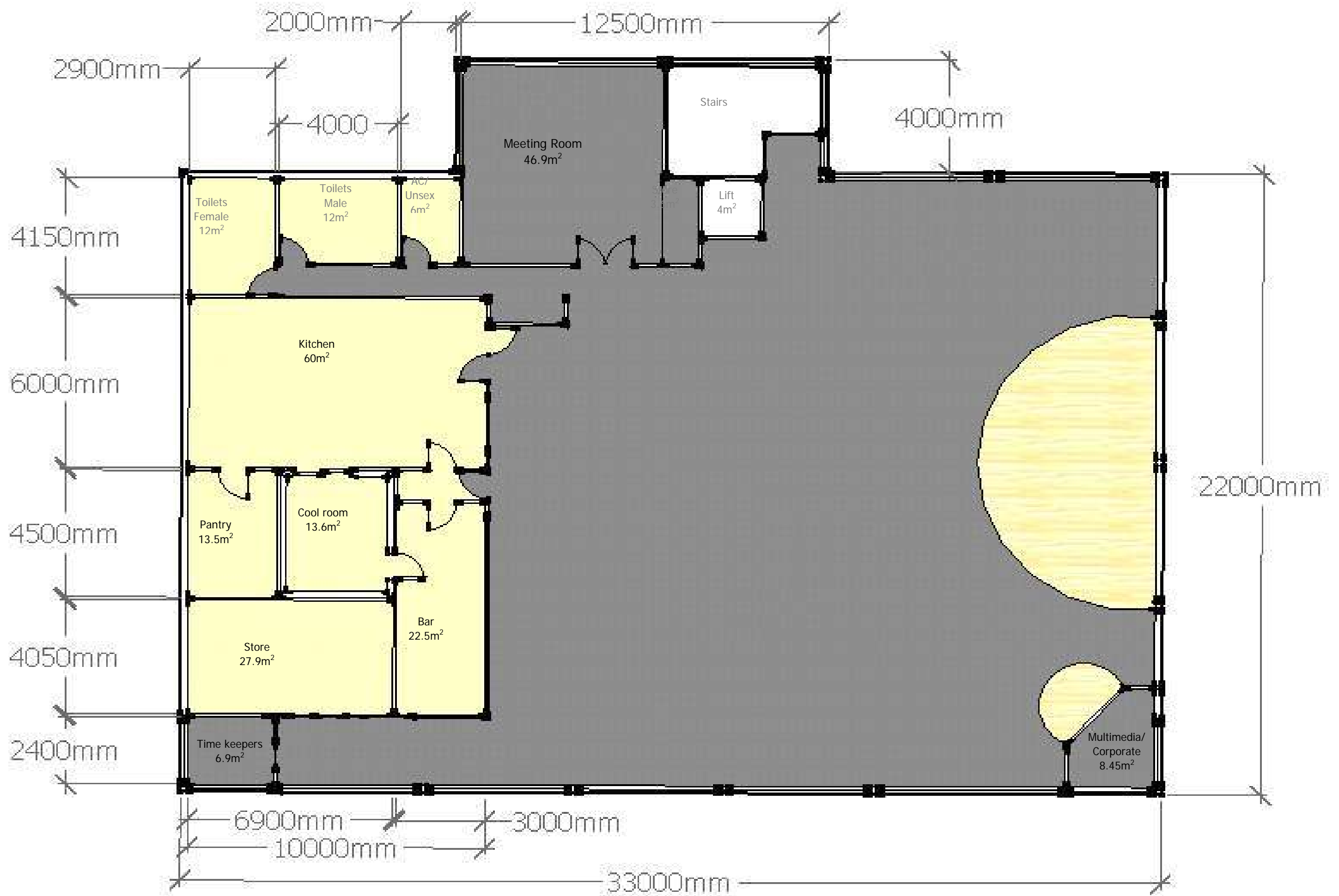
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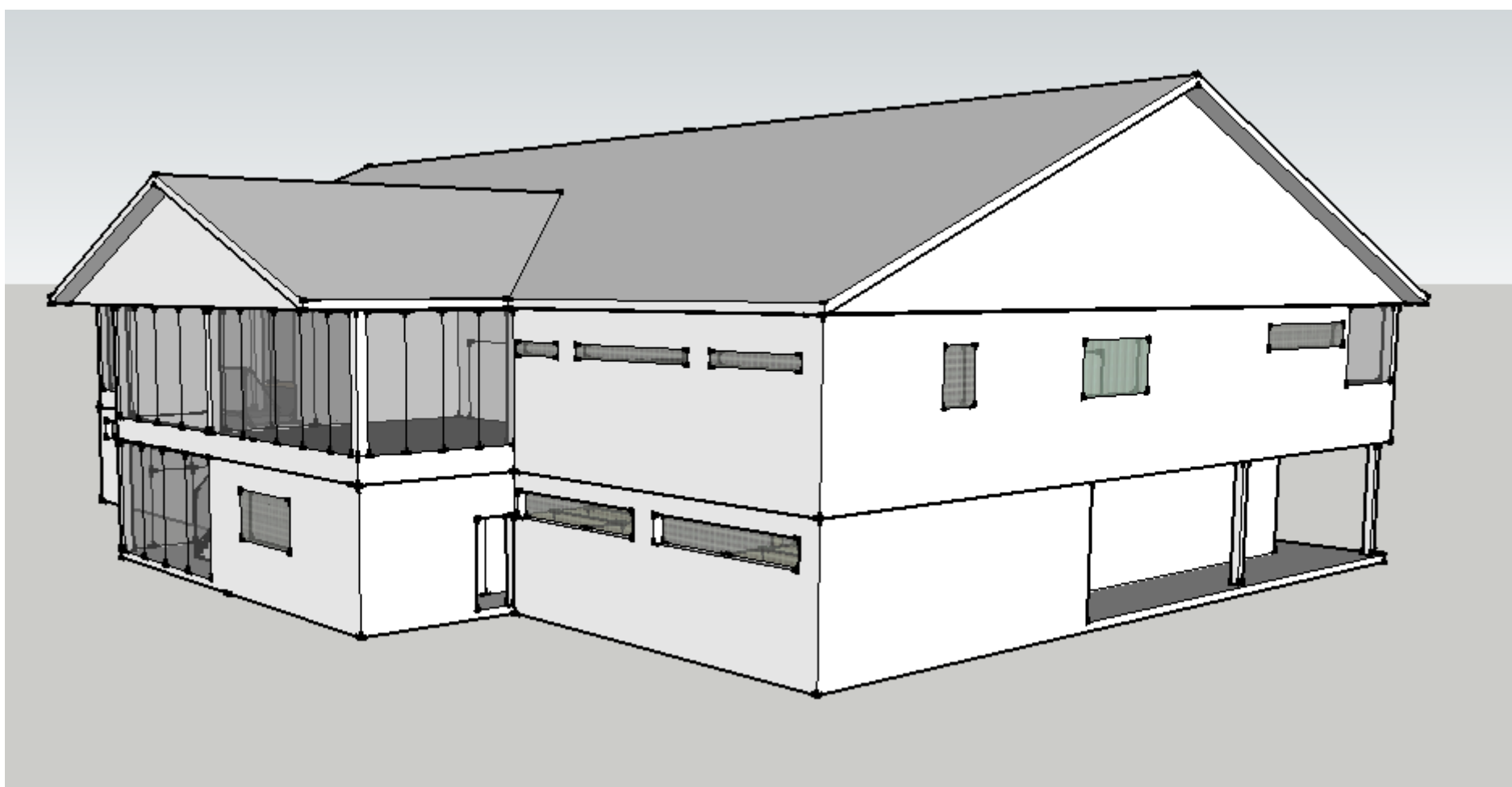
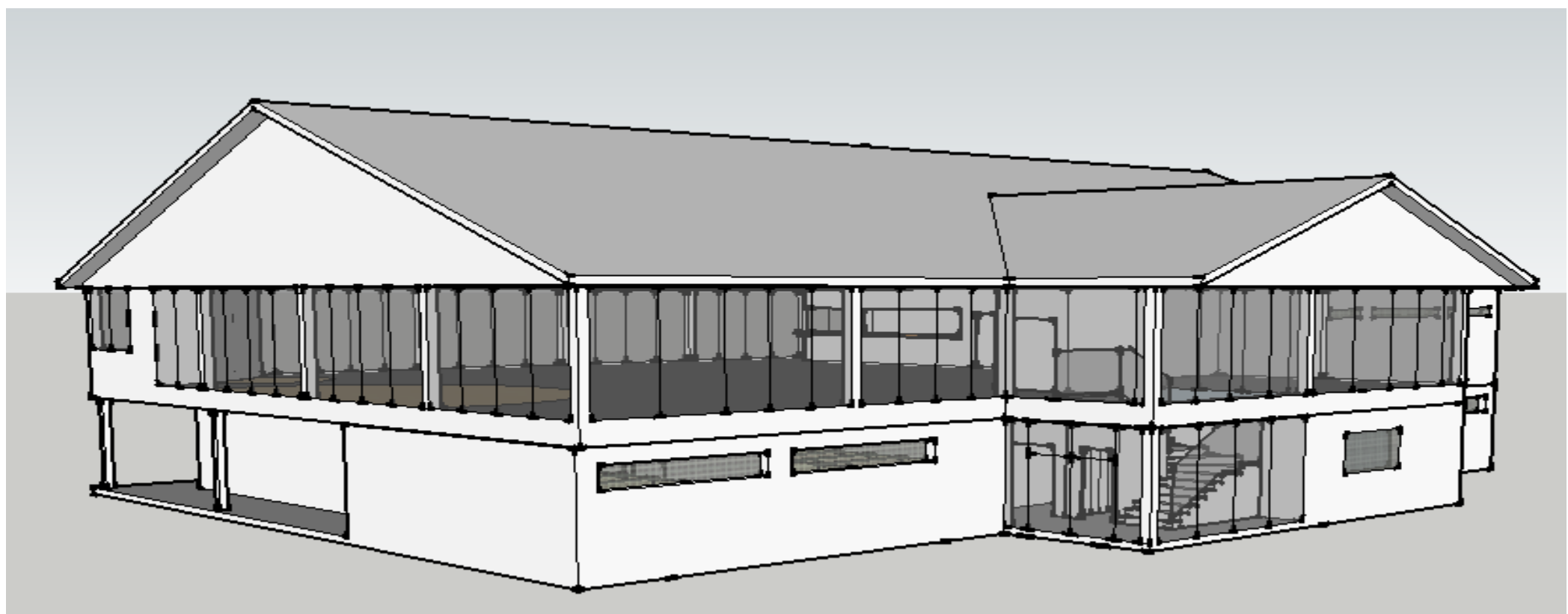
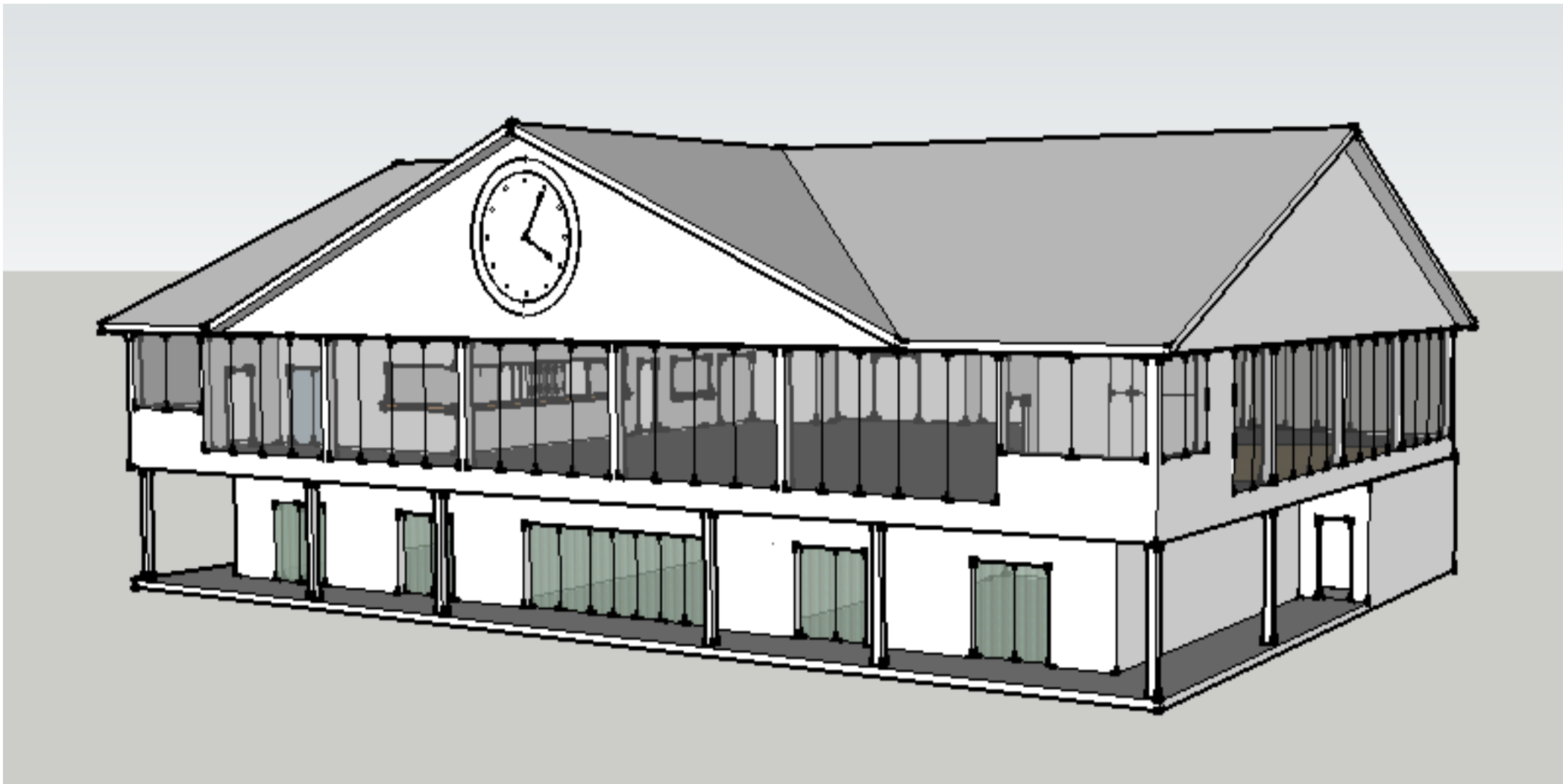


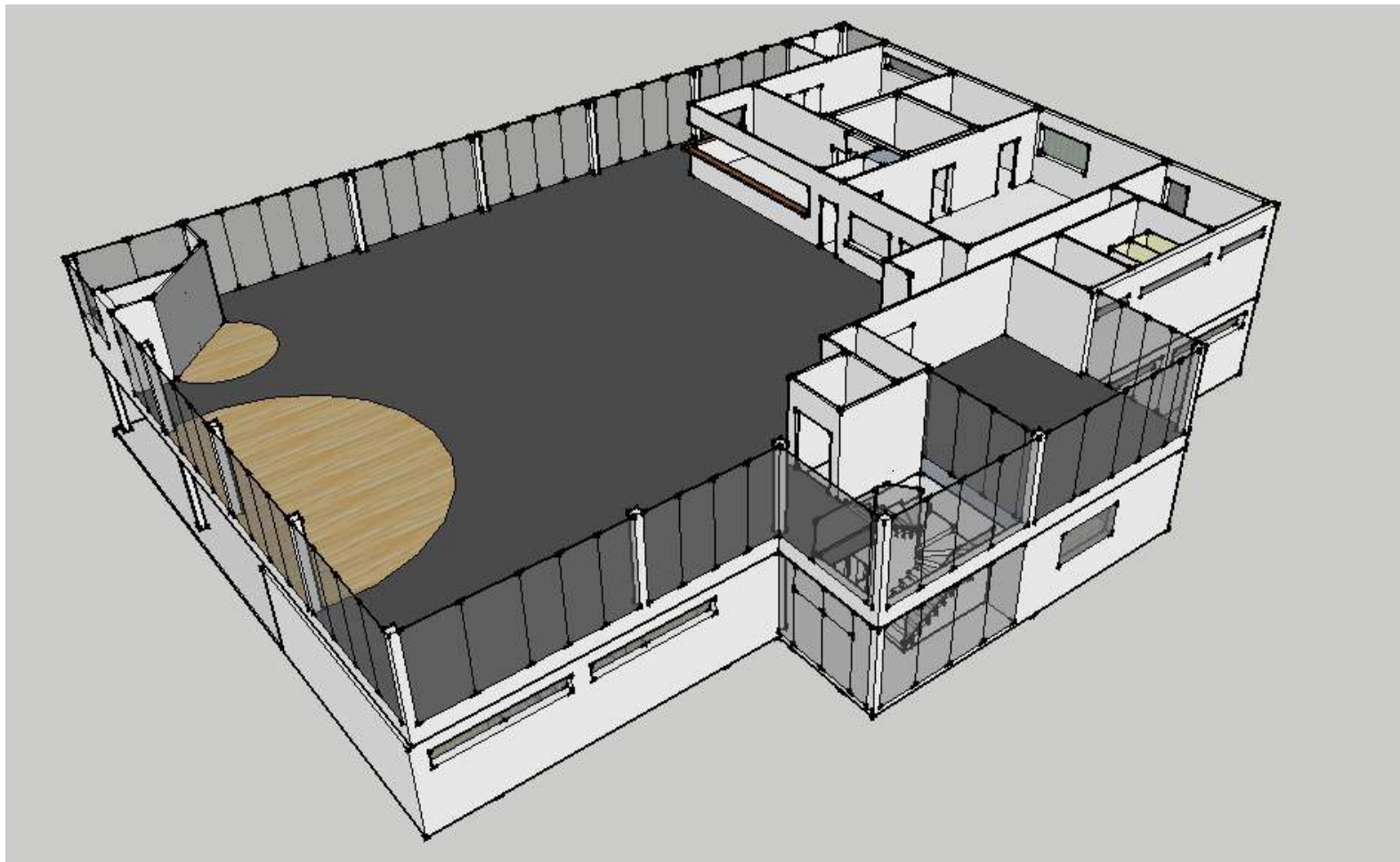
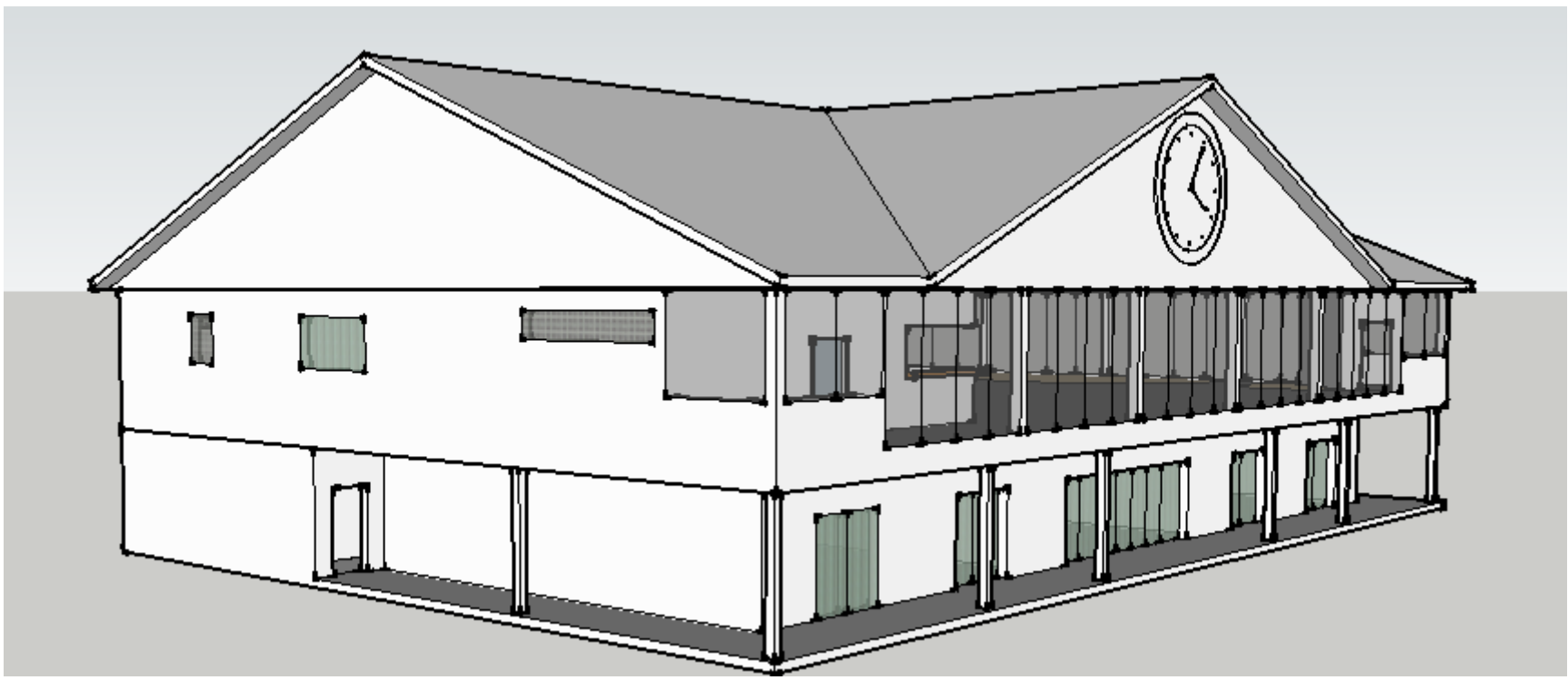
- 1. Approves new capital works project funding of \$100,000 for design development of concept design Attachment A for the Westbury Recreation Ground sports pavilion incorporating second level multipurpose function centre; and***
- 2. Appoint two Councillors, Director Infrastructure Services and Council's Property Management Officer to a Westbury Recreation Ground Sports Pavilion design development project steering committee to oversee the design development and cost estimate phase of the building upgrade.***

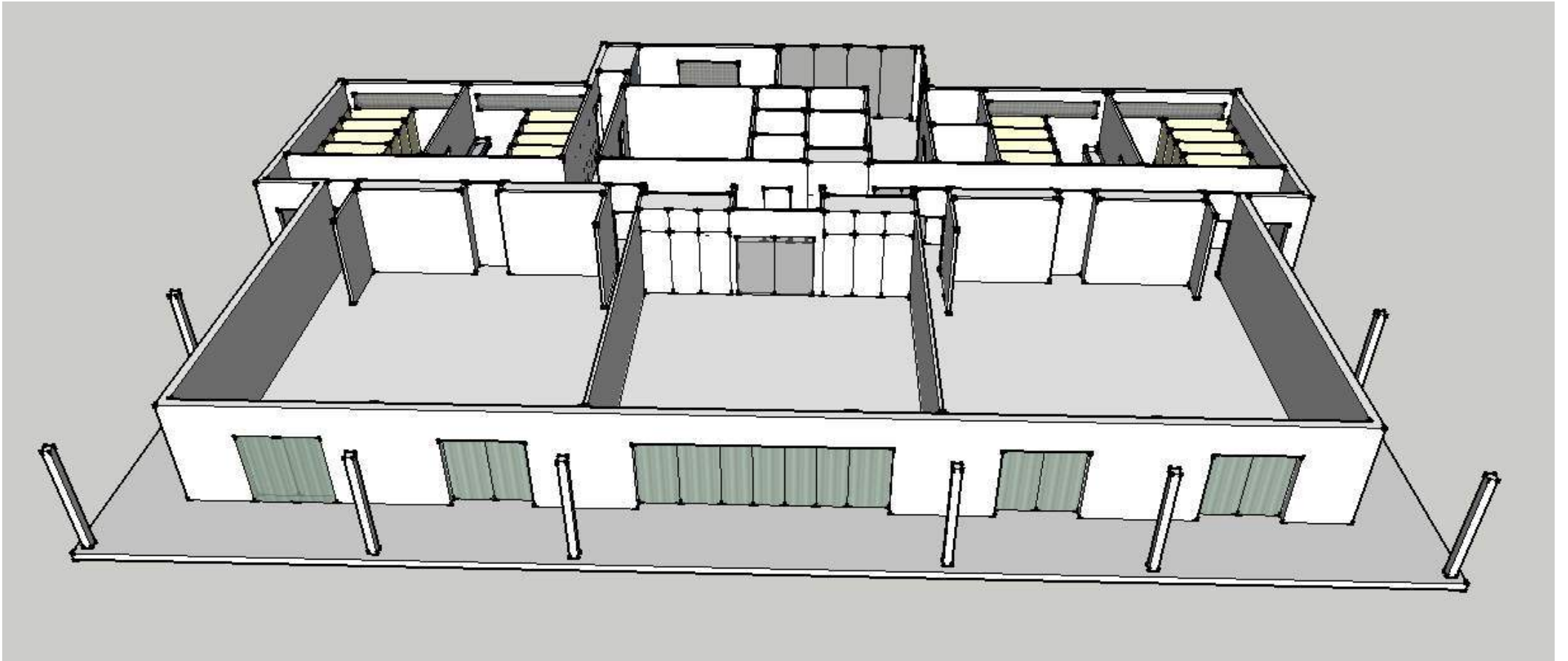
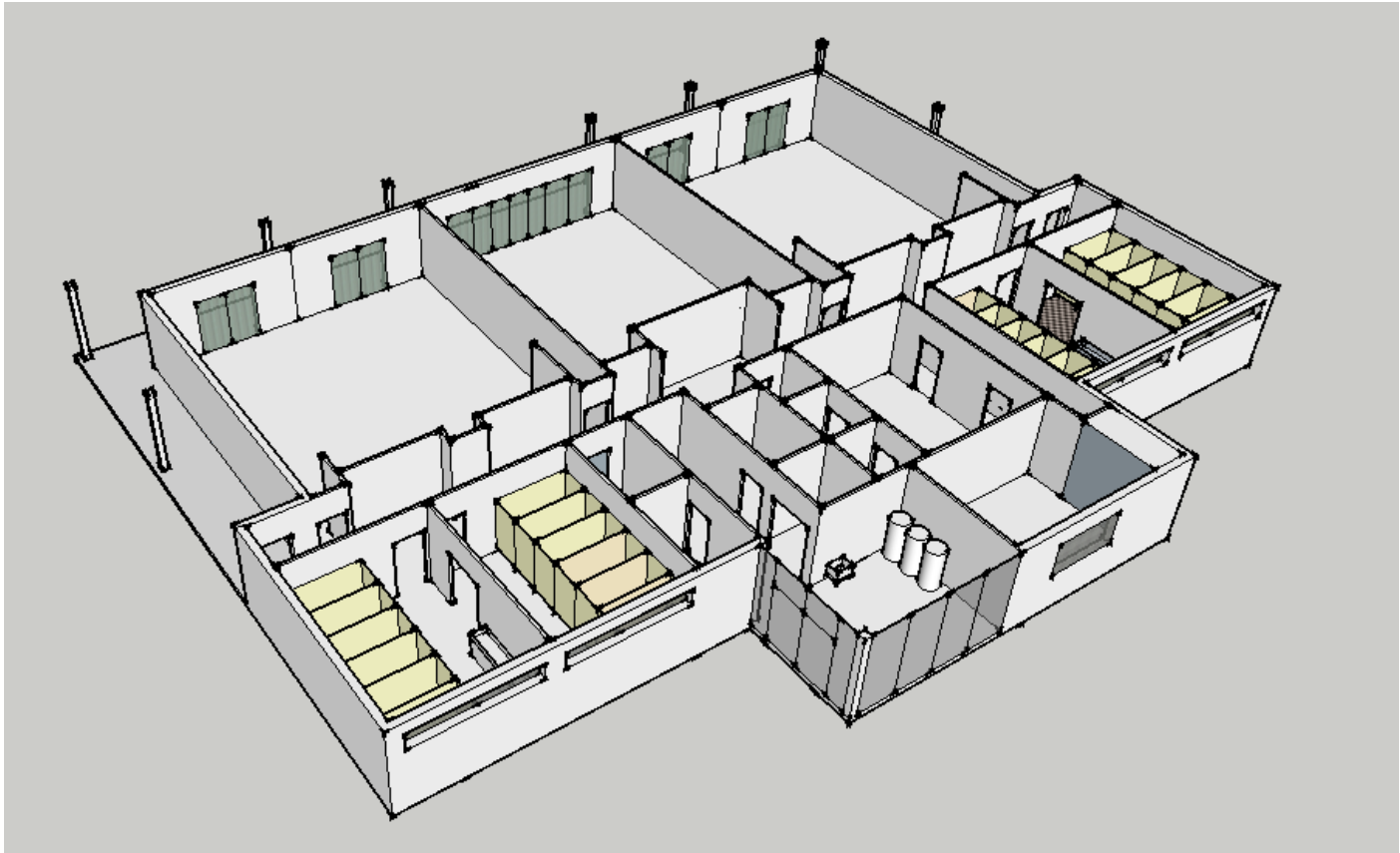
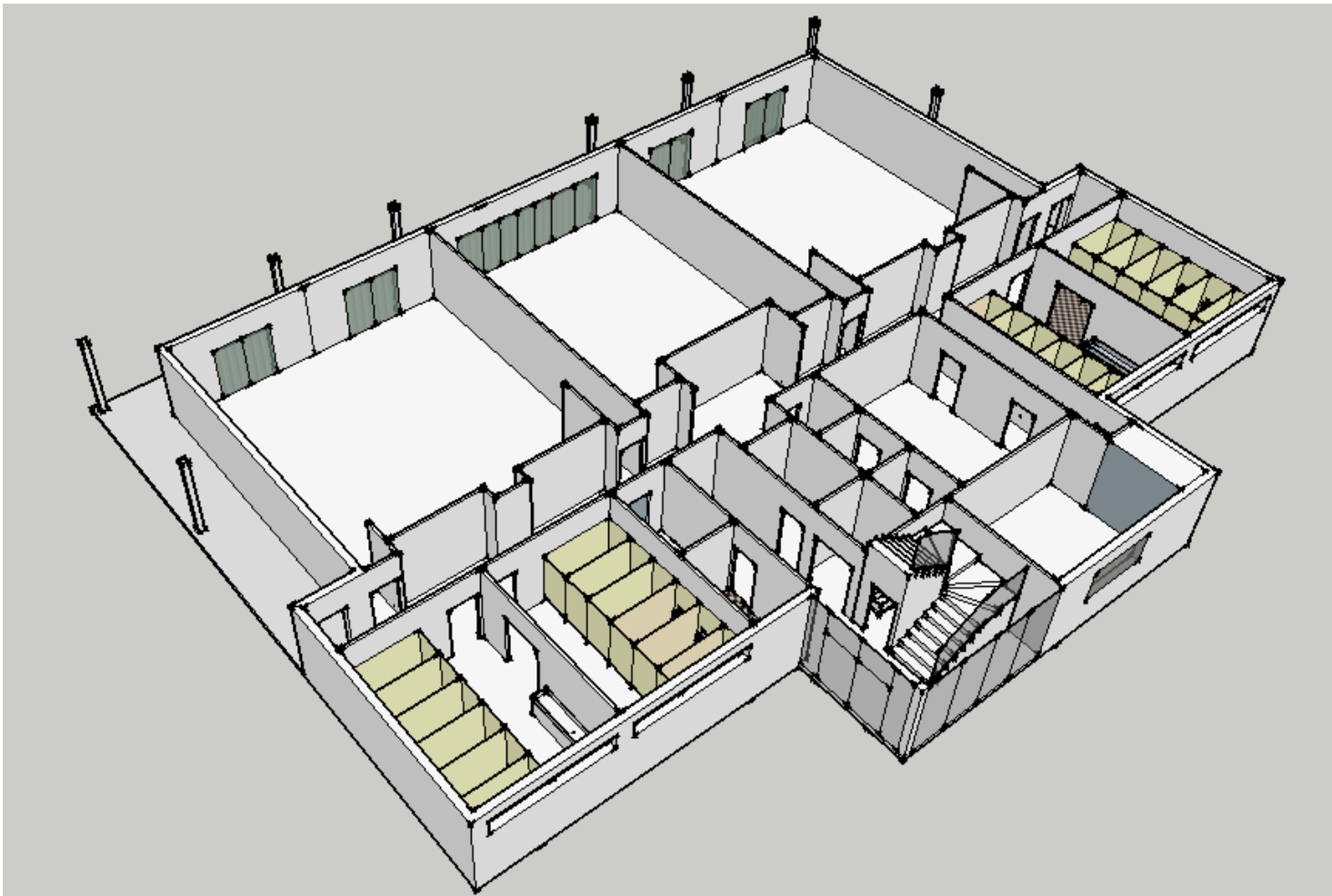
**DECISION:** (BY AN ABSOLUTE MAJORITY)











**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 8 CONFIRMATION OF MINUTES**

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 8 August 2017.

**GOV 9 LEAVE OF ABSENCE**

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

**INFRA 3 WESTBURY RECREATION GROUND PAVILION UPGRADE STAGE 1**

(Reference Local Government (Meeting Procedures) Regulations 2015, Part 2, Regulation 15(2)(d).

**WORKS 1 CONTRACT 182 – 2017-18 ASPHALT AND BITUMINOUS SEALING OF ROADS**

(Reference Local Government (Meeting Procedures) Regulations 2015, Part 2, Regulation 15(2)(d).

**GOV 10 ANNUAL PERFORMANCE REVIEW**

(Reference Local Government (Meeting Procedures) Regulations 2015, Part 2 Regulation 15(2)(g).

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)