



Meander Valley Council
Working Together

AGENDA

ORDINARY COUNCIL MEETING

Tuesday 13 September 2022

Time 3.00pm

Location Council Chambers
26 Lyall Street
Westbury, Tasmania

Phone (03) 6393 5300

Our Values

Our seven values help guide our decisions and underpin all we do.

Respect, listen and care for one another

Be trustworthy, honest and tolerant

Be positive and receptive to new ideas

Be innovative, creative and learn

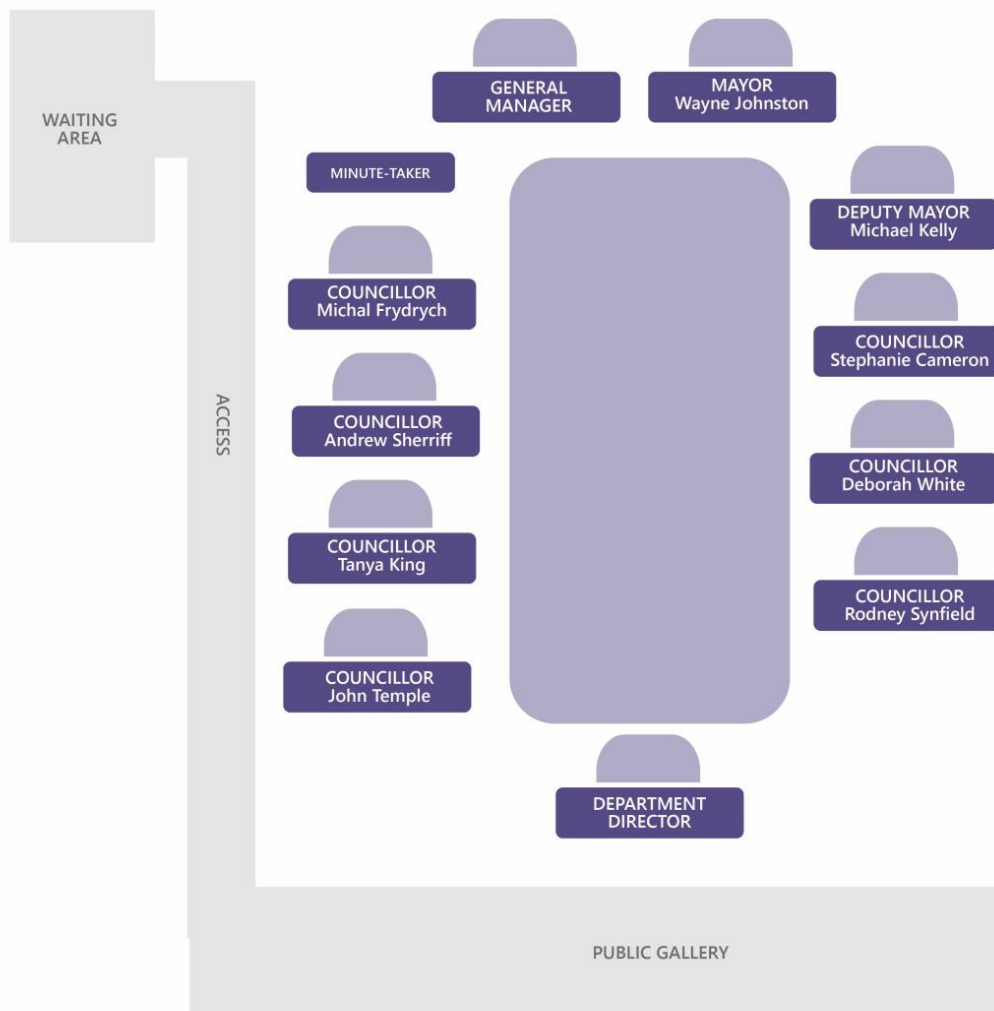
Take a fair, balanced and long term approach

Use sound business practices

Work together

Council Chambers

Seating Plan



Going to a Council Meeting

Members of the community are encouraged to engage with Meander Valley Council's monthly meetings.

You can submit questions online or register to attend in person. After the meeting, you'll find minutes and an audio recording online. We also offer handy fact sheets with information about what to expect at a Council Meeting, including how to participate in Public Question Time.

Hard copies of minutes and other documents are available to view at Council's Customer Service Centre.

Learn more

Visit www.meander.tas.gov.au/council-meeting-guidelines to find fact sheets or submit a question. online Agendas and minutes are located at www.meander.tas.gov.au/minutes-and-agendas.

Contact the Office of the General Manager by phone (03) 6393 5317 or email ogm@mvc.tas.gov.au to book a seat in the public gallery, submit a question, or to learn more about opportunities to speak at a Council Meeting.

COVID-19 Notice: Public Access to Chambers

COVID-19 social distancing requirements have been relaxed and there is no longer a limit on the number of people that may attend the public gallery (beyond the practical limits of the room).

Where there is a need to manage demand, seating will be prioritised as follows:

For planning decisions: applicants and representors have first priority. A representor is a community member who writes to Council to object to or support a planning application. Statutory timeframes apply for making a valid submission.

All other decisions: priority of access is offered to members of the public who pre-register to attend (in order of registration).

Members of the media are welcome to take up any seats not in use by the public, or email ogm@mvc.tas.gov.au to request information about a Council decision. Media requests received by email before close of business (or the end of the meeting) will receive a same-day response.

Council operates under a COVID Safety Plan. If you are experiencing any symptoms associated with COVID-19, or you are a close contact, please stay home. You may not enter or remain on Council premises if staff form a reasonable view that you should be isolating.

Conduct at Council Meetings

Visitors are reminded that Council Meetings are a place of work for staff and Councillors.

Council is committed to meeting its responsibilities as an employer and as host of this important public forum, by ensuring that all present meet expectations of mutually respectful and orderly conduct.

It is a condition of entry to Council Chambers that you cooperate with any directions or requests from the Chairperson or Council officers.

The Chairperson is responsible for maintaining order at Council Meetings. The General Manager is responsible for health, wellbeing and safety of all present. The Chairperson or General Manager may require a person to leave Council premises following any behaviour that falls short of these expectations. It is an offence to hinder or disrupt a Council Meeting.

Access & Inclusion

Council supports and accommodates inclusion for all who seek participation in Council Meetings, as far as is practicable.

Any person with a disability or other specific needs is encouraged to contact Council before the meeting on (03) 6393 5300 or via email to ogm@mvc.tas.gov.au to discuss how we can best assist you with access.

Certificate of Qualified Advice

A General Manager must ensure any advice, information or recommendation is given to Council by a person with the necessary qualifications or experience: section 65, *Local Government Act 1993*.

Council must not decide on any matter without receiving qualified advice, or a certification from the General Manager.

Accordingly, I certify that, where required:

- (i) the advice of a qualified person was obtained in preparation of this Agenda; and
- (ii) this advice was taken into account in providing general advice to Meander Valley Council; and
- (iii) A copy of any such advice (or a written transcript or summary of oral advice) is included with the agenda item.


John Jordan
GENERAL MANAGER

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Meeting Open - Attendance & Apologies

Acknowledgment of Country

Council acknowledges the Pallitore and Panninher past peoples and the traditional owners and custodians of the land on which we gather for the Council Meeting, with respects paid to elders past and present and extended to all Aboriginal and Torres Strait Islander peoples present.

Confirmation of Minutes

Motion Receive and confirm minutes of the last Ordinary Council Meeting held 9 August 2022.

Vote Simple majority

Declarations of Interest

Council Workshop Report

Topics Discussed – 23 August 2022

Major & Councillor Discussion

Carols by Candlelight Sponsorship

BBAMZ Presentation – Northern Employment and Business Hub

Aged Care Deloraine Presentation

Economy.id Presentation on behalf of Northern Tasmanian Development Corporation

Tasmanian Irrigation Presentation – Farm Solar Project

Councillor White - Review of Public Open Space Policy

Councillor Frydrych – Proposal for Backyard Clean Up – Action Plan for Meander Valley

Ownership of Proposed Toilets at Lake Parangana and Lake Rowallan

New Works Depot Progress and Proposed Funding Strategy

Waste Management Strategy – Status Update

General Manager's Update

Mayor & Councillor Report

Councillor Activities Since Last Meeting

1 August **Council Consultation Session**
Weegen Drop in session

*Stephanie Cameron
Michal Frydrych
Wayne Johnston
Rodney Synfield
John Temple
Deborah White*

15 August **Council Consultation Session**
Prospect Drop in session

*Michal Frydrych
Wayne Johnston
Rodney Synfield
John Temple*

26 August **Deloraine Recreation Precinct Launch**

*Stephanie Cameron
Michal Frydrych
Wayne Johnston
Michael Kelly*

29 August **Council Consultation Session**
Bracknell Drop in session

*Stephanie Cameron
Rodney Synfield
John Temple
Deborah White*

Councillor Announcements & Acknowledgements

Nil.

Petitions

For further information about petitions, refer to the *Local Government Act 1993*: ss57-60A.

Community Representations

Nil.

Formerly referred to as “deputations”, community representations are an opportunity for community members or groups to request up to three minutes to address Council on a topic of particular interest.

Requests received at least fourteen days prior to a Council Meeting will be considered by the Chairperson. For further information, contact the Office of the General Manager on (03) 6393 5317 or email ogm@mvc.tas.gov.au.

Public Question Time

Members of the public may ask questions in person or using our online form.

[Click here](#) to submit an online question.

Refer to pages 3 and 4 of this agenda for more information about attending a Council Meeting.

This Month's Public Questions With Notice

Question 1: Anthony Camino, Westbury (submitted via email)

Recently whilst walking my daughter's five-month-old pedigree Beagle along King Street, Westbury, we were set upon by a rather aggressive dog. The dog was allowed to exit their owner's property via what appears to be a permanently open gate. As I walk regularly in our neighborhood, I have seen multiple dog owner's properties with gates opened and dogs able to roam the streets at will. As recent as 31st August a stray dog was roaming back and forward across Meander Valley Road and was almost run over by an elder lady driver who became quite upset.

What proactive, not to be confused with reactive, measures including checks and balances does the Meander Valley Council have in place to establish that ratepayers who are dog owners are complying with the Dog Control Act 2000, especially regulations covering the effect control of a dog?

Krista Palfreyman, Director of Development and Regulatory Services advised that the *Dog Control Act (2000)* and Council's *Dog Management Policy* are the basis of managing dogs across the municipality. The requirement for owners to register their dogs is fundamental to effective proactive and reactive management of animals and provides a basis for identifying owners where needed. Council does undertake proactive patrols of declared areas as resources permit. Council also proactively inspects to confirm compliance with Notices and Licences issued under the *Dog Control Act*, particularly in the case of an animal declared dangerous or is otherwise considered to pose a higher risk to the community.

In terms of more general patrolling, there are resourcing and legislative limits to Council's ability to patrol or police, for example, the leaving of gates open by property owners. Where there is an incident of a dog at large Council will respond. In circumstances of an attack or other serious incident reported to Council, a 24-hour response capability is in place.

Ultimately the responsibility for effective control of the dog's rests with the owner. This aside, Council recognises the importance of providing information and education regarding responsible dog ownership to all members of the community. Council is at present consulting with the community around changes to its *Dog Management Policy* and intends to establish a *Code for Responsible Ownership of Dogs* and provide mechanisms for promoting responsible and compliant ownership of dogs. The revised policy will also establish further declared areas within the municipality for off-lead exercise, restricted on-lead areas, and dogs prohibited areas. Proactive patrols of declared areas will continue to be periodically undertaken as resources permit.

This Month's Public Questions Without Notice

Nil received prior to agenda publication.

Development & Regulatory Services

Review of Policy No. 34 - Real Estate Advertising Signs

Report Author Krista Palfreyman
Director Development & Regulatory Services

Decision Sought Council review and update Policy No. 34 – Real Estate Advertising Signs

Vote Simple majority

Recommendation to Council

That Council confirms the continuation of Policy No. 34 – Real Estate Advertising Signs, as amended.

Report

Council Policy No. 34 – Real Estate Advertising Signs is now due for review.

This Policy prohibits the erection of real estate advertising signs on Council owned property and Council managed land, ensuring visual amenity is maintained and removing any risk of injury to persons as a result of the erection of such signage on said land.

The proposed minor changes to the Policy are to insert the definition of a real estate sign as per the Tasmanian Planning Scheme, reflect the new organisational structure, and the new Tasmanian Planning Scheme now in operation.

This Policy was provided to the Council Workshop on 23 August 2022.

With reference to Council's recently adopted Policy No.3 - Election Caretaker Arrangements, this review is of a minor nature and is a continuation of an existing policy and does not change a position of Council.

Attachments 1. Review of Policy No. 34 - Real Estate Advertising Signs - Marked Up [10.1.1 - 2 pages]

Strategy Furthers the objectives of Council's strategic future direction 4: a healthy and safe community.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) to view.

Policy The process of policy review ensures that policies are kept up to date and appropriate.

Legislation *Land Use Planning and Approvals Act 1993*

Tasmanian Planning Scheme – Meander Valley

Risk Management The continuation of the Policy will limit Council's exposure to risk of personal injury related to placement of real estate advertising signs on Council managed or owned land.

Alternative Motions Council can confirm the continuation of the Policy with further amendments.

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 ~~owned or managed~~ property.

Department:

~~Development & Regulatory Services Community and Development Services~~

Author:

~~Lynette—While Krista Palfreyman, Director, Development & Regulatory Services~~

Council Meeting Date:

~~XX~~ 2022

Minute Number:

~~XX~~/2022

Next Review Date:

~~July 2022~~ **2026 (as set, or every four years or as required)**

POLICY

1. Definitions

~~Real Estate Advertising Sign~~ – a sign erected for the purpose of advertising, or otherwise promoting, a parcel of land or building for sale, lease or let.

~~Council Land~~ – any land owned or controlled under lease or other means by Meander Valley Council. This includes, but is not limited to, road reserves, parks and reserves, and nature strips.

2. Objective

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

3. Scope

~~This policy applies~~ The policy shall apply to all Council ~~owned~~ property and Council managed, ~~or leased~~ land.

~~other than property or land that Council, or a third-party leasee of is intentionally selling, leasing or letting.~~

4. Policy

It is policy that ~~Unless otherwise approved by the General Manager for the purpose of selling, leasing or letting of Council owned or controlled land, Council:~~

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

5. Legislation

Land Use Planning and Approval Act 1993

Tasmanian Planning Scheme – Meander Valley

6. Responsibility

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

Infrastructure Services

Proposed Road Name - McCutcheon Court

Report Author Jarred Allen
Team Leader Engineering

Authorised by Dino De Paoli
Director Infrastructure Services

Decision Sought Council approval of the street name McCutcheon Court.

Vote Simple majority

Recommendation to Council

That Council, pursuant to the provisions of Section 11 of the *Place Names Act 2020*, approves the name McCutcheon Court, for a new road providing access to the subdivision off Jones Street, Westbury.

Report

The new road name being proposed, McCutcheon Court, relates to a new road created as part of a subdivision between Taylor Street and Marriott Street, Westbury. As indicated in Figure 1, McCutcheon Court is located off Taylor Street.



Figure 1: Map of subject road, off Taylor Street, Westbury.

The proposed road name has been put forward by the property owner. The name has been chosen to pay homage to her father and reflects a connection with the location where a family home was built.

While based in Westbury, the current owner describes a circumstance where her father travelled back and forth to the West Coast where he owned a number of businesses. He had a very strong work ethic, working long hours to make the businesses work. The owner feels that she has followed somewhat in his path with her business life and wishes to honor him by naming the street after him.

There are no instances of the use of the name McCutcheon registered for a road name in the Placenames Tasmania database, administered by the Department of Natural Resources and Environment Tasmania (NRE).

Attachments Nil

Strategy Furthers the objectives of Council’s strategic future direction 1: a sustainable natural and built environment.

See Meander Valley Community Strategic Plan 2014–24. [Click here](#) to view.

Policy Not applicable

Legislation Road naming is regulated under the *Place Names Act 2020*.

Consultation Council endorsed road names are required to be submitted to the Placenames Tasmania database which is administered by the Department of Natural Resources and Environment.

Budget & Finance Not applicable

Risk Management Risk is managed through the formal process of ratifying road names to avoid conflict with existing named roads in other municipalities within Tasmania. Non-duplication of names also ensures greater address clarity for emergency services.

Alternative Motions

1. Council can choose a name other than that proposed.
2. Council can delegate the responsibility of choosing another name to Council staff.

Infrastructure Services

Review of 2022-23 Capital Works Program Budgets

Report Author Dino De Paoli
Director Infrastructure Services

Decision Sought Approval of recommended budget changes to projects included in the 2022-23 Capital Works Program.

Vote Absolute majority

Recommendation to Council

That Council:

- 1) Approves in line with Section 82(4) of the *Local Government Act 1993*: variations to the 2022-23 Capital Works Program, as per attachment titled "Capital Works Program - Budget Changes", noting no change to the overall value of the program; and
- 2) Notes the capital work project adjustments approved by the General Manager and reported to Council in line with Section 82(7) of the *Local Government Act 1993*.

Report

The purpose of this report is to seek Council approval to vary the 2022-23 Capital program through the reallocation of funding to one project.

Section 82(4) of the *Local Government Act 1993* requires Council to approve by absolute majority any proposed alteration to Council's estimated capital works outside the limit of the General Manager's financial delegation of \$20,000.

Project budget allocations within the Capital Works Program that are submitted to Council for approval prior to the commencement of each financial year are prepared using a range of methods. In some instances, and depending on the availability of resources and time constraints, projects can be thoroughly scoped and accurate estimates prepared using available empirical or supplier information.

Conversely, project cost estimates may only be general allowances prepared using the best information available at the time.

During the financial year, detailed design, adjustment to project scope and the undertaking of additional works during construction, results in project expenditure under and over approved budget amounts. New projects may also be requested for inclusion in the Program, or removal.

The overall financial objective in delivering the Capital Works Program is to have a zero net variation in the program budget. Project savings are generally used to offset project overruns and additional funding can be requested to assist with balancing the budget or to finance new projects. On this occasion, there will be zero net variation to the value of the Program.

Refer to the attached "Capital Works Program - Budget Changes" table for the funding reallocation details. The proposed transfer of funding from the Reseals General Budget Allocation will enable Council's Works Department to undertake pavement reconstruction work on Dairy Plains Road from the Dairy Plains Hall to the south over a length of approximately 1 kilometre. This reallocation will not impact the resealing work programmed for 2022-23, and there were funds carried forward from 2021-22 within the reseals budget to allow for the proposed work on Dairy Plains Road.

The approval by the General Manager for transfer of funding for the East Barrack Street stormwater construction occurred on 18 August 2022. A contractor has been engaged for the work, with commencement anticipated in October. The stormwater work was approved by Council as a change of scope at the July 2022 Ordinary Meeting and will be completed prior to undertaking the construction of a new footpath between Morrison Street and Liverpool Street in the following financial year.

Attachments 1. Capital Works Program - Budget Changes [11.2.1 - 1 page]

Strategy Furthers the objectives of Council's strategic future direction 6: planned infrastructure services.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable

Legislation *Local Government Act 1993: s82(4).*

Consultation Not applicable

Budget & Finance The recommended variations in this report will result in a zero net variation to the value of Council's Capital Works Program.

Risk Management Not applicable

**Alternative
Motions** Not applicable

Attachment 11.2.1 Capital Works Program - Budget Changes

Capital Works Program - Budget Changes

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments – Requires approval from Council
6299	Reseals General Budget Allocation	\$3,682	\$1,701,800	-\$200,000	\$1,501,800	Council	Transfer of funds to PN6125
6125	Dairy Plains Road - Pavement Reconstruction	\$0	\$0	\$200,000	\$200,000	Council	Transfer funds from PN6299
	Totals		\$1,701,800	\$0	\$1,701,800		

Project No.	Project Name	Council Costs to date	Previous Budget	Budget Variation	Approved Budget	Delegation	Comments – Prior approval by General Manager
6400	Various Locations - Stormwater Improvement Program	\$0	\$49,900	-\$20,000	\$29,900	GM	Transfer of funds to PN6272
6272	East Barrack Street, Deloraine – Footpath and stormwater construction.	\$2,751	\$92,000	\$20,000	\$112,000	GM	Transfer of funds from PN6400

Note: Listed "costs to date" are based on the Technology One Report – as at 1 September 2022.

Infrastructure Services

Northern Tasmanian Waste Management Group Governance Arrangement

Report Author Dino De Paoli
Director Infrastructure Services

Decision Sought Council to consider and approve the new governance arrangement for the Northern Tasmanian Waste Management Group (NTWMG)

Vote Simple majority

Recommendation to Council

That Council agrees for the transition of hosting, administration and secretariat of the Northern Tasmanian Waste Management Group from the City of Launceston to NRM North consistent with the approach outlined in the attached paper titled Northern Tasmanian Waste Management Group Revised Government Model.

Report

Introduction

The Northern Tasmanian Waste Management Group (NTWMG) was established in 2007 to provide advice, funding, education and advocacy on managing waste and recycling across Northern Tasmanian communities, businesses and local governments.

The Group was formed in the absence of State Government waste and recovery policy and leadership. The Northern councils identified that there were opportunities for a regional approach to drive improved waste outcomes through resource sharing and collaboration.

The NTWMG consists of seven Northern Tasmanian councils: Meander Valley, City of Launceston, West Tamar, Dorset, Break 'O Day, Northern Midlands and George Town.

The group was formalised through a regional voluntary agreement and agreed terms of reference which detail the group's governance structure, function and revenue. It is

set out in these agreements that the coordination and financial management of the NTWVG would be undertaken by the City of Launceston (CoL).

The NTWVG provides regional services through a voluntary levy on waste disposed to landfill from Northern Tasmania. The levy amount contributed by member councils reached \$7.50 per tonne as of 2019 and was projected to reach \$10 per tonne in 2023.

Over the past 16 years the NTWVG has been a standout example of regional local government collaboration and resource sharing achieving real landfill diversion through grants (\$1M+), kerbside recycling audits (42,000), community recycling education, community recycling services and a state-wide communications plan. The NTWVG is regarded as a leader in Tasmania at the forefront of waste and resource recovery, education and innovation.

In 2019 the State Government released a Draft Waste Action Plan outlining the development of a state-wide legislated landfill levy as part of Tasmanian Waste and Resource Recovery Bill 2022. Now legislated, this State landfill levy will replace the current NTWVG voluntary landfill levy removing the income source for the NTWVG to achieve strategic projects.

Discussion

The NTWVG has played an integral role as a key stakeholder with the State Government and has had significant input and comment on the Draft Waste Action Plan, Tasmanian Waste and Resource Recovery Bill 2022 and the Tasmanian Waste and Resource Recovery Regulations 2022. The State Government has assured the NTWVG that it will be supported to continue to deliver regional outcomes in Northern Tasmania, however, until the Tasmanian Waste and Resource Recovery Board is formed this level of support is unknown. Informally a figure \$7.50 per tonne has been suggested which would provide yearly funding to the NTWVG at approximately \$750,000 per year.

There have been promises from the State that the NTWVG will be no worse off and the organization is being progressed on the basis that this will be honoured. It is recommended that the Council express a strong position to the State Government that it expects a continuation of funding at current forecast levels (ie. \$750,000 per year) for the Northern region.

Although base funding in the order of \$500,000 to \$750,000 a year is expected initially, over the next few years the value of the State waste levy is intended to increase to \$60 per tonne which would mean that around \$6M in revenue would be raised from the levy within the region. This will provide more opportunities and expectations for the NTWVG to run larger programs.

The current administration model of the NTWMG being hosted by CoL provided for efficient use of resources when the voluntary fee was only \$2 per tonne. As the value of programs increased, the efficiencies created by hosting at CoL have diminished. The CoL, as the operator of the second largest landfill in the State, will be seeking grant funding opportunities for improved resource recovery which creates a potential for the two functions, managing the NTWMG and being the operator of the Launceston Waste Centre, to be in conflict.

It is proposed that the Northern councils consider a new governance model for the NTWMG that can better position the Group to respond to growth, manage significant budget responsibilities, avoid potential conflict of interest, and capitalise on the new funding structure resulting from implementation of the State Government landfill levy on 1 July 2022.

It is proposed that Northern councils support the move to a new governance structure hosted by NRM North, which is a trusted partner with NTWMG member councils. NRM North has a proven track record demonstrating independent and transparent management of significant multi-stakeholder programs, such as the kanamaluka/Tamar Estuary and Esk Rivers (TEER) program, and the waste management function offers many synergies with the existing functions which are delivered by the organisation. This model will also add to the sustainability of NRM North into the future.

The NRM North governance structure (see attachment 1) is very similar to the current NTWMG governance structure and so will allow for an efficient transition.

After the close of the 2021-22 financial year, it is forecast that there will be a NTWMG closing balance reserve of between \$500,000 and \$750,000. This reserve will allow for the NTWMG to maintain momentum in lieu of income, and deliver an interim plan while the group transitions to the new governance model and negotiates with the soon to be formed Tasmanian Waste and Resource Recovery Board.

The new governance arrangements would need to be delivered on the basis of full-cost attribution, which is different from the manner in which the function has been delivered whilst managed within the City of Launceston (CoL). This arrangement has involved the CoL splitting roles within its Sustainability and Waste Management Team to enable employees to allocate time to both the functions of the NTWMG and the CoL. Typically, the CoL has allocated one full time equivalent employee (1 FTE) towards project management of the NTWMG, which has largely involved two officers splitting their time on a 50:50 basis.

The CoL has noted that it only ever passed on a nominal cost to participating councils for the collection of the current levy and the general administration of the NTWMG Program. This amount did not include any costs for associated services such as payroll, human resource management, Information technology, insurance, meeting costs, rent,

communications (and the like). If the CoL had determined to apply a full cost attribution charge to the participating Councils for the NTWMG Program, then the costs would have been higher (refer Table 1).

Administration	Expenditure	Total
Project Manager - 1 FTE \$99,650 + 25% Oncosts	\$ 124,563	
K'side Officers - 1.38 FTE \$98,023 + 25% Oncosts	\$ 122,529	
Car	\$ 6,500	
Training & conferences	\$ 7,500	
Training, Materials & Events	\$ 25,000	\$ 286,092
Accounting	\$ 12,000	
HR	\$ 3,000	
Utilities	\$ 4,600	
General Insurance	\$ 2,000	
Meeting costs	\$ 1,000	
Communications - website, Facebook & video production	\$10,000	
Rent (plus outgoings)	\$ 18,500	
Computer Hardware & Software	\$ 6,000	
Phone Costs	\$ 2,000	\$ 59,100
Total Administration Expenses		\$ 345,192

Table 1. CoL full cost recovery for hosting NTWMG.

For councils to be able to properly consider the financial arrangements proposed as part of the revised governance structure, the CoL has completed a basic full cost attribution exercise for it's 2022-23 Annual Budget to better understand the true administration cost for the provision of the program (refer Table 2).

INCOME	
Assumed* state government waste levy income	\$ 750,000
EXPENSES	

<i>Priority waste theme: Organics</i>	
Regional organics kitchen caddies and education	\$ 30,000
<i>Priority waste theme: Household hazardous waste</i>	
Fluorescent light collection	\$ 10,404
<i>Priority waste theme: Problem wastes</i>	
E-waste collection	\$ 25,000
Polystyrene recycling (transport)	\$ 12,000
<i>Priority waste theme: Share information about waste and recycling and raise awareness about NTWMP</i>	
Regional/cross regional communications and education	\$ 30,000
Website management	\$ 1,500
Recycle Coach phone app	\$ 13,265
<i>Strategy and Advocacy</i>	
Strategy development, lobbying and advocacy	\$ 100,000
<u><i>Core Services and Administration</i></u>	
Staffing to support existing projects, core services, + on-costs	\$ 247,655
Administration costs	\$ 75,000
TOTAL EXPENSES	\$ 544,824
OPERATING SURPLUS	\$ 205,176

Table 2. Interim 2022-23 budget for the Northern Tasmanian Waste Management Program.

**Income from state-wide levy is indicative and will be confirmed when a formal agreement is made with the state.*

The interim budget includes year 1 funding for providing core services of the program, program management, and administration costs (\$322,655) by the Host entity.

Core staffing assumptions include a full time Program Manager, a proportion of management oversight, and some communications support. On-costs applied to these roles include expenses such as superannuation, insurance, uniforms, IT and computers,

telephone and internet, and office equipment. Administration costs are included as a percentage of program income and contribute to corporate services wages for finance and human resource management. They also contribute to organisational expenses such as accounting and legal fees, motor vehicle use, power, rates and rent, and meeting costs.

Program expenses related to existing, ongoing projects such as organics, household waste, problem waste, and communications are also included based on the current work program. An investment in strategy development and lobbying and advocacy is included in the 2022-23 budget to provide additional support for engagement with the state strategy development and to facilitate the regional strategy development.

Transition Plan

As the new Tasmanian Waste and Resource Recovery Board is being established it is important that the NTWMG continue to be proactive and engage with the new Board and local government to provide clarity around the role and the benefit the regional groups.

A transition plan is provided in the attachment to this report.

It is intended the NTWMG will commence work on a 12 - 18 month interim plan with the key priorities being:

- Leadership and advocacy with the State Government as the new waste management arrangements are established.
- Continue to build on the Rethink State Communications and Education program in conjunction with adjoining regions.
- Continue to advocate and support regional recycling services like E-waste and polystyrene.
- Grow organics recovery opportunities.
- Focus on generating recycling and recovery activities that support a circular economy model.
- Develop the NTWMG Vision and Strategy.
- Establish administration and reporting framework.

Attachments 1. Northern Tasmanian Waste Management Group Revised Governance Model [11.3.1 - 7 pages]

Strategy Furthers the objectives of Council's strategic future direction 1: a sustainable natural and built environment.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) to view.

Policy Not applicable

Legislation *Waste and Resource Recovery Act 2022*

Consultation Not applicable

Budget & Finance Council's contribution to the Tasmanian Government State Waste Levy this financial year is \$20 for each tonne of waste deposited to landfill. This contribution will be used in part for the funding of the NTWVG under the proposed governance arrangements.

Risk Management Not applicable

**Alternative
Motions** Not applicable

Northern Tasmanian Waste Management Group Revised governance model

1. Background

The Tasmanian *Waste and Resource Recovery Act 2022* was passed in May this year, with a state-wide waste levy expected to come into effect on 1 July, 2022. As the state moves to implementation of the legislation and associated regulations, the role of the regional Northern Tasmanian Waste Management Group (NTWMG), remains vital in continuing to support and implement waste management initiatives.

The City of Launceston is currently hosting the NTWMG and providing secretariat support to the program at a subsidised rate. With the new legislative framework and the changing role of state government in waste management, the group has identified a need to revise the governance model to ensure transparency, accurately cost delivery of the program, and eliminate any potential for conflicts of interest. Options for a new governance model include transferring hosting of the group to an existing independent organisation with an allied focus, or to establish a new stand-alone organisation to implement the work of the group.

1.1. Governance Options

Establish a new organisation

Establishing a new organisation for regional waste management will be a more costly approach and will take a considerable period of time to establish. The creation of a new organisation will require agreement on an organisational structure, development of governance policies, processes, and procedures, acquisition of office space, assets, and recruitment of staff. A new organisation will have to establish a management committee or board, stakeholder relationships, and develop a track record in the delivery of projects. Financial statements from comparative regional organisations indicate that administration expenses are approximately 10 percent of income, and staff and board expenses are in the order of an additional 50 to 60 percent of program income.

Transfer hosting to an existing independent organisation

The group's preferred approach to ongoing governance of the NTWMG is to transition the hosting, administration and secretariat from City of Launceston to an existing independent organisation. Due to the close alignment with the aims of the waste management program, the group recommends that hosting services are transitioned to NRM North.

The benefits of utilising NRM North as the existing independent host, include:

- Operating and cost efficiencies in leveraging administrative and governance services of the organisation including human resources, financial management, asset management, and risk management;
- A proven track record in delivery of strategic planning, program delivery, stakeholder engagement, communication and reporting services;
- No need to establish and fund a management committee/board; and,
- A short transition timeline as core governance infrastructure is already established.

Transitioning the group to NRM North would require some adjustments to the governance structure and could be configured in a similar way to the successful regional partnership model of the Tamar Estuary and Esk Rivers (TEER) Program. If this is the agreed approach, it would be proposed to amend the name to the Northern Tasmanian Waste Management Program to fit within the organisational structure of NRM North as one of its programs.

2. Governance structure and roles

2.1. Governance structure

Program purpose and role

The purpose of the Northern Tasmanian Waste Management Program (NTWMP) is to facilitate regional collaboration and consistency in waste and recycling services and to implement regional projects in a cost-effective way.

The likely role of the NTWMP will be to provide advice, funding, and education to improve waste management and recycling to northern Tasmanian communities, businesses and governments, however the exact role will depend on a review of the regional strategy and consultation and engagement with stakeholders, including the state government.

Governance structure

A proposed framework for program governance is outlined in Figure 1.

Attachment 11.3.1 Northern Tasmanian Waste Management Group Revised Governance Model

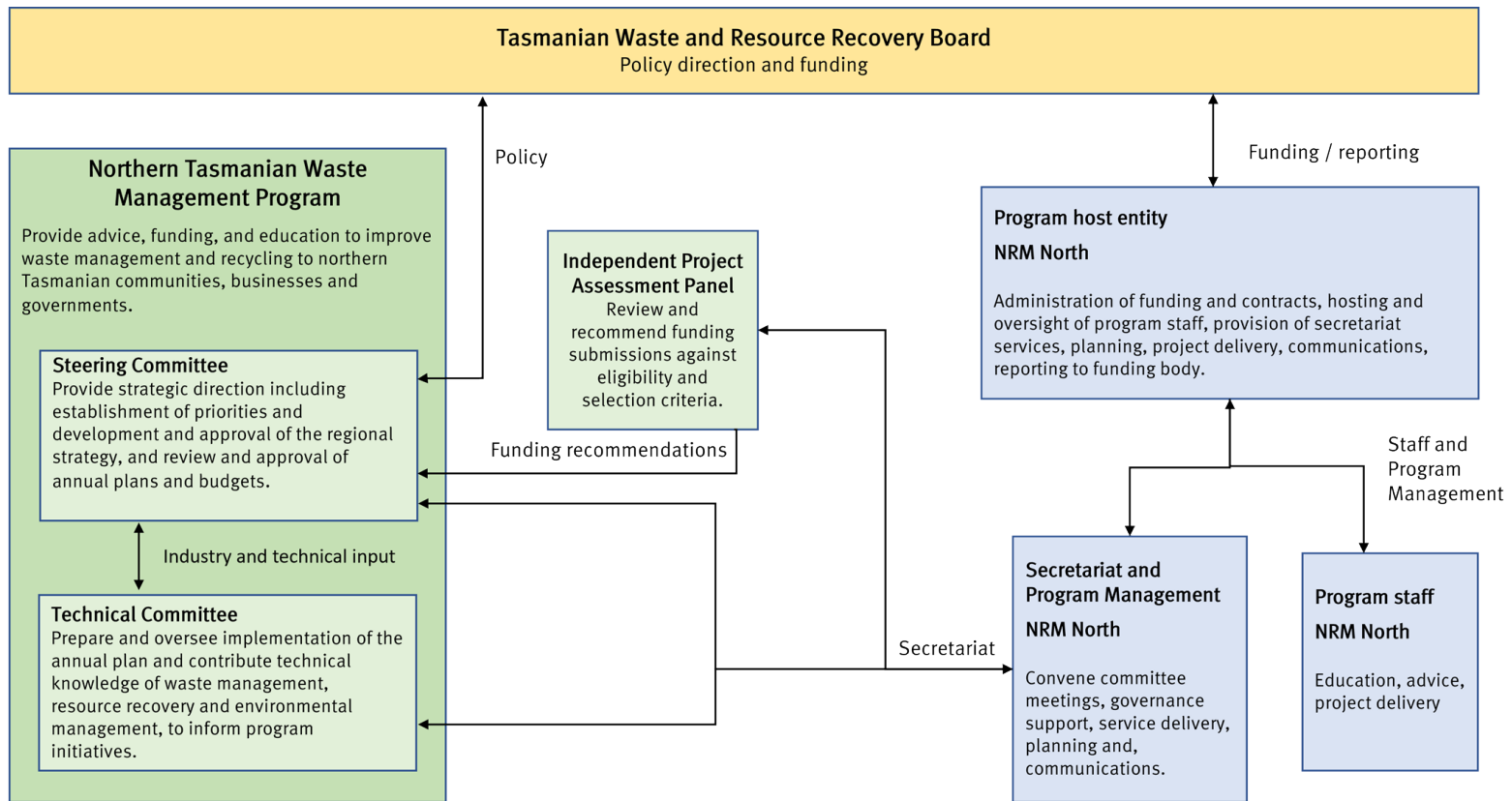


Figure 1. Proposed governance structure for the Northern Tasmanian Waste Management Program.

2.2. Roles and responsibilities

The following roles and responsibilities are assumed and will be further refined during the transition process and in negotiation with local government.

Steering Committee

The Steering Committee will meet at least twice per year at the discretion of the Chair and provide overarching guidance, advice and oversight of the program in accordance with the Committee's Terms of Reference.

Role of the Steering Committee:

- provide strategic direction to the program and establish program priorities;
- oversight and endorsement of the regional strategy;
- oversight of the project assessment process including endorsement of the project guidelines and selection criteria;
- engagement with the state board;
- endorsement of funding recommendations;
- oversight and endorsement of program deliverables including planning, monitoring, reporting, evaluation and improvement; and
- review and endorsement of annual plans and budgets.

Role of the Steering Committee Chair:

The Chair of the Steering Committee will be nominated from the committee, provide leadership to the Steering Committee, and act as a spokesperson for the program and liaison with state board.

Membership of the committee:

- | | |
|------------------------------|-----------------------------|
| - City of Launceston Council | - Meander Valley Council |
| - Break O'Day Council | - Northern Midlands Council |
| - Dorset Council | - West Tamar Council |
| - Flinders Council | - NRM North |
| - George Town Council | - NRE Tasmania |

Technical Committee

The Technical Committee will meet up to five times per year and provide technical advice to the program in accordance with the Committee's Terms of Reference.

Role of the Technical Committee:

- prepare and oversee implementation of the annual plan;
- contribute technical knowledge of waste management, resource recovery and environmental management, to inform program initiatives;
- represent member councils; and
- oversee communications strategy and implementation through Rethink Waste Tasmania.

Membership of the committee:

- City of Launceston Council
- Break O'Day Council
- Dorset Council
- Flinders Council
- George Town Council
- Meander Valley Council
- Northern Midlands Council
- West Tamar Council
- NRM North
- NRE Tasmania

Project Assessment Panel

A Project Assessment Panel will meet for each grant assessment round to assess grant applications using program guidelines and selection criteria for proposed projects in accordance with the panels Terms of Reference.

Role of the project assessment panel:

- review funding submissions against eligibility and selection criteria and recommend projects to the Steering Committee for approval.

Membership of the panel:

- Independent Chair
- NTWMP Program Manager
- External stakeholder representative

Assessments of projects by the Project Assessment Panel will be endorsed by the Steering Committee and provided back to the Host entity as funding recommendations for contracting and management.

Host entity

If adopted, NRM North will be the host entity for the program and will be responsible for providing administrative, financial, operations, managerial and secretariat support to the program.

The core services NRM North will provide to the program, excluding project delivery, include:

- develop and manage governance processes and documentation of the program;
- administer program funding agreements and reporting;
- facilitate strategic planning;
- prepare annual implementation plans and budgets;
- financial administration of program funds including acquittals;
- contribute technical expertise to the delivery of the communications plan by an external provider;
- oversee program management and program staff; and
- recruit and employ a Program Manager.

Program Management and Secretariat support

The Program Manager will implement the program strategy and annual plan and budget and support the program committees. The Program Manager will be responsible for program deliverables within the approved annual plans and budgets endorsed by the Steering Committee.

The role of the Program Manager will be to:

- provide secretariat services for the program committees and assessment panel;
- work with NRM North administrative staff and management to ensure efficient delivery of the program;
- prepare and review program reporting to the committees and funding body;
- coordinate communications and respond to media on behalf of the program;
- respond to emerging issues on behalf of councils; and
- manage program staff to achieve program deliverables.

Future program activities

Following the development and adoption of the revised strategic plan, the program may require additional services to be delivered by the host organisation. These services will be scoped and costed when they are prioritised, and may include:

- administration of program grants including assessment of applications, and project and contract management;
- negotiation of regional procurement contracts;
- communications and community engagement;
- kerbside recycling bin audits;
- event management of the regional waste awards, regional waste forum and other events; and
- other emerging priorities.

3. Governance documents

Related governance documents include:

1. Regional Waste Management Agreement (*due for review*) – Current regional agreement between councils. A similar regional agreement may be used and broadened to include new partners such as NRM North and NRE Tasmania.
2. Steering Committee Terms of Reference (*due for review*)
3. Technical Committee Terms of Reference (*to be developed*)
4. Assessment Panel Terms of Reference (*to be developed*)
5. Five-year regional strategy (*due for review*)
6. Annual Plan and Budget (*due for review*)

4. Proposed Transition Plan

4.1. Priorities for 2022/23

In the first (transitional) year, key priorities for the NTWMP will be largely focused on engagement and advocacy with the state government regarding the new levy arrangements and priorities in the state strategy, as well as development of the new regional strategy for the program and transition of the program hosting to NRM North.

Existing services/projects of the program will continue, including:

- supporting the adoption of organics caddies;
- managing contracts for fluorescent light collection, e-waste collection and polystyrene recycling; and
- facilitating communication and education through ReThink Waste and the Recycle Coach phone app.

A proposed transition plan and timing of key priorities is outlined in table 2.

Table 2. *Proposed transition plan and timing of key priorities.*

Action	Timing	Responsibility
Review, consideration, and support for the proposal by General Managers	July 2022	CoL and Northern Councils
NRM North Management Committee endorsement of hosting proposal	July 2022	NRM North
Endorsement by regional Councils	August 2022	Northern Councils
Transition to NRM North and sign regional collaboration agreement	August – September 2022	All NTWMP members
Secure funding from state	July – September 2022	CoL and NRM North
Lobbying, advocacy and engagement with state government on state-wide strategy	July – September 2022	CoL, NRM North and NTWMP members
Development of regional strategy	August – November 2022	Consultant with support from NTWMP members
Develop and review terms of reference	September 2022	NRM North and NTWMP members
Recruit Program Manager and stand up the program	November 2022	NRM North

Motion to Close Meeting

Motion Close the meeting to the public for discussion of matters in the list of agenda items below.

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(1)*.

Vote Absolute majority

Closed Session Agenda

Confirmation of Closed Minutes

Refer to *Local Government (Meeting Procedures) Regulations 2015: s34(2)*.

Leave of Absence Applications

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(h)*.

Contract No. 237-2022-23 Design and Reconstruction of Montana Road Bridge, Western Creek

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(d)* regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

Contract No. 242 - 2022 23 - Design and Reconstruction of Footbridge over Meander River, Deloraine

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(d)* regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

Aged Care Deloraine - Loan Management

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(c)* regarding commercial information of a confidential nature that, if disclosed, is likely to -(i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

Staffing Resources - Governance Functions

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(a)* regarding personnel matters, including complaints against an employee of the council and industrial relations matters.

General Manager's Quarterly Performance Report

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(a)* regarding personnel matters, including complaints against an employee of the council and industrial relations matters

Visit Northern Tasmania - Funding Agreement

Refer to *Local Government (Meeting Procedures) Regulations 2015*: s15(2)(b) regarding information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business.

Contract No. 241 - 2022-23 Asphalt & Bituminous Sealing of Roads

Refer to *Local Government (Meeting Procedures) Regulations 2015*: s15(2)(d) regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

Release of Public Information

Refer to *Local Government (Meeting Procedures) Regulations 2015*: s15(8).

Meeting End
