Agenda Attachments

15TH January 2019

Ordinary Council Meeting

Hamilton Council Chambers

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Central Highlands Council

DRAFT MINUTES – ORDINARY MEETING – 4TH DECEMBER 2018

Draft Minutes of an Open Ordinary Meeting of Central Highlands Council held at Bothwell Council Chambers, on Tuesday 4th December, commencing at 9am.

1.0 OPENING

The Mayor advised the meeting and members of the public that Council Meetings, not including Closed Sessions, are audio recorded and published on Council's Website.

Mayor L M Triffitt opened the meeting at 9.00am.

2.0 PRESENT

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J A Honner, Clr J Poore, Mrs Lyn Eyles (General Manager), Mr Adam Wilson (Deputy General Manager) and Mrs Katrina Brazendale (Minutes Secretary).

3.0 APOLOGIES

Clr A Archer

4.0 PECUNIARY INTEREST DECLARATIONS

In accordance with Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015, the Mayor requests Councillors to indicate whether they or a close associate have, or are likely to have a pecuniary interest (any pecuniary or pecuniary detriment) or conflict of interest in any Item of the Agenda.

Clr J A Honner - Item 16.3 GREAT LAKE COMMUNITY CENTRE EVENT

5.0 CLOSED SESSION OF THE MEETING

Regulation 15 (1) of the *Local Government (Meeting Procedures) Regulations 2015* states that at a meeting, a council by absolute majority, or a council committee by simple majority, may close a part of the meeting to the public for a reason specified in sub-regulation (2).

As per *Regulation 15 (1) of the Local Government (Meeting Procedures) Regulations 2015*, this motion requires and absolute majority

Moved*:** Clr J Honner ***Seconded: Clr R Cassidy

THAT pursuant to *Regulation 15 (1) of the Local Government (Meeting Procedures) Regulations 2015*, Council, by absolute majority, close the meeting to the public to consider the following matters in Closed Session

Item Number	Matter	*Local Government (Meeting Procedures) Regulations 2015*
1.	Confirmation of the Closed Session Minutes of the Meeting held on 20 November 2018	15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential

2.	Letter from Bronte Park Body Corporation – re common ground	15 (2)(f) - proposals for the council to acquire land or an interest in land or for the disposal of land – item deferred from November meeting
3.	Tenders for Reconstruction & Sealing of 1.2 km of Pelham Road	15 (2)(d) – contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal
4.	Correspondence from Huon Regional Care	15 (2)(d) – contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal
5.	Consideration of Matters for Disclosure to the Public	Regulation 15 (8) - While in a closed meeting, the Council, or Council Committee, is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues

CARRIED BY ABSOLUTE MAJORITY

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

5.1 MOTION OUT OF CLOSED SESSION

Moved: Clr R Cassidy Seconded: Clr J Honner

That the Council:

(1) Having met and dealt with its business formally move out of the closed session; and
(2) Resolved to report that it has determined the following:

Item Number	Matter	Outcome
1	Confirmation of the Closed Meeting Minutes of the meeting held on 20 November 2018	Minutes were confirmed
2	Letter from Bronte Park Body Corporation – re common ground	Matter was discussed and noted and the matter was deferred until the January 2019 Council Meeting to allow for an onsite visit by Councillors
3	Tenders for Reconstruction & Sealing of 1.2 km of Pelham Road	The successful tenderer was Batchelor Construction Group Pty Ltd
4	Correspondence from Huon Regional Care	Council noted the changes proposed by Huon Regional Care to make the medical practice at Bothwell sustainable
5	Consideration of Matters for Disclosure to the Public	Matters were considered

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

OPEN MEETING TO PUBLIC

The meeting opens to the public at 10.00am.

Mr Adam Wilson was not in attendance when the meeting resumed at 10.00 a.m.

6.0 DEPUTATIONS

10.30 – 11.00 am Hydro – Battery of the Nation Update

6.1 PUBLIC QUESTION TIME

An update on TasWater regarding their recent AGM Meeting was provided by Deputy Mayor J Allwright

7.0 MAYORAL COMMITMENTS

16th November 2018	ABC interview Hobart
17th & 18th November 2018	Bushfest Bothwell
19th November 2018	Mayors Roundtable discussions Hobart
19th November 2018	STCA Hobart
20th November 2018	Ordinary Council Meeting Hamilton
23rd November 2018	Business of Council
26th November 2018	Retiring Councillors Morning Tea
26th November 2018	Business of Council
27th November 2018	Business of Council
28th November 2018	Huon Regional Care Bothwell

7.1 COUNCILLORS COMMITMENTS

Nil

7.2 GENERAL MANAGER'S COMMITMENTS

20th November 2018	Council Meeting
26th November 2018	Morning Tea Retiring Councillors
28th November 2018	Meeting Huon Regional Care
29th November 2018	Meeting Tas Collection Services

7.3 DEPUTY GENERAL MANAGER'S COMMITMENTS

22nd November 2018	Western Wilds Progress and Story Stops Location Visit
26th November 2018	Farewell morning tea Mr Bowden
26th November 2018	Meeting regarding Platypus Walk
28th November 2018	Meeting regarding CouncilFirst software update
29th November 2018	Meeting Southern Cat Management Working Group
4th December 2018	Ordinary Council Meeting

8.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD

NIL

8.1 FUTURE WORKSHOPS

12th December 2018 10.00am – 12 Noon Bothwell - Understanding the Planning Authority Role Workshop

9.0 MAYORAL ANNOUNCEMENTS

Mayor L Triffitt provided Council with an update regarding the churches in the Municipal area that are now exempt from the sales.

10.0 MINUTES

10.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

Moved: *Clr A Campbell* ***Seconded:*** *Clr T Bailey*

THAT the Draft Minutes of the Open Council Meeting of Council held on Tuesday 20th November 2018 be received.

10.2 CONFIRMATION OF MINUTES ORDINARY MEETING

Moved: *Clr S Bowden* ***Seconded:*** *Clr A Campbell*

THAT the Minutes of the Open Council Meeting of Council held on Tuesday 20th November 2018 be confirmed.

11.0 BUSINESS ARISING

14.2	DES progressing
14.3	Applicant advised of Council's decision
14.4	DES Manager organising
14.5	Letter sent advising Council's decision
16.3	TasWater advised of Council's owner representative
16.4	LGAT advised of Council's voting delegate
16.5	Applicant advised of Council's decision
16.6	Works & Services Manager progressing
16.7	Letter sent
16.9	Letter has been forwarded
16.11	Policy on Council's website
16.12	Community Grant payment made
16.13	Applicant advised of Council's decision
16.14	Cheque and letter forwarded
17.1	Letter sent
17.2	Letter sent

12.0 DERWENT CATCHMENT PROJECT REPORT

Nil Report

13.0 FINANCE REPORT

To be included in the January 2019 Item.

14.0 DEVELOPMENT & ENVIRONMENTAL SERVICES

In accordance with Regulation 25(1) of the Local Government (Meeting Procedures) Regulations 2015, the Mayor advises that the Council intends to act as a Planning Authority under the Land Use Planning and Approvals Act 1993, to deal with the following items:

Moved: Clr J Honner **Seconded:** Clr R Cassidy

THAT the Development & Environmental Services Report be received.

Ms Jacqui Tyson (Contract Planner) and Mr Graham Rogers (Development and Environmental Services Manager) attended the meeting at 10.07 a.m.

14.1 DA 2018/47: SUBDIVISION (ROAD WIDENING LOTS): 1839 BASHAN ROAD, WADDAMANA

Moved Clr J Poore **Seconded** Clr S Bowden

THAT the proposal is assessed to substantially comply with the requirements of the Central Highlands Interim Planning Scheme 2015 and so in accordance with section 57 of the Land Use Planning and Approvals Act 1993, The planning authority is recommended to approve the application for subdivision of five (5) road lots at CT217631/1 and CT153045/1 known as 1839 Bashan Road, Waddamana, subject to conditions.

Conditions

General

1) The subdivision layout or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.

Transfer of roads

2) All roads must be shown as “Road” on the final plan of survey. Transfer to the Central Highlands Council will be subject to separate agreement and if agreed, by Memorandum of Transfer submitted with the final plan.

Services

3) The Subdivider must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the proposed subdivision works. Any work required is to be specified or undertaken by the authority concerned.

Final plan

4) A final approved plan of survey and schedule of easements as necessary, together with one copy, must be submitted to Council for sealing. The final approved plan of survey must be substantially the same as the endorsed plan of subdivision and must be prepared in accordance with the requirements of the Recorder of Titles.

5) A fee of $245.00, or as otherwise determined in accordance with Council’s adopted fee schedule, must be paid to Council for the sealing of the final approved plan of survey.

6) All conditions of this permit, including either the completion of all works and maintenance or payment of security in accordance with this permit, must be satisfied before the Council seals the final plan of survey for each stage.

7) It is the subdivider's responsibility to notify Council in writing that the conditions of the permit have been satisfied and to arrange any required inspections.

The following advice applies to this permit:

a) This permit does not imply that any other approval required under any other legislation has been granted.

b) This planning approval shall lapse at the expiration of two (2) years from the date of the commencement of planning approval if the development for which the approval was given has not been substantially commenced. Where a planning approval for a development has lapsed, an application for renewal of a planning approval for that development shall be treated as a new application.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

14.2 DA 2018/49 : SUBDIVISION – REORGANISATION OF BOUNDARIES – 2 TITLES: 1905 INTERLAKEN ROAD, INTERLAKEN

Moved Clr R Cassidy **Seconded** Clr A Campbell

THAT the proposal is assessed to substantially comply with the requirements of the Central Highlands Interim Planning Scheme 2015 and so in accordance with section 57 of the Land Use Planning and Approvals Act 1993, The planning authority is recommended to approve the application for a reorganisation of the boundaries of CT217631/1and CT153045/1 known as 1905 Interlaken Road, Interlaken, subject to conditions.

Conditions

General

1) The subdivision layout or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.

Easements

2) Easements must be created over all drains, pipelines, wayleaves and services in accordance with the requirements of the Council's Municipal Engineer. The cost of locating and creating the easements shall be at the subdivider's full cost.

Covenants

3) Covenants or other similar restrictive controls that conflict with any provisions or seek to prohibit any use provided within the planning scheme must not be included or otherwise imposed on the titles to the lots created by this permit, either by transfer, inclusion of such covenants in a Schedule of Easements or registration of any instrument creating such covenants with the Recorder of Titles, unless such covenants or controls are expressly authorised by the terms of this permit or the consent in writing of the Council's General Manager.

Services

4) The Subdivider must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the proposed subdivision works. Any work required is to be specified or undertaken by the authority concerned.

Final plan

5) A final approved plan of survey and schedule of easements as necessary, together with one copy, must be submitted to Council for sealing. The final approved plan of survey must be substantially the same as the endorsed plan of subdivision and must be prepared in accordance with the requirements of the Recorder of Titles.

6) A fee of $245.00, or as otherwise determined in accordance with Council's adopted fee schedule, must be paid to Council for the sealing of the final approved plan of survey.

7) All conditions of this permit, including either the completion of all works and maintenance or payment of security in accordance with this permit, must be satisfied before the Council seals the final plan of survey for each stage.

8) It is the subdivider's responsibility to notify Council in writing that the conditions of the permit have been satisfied and to arrange any required inspections.

The following advice applies to this permit:

a) This permit does not imply that any other approval required under any other legislation has been granted.

b) This planning approval shall lapse at the expiration of two (2) years from the date of the commencement of planning approval if the development for which the approval was given has not been substantially commenced. Where a planning approval for a development has lapsed, an application for renewal of a planning approval for that development shall be treated as a new application.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

Ms Jacqui Tyson (Contract Planner) left the meeting at 10.12 a.m.

14.3 TASMANIAN DEVELOPMENT REGULATORY REFORM PROJECT

Moved Clr J Poore **Seconded** Clr J Honner

THAT comments be forwarded to the Manager Development & Environmental Services, who will coordinate a Council response.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

Two members of the public attended the meeting at 10.11 a.m. Ms Tony McLean and Mr John Hughes

Clr T Bailey left the meeting at 10.14 a.m. and retuned at 10.16 a.m.

14.4 UPGRADE OF ONSITE WASTEWATER MANAGEMENT SYSTEM FOR DERWENT BRIDGE TOILETS

Moved Clr J Honner **Seconded** Clr R Cassidy

THAT Council

1. approve the works and allocate $10,000 to enable the works to be undertaken; and
2. waive the Plumbing Application fee of $455.00

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

14.5 DES BRIEFING REPORT

NOTED

Mr Graham Rogers (Development and Environmental Services Manager) left the meeting at 10.19 a.m.

Moved Clr J Honner **Seconded** Clr R Cassidy

THAT Item 6.0 be brought forward on the Agenda.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

Mr Paul Molnar Program Director, Asset Projects and Lyn Southern attended the meeting at 10.19 a.m. to discuss the Battery of the Nation – Tarraleah Hydropower Scheme Redevelopment. Councillors were provided with a copy of the presentation.

Mr Adam Wilson returned to the meeting at 10.54 a.m.

The presentation was completed at 10.55 a.m. Mr Paul Molnar and Ms Lyn Southern left the meeting.

Moved Clr R Cassidy **Seconded** Clr J Honner

THAT Council move to Item 15.0 Works & Services

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

Mr Jason Branch (Works and Services Manager) attended the meeting at 10.56 a.m.

15.0 WORKS & SERVICES

Moved Clr T Bailey **Seconded** Clr J Honner

THAT the Works & Services Report be received.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

15.1 WADDAMANA ROAD

Moved Clr J Honner **Seconded** Clr S Bowden

That Council allows Waddamana Forestry P/L to undertake tree and vegetation removal along Waddamana Road with all conditions stated in their email as follows.

1. Waddamana Forestry P/L has recently acquired the Waddamana property from the Hastrup family with Andreas retaining a part owning in the property to provide continuity. We have now commenced harvesting under an approved Forest Practices Plan (W2 2018). This plan and the proposed Forest Practices Plan W1 2018 have frontage to the Waddamana Road.

2. At this stage the majority of products will go to sales outlets at Bell Bay. This requires trucks to head north along the Waddamana Rd to the Bashan Rd junction and then via the Waddamana Road to Poatina etc. We anticipate that cartage will be ongoing for 3 years+ and that this will include the winter months.

3. We have concerns that the haulage along the Waddamana road heading north will create road maintenance issues during the wettest winter months due to the number of trees that overshadow the road and stop it drying out. This is likely to lead to additional costs for Council and/or impact on our timber haulage.

4. We believe that it is best to cut timber close to the road that can be considered dangerous trees or trees that are over-shadowing the road so as to make maintenance easier. Most of this timber will adjoin the Forest Practices Plans. Any harvesting will be conducted in accordance with these plans or as part of asset protection which is provided for in the Forest Practices plans Regulations. As part the inspection there is an estimated 3km of road line to cut.

5. We are proposing that we would cut the edge trees under Council direction to reduce this problem. Waddamana Forestry would get and be responsible for necessary traffic management plans as required by Council and use a qualified harvesting contractor.

6. Waddamana Forestry P/L contractors would perform the work with appropriate procedures and insurances in place.

7. The work can be performed in February/March 2019 after the school holidays.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr J Honner and Clr J Poore.

Against the Motion:

Clr R Cassidy

Carried 7/1

15.2 UPPER MILL ROAD

Moved Clr J Honner **Seconded** Clr A Campbell

THAT the Report be noted.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

The following questions were discussed during the presence of the Works Manager

Clr S Bowden commented that the contractors have done a great job on the recent patching works on the Hollow Tree Road, Clr T Bailey also agreed

Mayor L Triffitt raised concerns regarding the line marking on the Highlands Lakes Road near the intersection of the Bothwell Waste Transfer Station. Mr Jason Branch will provide Council with the details at the next meeting.

Deputy Mayor J Allwright requested information on the Dunrobin bridge works and the current speed limit. Mr Jason Branch reported that the current works are being undertaken by BridgePro and he is still awaiting an update from State Growth with regard to the speed limit.

Mr Jason Branch (Works & Services Manager) left the meeting at 11.07 a.m.

16.0 ADMINISTRATION

16.1 ROTARY CLUB "TOUR DE NORFY" CYCLE CHALLENGE

Moved Clr A Campbell **Seconded** Clr J Poore

That Council give written approval for the "Tour de Norfy" Cycle Challenge to use Ellendale Road for the event.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

16.2 CAMPERVAN AND MOTORHOME RALLY – BOTHWELL

Moved Clr A Campbell **Seconded** Clr R Cassidy

That Council contact Mr Campbell and seek permission to give The Campervan and Motorhome Club of Australia – Tasmania permission for 25 campers/motorhomes to setup camp in the parking area across the road from the recreation ground (dogleg) and spend the weekend at Bushfest 2019.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

Clr J Honner declared an interest and left the meeting at 11.16 a.m.

16.3 GREAT LAKE COMMUNITY CENTRE EVENT

Moved Clr A Campbell **Seconded** Clr T Bailey

That Council advise the Great Lake Community Centre Committee, that permission is not granted for accommodation at the venue and advise of local camping and accommodation facilities in the area.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy and Clr J Poore.

Carried

Clr J Honner and Mr Jason Branch (Works & Services Manager) returned to the meeting at 11.33 a.m.

16.4 AUSTRALIA DAY AWARDS 2019

Moved Clr T Bailey **Seconded** Clr J Poore

That the Australia Day 2019 Citizen of the Year be awarded to Nancy Carnes and the Mayor invite Nancy to Council's Australia Day event to be presented with the Award. A recognition award will be presented to Mr Ron Sonners. The presentation will be at the Hamilton Hall.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

16.5 REMISSIONS UNDER DELEGATION

Noted

16.6 LETTER FROM RATEPAYER RE PETROLEUM SUPPLY CHAIN

Noted

16.7 SHACK OWNERS REQUEST FOR SUPPORT AT MORASS BAY ARTHURS LAKE

Moved Clr T Bailey **Seconded** Clr R Cassidy

1. That Council support the shack owners by writing a letter of support to Aero-medical and Medical Retrieval Division of Ambulance Tasmania asking that consideration be made by the Tasmanian Government to develop emergency helicopter land facilities across the Central Highlands including the Arthurs Lake area at Morass Bay.

2. That Council support the shack owners by writing a letter of support to the Area General Manager of Telstra Tasmania asking that consideration be made by Telstra to develop a strategy to remove black spots in the Central Highlands including the Arthurs Lake area at Morass Bay.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

Moved Clr J Poore **Seconded** Clr R Cassidy

That Council Investigate providing landing areas within the Central Highlands Municipal area for medical evacuations

FOR the Motion:

Mayor L Triffitt, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Against the Motion: Deputy Mayor J Allwright, Clr S Bowden

Carried 6/2

16.8 POLICY 2013-12 TREE & VEGETATION VANDALISM POLICY

Moved Clr J Honner **Seconded** Clr J Poore

That Council adopt the Tree & Vegetation Vandalism Policy.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

16.9 POLICY 2014-21 ALLEVIATION OF DUST NUISANCE - ROADWORKS POLICY

Moved Clr J Honner **Seconded** Clr A Campbell

That Council adopt the Alleviation of Dust Nuisance - Roadworks Policy.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

16.10 POLICY 2014-20 MEDIA POLICY

Moved Clr A Campbell **Seconded** Clr R Cassidy

That Council adopt the Media Policy.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

16.11 POLICY 2013-16 DRUG & ALCOHOL POLICY

Moved Clr J Honner **Seconded** Clr J Poore

That Council adopt the Drug & Alcohol Policy.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

16.12 POLICY 2013-15 OCCUPATIONAL EXPOSURE TO BLOOD & BODY FLUIDS POLICY

Moved Clr T Bailey **Seconded** Clr J Honner

That Council adopt the Occupational Exposure to Blood & Body Fluids Policy.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

16.13 SOCIAL ENTERPRISE IN HAMILTON

Moved Deputy Mayor J Allwright **Seconded** Clr T Bailey

That the correspondence be noted

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

16.14 Carp Management Program

Noted

17.0 SUPPLEMENTARY AGENDA ITEMS

Moved Clr J Honner **Seconded** Clr T Bailey

THAT Council consider the matter on the Supplementary Agenda.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried

17.1 BUDGET AMENDMENT

Moved Clr J Honner **Seconded** Clr R Cassidy

THAT under Section 82 (4) of the Local Government Act 1993, Council by Absolute Majority amend the Capital Works Budget to increase Road Construction – Pelham Road Seal to $806,000, reduce Capital Infrastructure – Stormwater Bothwell Stage 1 to $150,000 and that Bridge Capital – Dawson Bridge Repair Underpinning be reduced to zero. Add $10,000 to Capital Public Conveniences for the Derwent Bridge Toilet Improvements.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Carried by Absolute Majority

Mr Jason Branch provided Councillors with an update on the question raised with concern of the line marking on the Highland Lakes Road, his advice received back was that you can cross a single white line to access a property on the other side of the road.

18.0 CLOSURE

Mayor L M Triffitt closed the meeting at 12.05 p.m.

Central Highlands Council

DRAFT MINUTES – ANNUAL GENERAL MEETING – 4TH DECEMBER 2018

Minutes of an Annual General Meeting of Central Highlands Council to be held at the Council Chambers, Bothwell on Tuesday, 4th December 2018, commencing at 8.45am.

1.0 OPENING

Mayor L M Triffitt opened the meeting at 8.45am

2.0 PRESENT

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr A Campbell, Clr R Cassidy and Clr J Honner, Mrs Lyn Eyles (General Manager), Mr Adam Wilson (Deputy General Manager) and Mrs Katrina Brazendale (Minutes Secretary).

3.0 APOLOGIES

Clr A Archer, Clr S Bowden and Clr J Poore

4.0 RECEIVAL MINUTES OF 2017 ANNUAL GENERAL MEETING

Moved **Clr T Bailey** Seconded **Clr R Cassidy**

THAT the Minutes of the **Annual General Meeting** of **Council** held on **Tuesday 5th December 2017** be **received.**

Carried

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr A Campbell, Clr R Cassidy and Clr J Honner

5.0 CONFIRMATION OF MINUTES OF 2017 ANNUAL GENERAL MEETING

Moved **Clr J Honner** Seconded **Clr T Bailey**

THAT the Minutes of the **Annual General Meeting** of **Council** held on **Tuesday 5th December 2017** be **confirmed.**

Carried

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr A Campbell, Clr R Cassidy and Clr J Honner

6.0 RECEIVAL OF ANNUAL REPORT 2017/2018

Moved **Clr J Honner** Seconded **Clr R Cassidy**

THAT the **Central Highlands Council Annual Report 2017 / 2018** be **received.**

Carried

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr A Campbell, Clr R Cassidy and Clr J Honner

Central Highlands Council

DRAFT MINUTES – ANNUAL GENERAL MEETING – 4TH DECEMBER 2018

7.0 SUBMISSIONS ON ANNUAL REPORT 2017 / 2018	**No submissions have been received.** **NOTED**
8.0 CLOSURE	Mayor L M Triffitt closed the meeting at 8.49 am

Minister for Human Services
Minister for Housing
Minister for Planning
Level 5 4 Salamanca Place, Parliament Square Building HOBART TAS 7000 Australia
GPO Box 123 HOBART TAS 7001 Australia
Ph: +61 3 6165 7686
Email: minister.jaensch@dpac.tas.gov.au

Tasmanian Government

21 SEP 2018

Councillor Loueen Triffitt
Mayor
Central Highlands Council
PO Box 20
HAMILTON TAS 7140

Dear Mayor

Tasmanian Planning Scheme Implementation

Lodgement of Local Provisions Schedules

I am writing to you in your role as chair of the Central Highlands Council Planning Authority to confirm the Government's commitment to implement the Tasmanian Planning Scheme (TPS) through the lodgement and approval of your Local Provisions Schedule (LPS).

Since becoming Minister, I have consulted widely and understand the challenges facing planning authorities in preparing their draft LPS. I applaud the effort of those planning authorities which have significantly progressed their LPS preparation to date and I recognise the overwhelming preference expressed by local government for the job to be finished as efficiently and expeditiously as possible.

I am committed to assist you with this task and have instructed the Department of Justice to redouble its efforts through the LPS State Steering Committee by forming a specialist project team to work 'hand-in-glove' with all planning authorities to get the job done.

I have set a target to have all draft LPSs lodged with the Tasmanian Planning Commission by 30 June 2019 and directed the Steering Committee to contact and work with every planning authority to do what is necessary to achieve this.

I also want to clarify that the task is to prepare documentation and mapping that meets the requirements of the *Land Use Planning and Approvals Act 1993*, as amended in December 2015. To this end, the legislative requirements are statutory in nature and narrow in scope. The LPS project team will clarify precisely what is required and, as necessary, assist in its compilation.

Some planning authorities have highlighted the importance of strategic planning reform, particularly in relation to the Tasmanian Planning Policies and regional land use strategies. The Government is committed to making these reforms but does not want to distract or divert attention from implementing the TPS, as the first priority. My commitment is to finish the TPS reform and continue to progress these important strategic planning reforms as quickly as possible.

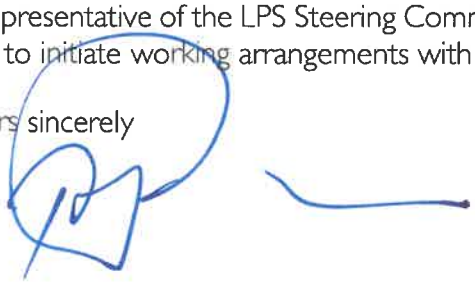
Also, in regard to the time needed to lodge draft LPSs, I am aware that some planning authorities are considering conducting informal community consultations before lodging, even though the legislation provides very comprehensive provisions for the public, property owners and stakeholders to formally engage in the LPS process.

The Parliament supported a generous 60 day formal public exhibition period for each LPS so the public has adequate opportunities to participate in the process at that stage. Conducting informal consultations has the potential to confuse the public, create misunderstandings of legal rights and delay the formal consultation process.

In conclusion, I seek your support for the efficient and expeditious lodgement of your Planning Authority's draft LPS.

A representative of the LPS Steering Committee will be in contact with your General Manager and planning staff to initiate working arrangements with the LPS project team.

Yours sincerely



Hon Roger Jaensch MP
Minister for Human Services
Minister for Housing
Minister for Planning

cc General Manager

Table - Progress of Central Highlands Local Provisions Schedule (Amended November 2018)

WORK SCHEDULE FOR CENTRAL HIGHLANDS LPS (Amended November 2018)				
LPS	**Activity**	**Estimated Completion**	**Description**	**Status to date (November 2018)**
General	Identify and agree on resource intensive and common issues across southern region with Technical reference group – for funding opportunities ($100k from State Government for Region)	**8th June 2017 (TRG Meeting)**	TRG members prepare list of common issues across the region	Completed June 2017
General	Brief Council on preparation of mapping Overlays and Zones and update on progress – get direction from Council on identified issues	**28th June 2017 (Council Meeting)**	Inform Council of progress of LPS and update community via public agenda item	Completed June 2017
Zone Maps	Complete zone mapping in GIS for basic (like for like) zone conversions: • Village Zone • Residential Zone • Community Purpose • Recreation • General Business • Light Industrial • Environmental Management Zone	**October 2017**	Translate existing zones to new zones using Map Info Software. Make separate report for explanation for changes	Completed October 2017
Code Maps	Complete Overlay Mapping for: • Electricity Transmission Corridor • Flood-Prone Hazard Areas • Landslip Hazard Areas	**October 2017**	Map existing: • Transmission lines corridor • Flood prone areas • Landslip Hazards (High, Medium, Low)	Completed October 2017

			The data for the Landslip hazard areas is existing in SMIPS2015 and available on theLIST.tas.gov.au Make separate report for explanation for changes	
Zone Maps	Complete zone mapping for: • Rural Living Zone; and • Convert Environmental Living to Rural Living Zone • Convert "Particular Purpose Zone 1 – Urban Growth Zone" to Future Urban Growth Zone • Convert "Particular Purpose Zone 2 – Future Road Corridor" to "Particular Purpose Zone – Future Road Corridor"	**October 2017**	Translate existing Rural Living Zones in Map Info Make separate report for explanation for changes	Completed October 2017
Code Maps	Compile list of known activities, developments and land uses that require an attenuation area per the attenuation code.	**February 2019**	**TASK AMENDED AUGUST 2017 Meeting** Any existing land uses, development or uses that have a permit to conduct activities that may cause environmental harm will have a default attenuation area under the SPPs per the table in the Attenuation Code. The preparation of the LPS is an opportunity to both compile a list of these places and if necessary map	In Progress. List of places is still being compiled by Council Officers. It is reccomended that Council consider making more specific strategic changes to attenuation areas via formal planning scheme amendments. This was also a recent reccomendation by the State Planning Policy Unit in that it may delay the overall workplans.

			these areas on the overlay maps. Where there is no mapped overlay in LPS then the SPP distances will be prevail. ***NB: It was earlier intended to custom map attenuation areas with the assistance of external environmental consultants, landowner, and operators.** **Upon further investigation of the matter this would be reliant on significant site specific monitoring, data, modelling, and other up to date information to quantify/qualify any departure from the reccomended attenuation areas in the attenuation code.** **This qualification of information will be required by the Tasmanian Planning Commission in reviewing mapping i.e. TPC will be seeking extensive scientic support by suitably qualfiied persons to support any modification to the attenuation areas incluidng expert evidence at any subsequent hearing(s) and not just reliance on anecdotal evidence or exisitng permit conditions.**	

			Furthermore the Planning Policy Unit have reccomended that Council's do not pursue this attenuation mapping as part of the LPS and instead seek to make later amendments to the scheme. **This would seem apropriate given the level of detail and high level of resources needed to make changes to attenuation areas.** **It nevertheless signifies/highlights the inherint complications of developers demonstratring compliance with the Performance Criteria of the Attenuation Code.**	
Zone Maps	Complete zone mapping for Utilities Zone (State Roads, TasWater Assets)	**February 2019**	Translate existing Utilities Zones (roads, rail, Sewer, Water) to utilities zone using Map Info Software Identify land that should be utilities and convert: • Category 1-5 Roads • Major local roads • Any sewer or water assets Make separate report for explanation for changes	Mapping for all other utilities zones, bar State Roads, is completed. Data file provided by State Growth and PPU – GIS to apply and to check and correct anomolies

Specific Area Plan Maps	Complete Overlay Mapping for: • Lake Meadowbank SAP • Heritage Precinct Special Area (now Heritage Precinct under Code • Scenic Protection Areas	**October 2017**	Map existing overlay areas in Map Info Make separate report for explanation for changes	Completed.
Code Ordinance	Review and update Local Heritage Listed Places Schedule	**February 2019**	Review the list of heritage places in SMIPS2015: • Identify and extract all state listed places into separate word document • Identify and compile list of all properties that require a specific extent mapping i.e. heritage listed places on large rural titles • Identify and compile list of any properties that require site visits or further background information to inform schedule • Cross check address/location details • Translate the data from CHIPS2015 • Include report of changes	In Progress. Translate all existing places from CHIPS2015 to LPS. Explain rationale in the supporting report.
Supportive Document	Complete draft principles for mapping of Agricultural Zone and Rural Zone	**January 2018**	**Amended November 2017 meeting** Before draft mapping of the agriculture and rural zone can commence Council will need to	Completed May 2018.

			agree to drafting principles i.e. split zoning lands, classification of land, ownership of land, vegetation and potential future use, and further refinement of mapping etc	
Code Maps	Complete Overlay maps for attenuation areas where required.	**September 2017**	Map any exisiting attenuation areas where necessary and remove any redundant areas. Make separate report for explanation for changes	Completed October 2017
Code Ordinance	Input Local Heritage Places into LPS (written ordinance)	**February 2019**	Input final information into ordinance document	In Progress.
Overlay Maps	Map Specific Extent of Local Heritage Listed Places in Overlay Map	**March 2019**	Officers to advise GIS Officer of land with a "specific extent" listing in SMIPS2015, and any new places through review and create overlay in Map Info for all heritage listed titles. Make separate report for explanation for changes	In Progress.
Zone Maps	Complete Agricultural and Rural Zone Mapping	**February 2019**	Map agriculture and rural zones Make separate report for explanation for changes	First Draft completed October 2017. Second draft to finalised using the AK Consultants Decision Tree and Guidelines May 2017.
Code Maps	Complete Waterway Overlay Map (Rivers, creeks, streams)	**September 2017**	Map the waterway overlay by refining the state mapping provided on theList.tas.gov.au	Completed October 2017.

Supportive Document	Prepare Principles for Mapping of Priority Vegetation Overlay	**September 2017**	Before draft mapping of the Priority Vegetation Overlay can commence – Council will need to agree to drafting principles for identification of vegetation of local significance and refinement of mapping threatened species	Completed February 2018. Central Higlands to Use the REM model prepared by Rod Knight.
Zone Ordinance	Prepare draft local area objectives and Council Workshop. This only applies to discretionary uses	**February 2019**	Council Officers to identify areas that *should* have further unique local planning provisions for design as identified through previous strategic planning documents or other unique local identifiable characteristics.	In Progress.
Zond Ordinance	Draft new/modified Meadowbank SAP	**February 2019**	The SAP is unlikely to have sufficient consistency with the SPPs – there are also some issues in the technical wording that should be resolved.	In Progress.
Zone Maps	Identify and Council Workshop zone changes or overlays as previously identified in Interim Planning Scheme process, previous strategic works, consistency with LPS guidelines or SPPs	**March 2019**	Council Officers to identify land that requires rezoning due to ensure consistency with SPPs and LPS guidelines, Regional Land Use Strategy or in response to previous hearings into Interim Scheme or to remedy other ongoing issues. Make separate report for explanation for changes	In Progress.
Zone Maps	Complete Zone Mapping	**Early 2019**		In Progress.
Ordinance	Input following into LPS • Local Area Objectives	**Early 2019**	Finalise in LPS: • Local Area Objectives	In Progress.

	• Particular Purpose Zone – Future Road Corridor Zone • Site Specific Qualifications • Specific Area Plans		• Site Specific Qualifications • Particular Purpose Zone – Future Road Corridor Zone • Specific Area Plans Make separate report for explanation for changes	
All	Workshop Draft Mapping with Council and provide update	**March 2019**	Update Council and obtain direction for mapping	Yet to Commence
Code Map	Complete Priority Vegetation Overlay Map	**March 2019**	Map the Priority Vegetation Overlay	Yet to Commence.
All	Complete LPS written Ordinance	**March 2019**	Review and Finalise LPS written component Make separate report for explanation for changes	Yet to Commence.
Final report on draft LPS	Complete Supporting Report to Council	**April 2019**	The LPS prepared by Council must be submitted to the Tasmanian Planning Commission under Section 35 of LUPAA. The TPC must then consider the LPS and then submit a request to the Minister to allow for public exhibition of the LPS. In submitting the draft LPS to the TPC the Council must provide an accompanying report as supporting information to demonstrate compliance with the criteria outlined in Section 34 of the LUPAA.	Yet to Commence.

			The supporting report is also an appropriate document to capture all the changes and justification for changes to assist the TPC and the public in understanding the rationale for Council's LPS.	
Admin	Submit LPS and supporting report to TPC	**April 2019**	Compile all documentation and schedule of shape files (mapping) and submit to TPC	Yet to Commence.

ARBORICULTURAL ASSESSMENT

Corner of Clyde and River Street, Hamilton

For: Jason Branch
Manager Works & Services
Central Highlands Council
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Alister Hodgman
Diploma (Hort/Arb)
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10th January 2019

1. Terms of Reference

- This report was requested by Jason Branch, Manager Works and Services at the Central Highlands Council, to assess a mature tree growing on the corner of Clyde and River Street, Hamilton
    - An inspection was undertaken from the ground on the 8th of January 2019.
    - Risk was assessed using the Quantified Tree Risk Assessment method.
    - The report will present the inspection findings and discuss management options.

Fig. 1 – an aerial image of the site indicating the tree which is subject to this report. Image courtesy of listmap.

2. Site Findings

Tasmanian blue gum
(*Eucalyptus globulus* subsp. *globulus*)

Height: 31m
Diameter at 1.4m: 1.75m

Vitality: Fair/good
Structure: Fair

Fig. 2 – the blue gum as seen looking to the north-west.

The single stem blue gum is located within the road reserve, overhanging Clyde and River Streets and private property to the east.

It appears that the tree is in excess of 100 years and is most likely remnant vegetation. The trunk currently appears stable in the ground and there was no sign of root plate heave. Decay has colonised the trunk and has created a cavity at 4m to the east. Further cavities were noted throughout the tree and had been colonised by bees at 4m and 9m to the north-east and 8m to the north-west.

Due to the prevailing winds generated from the north-west, the tree is drawn over private property to the south-east (fig. 2). The crown does include some substantial dead wood, particularly to the east over private property.

Although the tree does include a significant volume of decay, it is displaying fair to good vitality which reduces the likelihood of major branch failures. In the current situation, I expect the most probable failure type will be dead wood falling over private property to the east.

Fig. 2 – the tree as seen looking to the south. Note the crown bias towards private property.

3. Risk Assessment

Risk was assessed using the Quantified Tree Risk Assessment method. It is expected that human occupation underneath the trees in strong wind events will be minimal. Due to this outcome, QTRA describe the target as being weather affected.

The assessment will focus on the failure of dead wood and its potential to impact humans and the fence (property)

Target	Target Range	Part Range	Probability of Failure	Risk Index
Humans	4 (1hr – 3/day)	3 (250mm – 110mm)	2 (1/10 – 1/>100)	1/500,000
Property	5 ($340 - $34)	Fixed	2 (1/10 – 1/>100)	1/300,000

Based on this assessment, the greatest risk of harm posed by this tree is 1/300,000 which is considered tolerable. Due to the significant cost to reduce this risk to a broadly acceptable level, QTRA consider this risk to be as low as reasonably practicable and no works are currently recommended.

4. Discussion

The level of risk posed by this tree is as low as reasonably practicable. Although the probability of branch failure is in the upper ranges, it will most likely occur in a strong wind event when human occupation will be extremely low.

If council do not wish to tolerate this level of risk, the dead wood could be removed from the tree, but I expect that this would require the use of an elevated work platform.

Removal is another option for management to consider. It is my opinion that the level of risk does not yet warrant this option. If the level of vitality reduces in the future, it is likely that the risk of harm posed by this tree will increase and removal may be the only practical management option. To retain the amenity of this tree, I recommend that some replacement plantings are introduced into the local area to offset the loss of this tree when the time arises.

5. Conclusion

- In its current situation, the blue gum presents a tolerable risk and QTRA suggest that maintenance or removal costs would be disproportionate to the benefit gained.
- Council must evaluate the level of risk and assess if they are willing to tolerate the tree in its current situation.

Yours sincerely,

Alister Hodgman

Appendix 1 – QTRA thresholds

Thresholds	Description	Action
	Unacceptable Risks will not ordinarily be tolerated	• Control the risk
1/1 000	**Unacceptable** (where imposed on others) Risks will not ordinarily be tolerated	• Control the risk • Review the risk
	Tolerable (by agreement) Risks may be tolerated if those exposed to the risk accept it, or the tree has exceptional value	• Control the risk unless there is broad stakeholder agreement to tolerate it, or the tree has exceptional value • Review the risk
1/10 000	**Tolerable** (where imposed on others) Risks are tolerable if ALARP	• Assess costs and benefits of risk control • Control the risk only where a significant benefit might be achieved at reasonable cost • Review the risk
1/1 000 000	**Broadly Acceptable** Risk is already ALARP	• No action currently required • Review the risk

QTRA Quantified Tree Risk Assessment

Simply Balancing Risks With Benefits

Quantified Tree Risk Assessment

PRACTICE NOTE

VERSION 5

Quantified Tree Risk Assessment Practice Note

"***When you can measure what you are speaking about, and express it in numbers, you know something about it; but when you cannot measure it, when you cannot express it in numbers, your knowledge is of a meagre and unsatisfactory kind"***

William Thomson, Lord Kelvin, Popular Lectures and Addresses [1891-1894]

1. INTRODUCTION

Every day we encounter risks in all of our activities, and the way we manage those risks is to make choices. We weigh up the costs and benefits of the risk to determine whether it is acceptable, unacceptable, or tolerable. For example, if you want to travel by car you must accept that even with all the extensive risk control measures, such as seat-belts, speed limits, airbags, and crash barriers, there is still a significant risk of death. This is an everyday risk that is taken for granted and tolerated by millions of people in return for the benefits of convenient travel. Managing trees should take a similarly balanced approach.

A risk from falling trees exists only if there is both potential for tree failure and potential for harm to result. The job of the risk assessor is to consider the likelihood and consequences of tree failure. The outcome of this assessment can then inform consideration of the risk by the tree manager, who may also be the owner.

Using a comprehensive range of values[1], Quantified Tree Risk Assessment (QTRA) enables the tree assessor to identify and analyse the risk from tree failure in three key stages. 1) to consider land-use in terms of vulnerability to impact and likelihood of occupation, 2) to consider the consequences of an impact, taking account of the size of the tree or branch concerned, and 3) to estimate the probability that the tree or branch will fail onto the land-use in question. Estimating the values of these components, the assessor can use the QTRA manual calculator or software application to calculate an annual Risk of Harm from a particular tree. To inform management decisions, the risks from different hazards can then be both ranked and compared, and considered against broadly acceptable and tolerable levels of risk.

A Proportionate Approach to Risks from Trees

The risks from falling trees are usually very low and high risks will usually be encountered only in areas with either high levels of human occupation or with valuable property. Where levels of human occupation and value of property are sufficiently low, the assessment of trees for structural weakness will not usually be necessary. Even when land-use indicates that the assessment of trees is appropriate, it is seldom proportionate to assess and evaluate the risk for each individual tree in a population. Often, all that is required is a brief consideration of the trees to identify gross signs of structural weakness or declining health. Doing all that is reasonably practicable does not mean that all trees have to be individually examined on a regular basis (HSE 2013).

The QTRA method enables a range of approaches from the broad assessment of large collections of trees to, where necessary, the detailed assessment of an individual tree.

Risk of Harm

The QTRA output is termed the Risk of Harm and is a combined measure of the likelihood and consequences of tree failure, considered against the baseline of a lost human life within the coming year.

ALARP (As Low As Reasonably Practicable)

Determining that risks have been reduced to As Low As Reasonably Practicable (HSE 2001) involves an evaluation of both the risk and the sacrifice or cost involved in reducing that risk. If it can be demonstrated that there is gross disproportion between them, the risk being insignificant in relation to the sacrifice or cost, then to reduce the risk further is not 'reasonably practicable'.

Costs and Benefits of Risk Control

Trees confer many benefits to people and the wider environment. When managing any risk, it is essential to maintain a balance between the costs and benefits of risk reduction, which should be considered in the determination of ALARP. It is not only the financial cost of controlling the risk that should be considered, but also the loss of tree-related benefits, and the risk to workers and the public from the risk control measure itself.

[1] See Tables 1, 2 & 3.

When considering risks from falling trees, the cost of risk control will usually be too high when it is clearly 'disproportionate' to the reduction in risk. In the context of QTRA, the issue of 'gross disproportion'[2], where decisions are heavily biased in favour of safety, is only likely to be considered where there are risks of 1/10 000 or greater.

Acceptable and Tolerable Risks

The Tolerability of Risk framework (ToR) (HSE 2001) is a widely accepted approach to reaching decisions on whether risks are broadly acceptable, unacceptable, or tolerable. Graphically represented in Figure 1, ToR can be summarised as having a Broadly Acceptable Region where the upper limit is an annual risk of death 1/1 000 000, an Unacceptable Region for which the lower limit is 1/1 000, and between these a Tolerable Region within which the tolerability of a risk will be dependent upon the costs and benefits of risk reduction. In the Tolerable Region, we must ask whether the benefits of risk control are sufficient to justify their cost.

In respect of trees, some risks cross the Broadly Acceptable 1/1 000 000 boundary, but remain tolerable. This is because any further reduction would involve a disproportionate cost in terms of the lost environmental, visual, and other benefits, in addition to the financial cost of controlling the risk.

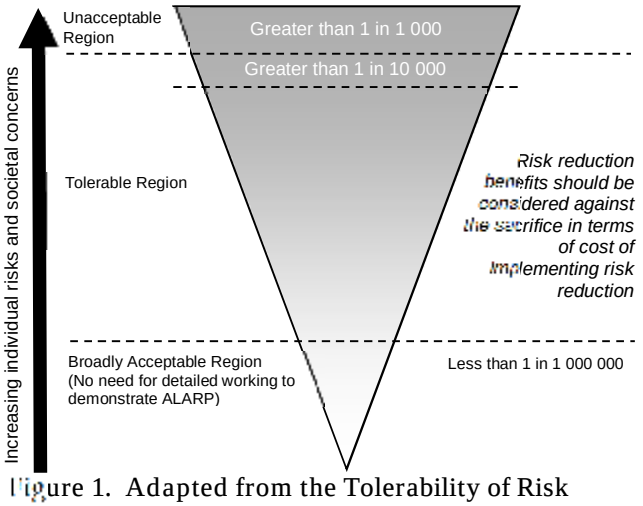

Figure 1. Adapted from the Tolerability of Risk framework (HSE 2001).

Value of Statistical Life

The Value of Statistical Life (VOSL), is a widely applied risk management device, which uses the value of a hypothetical life to guide the proportionate allocation of resources to risk reduction. In the UK, this value is currently in the region of £2 000 000 ($3 400 000), and this is the value adopted in the QTRA method.

In QTRA, placing a statistical value on a human life has two particular uses. Firstly, QTRA uses VOSL to enable damage to property to be compared with the loss of life, allowing the comparison of risks to people and property. Secondly, the proportionate allocation of financial resources to risk reduction can be informed by VOSL. "***A value of statistical life of £1 000 000 is just another way of saying that a reduction in risk of death of 1/100 000 per year has a value of £10 per year***" (HSE 1996).

Internationally, there is variation in VOSL, but to provide consistency in QTRA outputs, it is suggested that VOSL of £2 000 000 ($3 400 000) should be applied internationally. This is ultimately a decision for the tree manager.

2. OWNERSHIP OF RISK

Where many people are exposed to a risk, it is shared between them. Where only one person is exposed, that individual is the recipient of all of the risk and if they have control over it, they are also the owner of the risk. An individual may choose to accept or reject any particular risk to themselves, when that risk is under their control. When risks that are imposed upon others become elevated, societal concern will usually require risk controls, which ultimately are imposed by the courts or government regulators.

Although QTRA outputs might occasionally relate to an individual recipient, this is seldom the case. More often, calculation of the Risk of Harm is based on a cumulative occupation – i.e. the number of people per hour or vehicles per day, without attempting to identify the individuals who share the risk.

Where the risk of harm relates to a specific individual or a known group of people, the risk manager might consider the views of those who are exposed to the risk when making management decisions. Where a risk is imposed on the wider community, the principles set out in the ToR framework can be used as a reasonable approach to determine whether the risk is ALARP.

3. THE QTRA METHOD - VERSION 5

The input values for the three components of the QTRA calculation are set out in broad ranges[3] of Target, Size, and Probability of Failure. The assessor

[2] Discussed further on page 5.

[3] See Tables 1, 2 & 3.

estimates values for these three components and inputs them on either the manual calculator or software application to calculate the Risk of Harm.

Assessing Land-use (Targets)

The nature of the land-use beneath or adjacent to a tree will usually inform the level and extent of risk assessment to be carried out. In the assessment of Targets, six ranges of value are available. Table 2 sets out these ranges for vehicular frequency, human occupation and the monetary value of damage to property.

Human Occupation

The probability of pedestrian occupation at a particular location is calculated on the basis that an average pedestrian will spend five seconds walking beneath an average tree. For example, ten pedestrians per day, each occupying the Target for five seconds, is a daily occupation of fifty seconds. The total seconds in a day are divided to give a probability of Target occupation (50 / 86 400 = 1 / 1 728). Where a longer occupation is likely, as with a habitable building, outdoor café, or park bench, the period of occupation can be measured, or estimated as a proportion of a given unit of time, e.g. six hours per day (1 / 4). The Target is recorded as a range (Table 2).

Weather Affected Targets

Often the nature of a structural weakness in a tree is such that the probability of failure is greatest during windy weather, while the probability of the site being occupied by people during such weather is often low. This applies particularly to outdoor recreational areas. When estimating human Targets, the risk assessor must answer the question 'in the weather conditions that I expect the likelihood of failure of the tree to be initiated, what is my estimate of human occupation?' Taking this approach, rather than using the average occupation, ensures that the assessor considers the relationship between weather, people, and trees, along with the nature of the average person with their ability to recognise and avoid unnecessary risks.

Vehicles on the Highway

In the case of vehicles, likelihood of occupation may relate to either the falling tree or branch striking the vehicle or the vehicle striking the fallen tree. Both types of impact are influenced by vehicle speed; the faster the vehicle travels the less likely it is to be struck by the falling tree, but the more likely it is to strike a fallen tree. The probability of a vehicle occupying any particular point in the road is the ratio of the time it is occupied - including a safe stopping distance - to the total time. The average vehicle on a UK road is occupied by 1.6 people (DfT 2010). To account for the substantial protection that the average vehicle provides against most tree impacts and in particular, frontal collisions, QTRA values the substantially protected 1.6 occupants in addition to the value of the vehicle as equivalent to one exposed human life.

Property

Property can be anything that could be damaged by a falling tree, from a dwelling, to livestock, parked car, or fence. When evaluating the exposure of property to tree failure, the QTRA assessment considers the cost of repair or replacement that might result from failure of the tree. Ranges of value are presented in Table 2 and the assessor's estimate need only be sufficient to determine which of the six ranges the cost to select.

In Table 2, the ranges of property value are based on a VOSL of $3 400 000, e.g. where a building with a replacement cost of $34 000 would be valued at 0.01 (1 / 100) of a life (Target Range 2).

When assessing risks in relation to buildings, the Target to be considered might be the building, the occupants, or both. Occupants of a building could be protected from harm by the structure or substantially exposed to the impact from a falling tree if the structure is not sufficiently robust, and this will determine how the assessor categorises the Target.

Multiple Targets

A Target might be constantly occupied by more than one person and QTRA can account for this. For example, if it is projected that the average occupation will be constant by 10 people, the Risk of Harm is calculated in relation to one person constantly occupying the Target before going on to identify that the average occupation is 10 people. This is expressed as Target 1(10T) / 1, where 10T represents the Multiple Targets. In respect of property, a Risk of Harm 1(10T) / 1 would be equivalent to a risk of losing $34 000 000 as opposed to $3 400 000.

Tree or Branch Size

A small dead branch of less than 25mm diameter is not likely to cause significant harm even in the case of direct contact with a Target, while a falling branch with a diameter greater than 450mm is likely to cause some harm in the event of contact with all but the most robust Target. The QTRA method categorises

Size by the diameter of tree stems and branches (measured beyond any basal taper). An equation derived from weight measurements of trees of different stem diameters is used to produce a data set of comparative weights of trees and branches ranging from 25mm to 600mm diameter, from which Table 1 is compiled. The size of dead branches might be discounted where they have undergone a significant reduction in weight because of degradation and shedding of subordinate branches. This discounting, referred to as 'Reduced Mass', reflects an estimated reduction in the mass of a dead branch.

Table 1. Size

Size Range	Size of tree or branch	Range of Probability
1	> 450mm (>18") dia.	1/1 - >1/2
2	260mm (10½") dia. - 450mm (18") dia.	1/2 - >1/8.6
3	110mm (4½") dia. - 250mm (10") dia.	1/8.6 - >1/82
4	25mm (1") dia. - 100mm (4") dia.	1/82 - 1/2 500

* Range 1 is based on a diameter of 600mm.

Table 2. Targets

Target Range	Property (repair or replacement cost)	Human (not in vehicles)		Vehicle Traffic (number per day)	Ranges of Value (probability of occupation or fraction of $3 400 000)
1	$3 400 000 – >$340 000 (£2 000 000 – >£200 000)	Occupation:	Constant – 2.5 hours/day	26 000 – 2 700 @ 110kph (68mph) 32 000 – 3 300 @ 80kph (50mph) 47 000 – 4 800 @ 50kph (32mph)	1/1 – >1/10
		Pedestrians & cyclists:	720/hour – 73/hour		
2	$340 000 – >$34 000	Occupation:	2.4 hours/day – 15 min/day	2 600 – 270 @ 110kph (68mph) 3 200 – 330 @ 80kph (50mph) 4 700 – 480 @ 50kph (32mph)	1/10 – >1/100
		Pedestrians & cyclists:	72/hour – 8/hour		
3	$34 000 – >$3 400	Occupation:	14 min/day – 2 min/day	260 – 27 @ 110kph (68mph) 320 – 33 @ 80kph (50mph) 470 – 48 @ 50kph (32mph)	1/100 – >1/1 000
		Pedestrians & cyclists:	7/hour – 2/hour		
4	$3 400 – >$340	Occupation:	1 min/day – 2 min/week	26 – 4 @ 110kph (68mph) 32 – 4 @ 80kph (50mph) 47 – 6 @ 50kph (32mph)	1/1 000 – >1/10 000
		Pedestrians & cyclists:	1/hour – 3/day		
5	$340 – >$34	Occupation:	1 min/week – 1 min/month	3 – 1 @ 110kph (68mph) 3 – 1 @ 80kph (50mph) 5 – 1 @ 50kph (32mph)	1/10 000 – >1/100 000
		Pedestrians & cyclists:	2/day – 2/week		
6	$34 – $3	Occupation:	<1 min/month – 0.5 min/year	None	1/100 000 – 1/1 000 000
		Pedestrians & cyclists:	1/week – 6/year		

Vehicle, pedestrian and property Targets are categorised by their frequency of use or their monetary value. The probability of a vehicle or pedestrian occupying a Target area in Target Range 4 is between the upper and lower limits of 1/1 000 and >1/10 000 (column 5). Using the VOSL $3 400 000, the property repair or replacement value for Target Range 4 is $3 400- >$340.

Probability of Failure

In the QTRA assessment, the probability of tree or branch failure within the coming year is estimated and recorded as a range of value (Ranges 1 – 7, Table 3).

Selecting a Probability of Failure (PoF) Range requires the assessor to compare their assessment of the tree or branch against a benchmark of either a non-compromised tree at Probability of Failure Range 7, or a tree or branch that we expect to fail within the year, which can be described as having a 1/1 probability of failure.

During QTRA training, Registered Users go through a number of field exercises in order to calibrate their estimates of Probability of Failure.

Table 3. Probability of Failure

Probability of Failure Range	Probability
1	1/1 - >1/10
2	1/10 - >1/100
3	1/100 - >1/1 000
4	1/1 000 - >1/10 000
5	1/10 000 – >1/100 000
6	1/100 000 – >1/1 000 000
7	1/1 000 000 – 1/10 000 000

The probability that the tree or branch will fail within the coming year.

The QTRA Calculation

The assessor selects a Range of values for each of the three input components of Target, Size and Probability of Failure. The Ranges are entered on either the manual calculator or software application to calculate a Risk of Harm.

The Risk of Harm is expressed as a probability and is rounded, to one significant figure. Any Risk of Harm that is lower than 1/1 000 000 is represented as <1/1 000 000. As a visual aid, the Risk of Harm is colour coded using the traffic light system illustrated in Table 4 (page 7).

> Risk of Harm - Monte Carlo Simulations
>
> The Risk of Harm for all combinations of Target, Size and Probability of Failure Ranges has been calculated using Monte Carlo simulations[4]. The QTRA Risk of Harm is the mean value from each set of Monte Carlo results.
>
> In QTRA Version 5, the Risk of Harm should not be calculated without the manual calculator or software application.

Assessing Groups and Populations of Trees

When assessing populations or groups of trees, the highest risk in the group is quantified and if that risk is tolerable, it follows that risks from the remaining trees will also be tolerable, and further calculations are unnecessary. Where the risk is intolerable, the next highest risk will be quantified, and so on until a tolerable risk is established. This process requires prior knowledge of the tree manager's risk tolerance.

Accuracy of Outputs

The purpose of QTRA is not necessarily to provide high degrees of accuracy, but to provide for the quantification of risks from falling trees in a way that risks are categorised within broad ranges (Table 4).

4. INFORMING MANAGEMENT DECISIONS

Balancing Costs and Benefits of Risk Control

When controlling risks from falling trees, the benefit of reduced risk is obvious, but the costs of risk control are all too often neglected. For every risk reduced there will be costs, and the most obvious of these is the financial cost of implementing the control measure. Frequently overlooked is the transfer of risks to workers and the public who might be directly affected by the removal or pruning of trees. Perhaps more importantly, most trees confer benefits, the loss of which should be considered as a cost when balancing the costs and benefits of risk control.

When balancing risk management decisions using QTRA, consideration of the benefits from trees will usually be of a very general nature and not require detailed consideration. The tree manager can consider, in simple terms, whether the overall cost of risk control is a proportionate one. Where risks are approaching 1/10 000, this may be a straightforward balancing of cost and benefits. Where risks are 1/10 000 or greater, it will usually be appropriate to implement risk controls unless the costs are grossly disproportionate to the benefits rather than simply disproportionate. In other words, the balance being weighted more on the side of risk control with higher associated costs.

Considering the Value of Trees

It is necessary to consider the benefits provided by trees, but they cannot easily be monetised and it is often difficult to place a value on those attributes such as habitat, shading and visual amenity that might be lost to risk control.

A simple approach to considering the value of a tree asset is suggested here, using the concept of 'average benefits'. When considered against other similar trees, a tree providing 'average benefits' will usually present a range of benefits that are typical for the species, age and situation. Viewed in this way, a tree providing 'average benefits' might appear to be low when compared with particularly important trees – such as in Figure 2, but should nonetheless be sufficient to offset a Risk of Harm of less than 1/10 000. Without having to consider the benefits of risk controls, we might reasonably assume that below 1/10 000, the risk from a tree that provides 'average benefits' is ALARP.

In contrast, if it can be said that the tree provides lower than average benefits because, for example, it is declining and in poor physiological condition, it may be necessary to consider two further elements. Firstly, is the Risk of Harm in the upper part of the Tolerable Region, and secondly, is the Risk of Harm likely to increase before the next review because of an increased Probability of Failure. If both these conditions apply then it might be appropriate to consider the balance of costs and benefits of risk reduction in order to determine whether the risk is ALARP. This balance requires the tree manager to take a view of both the reduction in risk and the costs of that reduction.

[4] For further information on the Monte Carlo simulation method, refer to http://en.wikipedia.org/wiki/Monte_Carlo_method


Fig. 2

Lower Than Average Benefits from Trees

Usually, the benefits provided by a tree will only be significantly reduced below the 'average benefits' that are typical for the species, age and situation, if the life of the benefits is likely to be shortened, perhaps because the tree is declining or dead. That is not to say that a disbenefit, such as undesirable shading, lifting of a footpath, or restricting the growth of other trees, should not also be considered in the balance of costs and benefits.

The horse chestnut tree in Figure 3 has recently died, and over the next few years, may provide valuable habitats. However, for this tree species and the relatively fast rate at which its wood decays, the lifetime of these benefits is likely to be limited to only a few years. This tree has an already reduced value that will continue to reduce rapidly over the coming five to ten years at the same time as the Risk of Harm is expected to increase. There will be changes in the benefits provided by the tree as it degrades. Visual qualities are likely to reduce while the decaying wood provides habitats for a range of species, for a short while at least. There are no hard and fast measures of these benefits and it is for the tree manager to decide what is locally important and how it might be balanced with the risks.

Where a risk is within the Tolerable Region and the tree confers lower than average benefits, it might be appropriate to consider implementing risk control while taking account of the financial cost. Here, VOSL can be used to inform a decision on whether the cost of risk control is proportionate. Example 3 below puts this evaluation into a tree management context.

There will be occasions when a tree is of such minimal value and the monetary cost of risk reduction so low that it might be reasonable to further reduce an already relatively low risk. Conversely, a tree might be of such considerable value that an annual risk of death greater than 1/10 000 would be deemed tolerable.

Occasionally, decisions will be made to retain elevated risks because the benefits from the tree are particularly high or important to stakeholders, and in these situations, it might be appropriate to assess and document the benefits in some detail. If detailed assessment of benefits is required, there are several methodologies and sources of information (Forest Research 2010).


Fig. 3

Delegating Risk Management Decisions

Understanding of the costs with which risk reduction is balanced can be informed by the risk assessor's knowledge, experience and on-site observations, but the risk management decisions should be made by the tree manager. That is not to say that the tree manager should review and agree every risk control measure, but when delegating decisions to surveyors and other staff or advisors, tree managers should set out in a policy, statement or contract, the principles and perhaps thresholds to which trees and their associated risks will ordinarily be managed.

Based on the tree manager accepting the principles set out in the QTRA Practice Note and or any other specific instructions, the risk assessor can take account of the cost/benefit balance and for most

situations will be able to determine whether the risk is ALARP when providing management recommendations.

Table 4. QTRA Advisory Risk Thresholds

Thresholds	Description	Action
	Unacceptable Risks will not ordinarily be tolerated	• Control the risk
1/1 000		
	Unacceptable (where imposed on others) Risks will not ordinarily be tolerated	• Control the risk • Review the risk
	Tolerable (by agreement) Risks may be tolerated if those exposed to the risk accept it, or the tree has exceptional value	• Control the risk unless there is broad stakeholder agreement to tolerate it, or the tree has exceptional value • Review the risk
1/10 000		
	Tolerable (where imposed on others) Risks are tolerable if ALARP	• Assess costs and benefits of risk control • Control the risk only where a significant benefit might be achieved at reasonable cost • Review the risk
1/1 000 000		
	Broadly Acceptable Risk is already ALARP	• No action currently required • Review the risk

QTRA Informative Risk Thresholds

The QTRA advisory thresholds in Table 4 are proposed as a reasonable approach to balancing safety from falling trees with the costs of risk reduction. This approach takes account of the widely applied principles of ALARP and ToR, but does not dictate how these principles should be applied. While the thresholds can be the foundation of a robust policy for tree risk management, tree managers should make decisions based on their own situation, values and resources. Importantly, to enable tree assessors to provide appropriate management guidance, it is helpful for them to have some understanding of the tree owner's management preferences prior to assessing the trees.

A Risk of Harm that is less than 1/1 000 000 is Broadly Acceptable and is already ALARP. A Risk of Harm 1/1 000 or greater is unacceptable and will not ordinarily be tolerated. Between these two values, the Risk of Harm is in the Tolerable Region of ToR and will be tolerable if it is ALARP. In the Tolerable Region, management decisions are informed by consideration of the costs and benefits of risk control, including the nature and extent of those benefits provided by trees, which would be lost to risk control measures.

For the purpose of managing risks from falling trees, the Tolerable Region can be further broken down into two sections. From 1/1 000 000 to less than 1/10 000, the Risk of Harm will usually be tolerable providing that the tree confers 'average benefits' as discussed above. As the Risk of Harm approaches 1/10 000 it will be necessary for the tree manager to consider in more detail the benefits provided by the tree and the overall cost of mitigating the risk.

A Risk of Harm in the Tolerable Region but 1/10 000 or greater will not usually be tolerable where it is imposed on others, such as the public, and if retained, will require a more detailed consideration of ALARP. In exceptional circumstances a tree owner might choose to retain a Risk of Harm that is 1/10 000 or greater. Such a decision might be based on the agreement of those who are exposed to the risk, or perhaps that the tree is of great importance. In these circumstances, the prudent tree manager will consult with the appropriate stakeholders whenever possible.

5. EXAMPLE QTRA CALCULATIONS AND RISK MANAGEMENT DECISIONS

Below are three examples of QTRA calculations and application of the QTRA Advisory Thresholds.

Example 1.

	Target		Size		Probability of Failure		Risk of Harm
Range	6	x	1	x	3	=	<1/1 000 000

Example 1 is the assessment of a large (Size 1), unstable tree with a probability of failure of between 1/100 and >1/1 000 (PoF 3). The Target is a footpath with less than one pedestrian passing the tree each week (Target 6). The Risk of Harm is calculated as less than 1/1 000 000 (green). This is an example of where the Target is so low consideration of the structural condition of even a large tree would not usually be necessary.

Example 2.

	Target		Size		Probability of Failure		Risk of Harm
Range	1	x	4	x	3	=	1(2T)/50 000

In Example 2, a recently dead branch (Size 4) overhangs a busy urban high street that is on average occupied constantly by two people, and here Multiple Target occupation is considered.

Having an average occupancy of two people, the Risk of Harm 1(2T)/50 000 (yellow) represents a twofold increase in the magnitude of the consequence and is therefore equivalent to a Risk of Harm 1/20 000 (yellow). This risk does not exceed 1/10 000, but being a dead branch at the upper end of the Tolerable Region it is appropriate to consider the balance of costs and benefits of risk control. Dead branches can be expected to degrade over time with the probability of failure increasing as a result. Because it is dead, some of the usual benefits from the branch have been lost and it will be appropriate to consider whether the financial cost of risk control would be proportionate.

Example 3.

	Target		Size		Probability of Failure		Risk of Harm
Range	3	x	3	x	3	=	1/500 000

In Example 3, a 200mm diameter defective branch overhangs a country road along which travel between 470 and 48 vehicles each day at an average speed of 50kph (32mph) (Target Range 3). The branch is split and is assessed as having a probability of failure for the coming year of between 1/100 and 1/1 000 (PoF Range 3). The Risk of Harm is calculated as 1/500 000 (yellow) and it needs to be considered whether the risk is ALARP. The cost of removing the branch and reducing the risk to Broadly Acceptable (1/1 000 000) is estimated at $600. To establish whether this is a proportionate cost of risk control, the following equation is applied. $3 400 000 (VOSL) x 1/500 000 = $6.8 indicating that the projected cost of $600 would be disproportionate to the benefit. Taking account of the financial cost, risk transfer to arborists and passers-by, the cost could be described as being grossly disproportionate, even if accrued benefits over say ten years were taken into account.

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Policy No. 2016- 42

Code of Conduct

Introduction

This Code of Conduct is the Model Code of Conduct made by Order of the Minister for Planning and Local Government.

Model Code of Conduct

PART 1 - Decision making

1. A councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.

2. A councillor must make decisions free from personal bias or prejudgement.

3. In making decisions, a councillor must give genuine and impartial consideration to all relevant information known to him or her, or of which he or she should have reasonably been aware.

4. A councillor must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.

PART 2 - Conflict of interest that are not pecuniary

1. When carrying out his or her public duty, a councillor must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.

2. A councillor must act openly and honestly in the public interest.

3. A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.

4. A councillor must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.

5. A councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.

6. A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –

(a) declare the conflict of interest and the nature of the interest before discussion of the matter begins; and

(b) act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the councillor to remove himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.

7. This Part does not apply in relation to a pecuniary interest.

PART 3 - Use of Office

1. The actions of a councillor must not bring the Council or the office of councillor into disrepute.

2. A councillor must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.

3. In his or her personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), a councillor must not expect nor request, expressly or implicitly, preferential treatment for himself or herself or any other person or body.

PART 4 - Use of resources

1. A councillor must use Council resources appropriately in the course of his or her public duties.

2. A councillor must not use Council resources for private purposes except as provided by Council policies and procedures.

3. A councillor must not allow the misuse of Council resources by any other person or body.

PART 5 - Use of information

1. A councillor must only access or use Council information needed to perform his or her role and not for personal reasons or non-official purposes.

2. A councillor must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

PART 6 - Gifts and benefits

1. A councillor may accept an offer of a gift or benefit if it directly relates to the carrying out of the councillor's public duties and is appropriate in the circumstances and is not in contravention of any relevant legislation.

2. A councillor must avoid situations in which a reasonable person would consider that any person or body, through the provisions of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the councillor or the Council.

PART 7 - Relationships with community, councillors and Council employees

1. A councillor –

(a) must treat all persons fairly; and

(b) must not cause any reasonable person offence or embarrassment; and

(c) must not bully or harass any person.

2. A councillor must listen to, and respect, the views of other councillors in Council and committee meetings and any other proceedings of the Council, and endeavour to ensure that issues, not personalities, are the focus of debate.

3. A councillor must not contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.

4. A councillor must not contact an employee of the Council in relation to Council matters unless authorised by the General Manager of the Council.

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8. When representing the Council on external bodies, a councillor must strive to understand the basis of the appointment and be aware of the ethical and legal responsibilities attached to such an appointment.

PART 9 - Variation of Code of Conduct

1. Any variation of this model code of conduct is to be in accordance with section 28T of the Act.

Amendments to *Local Government Act 1993* and *Local Government (Model Code of Conduct) Order 2016*

INFORMATION SHEET

This information sheet provides a summary of the changes made to the *Local Government Act 1993* and the *Local Government (Model Code of Conduct) Order 2016* in December 2018

Code of Conduct Changes

Following a review of the model code of conduct framework, there have been changes made to both the *Local Government Act 1993* (the Act) and the *Local Government (Model Code of Conduct) Order 2016* (the Code). Together, these changes will improve the overall efficiency and effectiveness of the complaints handling process.

Amendments to the Act apply as of 10 December 2018 include:

- a new requirement that a complainant provide details of reasonable efforts made to resolve the issue that is the subject of the complaint, when lodging a complaint;
- a new requirement that a complainant (along with councillors or employees of the council) are to provide a statutory declaration verifying the accuracy of the information they provide in respect of a complaint;
- a new provision to allow the chairperson of a Code of Conduct Panel to dismiss complaints on the basis of 'triviality', as well as on the basis that the complainant has not made a reasonable effort to resolve the issue prior to lodgement of the complaint;
- a new provision requiring councils to include in their annual report the number of code of conduct complaints that were received in total, as well as the number that were upheld either wholly or in part;
- a new offence provision to explicitly prevent any person from misusing information acquired in relation to a code of conduct investigation; and
- a small number of minor amendments focused on improving the overall procedural fairness, confidentiality and transparency of the complaints handling process.

Amendments to the model code were approved by the Minister for Local Government on 7 December 2018 and come into effect upon Gazettal, scheduled for 26 December 2018. However, these changes will not apply until the amended model code is adopted by the relevant council. Amendments include:

- changes to make it clear that the Model Code does not apply to pecuniary interests or to the disclosure of confidential information, as these are dealt with as offence provisions under the Act; and
- the introduction of a 'reasonable person' test in relation to non-pecuniary conflicts of interest. This replaces the 'materiality' test, and is intended to provide consistency within the Code and with common law principles. Further guidance will be issued about what is the 'reasonable person'.

Miscellaneous Changes

Miscellaneous amendments to the Act were also made in order to address a number of minor drafting and administrative matters. Relevant changes include:

Pecuniary interests

The Act was amended to clarify that a councillor can only vote on a matter relating to the payment of allowances or expenses if that matter relates to all councillors of the council.

Gifts and donations register

The register of gifts and donations for elected members is required to be made permanently available at the relevant council's office, on the council's website and updated at least monthly.

Improper use of information

Existing provisions have been extended to capture former councillors, members, members of an audit panel or employees, similar to the restrictions that apply under the Corporations Act 2001 to former directors with respect to the misuse of information.

Vacation of office

The office of a councillor, who is elected to any Parliament in Australia, is vacated on the day on which they begin to hold office in that Parliament. This will prevent members elected to Tasmanian or Australian Parliament continuing to also serve as councillors.

Customer service charter

A review of a council's charter needs to be undertaken within 12 months of a council election, rather than every two years.

Contents (2016 - 23)

Local Government (Model Code of Conduct) Order 2016

Local Government (Model Code of Conduct) Order 2016

Version current from 26 December 2018 to date (accessed 8 January 2019 at 9:07)

TASMANIA

Local Government (Model Code of Conduct) Order 2016

I make the following order under section 28R(1) of the Local Government Act 1993 .

4 April 2016

PETER GUTWEIN

Minister for Planning and Local Government

1. Short title

This order may be cited as the Local Government (Model Code of Conduct) Order 2016 .

2. Commencement

This order takes effect on 13 April 2016.

3. Interpretation

(1) In this order –

Act means the Local Government Act 1993 .

(2) The Acts Interpretation Act 1931 applies to the interpretation of this order as if this order were by-laws.

4. Model code of conduct

For the purposes section 28R(1) of the Act, the code of conduct set out in Schedule 1 is the model code of conduct relating to the conduct of councillors.

SCHEDULE 1 - Model Code of Conduct

Clause 4

PART 1 - Decision making

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5. A councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.

6. *[Part 2 of Schedule 1 Amended by S.R. 2018, No. 88, Applied:26 Dec 2018]* A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –

(a) declare the conflict of interest and the nature of the interest before discussion of the matter begins; and

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4. *[Part 4 of Schedule 1 Amended by S.R. 2018, No. 88, Applied:26 Dec 2018]*

. . . . . .

PART 5 - Use of information

1. *[Part 5 of Schedule 1 Amended by S.R. 2018, No. 88, Applied:26 Dec 2018]*

. . . . . .

2. *[Part 5 of Schedule 1 Amended by S.R. 2018, No. 88, Applied:26 Dec 2018]* A councillor must only access or use Council information needed to perform his or her role and not for personal reasons or non-official purposes.

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4. A councillor must clearly indicate when he or she is putting forward his or her personal views.

5. *[Part 8 of Schedule 1 Amended by S.R. 2018, No. 88, Applied:26 Dec 2018]* A councillor's personal views must not be expressed publicly in such a way as to undermine the decisions of the Council or bring the Council into disrepute.

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Displayed and numbered in accordance with the *Rules Publication Act 1953*.

Notified in the *Gazette* on 13 April 2016

Conversation Starter CS19-01: Engagement with councils

HOW CAN THE COMMISSION AND COUNCILS WORK BETTER TOGETHER TO OPTIMISE THE RELATIONSHIP, INTERACTIONS AND UNDERSTANDING OF EACH OTHERS ROLES AND RESPONSIBILITIES?

As part of a process of continual improvement, the State Grants Commission (the Commission) regularly seeks council feedback and comments on the Commission's processes and dealings with councils. This year the Commission is seeking feedback using the Conservation Starter format. The Commission strives to communicate and liaise with elected members and council staff to ensure that councils' engagement with, knowledge and understanding of Commission's activities and processes and understanding of decisions are optimized. The Commission seeks this engagement while also not wanting to be a burden on council resources.

Whilst most councils are already involved in the Commission's annual Hearings and Visits Programs, the Commission is interested in finding ways to communicate and collaborate with councils to increase understanding between both parties and council understanding of the Commission processes and methodology, and ultimately staff's ability to optimally contribute to the Commission's deliberations.

Background

The Commission has always appreciated the feedback and suggestions made by councils through formal surveys and the annual Hearings and Visits. This feedback has helped the Commission review its activities to continuously and progressively improve its processes and relevance of information provided to councils.

As at 2018-19, the Commission is responsible for determining the distribution of almost $80 million amongst Tasmanian councils each year. Whilst working within the Australian Government's National Principles, the consequences of Commission methodology decisions on council funding can potentially be significant.

As part of the 2019 Hearings and Visits, the Commission is seeking council views on ways to increase the confidence of all parties to which will optimise future contributions to Commission-council discussions.

The Commission appreciates council resources are limited and

seeks information and input from councils to assist it in developing interactions which help provide opportunities for councils to be more strategic in their decisions to invest resources in making submissions to the Commission on issues.

As part of a process on continual improvement, the Commission would appreciate councils' views on:

- What information or other support can be provided to councils, and vice versa?
- Who should be involved in these activities?
- How should these interactions be undertaken? and
- When during the year would be the best time for these activities to occur?

Questions

To help understand these issues and impacts, the Commission seeks councils' views on the following matters:

1. *Information transfer and education* – the operations of councils and the Commission are complex and can have a significant impact on communities. What is the best way for each party to gain a knowledge and understanding of each other's activities and processes?
2. *Communications and data exchange* – how and to whom should the Commission communicate within councils? Is there a single point of contact or, depending on the issue, are there different people in the council who should be involved?
3. *Data requests and accuracy* – a significant proportion of the data used by the Commission comes by way of the Local Government Division's (LGD) Consolidated Data Collection (CDC) process. Issues with the data may require clarification with council, and at times the Commission is seeing issues reoccurring. How can councils and the Commission improve the quality of data reported? For issues of clarification or additional information, who is the best contact person in council?
4. *Annual Hearings and Visits Program*– are there any ways in which the Commission can improve the way in which this Program is undertaken? How and when can the Program be used to best inform the Commission about the changing roles and contemporary issues councils are experiencing?
5. *Commission documents and publications* – are there any suggested changes in the way the Commission provides information to councils?
6. *Involvement of other bodies or individuals* – could the LGD, Local Government Association of Tasmania (LGAT) or other body or person assist both parties to increase their respective understandings?
7. *Other improvements* – are there any other matters which councils consider could increase their capacity to contribute to the Commission's work and vice versa?

Submissions deadline

To enable discussion at the Commission's 2019 Hearings and Visits which are expected to commence on 18 February 2019, submissions should be received by **Friday 1 February 2019.**

These Conversation Starter flyers are not intended to be detailed papers. Council submissions on Conversation Starter issues can take any form councils wish – written and/or discussion at the 2019 Hearings and Visits.

Conversation Starter CS19-02:
Provision of Services to Non-Residents

AS THE NEXT PHASE OF THE REGIONAL RESPONSIBILITY REVIEW PROJECT, THE COMMISSION SEEKS TO UNDERSTAND MORE ABOUT ISSUES AND COST IMPLICATIONS FOR COUNCILS OF PROVIDING SERVICES TO NON-RESIDENTS

Following the 2018 Hearings and Visits, the Commission decided that a more detailed review of the Regional Responsibility Cost Adjustor (CA) needs to be undertaken and that it needs to consider broader replacement indicators of disadvantage to capture the impact of providing services to non-residents. This Conversation Starter is the next step in having more specific discussions with councils on this issue.

For a variety of reasons, many councils believe that the current CA does not accurately reflect the disadvantage (or advantage) of being a "regional Local Government Area (LGA)". Both in terms of definition and calculation, there are areas where the current CA can be questioned.

This phase of the review of the CA now includes consideration of other CAs which may also relate to, or reflect, some portion of both resident and non-resident populations.

The Commission is interested in learning about all impacts non-resident populations have to enable it to progress this next phase of its review within the current triennium. The Commission expects options for the replacement of the Regional Responsibility CA to an alternative measure/s that reflects the impact of non-residents on the cost of providing council services to be the main topic at its 2020 Hearings and Visits.

It should be noted that this review will not extend to consideration of a "revenue adjustor" based on the same causes.

Background

Following on from the Commission's review of Regional Responsibility, the Commission is now undertaking a project to investigate the council expenditure impacts of providing services to non-residents, with a view to finding an indicator, be it a cost adjustor, series of cost adjustors or other mechanism used in conjunction with cost adjustors which reasonably accurately reflects the actual services provided by a council.

An indicator is needed which captures the net effect of the inflow and outflow of individuals who cross LGA borders for whatever reason.

Who are these non-residents?

Individuals and families that cross LGA borders to undertake a wide

variety of activities, including work, sporting events, professional services (e.g. doctors, lawyers, etc.), government services, leisure and entertainment.

The impact of these population movements is to require councils to provide services to address the increase (or decrease) in net population movements.

Population movements naturally include Tasmanian residents from adjoining and more distant LGAs, as well as interstate and international travelers.

Tourists include visitors that arrive in an LGA (and possibly travel to other LGAs) in various ways, including by vehicle, aircraft and boat, including cruise boat.

What other indicators do we already have?

Other CAs which already aim to capture similar non-resident impacts on councils' service provision/expenditure are:

1. Tourism CA – As a result of Accommodation Bed data which used to inform this CA no longer being available, this CA is currently being phased out. However, tourism activities continue to increase and require councils to provide a different range and level of services to that needed to service its own residents.
2. Scale CA – Whilst the larger LGAs generally speaking reap the greatest benefit from economies of scale, the actual costs incurred may also include expenditure in response to the impact of non-resident populations "doing business" in the larger LGAs.
3. Other CAs – other CAs which also have linkages to service delivery to non-resident populations include the Worker Influx CA and the Absentee Population CA.

Council services potentially showing correlations with non-resident population movements include:

- Law, order and public safety;
- Planning and community services;
- Waste management and the environment;
- Recreation and culture; and
- Roads and bridges.

Questions

To ensure the Commission has a comprehensive understanding of all council views on the impact of non-resident populations, the Commission seeks comments on the following matters:

- What is the impact on council services of each type of non-resident population in a LGA?;
- Which data sources are best for providing an indication of the number and impact of non-resident populations on council services?;
- Which and to what extent are each of the expenditure categories impacted by each type of cross-border movement of people?; and
- Assuming the net impact of non-residents is material, how should the Commission determine the numerical and/or comparable indicator of the relative impacts by non-resident types?

The Commission seeks to ensure that the financial impact that its Base Grant Model has on the allocation of FAG funds to Tasmanian councils is reflective of the net expected collective impact of all non-residents on councils.

Submission deadline

To enable discussion at the Commission's 2019 Hearings and Visits which are expected to commence on 18 February 2019, submissions should be submitted to SGC@treasury.tas.gov.au and be received by **Friday 1 February 2019.**

These Conversation Starter flyers are not intended to be detailed papers. Council submissions on Conversation Starter issues can take any form councils wish – written and/or discussion at the 2019 Hearings and Visits. Where possible, documentary evidence in support of the points being made in a submission would be appreciated.

SOCIO-ECONOMIC FACTORS IN THE BASE GRANT MODEL

Proposal to replace the Unemployment Cost Adjustor with a SEIFA based Cost Adjustor

Discussion Paper - DP19-01

December 2018

STATE GRANTS COMMISSION

Tasmanian Government

Contents

Executive Summary

The State Grants Commission's Base Grant Model currently includes an Unemployment Cost Adjustor as a proxy measure for measuring socio-economic factors/demographics of a community and effects on council expenditure.

As part of discussions at its 2018 Hearings and Visits, the Commission heard from councils that socio-economic factors/demographics of a community do impose on councils and this impost is much more broadly felt than the areas that the Commission's Unemployment Cost Adjustor currently applies. The Unemployment Cost Adjustor currently only redistributes expenditure in the Health, Housing and Welfare and Law Order and Public Safety expenditure categories of its Base Grant Models, whereas the effects councils reported as incurring expenditure in response to different socio-economic/demographics of a community included expenditure areas such as community amenities and community halls which are reflected in the Planning and Community Amenities and Recreation and Culture expenditure categories.

During 2018 the Commission researched different socio-economic indicators, and performed correlation analysis on unemployment data and Socio-Economic Indexes For Areas (SEIFA) which is produced by the Australian Bureau of Statistics. The Commission's analysis included investigating how council expenditures in the categories reported as bearing the socio-economic costs correlated with both unemployment data and the Index of Relative Socio-economic Disadvantage (IRSD) SEIFA measure. The Commission chose the SEIFA IRSD measure for its analysis as it was the SEIFA measure which sought to provide a general summary of relative disadvantage, ranking areas on a continuum from most disadvantaged to least disadvantaged.

The Commission's research found that there was not so much correlation with the Health Housing and Welfare and Law Order and Public Safety expenditure categories, and in face saw some correlations that appeared opposite to that which was expected. However, when undertaking detailed analysis at the sub-expenditure categories, the Commission did see correlations in expenditure on Community Amenities and Community Services and Halls with the SEIFA and unemployment results.

While unemployment has been used as a proxy indicator of socio-economic factors to date, and recognising that SEIFA is not a perfect solution, the Commission considers that moving to a SEIFA IRSD based cost adjustor would be an improvement on its current methodology. As such, the Commission is proposing to replace the Commission's Unemployment Cost Adjustor with a SEIFA IRSD indicator.

The Commission has designed a SEIFA IRSD Cost Adjustor (refer Appendix 7) based on a similar methodology to the Victorian Grants Commission. Based on the correlation analysis results, the Commission is also proposing that its SEIFA IRSD Cost Adjustor apply to the Planning and Community Amenities and the Recreation and Culture expenditure categories of council expenditure and not to the Health, Housing and Welfare or Law Order and Public Safety Expenditure Categories. The impacts of such a cost adjustor have been modelled using the 2018-19 Base Grant Model and are provided at Appendix 9. The Commission's existing Unemployment Cost Adjustor and its impacts are detailed in Appendices 1 and 2.

The Commission is seeking feedback from councils on a potential SEIFA informed cost adjustor and its suitability as a replacement to the Commission's existing Unemployment Cost Adjustor.

While the Commission is currently consulting on this proposed methodology change and comments on this proposal are due by 1 February 2019, in line with the Commission's Triennium policy, any changes to the methodology as a result of this review will not be adopted into the Commission's methodology until the end of the 2019-22 Triennium.

Triennium Review Context

The State Grants Commission (the Commission) is an independent statutory body responsible for recommending the distribution of Australian Government and State Government funds to Tasmanian local government authorities. To ensure that the distribution of available funds is as equitable and contemporary as possible, the Commission continually monitors council practices and updates assessment methods and data where appropriate.

To provide some structure to updating the distribution methods of the Australian Government Financial Assistance Grants (FAGs), the Commission operates a triennial review policy whereby major method changes are introduced only every three years, with data updates and minor changes applied every year.

Overview of Triennial Review Period (FAGs)

Distribution	Action
2018-19	Method Changes + Data Updates
2019-20	Data Updates
2020-21	Data Updates
2021-22	Method Changes + Data Updates

As part of the Commission's review process, and in accordance with the Commission's 2019-22 Triennium Work Plan, the Commission is reviewing whether the Unemployment Cost Adjustor it currently uses in its Base Grant Model is appropriately reflecting the effect on expenditure demands of socio-economic factors that councils inform the Commission they have to manage.

The Commission has determined that the review will focus on:

- a review of the current approach used by the Commission for assessing socio-economic factors using unemployment as a proxy;

- researching approaches adopted by other local government grants commissions relating to recognising socio-economic issues;
- investigation of council expenditure correlations with socio-economic measures published by the Australian Bureau of Statistics; and
- if appropriate, include a proposal for an alternative design of a socio-economic cost adjustor to replace the Commission's current Unemployment Cost Adjustor for comment by councils.

1. Background to review of the Unemployment Cost Adjustor

In December 2017 the State Grants Commission (the Commission) released as part of its suite of publications to discuss with councils at the 2018 Hearings and Visits, a Conversation Starter paper titled *Socio-economic Impacts.* The paper asked councils if different demographic groups present challenges for councils, and if so, which groups and in what forms are the challenges manifesting?

At the 2018 Hearings and Visits and in written submissions, councils reported widely that socio-economic factors do impact upon the essential expenditures of councils. The feedback received highlighted that, while the common expenditure impacts would be categorised within the Health, Housing and Welfare expenditure category, expenditure impacts also exist within sub-categories of other council expenditure, such as Planning and Community Amenities; Recreation and Culture; and/or Other expenditure categories.

The feedback indicated that socio-economic factors have a much broader impact on council expenditure than the categories to which the Commission's current Unemployment Cost Adjustor applies, and these are influenced by the characteristics of the local government area's population such as income, education, health, and cultural background.

The following is a list of the key issues raised by councils as demonstrating how the socio-economic characteristics of its population affect service delivery/expenditure priorities:

- an ageing population places greater demand on council services and infrastructure needs, along with the necessity to continue using traditional engagement and communication methods;
- most councils have some involvement in youth programs, support, or the employment of dedicated youth officers;
- a lack of youth transport to further education or for employment is requiring some councils to provide some services to help support its community;
- the provision of support services to assist residents from varying cultural backgrounds;
- the provision of support services to assist residents with disabilities; and

- the need to consider differing service delivery in areas where unemployment and low incomes are prevalent.

In the cities and some coastal areas, councils noted that there is an extreme divide between the wealthy and low income areas, and this also creates challenges for rating and revenue raising. While noting this, the Commission's current review of this issue in this Triennium will only be considering the impacts of socio-economic factors on councils' expenditure requirements.

There was a considerable amount of support expressed at the 2018 Hearings and Visits for the Commission to replace its Unemployment Cost Adjuster with some measure that reflects the broader socio-economic factors that councils face. Of those councils seeking to have a socio-economic indicator included in the Base Grant Model, there was wide, although not total, support for using the Socio-Economic Indexes For Areas (SEIFA) index which is produced by the Australian Bureau of Statistics (ABS) every five years. Some reasons given for supporting the use of a SEIFA informed cost adjustor included that it is available for all local government areas, is an ongoing and periodically available indicator that has extensive rigour underpinning its calculation. It is a widely recognised and understood measure of population demographics, designed to return a statistically comparative measure between different geographic areas.

Previous Commissions have considered the possibility of using SEIFA in the Base Grant Model. However, at that time it was determined that an unemployment measure was a reasonable proxy for measuring socio-economic disadvantage. This approach was taken on the basis that SEIFA, whose results are ordinal (1^{st}, 2^{nd}, 3^{rd}…) rather than cardinal (1, 2, 3,….) in nature, is only available from census data, while unemployment data is obtainable annually. Therefore the Unemployment Cost Adjustor was retained because of its simplicity, and the availability of timely data.

Due to the broadening socio-economic factors impacting on councils, the Commission now considers it appropriate to review this matter again and is seeking councils' views and comments on the proposal to change the Commission's method for assessing expenditure requirements for councils.

The Commission considered the council feedback received during the 2018 Hearings and Visits, and concluded that the following should occur:

a. Further research into SEIFA and a comparison with unemployment data over a long period to better understand the implications of moving to this new index; and
b. Review of other state grants commissions to see what socio-economic cost adjustors are used.

The Commission has decided to undertake this review as part of its 2018-19 Work Program and discuss it with councils as part of the 2019 Hearings and Visits.

A decision to either replace or augment the current Unemployment Cost Adjustor needs to consider not only the potential improvements a SEIFA alternative may capture, but also the reasoning behind the current Unemployment Adjustor's application in terms of capturing demands on local government services.

2. Unemployment Cost Adjustor - current methodology and impact

The Commission currently uses an Unemployment Cost Adjustor in its Base Grant Model methodology (Refer Appendix 1), as a proxy measure to account for socio-economic disadvantage experienced by councils. The Commission's Distribution Methodology states that the Unemployment Cost Adjustor attempts to capture the additional costs that councils incur through having a higher than average proportion of unemployed working-age residents. The Unemployment Cost Adjustor is applied to two non-road expenditure categories, namely:

- Health, Housing and Welfare (HHW); and
- Law, Order and Public Safety (LOPS).

The data currently used for constructing and updating the Unemployment Cost Adjustor is the Department of Education, Employment and Workplace Relations (DEEWR) publication *'Small Area Labour Markets'* for the June quarter each year. The Unemployment Cost Adjustor is based on the average unemployment rate for each council area over the appropriate year with reference to the Tasmanian state average to establish relativities between councils (refer Appendix 1). It uses the number of unemployed as a percentage of the labour force for each municipality.

This information is available on a quarterly basis, but the Commission uses a June to June 12-month average rate as measured at each June Quarter. This enables an alignment of the unemployment levels, with the equivalent financial year's revenue and expenditure results that inform the Base Grant Model.

The Unemployment Cost Adjustor is a narrow measure of individuals' unemployment status by local government area, albeit at a similar point in time[1]. The SEIFA rankings do not align with

[1] The 2016 Census was conducted in August 2016 but the Unemployment Cost Adjustor calculation is derived as an average of two years of unemployment rates as at 30 June. The 2016-17 U CA (an average of 30 June 2016 and 30 June 2017 unemployment rates) was used in the SEIFA: UCA modelling as the better reflective of the population changes also coming out of the 2016 Census and the 2016-17 data year is the data used throughout the SEIFA Project modelling.

the Unemployment Cost Adjustor rankings because they comprise different factors and are constructed differently.

For the Commission's latest model (which determined the 2018-19 Base Grant Allocations), the 2016-17 data year reported expenditure on the Health, Housing & Welfare and Law, Order and Public Safety of $32 266 036. This represented 6.75 per cent of the total non-roads expenditure, or$477 944 607.

Cost adjustors in the Commission's 2016-17 Base Grant Model had a total expenditure redistribution impact of $26 896 050. Within that total, the current Unemployment Cost Adjustor has one of the smallest redistributive impacts ($924 594, 3.44 per cent) (refer Appendix 2) of the eleven cost adjustors the Commission applies in its Base Grant Model.

The Unemployment Cost Adjustor has a similar strength as the current Tourism Cost Adjustor[2] ($1 045 659) and the Population Decline Cost Adjustor ($1 189 996)[3].

[2] The Tourism Cost Adjustor is currently being phased out over two years. The 2018-19 Base Grant Distributions represent Year 1 of the phase out process.

[3] The Commission's other cost adjustors, ranked in increasing expenditure redistributive effort are as follows: Isolation Cost Adjustor ($2 859 759), Dispersion Cost Adjustor ($4 455 130), Absentee Population Cost Adjustor ($5 755 286), Regional Responsibility Cost Adjustor ($5 853 584), Scale (Other) Cost Adjustor ($6 733 695) and Scale (Administration) Cost Adjustor ($13 3841 63).

3. Socio Economic Indexes for Areas (SEIFA) options

The ABS broadly defines relative advantage and disadvantage in Socio Economic Indexes for Areas (SEIFA) in terms of people's access to material and social resources and their ability to participate in society. These are area-based, collective measures, not individual measures.

SEIFA uses Census-collected information on the key dimensions of income, education, employment, occupation and housing, plus some other miscellaneous indicators of advantage or disadvantage to develop indicators of the collective socio-economic characteristics of the people living in an area.

The four SEIFA indexes each focus on a different aspect of socio-economic advantage and disadvantage by summarising a different subset of Census variables:

- the Index of Relative Socio-economic Disadvantage (IRSD) provides a general summary of relative disadvantage - as such it ranks areas on a continuum from the most to the least disadvantaged;
- the Index of Relative Socio-economic Advantage and Disadvantage (IRSAD) provides a general summary of relative advantage and disadvantage - as such it ranks areas on a continuum from most disadvantaged/least advantaged to most advantaged/least disadvantaged;
- the Index of Economic Resources (IER) summarises variables related to the financial aspects of socio-economic advantage and disadvantage (ranking approach as per the IRSAD); and
- the Index of Education and Occupation (IEO) summarises variables related to the educational and occupational aspects of relative socio-economic advantage and disadvantage (ranking approach as per the IRSAD).

The indexes are designed to compare the relative socio-economic characteristics of areas at a given point-in-time. They are not designed for longitudinal or time series analysis as their components change over time.

More detail on the respective indices is provided at Appendix 3.

The index scores themselves are based on an arbitrary numerical scale (ordinal measures) and do not represent a "quantity" of advantage or disadvantage. The ABS recommends using the index rankings or decile measures for analysis, rather than the index scores themselves[4].

In September 2018, the Commission considered which of the different SEIFA indices to use to assess alternatives to the Unemployment Cost Adjustor. The Commission decided that using a SEIFA measure that incorporates data that, at least anecdotally, aligns with the issues councils flagged with the Commission as being impacted by demographic challenges, was the most appropriate.

Accordingly, the Commission has chosen to use the SEIFA Index of Relative Socio-Economic Disadvantage (IRSD) for its analysis. Of the four possible SEIFA indexes, IRSD was determined by the Commission to be the "best fit" with the feedback the Commission received from councils.

This information, together with the review of other states' SEIFA cost adjustors, has also supported considering a broader range of IRSD and correlation analyses that extends beyond the Health Housing and Welfare and the Law Order and Public Safety expenditure categories (which is the extent of the current Unemployment Cost Adjustor).

[4] In considering whether to move away from the current Unemployment Cost Adjustor to a SEIFA based measure, it is important to understand how to interpret the SEIFA measure. For instance, if seeking to use the IRSD to comment on geographical disadvantage of unemployment by area, it is not accurate to say that one council area's unemployed are more disadvantaged on average than another. Rather it could only be said that one council area's unemployed live in an area where the total population is more disadvantaged than the average characteristics of the people who live in another council area where unemployed people also live.

4. Approaches used in other jurisdictions

In considering what approach to take, it is useful to consider if and how other jurisdictions' local government grants commissions allow for socio-economic factors in their respective Base Grant Models.

Following are summaries of how other local government grants commissions use socio-economic adjustors in the expenditure side of their Base Grant Model (or its equivalent). Further detail on the use of socio-economic factors for informing other jurisdictions' models is provided in Appendix 4.

Victoria

The Victorian Local Government Grants Commission (Victorian Commission) uses SEIFA IRSD informed adjustors on both its expenditure and revenue assessments of its Base Grant Model.

The Victorian Commission uses a socio-economic cost adjustor in determining relative expenditure needs through applying a socio-economic disadvantage to its Human Services areas of expenditure, namely Family and Community Services, and Aged and Disabled Services expenditure assessments. It is important to note that the combined scope of these two expenditure categories is broader than the Tasmanian Health, Housing and Welfare expenditure category[5]. The Family and Child Services category also includes Education expenditure which in Tasmania is classified against Other Expenditure. The main cost driver for Family and Community Services is Population, and for Aged and Disabled Services, the population > 60 years and Disabled and Care Allowances. The Victorian Commission sources

[5] Victorian councils have greater responsibilities in these human services expenditure areas than their counterparts in most other states. Based on historical reasons, Victorian local government has assumed service responsibilities in some areas that were delivered by state governments or not-for-profit organisation in other states. However, within the Aged and Disabled Services category, local government expenditure (and associated grant revenue) is now declining rapidly as the National Disability Insurance Scheme comes into effect.

its aged and allowances information from the Department of Social Services (DSS) Payment Demographic Data (Centrelink data).

Western Australia

The Western Australian (WA) Local Government Grants Commission uses the IRSD index to recognise socio-economic disadvantage in its methodology. The WA cost adjustor is applied on the expenditure side, recognising the impact of lower socio-economic ratepayers on the delivery of services that are either subsidised or at no cost to the ratepayer. It is applied to the Recreation and Culture, Community Amenities, Governance, Law, Order and Public Safety and Education, Health and Welfare expenditure categories. This expenditure classification structure broadly corresponds with that used by the Tasmanian Commission.

South Australia

The South Australian Local Government Grants Commission (SA Commission) has been using SEIFA indices in its base grant assessments for many years.

Since 2007-08, the SA Commission has applied a Cost Relativity Index which incorporates the SEIFA IRSAD in its Function 35 – Community Support[6] expenditure assessment. The SA Commission takes the raw score provided by the IRSAD Index, centres it around 1.000 and then increases or decreases the Unit of Measure for that function by the centred index. As South Australia's Unit of Measure for the Function 35 – Community Support category is the current population, this acts as a population weighting..

Queensland

The Queensland Local Government Grants Commission (Queensland Commission) does not use any socio-economic cost adjustors on the expenditure side of its Base Grant Model. The Queensland Commission, however, considers that a local government's capacity to levy rates is affected by a range of socio-economic factors within the council area and uses the IRSAD, IER and IEO SEIFA measures to adjust a council's assessed rate income.

New South Wales

New South Wales does not currently use SEIFA to inform any socio-economic adjustors on either the revenue or expenditure side of its Base Grant assessment model.

NSW is currently reviewing its methodology and among other data sources will be looking closer at SEIFA as a possible alternative for NSW's revenue allowance or possible inclusion as an expenditure allowance.

[6] The Function 35 Community Support expenditure category is similar to Tasmania's Other Expenditure category. Tasmania does not apply any cost adjustors to its Other Expenditure category.

Northern Territory

The Northern Territory Local Government Grants Commission does not use SEIFA in its Base Grant Model.

5. Analysis approach - SEIFA IRSD versus Unemployment Data

As part of its investigation into an alternative cost adjustor, the Commission decided it needed to undertake analysis of how council actual expenditure patterns correlate with both the Unemployment Cost Adjustor and the SEIFA IRSD index. The current rankings of the Unemployment Cost Adjustor and the SEIFA scores are detailed in Appendix 5.

To complete the analysis, the Commission used a range of Base Model expenditure aggregates based on the 2016-17 Consolidated Data Collection functional expenditure and undertook a time comparative analysis of the SEIFA IRSD against the Unemployment Cost Adjustor. The functional expenditure categories and their alignment with the ABS expenditure categories is provided at Appendix 6.

In some past analyses, the Commission has used regression analysis to formulate a mathematical relationship between a data set and expenditure. Treasury experts advised the Commission that the ordinal structure of SEIFA indexes rules out the use of a regression analysis approach and recommended the Commission use a correlation analysis approach as an alternative. Correlation is a statistical measure that indicates the extent to which two or more variables fluctuate together. It ranges from 0 (no correlation) to 100 (perfectly correlated). A positive correlation indicates the extent to which those variables increase or decrease in parallel. A negative correlation indicates the extent to which one variable increases as the other decreases. A strong correlation would indicate that the two variables moved together but would not necessarily establish causation.

A negative (or inverse) correlation relationship between the IRSD factor and council expenditure per capita would be consistent with council expenditure increasing as the IRSD socio-economic index measure declined (that is, lower IRSD index values are associated with council areas of greater socio-economic disadvantage).

In contrast, a positive relationship between unemployment and council expenditure per capita would be consistent with council expenditure increasing as socio-economic status declines

(that is, rising unemployment levels, and the associated cost adjustor, would be expected to be associated with areas of greater socio-economic disadvantage).

The Commission uses in its Base Grant Model the seven expenditure categories shown in the left hand column of Appendix 5.

Theoretically, greater disaggregation of expenditure compared to the Commission's standard seven non-road expenditure categories would enable closer scrutiny and ideally show better correlation results with socio-economic disadvantage statistics. However, the Commission concedes that there are practical limits to ultimately adopting further disaggregation in its Base Grant Model of its existing SGC expenditure categories.

The Commission recognises that the quality and consistency of classification and reporting of expenditures by councils/actual council expenditure data records/systems may be such that it actually impedes accurate empirical evaluation of correlations between socio-economic disadvantage and council expenditure, and this risk may actually increase if analysis is solely based on low level details.

Against this background, the Commission agreed that at least for its analysis purposes, a minimum range of non-roads expenditure analysis be undertaken to assess the correlation of expenditure with the SEIFA IRSD measure and the Unemployment statistics as follows:

- individual measures for each of the seven non-roads expenditures;
- comparison across a range of aggregated expenditure groupings including Health, Housing and Welfare, Law, Order and Public Safety groupings and a broader four category grouping of Planning and Community Amenities and Recreation and Culture; and
- an aggregate measure for total non-road expenditure.

6. Correlation Results

To help determine if a SEIFA IRSD informed cost adjustor would be more appropriate than the Unemployment Cost Adjustor, the Commission has undertaken a range of non-roads expenditure analyses to see if either indicator demonstrates any correlation with council expenditure patterns.

The analysis undertaken used the 2016-17 expenditure net of grant funding receipts as reported in the 2016-17 CDC returns and involved the following:

- evaluation of each measure against each of the seven non-roads expenditures;
- closer evaluation of each measure with a range of aggregated expenditure groupings including a Health, Housing and Welfare and Law, Order and Public Safety grouping and a broader four category grouping which included Planning and Community Amenities and a subset of Recreation and Culture functional expenditure, with the functions selected based on where councils were advising the Commission expenditure was being impacted. To inform this step, the Commission used the Functional expenditure reporting provided by councils in the 2016-17 CDC returns; and
- an aggregate measure for total non-road expenditure.

The Commission understands that council expenditures are affected by a range of factors, including available budget, competing priorities, socio-economic need and community demand. For this reason, a very strong relationship is unlikely to be present in the data. These factors may also result in some relationships, which anecdotally would be expected to exist between SEIFA and unemployment statistics, being temporarily absent if the spending priorities for 2016-17 financial year did not reflect the typical spending pattern for that functional area, or if the reporting of expenditure by functions is not accurately recorded across functions in the CDC data provided by councils.

The Commission recognises that the correlation analysis of the type undertaken is heavily reliant on accurate data in order to identify any meaningful patterns. The results will be most meaningful when expenditure is reported correctly at both the functional level and the sub functional level. The Commission understands that sometimes councils may not be able to allocate expenditure by sub-functions. To the extent this occurs, patterns or correlations

that might otherwise be expected, may not be evident in the data used by the Commission and therefore could be affecting the results.

In evaluating the results, the predicted direction of socio-economic correlation with council expenditure should be the opposite for to that for the Unemployment data. Ideally, for the two measures to be reflecting logically consistent results, you would expect to see a negative correlation for SEIFA and a positive correlation for the Unemployment data.

Based on the 2016-17 CDC functional data (which was used to inform the 2018-19 Base Grant Funding allocations), Table 1 below presents the series of correlation outcomes across the range of non-road expenditure categories reported as being areas where socio-economic disadvantage related expenditure occurs.

Table 1 illustrates, while there is a degree of alignment between the Unemployment data and the SEIFA scores, there are also significant variations in relative rankings which shows that the correlation of SEIFA and the unemployment data do not appear as strong or consistent for some expenditure areas as others. The "expected" patterns (negative SEIFA IRSD and positive unemployment) are only demonstrated for the Planning and Community Amenities expenditure area (-5.7% IRSD and +21.6% Unemployment) while the Recreation and Culture and Other expenditure categories show a reverse relationship to the anecdotal information. When evaluated at the total council expenditure level, the expenditure results actually indicate the opposite to the "desired" trend, namely reduced expenditure relationship with poorer socio-economic demographics (+5.4% IRSD and -13.2% Unemployment).

Table 1. Correlation - Aggregated (Net of Other Financial Support) expenditure - 2016 IRSD versus Unemployment Cost Adjustor

Aggregate expenditure categories *2016-17*	*Statewide Expenditure*		*Correlation to per capita exp*	
	$ million	%	IRSD	U/e CA
General administration	$ 132.7	27.8%	-1.4%	-7.5%
Health , housing and welfare (HHW)	$ 24.9	5.2%	-2.3%	-9.9%
Law, order and public safety (LOPS)	$ 7.3	1.5%	-10.0%	-4.6%
Planning and community amenities (P+CA)	$ 55.3	11.6%	-5.7%	21.6%
Waste management and environment	$ 90.5	18.9%	1.3%	1.1%
Recreation and culture (R+C)	$ 121.3	25.4%	10.4%	-3.4%
Other	$ 46.0	9.6%	14.8%	-31.9%
Total non-roads expenditure	$ 477.9	100.0%	5.4%	-13.2%
HHW and LOPS	$ 32.27	6.8%	-3.5%	-9.9%
HHW, LOPS and P+CA	$ 87.53	18.3%	-6.9%	12.9%
HHW, LOPS and R+C	$ 153.54	32.1%	7.0%	-7.8%
HHW, LOPS, P+CA and R+C	$ 208.80	43.7%	2.3%	7.1%

The results of further analysis (that drilled down into selected sub-functional level expenditure) is reflected in Table 2. Table 2 indicates that more meaningful correlations can be seen at the more disaggregated level within the expenditure categories identified by councils.

Correlation analysis at this lower level indicates some statistically more useful results that aren't apparent at a higher expenditure category level. The most significant correlations of SEIFA and unemployment data appear with expenditure on community amenities (a subsection of Planning and Community Amenities expenditure) and community centres and halls (a subsection of Recreation and Culture expenditure). Furthermore, the correlations for those categories which the current Unemployment Cost Adjustor applies (Health, Housing & Welfare and Law, Order and Public Safety) appear converse to the trend expected.

The strongest "appropriate" relationship which would support the anecdotal evidence from councils can be seen in the results for Community Amenities (-32.5% IRSD and +55.8% Unemployment). Community Centres and Halls demonstrates a somewhat weaker result (-10.5% IRSD and +5.7% Unemployment), while Recreation, Parks and Services demonstrates only a very marginal consistent link. What is also evident from this deeper expenditure, SEIFA and unemployment data analysis is that the reverse of the expected relationship is quite strong in some areas such as Welfare (+11.7% IRSD and -13.3% Unemployment) and Sport and Recreation Services Not Elsewhere Classified (+30.3% IRSD and -21.1% Unemployment).

Table 2. Correlation - Disaggregated expenditure - 2016 IRSD versus Unemployment Cost Adjustor including OFS by Deduction impact

Disaggregated expenditures 2016-17	*Statewide Expenditure*		*Correlation to per capita exp*	
Expenditure sub-category	$ million	%	IRSD	U/e CA
Public safety	$ 7.29	0.1%	-10.6%	-5.1%
Aged services	$ 0.42	0.1%	0.4%	5.5%
Community and public health	$ 8.26	1.7%	-5.5%	-4.3%
Housing	$ 1.26	0.3%	-20.7%	-2.6%
Welfare	$ 14.76	3.1%	11.7%	-13.3%
Community and regional development	$ 33.87	7.1%	5.6%	2.0%
Community amenities	$ 21.34	4.5%	-32.5%	55.8%
Sport and physical recreation - venues and facilities	$ 36.05	7.5%	6.7%	-2.8%
Recreation parks and services	$ 47.22	9.9%	-3.1%	3.7%
Sport and recreation services nec	$ 10.85	2.3%	30.3%	-21.1%
Community centres and halls	$ 7.68	1.6%	-10.5%	5.7%
Education	$ 0.23	0.0%	11.5%	-3.7%

For the IRSD, the aggregate expenditure correlation outcomes shown in Table 2, while broadly consistent with an inverse relationship in the council expenditure categories of current assessment focus (Health, Housing and Welfare; Law, Order and Public Safety) and extended to include the Planning and Community Amenities, they are sufficiently small to be of questionable significance. The further disaggregated expenditure analysis reported in Table 2 also indicates that, while the expenditure coverage has been broadened, the direction of correlation outcomes becomes more mixed as expenditure becomes more disaggregated.

For the Unemployment Cost adjustor, with the exception of the correlation outcome for the Planning and Community Amenities category expenditure (also supported by the IRSD correlation outcome), Table 2 aggregate expenditure correlation outcomes are consistently negative. That is, the comparisons are not supportive of a narrative that higher council expenditure is correlated with higher unemployment in any other expenditure categories, when including the two expenditure categories to which the Unemployment Cost Adjustor is currently applied.

Based on the analysis results, a degree of correlation in the Community Amenities and Community Centres and Halls sub-functional expenditure levels with SEIFA and unemployment data is apparent.

In conclusion, it appears that the adoption of a SEIFA IRSD informed cost adjustor would be a preferable measure for socio-economic demographics of a local government area.

However, the lack of, or indeed counter correlations, with Health, Housing and Welfare and Law, Order and Public Safety expenditure categories, supports the Commission reviewing its

application of a new socio-economic cost adjustor to those expenditure categories. In light of these results, the Commission is also considering whether any future socio-economic cost adjustor needs to be applied to the expenditure classifications of Planning and Community Amenities and possibly also Recreation and Culture expenditure.

7. Advantages and disadvantages of adopting a SEIFA style cost adjustor

In considering whether to change the Commission's existing process of recognising socio-economic indicators in the expenditure side of the Base Grant Model from a measure that is informed by unemployment statistics to a new process informed by SEIFA, the Commission recognises that there could be varying impacts in doing so.

Currently the Commission's Unemployment Cost Adjustor is based on Small Area Labour Markets data from the Department of Employment and Workplace Relations. This information is available on a quarterly basis, but the Commission uses a June to June 12-month average rate as measured at each June Quarter. This enables an alignment of the unemployment data, with the equivalent financial year's revenue and expenditure results that inform the Base Grant Model.

Using an annually updated data source enables the Unemployment Cost Adjustor to be more reflective of the current socio-economic characteristics that a council faces with its municipal area. Appendix 5 shows the change in the Unemployment Cost Adjustor rankings for the two most recent Base Grant funding allocations.

However, unemployment data is quite a basic and narrow measure of overall unemployment by local government area. It only measures people wanting to work but does not include those of working age that are not seeking employment, and does not include any measure of underemployment (where people are considered employed but they are not as fully employed as they would like). Similarly, the unemployment data does not include any component of people who are unable to be part of the workforce (for example, due to disability). That is, the unemployment data is not fully representative of the level of unemployment or social disadvantage in an area.

The correlation analysis undertaken by the Commission has revealed that the unemployment data in fact shows an opposite correlation to the expenditure patterns by councils, and therefore appears to be counter intuitive to the expenditures incurred by councils. This suggests that the search for an alternative to using unemployment data for a socio-economic cost adjustor is warranted.

While a SEIFA informed index or statistic, prepared by the ABS and which captures a broader range of socio-economic characteristics of the population of each local government area, is consistent with the anecdotal evidence provided by councils may seem attractive it also presents some practical challenges. These include:

- only being updated every five years, after each Census;
- internal changes to the SEIFA index construction between each Census prevent clear comparisons over time; and
- the SEIFA scores themselves represent a grouping at the LGA level, which doesn't enable specific localities to be identified. The SEIFA score itself represents an average result for the municipal area.

8. Proposal to replace Unemployment Cost Adjustor with an IRSD informed SEIFA Cost Adjustor

The Commission is of the view that disadvantages arising from socio-economic demographics of a population do exist, but that a cost adjustor solely based on unemployment statistics does not fully reflect the situations facing councils. The Commission has formed a preliminary view that designing a cost adjustor that gives a more holistic view of socio-economic disadvantage, and one that is geared more towards Planning and Community Amenities and potentially also Recreation and Culture, will result in more justifiable and meaningful grant allocation outcomes.

Based on this analysis, the Commission has made a preliminary decision to move from an unemployment cost adjustor applying to Health, Housing and Welfare and Law, Order and Public Safety to an IRSD based SEIFA Cost Adjustor applying to the Planning and Community Amenities and Recreation and Culture expenditure categories.

The Commission's proposal is therefore to remove the Unemployment Cost Adjustor from the Base Grant Model and replace it with a SEIFA IRDS informed cost adjustor, applied to the Planning & Community Amenities and Recreation and Culture expenditure categories.

9. Proposed design of a new Cost Adjustor

If accepting the Commission's preliminary decision to change to a SEIFA IRSD informed cost adjustor, then issues regarding how it should be constructed, and how it should be applied, need to be considered and resolved. Questions to be considered include:

- what should the cost adjustor look like? Should it be modelled on a similar approach to that used in another jurisdiction such as Victoria or WA?
- to which expenditure category, or categories, should the cost adjustor be applied? Should it be applied to Health, Housing and Welfare and Law, Order and Public Safety, or should these categories be broadened or changed?
- what redistributive effect should the new cost adjustor be given relative to the other cost adjustors the Commission applies? Should the cost adjustor redistribute a percentage of the category expenditure or be designed such that it achieves a maximum dollar redistribution similar to the current Unemployment Cost Adjustor? and
- at what level of expenditure should the cost adjustor be applied? Should it be applied at the current seven non-road expenditure level or at the sub-function category level and if so which sub-function?

For discussion purposes the Commission has designed a SEIFA IRSD type cost adjustor (Refer Appendix 7), using a similar design as the Victorian Grants Commission cost adjustor. This weights councils based on their SEIFA score and relative populations.

This proposed cost adjustor uses the SEIFA scores from the ABS and weights them by population on a scale of between 1 and 2 - with the council with the least IRSD disadvantage (currently Hobart) being assigned an index of 1, and the council with the most disadvantage (currently George Town) being assigned an index of 2. Councils are then ranked relatively between these two scores, based on their score relative to the minimum and maximum IRSD scores. The index is then converted to a population weighted raw cost adjustor. The Population Weighted Average (PWA) cost adjustor range is set to a value that results in a

redistributive effect approximately similar to that created by the current Unemployment Cost Adjustor.

The use of the 1-2 range enables those councils with the most disadvantaged population to rank higher than those with the least disadvantaged populations.

The 2018-19 Base Grant Model has been used to demonstrate the modelling of an IRSD cost adjustor impact. Further, the expense categories to which the IRSD cost adjustor has been applied has been changed to the Planning & Community Amenities expenditure, and Recreation and Culture expenditure categories. Appendix 8 demonstrates these changes in matrix format. Appendix 9 reflects the modelled redistributive effects of the proposed IRSD Cost Adjustor, and its redistributive effect on each of the new expenditure categories.

The discussion above is premised on acceptance of the decision to adopt a SEIFA type cost adjustor in the Base Grant Model. In addition, the Commission may consider changing or expanding the expenditure categories to which its agreed cost adjustor is applied, and the strength (range factor) that is used for the chosen cost adjustor.

Ultimately the design and parameters of any new cost adjustor will be determined by the Commission following feedback received at the 2019 Hearings and Visits.

10. Questions

The choice of which, if any of these socio-economic status measures, is the 'best" to use for the purposes of the State Grants Commission comes back to some base questions.

Feedback from councils is sought on the following matters:

1. Do you support the Commission having a Cost Adjustor to recognise social disadvantage?
2. If yes to 1, do you support a cost adjustor based on SEIFA?
3. If yes to 2, do you support the Commission's preliminary proposal for using the IRSD? If yes why/if no, why not?
4. If yes to 2, does the SEIFA Cost Adjustor proposed in this paper appear reasonable in design and suitable for implementation?
5. If no to 2, do you support a cost adjustor based on Unemployment?
6. Which expenditure areas do you think your preferred cost adjustor should apply?
7. The Commission's initial model for a SEIFA Cost Adjustor redistributes a similar amount as the Unemployment Cost Adjustor has redistributed in previous years. Do you think this is reasonable? Please also provide some context to any comments provided.
8. Are there any issues related to the accuracy of council expenditure data, the correlation analysis with the Health, Housing and Welfare, and Law, Order and Public Safety or other issues raised in the Commission's analysis which should be considered further?

9. Do councils have concerns about using a socio-economic data source that only gets updated every five years?

Submissions and timeframes

The Commission invites comments and input from councils on the issues raised within this discussion paper. However, council input need not be confined to the issues identified. Councils should feel free to provide comments on other pertinent issues regarding the Commission assessment methodologies.

Submissions should be forwarded to the Commission Executive Officer as follows:

- By post: Executive Officer
  State Grants Commission
  GPO Box 147
  HOBART TAS 7001
- By email: SGC@treasury.tas.gov.au

Submissions close on Friday **1 February 2019**.

Further details regarding the annual assessments and methodology used by the Commission can be found in the *State Grants Commission 2017-18 Annual Report, including 2018-19 Financial Assistance Grant Recommendations*, the *State Grants Commission 2018-19 Financial Assistance Grant Data Tables* and the *State Grants Commission Financial Assistance Grant Distribution Methodology* paper. These documents are available on the Commission website. Go to the Commission webpage (https://www.treasury.tas.gov.au/state-grants-commission) and then click Methodology and Publications.

Any queries should be directed to the Executive Officer on (03) 6166 4274.

2019 Hearings and Visits

The Commission will provide councils with an opportunity to discuss this paper and any other concerns during the 2019 Hearings and Visits program that will begin in February 2019.

Appendices

APPENDIX 1 UNEMPLOYMENT COST ADJUSTOR - as per Base Grant Model 2016-17 Expenditures, 2018-19 Base Grant Distributions

	DATA			Pop Weighted Avg (PWA)		COST ADJUSTOR			
	Population	Unemployment Rate	Unemployment Index	STEP 1	STEP 2	*RAW CA*	*Range Factor*	*Ranged CA*	*Rank*
	2017p								
	a	*b*	*c = b / Avg b*	*d = a x c*	*e = Σd / Σa*	*f = c / e*	RF-> 4.420	*g = (c+RF)/(e+RF)*	
Break O'Day	6 167	11.05%	1.75	10 796		1.729		1.136	2
Brighton	16 872	10.37%	1.64	27 708		1.622		1.116	3
Burnie	19 245	7.34%	1.16	22 367		1.148		1.028	10
Central Coast	21 908	5.04%	0.80	17 503		0.789		0.961	22
Central Highlands	2 139	8.27%	1.31	2 803		1.294		1.055	7
Circular Head	8 145	4.04%	0.64	5 209		0.632		0.931	27
Clarence	55 659	5.06%	0.80	44 606		0.791		0.961	20
Derwent Valley	10 148	8.90%	1.41	14 303		1.392		1.073	5
Devonport	25 317	7.33%	1.16	29 386		1.146		1.027	11
Dorset	6 715	6.46%	1.02	6 872		1.011		1.002	14
Flinders	943	6.52%	1.03	974		1.020		1.004	13
George Town	6 846	11.37%	1.80	12 329		1.778		1.145	1
Glamorgan Spring Bay	4 555	5.09%	0.81	3 675		0.797		0.962	19
Glenorchy	46 790	9.40%	1.49	69 648		1.470		1.088	4
Hobart	52 191	4.06%	0.64	33 594		0.636		0.932	26
Huon Valley	16 919	7.38%	1.17	19 777		1.154		1.029	9
Kentish	6 319	5.55%	0.88	5 554		0.868		0.975	16
King Island	1 614	1.87%	0.30	479		0.293		0.868	29
Kingborough	36 734	3.56%	0.56	20 703		0.557		0.917	28
Latrobe	11 108	4.11%	0.65	7 236		0.643		0.934	25
Launceston	67 004	8.56%	1.36	90 832		1.339		1.063	6
Meander Valley	19 583	4.63%	0.73	14 366		0.724		0.949	24
Northern Midlands	13 128	5.14%	0.81	10 685		0.804		0.963	18
Sorell	14 648	5.90%	0.93	13 687		0.923		0.986	15
Southern Midlands	6 103	5.05%	0.80	4 886		0.791		0.961	21
Tasman	2 389	6.58%	1.04	2 488		1.029		1.005	12
Waratah-Wynyard	13 791	5.20%	0.82	11 366		0.814		0.965	17
West Coast	4 176	8.15%	1.29	5 390		1.275		1.051	8
West Tamar	23 721	4.85%	0.77	18 222		0.759		0.955	23
STATE TOTAL	520 877	AVG = 6.31%		527 445	PWA = 1.013	PWA = 1.000		PWA = 1.000	
						max = 1.778		max = 1.145	
						min = 0.293		min = 0.868	

APPENDIX 2 2018-19 BGM COST ADJUSTOR IMPACTS: UNEMPLOYMENT - The effect of the Unemployment Cost Adjustor on each expenditure category (2016-17 Data)

	GENERAL ADMINISTRATION	HEALTH AND HOUSING WELFARE	PUBLIC ORDER AND SAFETY	PLANNING & COMMUNITY AMENITIES	WASTE MANAGEMENT AND ENVIRONMENT	RECREATION AND CULTURE	OTHER	TOTAL EXPENDITURE EFFECT	IMPACT ON APPLICABLE EXPENDITURE CATEGORIES	IMPACT ON NON-ROADS EXPENDITURE	RANK - % IMPACT ON NON-ROADS EXP	2017-18 BGM CA TOTAL EFFECT
Break O'Day	+ 0	+ 40 082	+ 11 819	+ 0	+ 0	+ 0	+ 0	+ 51 900	*+13.6%*	*+0.9%*	*2*	+ 54 279
Brighton	+ 0	+ 93 554	+ 27 586	+ 0	+ 0	+ 0	+ 0	+ 121 140	*+11.6%*	*+0.8%*	*3*	+ 145 885
Burnie	+ 0	+ 25 360	+ 7 478	+ 0	+ 0	+ 0	+ 0	+ 32 838	*+2.8%*	*+0.2%*	*10*	+ 74 852
Central Coast	+ 0	- 41 221	- 12 155	+ 0	+ 0	+ 0	+ 0	- 53 376	*-3.9%*	*-0.3%*	*22*	- 34 990
Central Highlands	+ 0	+ 5 613	+ 1 655	+ 0	+ 0	+ 0	+ 0	+ 7 268	*+5.5%*	*+0.4%*	*7*	+ 8 019
Circular Head	+ 0	- 26 763	- 7 892	+ 0	+ 0	+ 0	+ 0	- 34 654	*-6.9%*	*-0.5%*	*27*	- 36 056
Clarence	+ 0	- 103 517	- 30 524	+ 0	+ 0	+ 0	+ 0	- 134 041	*-3.9%*	*-0.3%*	*20*	- 156 896
Derwent Valley	+ 0	+ 35 465	+ 10 457	+ 0	+ 0	+ 0	+ 0	+ 45 922	*+7.3%*	*+0.5%*	*5*	+ 68 149
Devonport	+ 0	+ 33 017	+ 9 736	+ 0	+ 0	+ 0	+ 0	+ 42 753	*+2.7%*	*+0.2%*	*11*	+ 87 151
Dorset	+ 0	+ 640	+ 189	+ 0	+ 0	+ 0	+ 0	+ 828	*+0.2%*	*+0.0%*	*14*	- 4 621
Flinders	+ 0	+ 167	+ 49	+ 0	+ 0	+ 0	+ 0	+ 216	*+0.4%*	*+0.0%*	*13*	- 518
George Town	+ 0	+ 47 523	+ 14 013	+ 0	+ 0	+ 0	+ 0	+ 61 536	*+14.5%*	*+1.0%*	*1*	+ 58 116
Glamorgan Spring Bay	+ 0	- 8 253	- 2 434	+ 0	+ 0	+ 0	+ 0	- 10 686	*-3.8%*	*-0.3%*	*19*	- 9 747
Glenorchy	+ 0	+ 196 097	+ 57 823	+ 0	+ 0	+ 0	+ 0	+ 253 920	*+8.8%*	*+0.6%*	*4*	+ 256 240
Hobart	+ 0	- 169 568	- 50 000	+ 0	+ 0	+ 0	+ 0	- 219 568	*-6.8%*	*-0.5%*	*26*	- 257 484
Huon Valley	+ 0	+ 23 291	+ 6 868	+ 0	+ 0	+ 0	+ 0	+ 30 159	*+2.9%*	*+0.2%*	*9*	+ 40 160
Kentish	+ 0	- 7 437	- 2 193	+ 0	+ 0	+ 0	+ 0	- 9 629	*-2.5%*	*-0.2%*	*16*	+ 672
King Island	+ 0	- 10 178	- 3 001	+ 0	+ 0	+ 0	+ 0	- 13 179	*-13.2%*	*-0.9%*	*29*	- 13 033
Kingborough	+ 0	- 145 253	- 42 831	+ 0	+ 0	+ 0	+ 0	- 188 084	*-8.3%*	*-0.6%*	*28*	- 220 072
Latrobe	+ 0	- 35 335	- 10 419	+ 0	+ 0	+ 0	+ 0	- 45 755	*-6.6%*	*-0.4%*	*25*	- 43 958
Launceston	+ 0	+ 202 397	+ 59 681	+ 0	+ 0	+ 0	+ 0	+ 262 078	*+6.3%*	*+0.4%*	*6*	+ 220 434
Meander Valley	+ 0	- 48 119	- 14 189	+ 0	+ 0	+ 0	+ 0	- 62 308	*-5.1%*	*-0.3%*	*24*	- 81 859
Northern Midlands	+ 0	- 22 973	- 6 774	+ 0	+ 0	+ 0	+ 0	- 29 747	*-3.7%*	*-0.2%*	*18*	- 42 768
Sorell	+ 0	- 10 089	- 2 975	+ 0	+ 0	+ 0	+ 0	- 13 064	*-1.4%*	*-0.1%*	*15*	- 24 197
Southern Midlands	+ 0	- 11 396	- 3 360	+ 0	+ 0	+ 0	+ 0	- 14 756	*-3.9%*	*-0.3%*	*21*	- 11 993
Tasman	+ 0	+ 609	+ 180	+ 0	+ 0	+ 0	+ 0	+ 789	*+0.5%*	*+0.0%*	*12*	+ 9 645
Waratah-Wynyard	+ 0	- 22 886	- 6 748	+ 0	+ 0	+ 0	+ 0	- 29 634	*-3.5%*	*-0.2%*	*17*	- 13 902
West Coast	+ 0	+ 10 230	+ 3 017	+ 0	+ 0	+ 0	+ 0	+ 13 247	*+5.1%*	*+0.3%*	*8*	+ 23 534
West Tamar	+ 0	- 51 056	- 15 055	+ 0	+ 0	+ 0	+ 0	- 66 111	*-4.5%*	*-0.3%*	*23*	- 95 042
SUM REDISTRIBUTED	*0*	*714 045*	*210 549*	*0*	*0*	*0*	*0*	*924 594*				*1 047 136*
AS PROPN OF CAT EXP	*0.000%*	*2.866%*	*2.866%*	*0.000%*	*0.000%*	*0.000%*	*0.000%*		*2.866%*	*0.142%*		

APPENDIX 3 SEIFA INDICES EXPLAINED

The ABS website states that "the scores are an ordinal measure, so care should be taken when comparing scores. For example, an area with a score of 1000 is not twice as advantaged as an area with a score of 50. For ease of interpretation, we generally recommend using the index rankings and quantiles (e.g. deciles) for analysis, rather than using the index scores."

The following tables summarise the 2016 Census variables used in each of the indices at the SA1 Level (the base unit of statistical area measurement) and the corresponding loadings.

Table 3. IRSD variables and loadings

Variable	Variable loading	Variable description
Inc_low	-0.91	% people with stated annual household equivalised income between $1 and $25 999 (approximately first and second deciles)
Childjobless	-0.83	% families with children under 15 years of age who live with jobless parents
NoNet	-0.79	% occupied private dwellings with no internet connection
NoYr12orHigher	-0.77	% people aged 15 years and over whose highest level of education is Year 11 or lower. Includes Certificate I and II
Unemployed	-0.75	% people (in the labour force) unemployed
Occ_Labour	-0.74	% employed people classified as "labourers"
Low rent	-0.73	% occupied private dwellings paying rent less than $215 per week (excluding $0)
OneParent	-0.67	% one parent family with dependent offspring only
DisabilityU70	-0.67	% people aged under 70 who have low term health condition or disability and need assistance with core activities
SepDivorced	-0.55	% people aged 15 or over who are separated or divorced
OccDrivers	-0.54	% employed people classified as machinery Operators and Drivers
Occ_Service_L	-0.53	% employed people classified as Low Skill Community and Personal Service Workers
NoCar	-0.49	% occupied private dwellings with no car
Overcrowd	-0.46	% occupied private dwellings requiring one or more extra bedrooms (based on Canadian Occupancy Standard)
NoEdu	-0.43	% people aged 15 years and over who have no educational attainment
EnglishPoor	-0.30	% people who do not speak English well

Table 4 below shows the structural variables and associated loadings which produced the SEIFA IRSD outcomes for each of the 2006, 2011 and 2016 Censuses. It is clear from this table that the variables and weightings given to the various components changes over time. This makes it hard to compare SEIFA scores over time, but provides a relative context at a point in time.

APPENDIX 3 SEIFA INDICES EXPLAINED

Table 4. Components informing SEIFA IRSD over past three Census

Variable	2006 variable loading	2011 variable loading	2016 variable loading	Variable description	Comments
Inc_low	-0.76	- 0.90	-0.91	% people with stated annual household equivalised income between $1 and $25 999 (approximately first and second deciles)	2006 Census variable - income $13 000 to $20 799 (second and third deciles); 2011 Census - income $0 to $20 799.
Childjobless	?????	-0.85	-0.83	% families with children under 15 years of age who live with jobless parents	No direct 2006 Census equivalent
NoNet	-0.85	-0.81	-0.79	% occupied private dwellings with no internet connection	
NoYr12orHigher	?????	-0.75	-0.77	% people aged 15 years and over whose highest level of education is Year 11 or lower. Includes Certificate I and II	2006 Census variable - % people aged 15 and over with no post-school qualifications
Unemployed	-0.70	-0.74	-0.75	% people (in the labour force) unemployed	
Occ_Labour	-0.76	-0.75	-0.74	% employed people classified as "labourers"	
Low rent	-0.67	-0.73	-0.73	% occupied private dwellings paying rent less than $215 per week (excluding $0)	2006 Census measure = under $120 per week; 2011 Census = under $166. 2006 Census included public rental measure also.
OneParent	-0.67	-0.71	-0.67	% one parent family with dependent offspring only	
DisabilityU70	-0.61	-0.66	-0.67	% people aged under 70 who have low term health condition or disability and need assistance with core activities	
SepDivorced	-0.51	-0.54	-0.55	% people aged 15 or over who are separated or divorced	
OccDrivers	-0.51	-0.52	-0.54	% employed people classified as Machinery Operators and Drivers	
Occ_Service_L	-0.44	-0.50	-0.53	% employed people classified as Low Skill Community and Personal Service Workers	
NoCar	-0.57	-0.56	-0.49	% occupied private dwellings with no car	
Overcrowd	-0.52	-0.52	-0.46	% occupied private dwellings requiring one or more extra bedrooms (based on Canadian Occupancy Standard)	
NoEdu	?????	-0.44	-0.43	% people aged 15 years and over who have no educational attainment	2006 Census variable = % people aged 15 years and over who did not go to school - loading of -0.44.
EnglishPoor	-0.33	-0.34	-0.30	% people who do not speak English well	
Indigenous	-0.52	-	-	% people who identify themselves as being of Aboriginal or Torres Strait islander origin	No Indigenous variable was included for either the 2011 SEIFA or 2016 SEIFA tables.

All but one (EnglishPoor) of the "disadvantage" measures captured in IRSD are also captured in the IRSAD, albeit with different loadings. However, the IRSAD also captures a further ten variables which target its additional focus on "relative advantage".

Table 5. IRSAD variables and loadings

Variable	Variable loading	Variable description
Inc_low	-0.89	% people with stated annual household equivalised income between $1 and $25 999 (approximately first and second deciles)
NoYr12orHigher	-0.85	% people aged 15 years and over whose highest level of education is Year 11 or lower. Includes Certificate I and II
Occ_Labour	-0.79	% employed people classified as "labourers"
NoNet	-0.78	% occupied private dwellings with no internet connection
Childjobless	-0.83	% families with children under 15 years of age who live with jobless parents
DisabilityU70	-0.69	% people aged under 70 who have low term health condition or disability and need assistance with core activities
Unemployed	-0.66	% people (in the labour force) unemployed
OneParent	-0.65	% one parent family with dependent offspring only
Low rent	-0.64	% occupied private dwellings paying rent less than $215 per week (excluding $0)
OccDrivers	-0.62	% employed people classified as machinery Operators and Drivers
SepDivorced	-0.60	% people aged 15 or over who are separated or divorced
Occ_Service_L	-0.54	% employed people classified as Low Skill Community and Personal Service Workers
Certificate	-0.36	% people aged 15 years and over whose highest level of education is a Certificate III or IV qualification
NoEdu	-0.34	% people aged 15 years and over who have no educational attainment
NoCar	-0.33	% occupied private dwellings with no car
Overcrowd	-0.33	% occupied private dwellings requiring one or more extra bedrooms (based on Canadian Occupancy Standard)
Occ_Sales_L	-0.32	% employed people classified as Low Skill Sales
AtUni	0.36	% people aged 15 years and over at university or other tertiary institution
HighBed	0.44	% occupied private dwellings with 4 or more bedrooms
HighRent	0.47	% occupied private dwellings paying more than $470 per week
Occ_Manager	0.47	% employed people classified as Managers
Diploma	0.50	% people aged 15 years and over whose highest level of educational attainment is a diploma qualification
Occ_Prof	0.71	% employed people classified as Professionals
HighMortgage	0.72	% occupied private dwellings paying mortgage greater than $2 800 per month
IncHigh	0.83	% people with stated annual household equivalised income greater than $78 000 (approximately 9th and 10th deciles)

The IRSD and IRSAD measures are generalised measures of relative advantage and/or disadvantage in that they summarise variables from a wider range of socio-economic dimensions. The IER and IEO are more targeted measures aimed at capturing narrower concepts.

The IER summarises variables relating to the financial aspects of relative socio-economic advantage and disadvantage. These include variables that correlate with high or low wealth as well as variables that are indicators of high or low income.

Table 6. IER variables and loadings

Variable	Variable loading	Variable description
Inc_low	-0.77	% people with stated annual household equivalised income between $1 and $25 999 (approximately first and second deciles)
NoCar	-0.73	% occupied private dwellings with no car
Low rent	-0.72	% occupied private dwellings paying rent less than $215 per week (excluding $0)
Lone	-0.66	% occupied private dwellings who are lone person occupied private dwellings
OneParent	-0.63	% one parent family with dependent offspring only
Unemployed1	-0.54	% people aged 15 years and over who are unemployed
Overcrowd	-0.51	% occupied private dwellings requiring one or more extra bedrooms (based on Canadian Occupancy Standard)
Group	-0.37	% occupied private dwellings who are group occupied private dwellings
Owning	0.36	% occupied private dwellings owning dwelling without a mortgage
UnIncorp	0.52	% Dwellings with at least one person who is an owner of an unincorporated enterprise
IncHigh	0.55	% people with stated annual household equivalised income greater than $78 000 (approximately 9th and 10th deciles)
Mortgage	0.67	% occupied private dwellings owning dwelling (with a mortgage)
HighMortgage	0.68	% occupied private dwellings paying mortgage greater than $2 800 per month
HighBed	0.74	% occupied private dwellings with 4 or more bedrooms

In contrast, while still capturing both advantage and disadvantage, the IEO index focuses on the skills of people in an area, including both formal qualifications and the skills required to perform different occupations.

Table 7. IEO variables and loadings

Variable	Variable loading	Variable description
NoYr12orHigher	-0.87	% people aged 15 years and over whose highest level of education is Year 11 or lower. Includes Certificate I and II
Occ_Skills5	-0.81	% employed people who work in a Skill Level 5 occupation
Occ_Skills4	-0.77	% employed people who work in a Skill Level 4 occupation
Certificate	-0.55	% people aged 15 years and over whose highest level of education is a Certificate III or IV qualification
Unemployed	-0.55	% people (in the labour force) unemployed
NoEdu	-0.31	% people aged 15 years and over who have no educational attainment
Occ_Skill2	0.35	% employed people who work in a Skill Level 2 occupation
AtUni	0.48	% people aged 15 years and over at university or other tertiary institution
Diploma	0.51	% people aged 15 years and over whose highest level of educational attainment is a diploma qualification
Occ_Skill1	0.89	% employed people who work in a Skill Level 1 occupation

The four indices share certain variables with one or more of the other three. All four include an unemployment measure albeit with different loadings (and a different base in the case of the IER).

Any of the four indices are designed to be used as areas based measures of socioeconomic status. The choice of which is the best suited to the State Grants Commission's purpose requires further discussion and clarification.

Victoria

Both the Victorian Commission's adjustors (both revenue and cost) use the Index of Relative Socio-economic Disadvantage (IRSD) measure. The Victorian Commission considers that of the four SEIFA indices, the SEIFA IRSD reflects the profile of the economic resources of families within the local government areas best. The Census variables summarised by this index reflect the income and expenditure of families, such as income and rent, measures of disadvantage such as low educational attainment and unemployment. Additionally, variables that reflect wealth, such as dwelling size and dwellings without a motor car, are also included. The income variables are specified by family structure, since this affects disposable income.

The Victorian Commission's Socio-economic cost adjustor strives to recognise that residents of areas of relative socio-economic disadvantage will make a greater call on certain council services than will residents of areas of relative socioeconomic advantage.

The Victorian Commission's Index is constructed by spreading the SEIFA values across a range from 1.00 to 2.00 (the "Primary Index"), with the council with the lowest index of Relative Socio-Economic Disadvantage being allocated the maximum value of 2.00 and the council with the highest index of Relative Socio-Economic Disadvantage being allocated the minimum value of 1.00. A state average of the Primary Index is obtained by weighting each council's Primary Index by the relevant major cost driver (population or population greater than 60 years depending on the applicable expenditure category).

The mathematical approach uses the IRSD raw scores (not rankings) for all Victorian councils and produces a socioeconomic cost adjustor value, termed a Cost Adjustor Index (CAI) for each council. A council with a CAI above 1.00 (the state average) will have socioeconomic-driven expenditure needs assessed higher than the state average and the inverse for those with CAIs below 1.00.The Cost Adjustment Index (CAI) is the ratio of each council's Primary Index to the state average. Councils with a CAI above the state-wide average are assessed as having relatively higher expenditure needs than councils with a CAI below the state average.

The construction of the Cost Adjustor is shown through the following example:
Alpine Shire Council

Calculation of Primary Index
Minimum = 894 = Primary Index of 2.00
Maximum = 1,104 = Primary Index of 1.00
Alpine = ((Council - Minimum) / (Maximum - Minimum)) + 1.00
= ((989 - 1,104) / (894 - 1,104)) + 1.00
= 1.546

Calculation of Weighted Population Index (WPI)
Alpine = Primary Index x Population
= 1.546 x 13,262
= 20,508
State Total = Total of all councils' WPI
= 7,977,434

Calculation of State Average Primary Index
State Average = State Total WPI / Total Population

= 7,977,434 / 5,545,838
= 1.438

Calculation of Cost Adjustment Index
Alpine = Primary Index / State Average Primary Index
= 1.546 / 1.438
= 1.075

The Victorian Commission's assessment methodology also applies a socio-economic revenue adjustor within its Family and Community Services revenue assessment (where assessing a council's capacity to raise revenues by way of user fees) and charges for its Family and Community Services Function (household income is used as the revenue adjustor for Aged and Disables Services). It is also derived as the outcome of an arithmetic process, with the revenue adjustor method being an inverse of the cost adjustor calculation method. The revenue adjustor is designed to recognise that residents of areas of relative socio-economic disadvantage will have less capacity to pay fees and charges than will residents of areas of relative socio-economic advantage.

Both adjustors are based on a single Census year then replaced when the new five-yearly SEIFA indices become available.

Western Australia

Based on the ABS SEIFA guidance papers, the Western Australian Local Government Grants Commission's (WA Commission) cost adjustor does not use the raw SEIFA scores directly in its cost adjustor calculation. Only those local governments with a below the (national) average IRSD score of 1000 receive a disability assessment. The WA Commission ranks all local governments with an IRSD score less than 1000 from 1-77 (being the number of councils in WA) with 1 being the least disadvantaged through to 77 being the most disadvantaged. A multiple factor is then applied to help differentiate between councils.

Following is a sample calculation for how the WA Commission's cost adjustor is calculated:

SOCIO ECONOMIC COST ADJUSTOR

Manjimup has a SEIFA Score of 957.76.

The staff rank all the local governments with a SEIFA score under 1000. They are ranked from 1 to 77 with a ranking of 1 being the closest to 1000 and having the lowest disadvantage of those affected and a ranking of 77 being the furtherest from a SEIFA score of 1000.

Manjimup's rank is 46.

STEP 1 - ASCERTAIN THE RELATIVE SHARE

Manjimup SEIFA Rank	46	Manjimup Population	9,378
State Total SEIFA Ranks	3003	State Total Applicable Population	588,085
Manjimup Share	0.0153	Manjimup Share	1.595%

Manjimup SEIFA Share	0.0153
Multiplied by the number of LGs SEIFA applies to	77
	1.1795
Multiplied by itself	1.1795 x 1.1795
Equals the Exponential Score	1.3910
Total of State Exponential Scores	102.0085
Share of Exponential SEIFA Ranks	1.36%

The calculation to the left was to ensure those local governments with a lower SEIFA score received a proportionaltely greater share of the funding, as using the ranking alone did not differentiate enough between the local govenrment ranked 20 and one ranked 40.

Consider this step "turbocharging" the score to make it more important.

STEP 2 - CALCULATE THE COST ADJUSTOR ALLOCATION

70% SEIFA	22,587,203	x	1.36%	308,044
30% Population	9,680,230	x	1.59%	154,367
Total Socio Economic Pool	32,267,433		Socio-economic Cost Adjustor	**462,411**

The method adopted is quite involved but the WA Commission believes it to be effective in differentiating between the local governments level of disadvantage. When looking at the SEIFA scores and using the Commissioners' knowledge of Western Australia's local government areas, the Commission believes it delivers allocations that reflect reality.

In the last year, the WA Commission has queried the accuracy of the SEIFA data due to the 5-year intervals between censuses and investigated using another source of data for recognising socio-economic factors. Data, accessible from the Department of Human Services, was examined. The data allowed identification of the number of people within each local government receiving social security benefits (age pension, Newstart, etc.). However, the WA Commission modelling ultimately found this data benefitted minimum grant local governments due to the concentration of population in these areas skewing the formulas. While it could estimate the numbers of people receiving unemployment benefits, senior's pensions and student payments, it failed to recognise a number of factors that SEIFA includes and did not differentiate between the degree of disadvantage. That is, it may show a lot more people collecting benefits in the metropolitan area, but that level of disadvantage could not be seen as lower than an almost entirely indigenous community. As a result, Western Australia did not progress this any further.

The WA Commission is planning to review its socio-economic calculation method to attempt to simplify its calculation and ground it in a simpler mathematical process that requires less "judgement".

The WA Commission does not apply any revenue adjustors to the revenue side of its model.

South Australia

Since the 2004-05 grants, the SA Commission has used the SEIFA IER measure in its revenue assessments to respond to submissions by councils regarding a component of their communities that have a reduced capacity to pay – these are typically described in South Australia as the "asset rich, income poor" type – retirees.

The SA Commission converts the raw SEIFA IER scores into a revenue adjustor index centred around 1.000 - with 1.000 being the average, below 1.000 being a reduced (revenue) capacity to pay and above 1.000 being a higher capacity to pay. The centred index is applied to calculations for residential properties and rural properties[7]. This increases or decreases the total valuations and therefore the capacity to raise revenue for each council depending on its index. South Australia term this Index a Revenue Relativity Index (RRI).

A revenue review by KPMG in 2011-12 recommended South Australia remove its RRI revenue adjustor, but the Commission chose to reject that recommendation.

Queensland

The Queensland Commission's current revenue adjustor methodology uses the IRSD indicator. Queensland is currently changing its revenue assessment methodology and its new methodology will replace the IRSD measure with one based on a combination of the SEIFA IRSAD, IER and IEO measures.

New South Wales

To measure indicative revenue raising capacity the NSW Commission's long standing approach has been to use a comparison of council's average property values compared to the state average property value. Those below the average receive an allowance and those that are above receive a negative allowance (which can be countered by the minimum grant).

[7] South Australia assess five land use types separately.

APPENDIX 5 COMPARISON OF UNEMPLOYMENT COST ADJUSTOR AND SEIFA RELATIVE RANKINGS

Unemployment		Cost adjustor 2017-18 BGM			Cost adjustor 2018-19 BGM					SEIFA indexes 2016 Census			Change
	Population	Unemployment (Jun 15-Jun 16)			Population	Unemployment (Jun 16-Jun 17)				(IRSD ranking order)	IRSD		
council	2016p	Rate	Adjustor	*Rank*	2017p	Rate	Adjustor	*Rank*	*12 mth change in CA ranking*	council	Score	Ranking	difference between Unemployment Ranking v SEIFA Ranking
Break O'Day	6 453	10.97%	1.135	3	6 167	11.05%	1.136	2	1	Break O'Day	893	5	-3
Brighton	16 101	11.29%	1.146	1	16 872	10.37%	1.116	3	-2	Brighton	869	2	1
Burnie	19 779	8.66%	1.061	8	19 245	7.34%	1.028	10	-2	Burnie	915	9	1
Central Coast	22 313	5.98%	0.975	17	21 908	5.04%	0.961	22	-5	Central Coast	952	18	4
Central Highlands	2 301	8.51%	1.056	9	2 139	8.27%	1.055	7	2	Central Highlands	894	6	1
Circular Head	8 187	4.57%	0.929	26	8 145	4.04%	0.931	27	-1	Circular Head	936	14	13
Clarence	55 175	5.34%	0.954	21	55 659	5.06%	0.961	20	1	Clarence	1002	27	-7
Derwent Valley	10 045	10.16%	1.109	4	10 148	8.90%	1.073	5	-1	Derwent Valley	891	4	1
Devonport	25 579	8.47%	1.055	10	25 317	7.33%	1.027	11	-1	Devonport	902	7	4
Dorset	7 078	6.44%	0.989	14	6 715	6.46%	1.002	14	0	Dorset	917	10	4
Flinders	786	6.44%	0.989	15	943	6.52%	1.004	13	2	Flinders	976	24	-11
George Town	6 870	10.99%	1.136	2	6 846	11.37%	1.145	1	1	George Town	857	1	0
Glamorgan Spring Bay	4 528	5.69%	0.965	20	4 555	5.09%	0.962	19	1	Glamorgan Spring Bay	939	16	3
Glenorchy	46 143	9.54%	1.089	5	46 790	9.40%	1.088	4	1	Glenorchy	906	8	-4
Hobart	51 127	4.25%	0.919	27	52 191	4.06%	0.932	26	1	Hobart	1043	29	-3
Huon Valley	16 577	7.98%	1.039	12	16 919	7.38%	1.029	9	3	Huon Valley	967	22	-13
Kentish	6 497	6.82%	1.002	13	6 319	5.55%	0.975	16	-3	Kentish	939	15	1
King Island	1 583	2.65%	0.867	29	1 614	1.87%	0.868	29	0	King Island	988	25	4
Kingborough	36 197	3.73%	0.902	28	36 734	3.56%	0.917	28	0	Kingborough	1038	28	0
Latrobe	11 097	4.79%	0.936	23	11 108	4.11%	0.934	25	-2	Latrobe	965	21	4
Launceston	67 181	8.40%	1.053	11	67 004	8.56%	1.063	6	5	Launceston	940	17	-11
Meander Valley	19 801	4.70%	0.933	25	19 583	4.63%	0.949	24	1	Meander Valley	970	23	1
Northern Midlands	12 758	5.09%	0.946	22	13 128	5.14%	0.963	18	4	Northern Midlands	959	19	-1
Sorell	14 146	5.91%	0.972	18	14 648	5.90%	0.986	15	3	Sorell	962	20	-5
Southern Midlands	6 303	5.81%	0.969	19	6 103	5.05%	0.961	21	-2	Southern Midlands	934	13	8
Tasman	2 404	8.77%	1.065	7	2 389	6.58%	1.005	12	-5	Tasman	925	12	0
Waratah-Wynyard	14 276	6.28%	0.984	16	13 791	5.20%	0.965	17	-1	Waratah-Wynyard	918	11	6
West Coast	4 435	9.42%	1.085	6	4 176	8.15%	1.051	8	-2	West Coast	871	3	5
West Tamar	23 343	4.73%	0.934	24	23 721	4.85%	0.955	23	1	West Tamar	1000	26	-3
STATE TOTAL	**519 063**	**AVG = 6.68%**	**PWA = 1.000**		**520 877**	**AVG = 6.31%**	**PWA = 1.000**						

Note: the 12 month change in population in the Unemployment section of the above table, includes the impact of the population rebasing by the ABS.

APPENDIX 6 EXPENDITURE CATEGORIES

STATE GRANTS COMMISSION EXPENDITURE CATEGORY	CDC/ABS FUNCTION
GENERAL ADMINISTRATION	Legislative, Executive, Financial & Fiscal Affairs
LAW ORDER AND PUBLIC SAFETY	Public Order, Fire and Safety
HEALTH HOUSING & WELFARE	Nursing Homes/Aged care
HEALTH HOUSING & WELFARE	Nursing and convalescent home services
HEALTH HOUSING & WELFARE	Aged Services
HEALTH HOUSING & WELFARE	Community and Public Health
HEALTH HOUSING & WELFARE	Housing
HEALTH HOUSING & WELFARE	Welfare
WASTE MANAGEMENT & ENVIRONMENT	Household Garbage/Solid Waste Management
WASTE MANAGEMENT & ENVIRONMENT	Other Protection of the Environment
WASTE MANAGEMENT & ENVIRONMENT	Protection of biodiversity and habitat
PLANNING & COMMUNITY AMENITIES	Community and Regional Development
PLANNING & COMMUNITY AMENITIES	Community Amenities
RECREATION & CULTURE	Sport and Physical Recreation venues and facilities
RECREATION & CULTURE	Recreation Parks & Reserves
RECREATION & CULTURE	Sport and Physical Recreation services n.e.c.
RECREATION & CULTURE	Libraries
RECREATION & CULTURE	Art Museums
RECREATION & CULTURE	Other Museums and Cultural Heritage
RECREATION & CULTURE	Performing Arts
RECREATION & CULTURE	Cultural or Arts Services n.e.c.
RECREATION & CULTURE	Community Centres and Halls
RECREATION & CULTURE	Recreation, Culture and Religion n.e.c.
ROADS	Road, Bridge and Street Infrastructure
ROADS	Local
ROADS	State
ROADS	Commonwealth
ROADS	Road Plant, Parking and Other Road Transport
OTHER	Water
OTHER	Sewerage
OTHER	Air, Water, Rail Transport and Communications
OTHER	Education
OTHER	Fuel and Energy
OTHER	Agriculture, Forestry, Fishing and Hunting
OTHER	Mining, Manufacturing and Construction
OTHER	Other Economic Affairs
OTHER	Other Purposes

APPENDIX 7 PROPOSED SEIFA IRSD COST ADJUSTOR - (ALL COUNCILS)

	DATA			Pop Weighted Avg (PWA)		COST ADJUSTOR			
	Population 2017p	SEIFA IRSD Score Rate	SEIFA Index	STEP 1	STEP 2	*RAW CA*	*Range Factor*	*Ranged CA*	*Rank*
	a	*b*	*c = b / Avg b*	*d = a x c*	*e = Σd / Σa*	*f = c / e*	RF-> 19.826	*g = (c+RF)/(e+RF)*	
Break O'Day	6 167	894	1.80	11 107		1.238		1.016	6
Brighton	16 872	871	1.92	32 474		1.323		1.022	3
Burnie	19 245	915	1.69	32 489		1.160		1.011	9
Central Coast	21 908	952	1.49	32 626		1.024		1.002	18
Central Highlands	2 139	891	1.82	3 887		1.249		1.017	4
Circular Head	8 145	940	1.55	12 655		1.068		1.005	17
Clarence	55 659	1002	1.22	67 928		0.839		0.989	27
Derwent Valley	10 148	893	1.81	18 332		1.242		1.017	5
Devonport	25 317	902	1.76	44 509		1.208		1.014	7
Dorset	6 715	918	1.67	11 228		1.149		1.010	11
Flinders	943	967	1.41	1 328		0.968		0.998	22
George Town	6 846	857	2.00	13 692		1.375		1.026	1
Glamorgan Spring Bay	4 555	939	1.56	7 102		1.072		1.005	15
Glenorchy	46 790	906	1.74	81 254		1.194		1.013	8
Hobart	52 191	1043	1.00	52 191		0.687		0.979	29
Huon Valley	16 919	962	1.44	24 287		0.987		0.999	20
Kentish	6 319	939	1.56	9 852		1.072		1.005	15
King Island	1 614	988	1.30	2 091		0.891		0.993	25
Kingborough	36 734	1038	1.03	37 721		0.706		0.980	28
Latrobe	11 108	970	1.39	15 468		0.957		0.997	23
Launceston	67 004	936	1.58	105 549		1.083		1.006	14
Meander Valley	19 583	976	1.36	26 637		0.935		0.996	24
Northern Midlands	13 128	959	1.45	19 057		0.998		1.000	19
Sorell	14 648	965	1.42	20 791		0.976		0.998	21
Southern Midlands	6 103	934	1.59	9 679		1.090		1.006	13
Tasman	2 389	917	1.68	4 007		1.153		1.010	10
Waratah-Wynyard	13 791	925	1.63	22 540		1.123		1.008	12
West Coast	4 176	869	1.94	8 083		1.330		1.023	2
West Tamar	23 721	1000	1.23	29 205		0.846		0.989	26
STATE TOTAL	520 877		1.5523	757 770	PWA = 1.455	PWA = 1.000		PWA = 1.000	
	Min Value:	857	2			max = 1.375		max = 1.026	
	Max Value:	1043	1			min = 0.687		min = 0.979	

APPENDIX 8 COST ADJUSTOR APPLICATION MATRIX

CURRENT UNEMPLOYMENT COST ADJUSTOR MATRIX APPLICATION

	<-- ABSENTEE POPN	<--CLIMATE	<-- DISPERSION	<-- ISOLATION	<-- POPN DECLINE	<-- REGIONAL RESPNSIB	<-- SCALE (ADMIN)	<-- SCALE (OTHER)	<-- TOURISM	<-- U/EMPLOYMENT	<--WORKER INFLUX
Largest CA shift	33.8%	10.1%	20.0%	30.1%	5.4%	34.2%	200.0%	50.0%	9.0%	14.5%	5.9%

STEP 2. ALLOCATE COST ADJUSTORS (X), TO EACH EXPENDITURE CATEGORY (Y)

GENERAL ADMIN	I			I	I		I				
EDUCATION HH&W					I					I	
LAW ORDER PUB SAFETY			I		I				I	I	
PLANNG & COMM AMENITIES	I	I	I	I	I			I	I		I
WASTE MGT & ENVIRONMT	I	I	I		I			I	I		I
RECREAT & CULTURE	I	I	I	I	I	I		I	I		I
OTHER											

PROPOSED SEIFA COST ADJUSTOR MATRIX APPLICATION

	<-- ABSENTEE POPN	<--CLIMATE	<-- DISPERSION	<-- ISOLATION	<-- POPN DECLINE	<-- REGIONAL RESPNSIB	<-- SCALE (ADMIN)	<-- SCALE (OTHER)	<-- TOURISM	<-- SEIFA	<--WORKER INFLUX
Largest CA shift	33.8%	10.1%	20.0%	30.1%	5.4%	34.2%	200.0%	50.0%	9.0%	2.6%	5.9%

STEP 2. ALLOCATE COST ADJUSTORS (X), TO EACH EXPENDITURE CATEGORY (Y): PROPOSAL for SEIFA Indicator

GENERAL ADMIN	I			I	I		I				
EDUCATION HH&W					I						
LAW ORDER PUB SAFETY			I		I				I		
PLANNG & COMM AMENITIES	I	I	I	I	I			I	I	I	I
WASTE MGT & ENVIRONMT	I	I	I		I			I	I		I
RECREAT & CULTURE	I	I	I	I	I	I		I	I	I	I
OTHER											

APPENDIX 9 PROPOSED SEIFA IRSD COST ADJUSTOR - (ALL COUNCILS) - The effect of the SEIFA Cost Adjustor on each expenditure category (2016-17 Data)

	GENERAL ADMINISTRATION	HEALTH HOUSING AND WELFARE	LAW ORDER AND PUBLIC SAFETY	PLANNING & COMMUNITY AMENITIES	WASTE MANAGEMENT AND ENVIRONMENT	RECREATION AND CULTURE	OTHER	TOTAL EXPENDITURE EFFECT	IMPACT ON APPLICABLE EXPENDITURE CATEGORIES	IMPACT ON NON-ROADS EXPENDITURE	RANK - % IMPACT ON NON-ROADS EXP
Break O'Day	+ 0	+ 0	+ 0	+ 10 647	+ 0	+ 23 365	+ 0	+ 34 012	+8.9%	+0.6%	6
Brighton	+ 0	+ 0	+ 0	+ 39 530	+ 0	+ 86 749	+ 0	+ 126 279	+12.1%	+0.8%	3
Burnie	+ 0	+ 0	+ 0	+ 22 392	+ 0	+ 49 140	+ 0	+ 71 532	+6.0%	+0.4%	9
Central Coast	+ 0	+ 0	+ 0	+ 3 763	+ 0	+ 8 258	+ 0	+ 12 021	+0.9%	+0.1%	18
Central Highlands	+ 0	+ 0	+ 0	+ 3 865	+ 0	+ 8 481	+ 0	+ 12 346	+9.3%	+0.6%	4
Circular Head	+ 0	+ 0	+ 0	+ 4 019	+ 0	+ 8 819	+ 0	+ 12 838	+2.5%	+0.2%	17
Clarence	+ 0	+ 0	+ 0	- 65 036	+ 0	- 142 722	+ 0	- 207 758	-6.0%	-0.4%	27
Derwent Valley	+ 0	+ 0	+ 0	+ 17 792	+ 0	+ 39 044	+ 0	+ 56 836	+9.0%	+0.6%	5
Devonport	+ 0	+ 0	+ 0	+ 38 279	+ 0	+ 84 003	+ 0	+ 122 283	+7.8%	+0.5%	7
Dorset	+ 0	+ 0	+ 0	+ 7 273	+ 0	+ 15 961	+ 0	+ 23 234	+5.6%	+0.4%	11
Flinders	+ 0	+ 0	+ 0	- 217	+ 0	- 477	+ 0	- 694	-1.2%	-0.1%	22
George Town	+ 0	+ 0	+ 0	+ 18 609	+ 0	+ 40 837	+ 0	+ 59 446	+14.0%	+0.9%	1
Glamorgan Spring Bay	+ 0	+ 0	+ 0	+ 2 370	+ 0	+ 5 200	+ 0	+ 7 570	+2.7%	+0.2%	16
Glenorchy	+ 0	+ 0	+ 0	+ 65 730	+ 0	+ 144 243	+ 0	+ 209 973	+7.2%	+0.5%	8
Hobart	+ 0	+ 0	+ 0	- 118 342	+ 0	- 259 700	+ 0	- 378 041	-11.7%	-0.8%	29
Huon Valley	+ 0	+ 0	+ 0	- 1 629	+ 0	- 3 575	+ 0	- 5 204	-0.5%	-0.0%	20
Kentish	+ 0	+ 0	+ 0	+ 3 287	+ 0	+ 7 214	+ 0	+ 10 501	+2.7%	+0.2%	15
King Island	+ 0	+ 0	+ 0	- 1 280	+ 0	- 2 809	+ 0	- 4 090	-4.1%	-0.3%	25
Kingborough	+ 0	+ 0	+ 0	- 78 370	+ 0	- 171 982	+ 0	- 250 353	-11.0%	-0.7%	28
Latrobe	+ 0	+ 0	+ 0	- 3 452	+ 0	- 7 574	+ 0	- 11 026	-1.6%	-0.1%	23
Launceston	+ 0	+ 0	+ 0	+ 40 245	+ 0	+ 88 317	+ 0	+ 128 562	+3.1%	+0.2%	14
Meander Valley	+ 0	+ 0	+ 0	- 9 234	+ 0	- 20 265	+ 0	- 29 499	-2.4%	-0.2%	24
Northern Midlands	+ 0	+ 0	+ 0	- 208	+ 0	- 457	+ 0	- 666	-0.1%	-0.0%	19
Sorell	+ 0	+ 0	+ 0	- 2 588	+ 0	- 5 680	+ 0	- 8 268	-0.9%	-0.1%	21
Southern Midlands	+ 0	+ 0	+ 0	+ 3 993	+ 0	+ 8 762	+ 0	+ 12 755	+3.4%	+0.2%	13
Tasman	+ 0	+ 0	+ 0	+ 2 652	+ 0	+ 5 819	+ 0	+ 8 471	+5.7%	+0.4%	10
Waratah-Wynyard	+ 0	+ 0	+ 0	+ 12 350	+ 0	+ 27 101	+ 0	+ 39 451	+4.6%	+0.3%	12
West Coast	+ 0	+ 0	+ 0	+ 10 008	+ 0	+ 21 962	+ 0	+ 31 971	+12.4%	+0.8%	2
West Tamar	+ 0	+ 0	+ 0	- 26 446	+ 0	- 58 035	+ 0	- 84 481	-5.7%	-0.4%	26
SUM REDISTRIBUTED	0	0	0	306 803	0	673 276	0	980 079			0
AS PROPN OF CAT EXP	0.000%	0.000%	0.000%	0.555%	0.000%	0.555%	0.000%		3.037%	0.151%	0.000%

Tasmanian Government

State Grants Commission

21 Murray Street
HOBART TAS 7000

Phone: 03 6166 4274
Fax: 03 6233 5690

Visit: www.treasury.gov.au/state-grants-commission

2019–22 Triennium Work Plan & Beyond

Information Paper IP19–01

STATE GRANTS COMMISSION

Tasmanian Government

Triennium Review Context

The State Grants Commission (the Commission) is an independent statutory body responsible for recommending the distribution of Australian Government and State Government funds to Tasmanian local government authorities. To ensure that the distribution of available funds is as equitable and contemporary as possible, the Commission continually monitors council practices and updates assessment methods and data where appropriate.

To provide some structure to updating the distribution methods of the Australian Government Financial Assistance Grants (FAGs), the Commission operates a triennial review policy whereby major method changes are introduced only every three years, with data updates and minor changes applied every year.

Overview of Triennial Review Period (FAGs)

Distribution	Action
2018-19	Method Changes + Data Updates
2019-20	Data Updates
2020-21	Data Updates
2021-22	Method Changes + Data Updates

As this is the start of the next Triennium, the 2019 Hearings and Visits discussions provide an opportunity for the Commission to also indicate to councils the projects that it is currently planning to undertake during the 2019-22 Triennium, and their likely timing. These projects are outlined in the following paper.

The Commission also has a number of other matters that, at some future stage, it may consider or investigate further. Due to the breadth and extent of the work currently planned for the 2019-22 Triennium, any work on these "other matters" is likely to be occur in the following Triennium (2022-25) unless the Commission's priorities change.

The Commission welcomes any feedback from councils on its work plan and the Commission's priorities.

2019 Councils Hearings and Visits expected focus:

Topic	Description	Priority & progress plan
Socio-economic/demographic matters	At the 2018 Hearings and Visits, councils indicated that the Unemployment Cost Adjustor is not recognising overall social-economic matters adequately and there is a need for additional socio-economic recognition in the Commission's Base Grant Model beyond the current Unemployment Cost Adjustor, such as recognising disability, age demographics, migrant populations, income levels. As a consequence, the Commission determined that further work was required on socioeconomic matters. This Review may involve: • Further research into the SEIFA index and a comparison with unemployment data over a long period to better understand the implications of moving to this index; and • Review of other state grant commissions methodologies to see what socioeconomic cost adjustors are used and how.	High 2019-22 Triennium ***Comment:*** *This topic is the subject of Discussion Paper DP19-01, being discussed with councils as part of the 2019 Hearings and Visits.* *The Commission anticipates completing this project during 2019.* *Any changes resulting from this project will not be implemented until the end of the 2019-22 Triennium, and inform the 2021-22 Grant allocations.*
Regional Responsibility	Following the 2018 Hearings and Visits, and given changing circumstances since the last review of this cost adjustor, the Commission resolved that the Regional Responsibility Cost Adjustor does require review and it is a relatively high priority for the Commission. 2018 Feedback from councils indicated no support for any of the high level proxy measures proposed in DP18-01 and no viable alternative high level proxy measures were suggested. The Commission expects this review to focus on: • Understanding the impacts of non-resident populations; • researching approaches adopted by other local government grants commissions relating to service industries compared to the Commission's current regional responsibility; • a review of the relationship of the Commission's current Regional Responsibility Cost Adjustor with other "population serviced" type cost adjustors (*including the*	High 2019-22 Triennium ***Comment:*** *This topic is the subject of a Conversation Starter (CS19-02 Provision of Services to Non-Residents) in 2019, with a view to gaining council input to the next stage of this review. Outcomes from the discussion with councils will influence the options to be*

2019 Councils Hearings and Visits expected focus:

	Absentee Population Cost Adjustor, Worker Influx Cost Adjustor, both Scale Cost Adjustors and the Tourism Cost Adjustors); and • Considering the special expenditure proposal.	*discussed during the 2020 and 2021 Hearings and Visits.* *The Commission anticipates completing this project during 2021.*
Road Grants Model - Road Practices Review	This involves a Full Review of the assumed Road Practices that underpin the Commission's Road Preservation Model. The Review will focus on updating the technical practices that are currently assumed in the Road Costing Model to reflect improvements in Road Construction and Maintenance practices. This Review will not encompass a review of the Commission's assumed Standard Road Profiles (i.e. the Standard Road Profiles for Urban Sealed, Rural sealed and Unsealed Roads will continue as they are currently defined). This Road Practices Review may involve the engagement of an engineering consultant, and/or a working group of council engineers to determine the standard practices being used by councils for road construction and maintenance practices, to determine the current annual asset preservation cost for roads.	High 2019-22 Triennium ***Comment:*** *This project is just commencing with comments being sought from IPWEA engineers and facilitated/co-ordinated by the Local Government Association of Tasmania (LGAT). Comments are due by mid-March 2019.* *Depending on the feedback received, this project may result in some minor road costing model data changes, which could be adopted/incorporated into the Commission's methodology when received, or else trigger a major review of the Commission's Road Preservation Model. If a major review is necessary, the Commission will need to consider the timing and priority to give this task.*

2019 Councils Hearings and Visits expected focus:

Commission Performance Survey	In accordance with the Commission's Performance Appraisal Guidelines, an external stakeholder assessment is conducted periodically. During 2018-19, the Commission will undertake a council survey of its performance and engagement with councils.	High 2019-22 Triennium ***Comment:*** *The 2018-19 stakeholder assessment will be conducted through the process of seeking feedback and council comments on Conversation Starter CS19-01: Engagement with councils.*
Airport Allowances	Investigate the King Island and Flinders airport net costs as part of the 2018 review of the Base Grant Model's Airport Allowance	High 2019-22 Triennium ***Comment:*** *This review is being conducted using data sourced directly from the relevant Island councils.*

2020 Councils Hearings and Visits expected focus:

Topic	Description	Priority & progress plan
Regional Responsibility	In 2020 the Commission expects to continue to the next stage of the Regional Responsibility Review. The 2020 project will depend on the findings from 2019.	High 2019-22 Triennium ***Comment:*** *This topic is expected to be the subject of a Discussion Paper in 2020 and 2021 given the breadth of its potential impact.* *The Commission anticipates completing this project during 2021.*

2021 Councils Hearings and Visits expected focus:

Topic	Description	Priority & progress plan
Regional Responsibility	This phase of the project depends on the progress and outcomes of the 2019 and 2020 phases. In 2021 the Commission expects the next stage of the Regional Responsibility Review to focus on a preferred solution to the Regional Responsibility Review.	High 2019-22 Triennium ***Comment:*** *This topic is expected to be the subject of Discussion Papers in 2020 and 2021 given the breadth of its potential impact.* *The Commission anticipates completing this project during 2021 with a view to implementing any changes at the end of the 2019-22 Triennium, which will inform the 2021-22 Base Grant allocations.*

2022+ Councils Hearings and Visits expected focus:

Topic	Description	Priority & progress plan
Base Grant Model - Averaging and caps and collars	Review the concept/weighting of using the three year Averaging concept in the Base Grant Model and its interaction with the Commission's Caps and Collars concepts. Changing the weighting assigned to each year in the average calculation may also be considered as part of the review.	
Tourism	This project depends on the results of the Regional Responsibility Review Project. If there is a need for any additional recognition of tourism in the Base Grant Model following the completion of the Regional Responsibility Review project, this project will investigate other data options for measuring/informing a potential replacement Tourism Cost Adjustor (as a consequence of the winding back of the Commission's existing Tourism Cost Adjustor).	
Base Grant Model - GP Practice Allowance	Review the ongoing need for a GP Practice Allowance in the Commission's Base Grant Model	

Submissions and timeframes

The Commission invites suggestions from councils on any other issues the Commission should consider over the 2019-22 Triennium or comment on the Commission's draft 2019-22 Triennium Work Plan. Councils should feel free to provide comments on any other pertinent issues regarding the Commission assessment methodologies.

Written submissions should be forwarded to the Commission Executive Officer as follows:

- By post: Executive Officer
  State Grants Commission
  GPO Box 147
  HOBART TAS 7001

- By email: SGC@treasury.tas.gov.au

Submissions close on Friday **1 February 2019**.

Further details regarding the annual assessments and methodology used by the Commission can be found in the *State Grants Commission 2017-18 Annual Report, including 2018-19 Financial Assistance Grant Recommendations*, the *State Grants Commission 2018-19 Financial Assistance Grant Data Tables* and the *State Grants Commission Financial Assistance Grant Distribution Methodology* paper. These documents are available on the Commission website. Go to the Commission webpage (https://www.treasury.tas.gov.au/state-grants-commission) and then click Methodology and Publications.

Any queries should be directed to the Executive Officer on (03) 6166 4274.

2019 Hearings and Visits

The Commission will provide councils with an opportunity to discuss this paper and any other concerns during the 2019 Hearings and Visits program that will begin in February 2019.

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State Grants Commission

21 Murray Street
HOBART TAS 7000

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Local Government Association Tasmania

lgat.tas.gov.au

Protocol for Inter-Council Emergency Management Resource Sharing

December 2018

Table of Contents

Acronyms and Definitions

Reference	Description
AFAC	Australasian Fire Authorities Council
Assisting Council	Council providing resources under this protocol
Assisting Support Agency	Agencies with specific capability to support the primary support agency
GM	General Manager
MEMC	Municipal Emergency Management Committee
LGAT	Local Government Association of Tasmania
EMA	Emergency Management Australia
MEMP	Municipal Emergency Management Plan
Primary Support Agency	Provides functional support for activities across the Prevention and Mitigation, Preparedness, Response and Recovery (PPRR) spectrum.
Receiving Council	Council that requests and receives resources under this protocol
REMC	Regional Emergency Management Committee
REMP	Regional Emergency Management Plan
Response Management Authority	The organisation responsible for providing guidance for aspects of comprehensive emergency management.
TEMA	Tasmanian Emergency Management Arrangements

1. Introduction/Background

Emergencies sometimes require councils to source additional resources to ensure that the affected community is restored to normal functioning as efficiently as possible. Some The Tasmanian Government has a State Special Plan for Interoperability that allows them to plan appropriately for responding to large scale or complex emergencies, and this protocol is intended to provide a similar agreement for local councils. Council emergency management resources are generally sourced from within the municipal boundaries where the emergency occurs, which can impact significantly on the resources of the responsible council, particularly for larger or more complex emergencies.

The Tasmanian protocol for inter council emergency management resource sharing has been in place since 2012.

The protocol is based on the protocol developed by the Municipal Association of Victoria. This protocol is not intended to inhibit, or diminish the effectiveness, of any existing inter-council resource sharing arrangement. Councils should however review any such existing arrangements to ensure that issues identified in this protocol are addressed.

It is recognised that Local Government personnel who perform duties at another council in relation to an emergency event may gain valuable skills and experience. This knowledge will provide an opportunity for the council that provided personnel to refine their MEMP and enhance performance for future emergency events.

In order to be effective this protocol will require the support and commitment of council executive staff.

2. Purpose

The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. This protocol details the process for initiating requests for resources from another council and identifies associated operational and administrative requirements.

The application of this protocol is expected to enhance the capability of councils to provide the best possible outcomes for emergency management and to enhance the arrangements for the deployment of additional support as detailed in the Tasmanian Emergency Management Plan (TEMP). This protocol will facilitate appropriate and timely deployment of council resources..

3. Emergency Management Legislation and Policy

This protocol is consistent with the intent of *the Emergency Management Act 2018* (the Act) and the Tasmanian Emergency Management Plan.

The protocol operates within the context of the broader Tasmanian emergency management arrangements as set out in various plans, including the TEMP and Regional Emergency Management Plans. The application of the protocol will be consistent with the established resource command, control and coordination arrangements specified in the Act, TEMP, regional plans and municipal plans.

The protocol works to support and complement the statutory functions and powers of Regional Controllers, Regional Committees, Municipal Committees and Municipal Coordinators relating to the requesting and coordination of resources.

4. Scope of Activities

This protocol applies to requests for human resources, equipment and/or facilities in relation to response or recovery activities associated with an emergency. Duties undertaken by council staff seconded to another council for assisting with response and recovery operations should be within the scope of the requesting councils' emergency management responsibilities as set out in the Act, TEMP, REMP, MEMP, and any relevant sub-plans and associated plans.

5. Memorandum of Understanding

Some council's may prefer to enter memoranda of understanding with neighbouring councils to formalise resource sharing arrangements, although this is not considered to be a requirement.

6. Commencement Date

Arrangements based on this protocol will commence operation immediately following the endorsement and agreement to operate within its framework by more than one council.

7. Requests for Assistance

Resources can be requested at any time during an emergency including the recovery stages. Requests for assistance may be initiated by the GM (or person acting in this role), the Municipal Coordinator, the Recovery Coordinator or by any person nominated by the GM at the receiving council. Requests should be directed to the GM, or any person nominated by the GM, at the assisting council. It is noted that in many cases the person nominated by the GM will be the Municipal Coordinator or Recovery Coordinator at both the assisting and receiving council.

Such requests may be oral or in writing, however oral requests must be confirmed in writing as soon as is practicable. Requests for assistance should include the following information:

- A description of the emergency for which assistance is needed;
- The functional responsibilities that the resources will be used to fulfil;
- Specific tasks the resources will undertake;
- The required number and type of resources (personnel, equipment and/or facilities) required;
- An estimated time as to how long the resources will be required;
- The location and time for the staging of the resources and a point of contact at that location; and

- Administrative arrangements for the human resources should they be required eg transport, accommodation, feeding etc.

Any request for assistance by a council should be consistent with arrangements specified in relevant regional and municipal emergency management plans. The MEMC should be consulted or kept informed about the transfer of resources between councils. The level of consultation will be determined by the scale of the event.

The Municipal Coordinator must be contacted before the resources are moved.

It is anticipated that a receiving council will initially seek assistance from surrounding councils. This will reduce travel times and expenses for assisting councils to respond and return.

Limitations

A council that has committed to this protocol and is requested to provide assistance should endeavour to provide the resources requested unless such resources are required for that council's own purposes.

A council that provides resources that are later required for that council's own purposes, may request such resources to be returned prior to the agreed time-frame. The receiving council will release those resources in accordance with the assisting councils requirements.

8. Operation

Command, Control and Co-ordination

The receiving council will command all resources, including those from assisting councils, involved in the execution of the receiving councils emergency response and recovery responsibilities.

The Response Management Authority will control municipal resources assigned as a support agency to response activities.

The receiving council must afford the same powers, duties, rights and privileges to staff from the assisting council as its own staff performing equivalent roles or functions.

The assisting council will provide the receiving council with a point of contact for liaison purposes for the duration of the resource sharing arrangement.

Authority to Perform Duties

Where staff from an assisting council are requested to perform duties in specific roles, those staff must be competent, experienced and appropriately authorised to undertake the role prior to commencement.

Induction / Work Health & Safety

The statutory and common law obligations which require the receiving council to provide for the health and safety of its own employees apply equally in relation to those personnel deployed from an assisting council.

The Response Management Authority will be responsible for the work health and safety (OH&S) of all council personnel deployed in emergency response roles.

The Primary Support Agency will be responsible for the WH&S of all council personnel deployed in recovery roles. Prior to the deployment of personnel from assisting councils the receiving council will make arrangements for such personnel to be appropriately briefed and debriefed. The briefing must include details of hazards and safety requirements and any measures required to respond to these, an overview of the emergency, the tasks/activities to be performed and reporting lines including the process for reporting WH&S concerns or incidents. A representative from the management authority should participate in the induction briefing sessions and it should be recorded that this induction took place.

The receiving council will be diligent in assigning appropriate roles to the personnel from an assisting council. The performance of some duties may require personnel to possess specific qualifications or accreditation. Personnel from an assisting council will not be assigned to a role if uncertainty exists regarding the competency of the person to perform those duties. Personnel from an assisting council may be reassigned to alternative duties that are consistent with their competency and experience or stood down at any time.

The receiving council will assume an employer's normal responsibilities for the wellbeing of personnel from the assisting council/s. This responsibility covers issues such as rostering, fatigue, psychological well-being, and all work health and safety requirements.

The assisting council will be responsible for the payment of workers compensation premiums for their own staff and for the payment of any accident compensation payments to their own staff. The assisting council is responsible for ongoing staff support and should ensure that any notifiable workplace incidents under the Work Health and Safety Act 2012 that may have occurred during the emergency event are reported to an inspector.

Payment of Expenses

The council receiving assistance will be responsible for the reimbursement, or payment, of all expenses incurred by the assisting council, including salaries, overtime, penalties, travel and accommodation expenses and consumables utilised in conjunction with the resources provided.

The assisting council will calculate expenses and provide a detailed account for all reasonable costs incurred by the seconded staff. Salaries, overtime and penalty rates will be calculated at rates applicable to the assisting council. The assisting council may at its absolute discretion waive any part of these costs.

Claims for Reimbursement of Expenditure from the State

Where activated by the State Government, reimbursement of eligible expenditure under the Local Government Relief and Recovery Policy from the State Government may include costs incurred by the receiving council under Protocol, subject to the requirements under the Local Government Policy being met by the receiving council.

Liability for Loss or Injury

It is agreed and understood that each individual council (assisting/receiving council) will be responsible for its own potential liabilities in respect to any losses arising out of activities associated with “Resource Sharing” under this protocol on the assumption that common law will prevail.

It is further agreed and understood that each council’s MAV Insurance, Liability Mutual Insurance Policy is extended to indemnify those councils providing the resource service/equipment (principal/assisting council) in respect of any claim able to be indemnified under the policy brought in respect of personal injury or damage to property caused by an occurrence, or for breach of professional duty arising directly and solely out of the negligent acts, errors or omissions of those councils receiving the resource service/equipment. This extension does not extend to any negligent acts, errors or omissions of the principal council, its staff or agents themselves.

Withdrawal from Protocol

A participating council may withdraw from the arrangements based on this protocol at anytime by providing written notice to the LGAT.

Participating Councils

A list of participating councils will be maintained by the LGAT and attached to the protocol and available on the LGAT website. The LGAT will notify all councils of any changes to the protocol membership. Membership will be reviewed and confirmed on a three yearly basis by the LGAT.

Councils are requested to formally commit to this protocol by signing and returning the attached letter template for this purpose.

Appendix 1- Council agreement to participate in the protocol

(Insert Council Letterhead)

[Name]
Senior Policy Officer
Local Government Association of Tasmania
GPO Box 1521
Hobart TAS 7000

Dear [salutation],

Re: Protocol for Inter-council Emergency Management Resource Sharing

The _____ Council confirms its commitment to this protocol. The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. This protocol details the process for initiating requests for resources from another council and identifies associated operational and administrative requirements.

The application of this protocol is expected to enhance the capability of councils to provide the best possible outcomes for emergency management.

The co-ordination of responding agencies involves the systematic acquisition and application of resources (personnel, equipment and facilities) in accordance with the requirements of the emergency. This protocol will facilitate appropriate timely mustering of resources ready to discharge municipal functions.

Signed General Manager or Delegated Officer.

Appendix 2 – Checklist

Requesting Assistance or Resources from another Council

Action to Complete	Yes/No
GM (or person acting in this role) or person nominated by the GM at the receiving council to direct request for resources to the GM at the assisting council either verbal or in writing.	
Request for resources must be confirmed in writing and should include: • A description of the emergency for which assistance is needed; • The required number and type of resources (personnel, equipment and/or facilities) required; • The functional responsibilities that the resources will be used to fulfil • Specific tasks the resources will undertake. • An estimated time as to how long the resources will be required; • The location and time for the staging of the resources and a point of contact at that location; • Administrative arrangements for the human resources should they be required eg transport, accommodation, feeding etc.	
The Municipal Emergency Management Coordinator (MEMC) should be contacted before resources are moved. The Regional Commander must be notified of the council's intention to send resources.	
Receiving council to manage municipal resources assigned to response activities. Receiving council to endeavour to afford the same powers, duties, rights and privileges to staff from the assisting council as its own staff performing equivalent roles or functions.	
Staff from an assisting council must be appropriately authorised to undertake roles prior to commencement.	
Personnel from assisting council should be registered and appropriately briefed prior to being deployed. Any briefing should include: Details of hazard and safety requirements; An overview of the emergency; The tasks/activities to be performed; and Reporting lines including for OH&S incidents. A representative of the management authority should participate in this briefing.	
Receiving council should reimburse, or directly pay, for all expenses incurred by the assisting council including salaries, overtime, penalties, travel and accommodation expenses and consumables utilised in conjunction with the resources provided as outlined by the assisting council. The assisting council will calculate expenses and provide a detailed account for all reasonable costs incurred.	
Assisting council should ensure that appropriate debriefing and support services are available for their staff. The assisting council should also ensure that any workplace incidents that may have occurred during the emergency event are recorded and that Workcover is advised	

Participating Councils


LGAT
Local
Government
Association
Tasmania

LEVEL 11/60 COLLINS STREET MELBOURNE
GPO BOX 4326 MELBOURNE VIC 3001
T 03] 8664 9344 **F** 03] 8664 9398
www.mav.asn.au

MAV INSURANCE

30th November 2018.

Ms Georgia Palmer
Senior Policy Officer
Local Government Association of Tasmania
326 Macquarie Street,
HOBART, TAS

Dear Georgia,

RE: LGAT Protocol for Inter-Council Emergency Management Resource Sharing:

We refer to the LGAT Protocol for Inter-Council Emergency Management Resource Sharing. MAV Insurance, Liability Mutual Insurance (LMI)'s role in this matter, was to have some input in the section titled: "Liability for Loss or Injury". Please refer to the appropriate page in your document.

For those Councils who wish to enter into an agreement, this section provides an understanding of what each Council can offer in the way of an indemnity. Basically, LMI will agree to provide a "Principal's Indemnity" extension to the Principal/Assisting Council.

What this means, is that LMI will extend the policy of the "Receiving Council", to cover the "Assisting Council" as "Principal" in respect to claims for personal injury or property damage arising out of the negligence of the "Receiving Council". Put simply, the "Receiving Council's" policy (the Council receiving the equipment/service) is extended to cover the "Assisting Council" (the Council providing the equipment/service - the Principal), should they become embroiled in litigation where the "Receiving Council" has been negligent. The Principal's Indemnity extension does not offer cover to the "Assisting Council" if they themselves contribute towards the negligent acts etc. Their own LMI Policy will respond to their own acts of negligence.

As outlined in the Protocol, each Council will be responsible for its own potential liabilities in respect to any losses arising out of activities associated with the "Resource Sharing" under this protocol, on the assumption that common law will prevail.

Upon request, LMI will provide the appropriate Certificate to Council, if required. Any questions etc., please contact the writer.

Yours sincerely,

Frank Loschiavo
Account Executive
Jardine Lloyd Thompson
Service Provider to MAV Insurance Liability Mutual Insurance

(Insert Council Letterhead)

[Name]
Senior Policy Officer
Local Government Association of Tasmania
GPO Box 1521
Hobart TAS 7000

Dear [salutation],

Re: Protocol for Inter-council Emergency Management Resource Sharing

The _____ Council confirms its commitment to this protocol. The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. This protocol details the process for initiating requests for resources from another council and identifies associated operational and administrative requirements.

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The co-ordination of responding agencies involves the systematic acquisition and application of resources (personnel, equipment and facilities) in accordance with the requirements of the emergency. This protocol will facilitate appropriate timely mustering of resources ready to discharge municipal functions.

Signed General Manager or Delegated Officer.

Consultation Sessions – Program Information

Session	Date	Time	Venue
LG Pro/GMs/Senior Staff	Thursday 14 February	9.00 -10.00am *Group session* 10:00- 11:00am *Private appointments*	Foyer/Gnomon Room, Gnomon Pavilion - Wharf Precinct Wharf Road **Ulverstone** 7315
	Friday 15 February	9.00 -10.00am *Group session* 10:00- 11:00am *Private appointments*	Tamar Function Centre, Windsor Community Precinct. 1 Windsor Drive **Riverside** 7250
	Thursday 21 February	9.00 -10.00am *Group session* 10:00- 11:00am *Private appointments*	Lord Mayor's Court Room Hobart Town Hall 50 Macquarie Street **Hobart** 7000
Elected Members	Thursday 14 February	1.00pm – 2.00pm *Group session* **Light lunch provided.* 2.00pm - 3.00pm *Private appointments*	Foyer/Gnomon Room, Gnomon Pavilion - Wharf Precinct Wharf Road **Ulverstone** 7315
	Friday 15 February	1.00pm – 2.00pm *Group session* **Light lunch provided.* 2.00pm - 3.00pm *Private appointments*	Tamar Function Centre Windsor Community Precinct. 1 Windsor Drive **Riverside** 7250

Elected Members	Thursday 21 February	1.00pm – 2.00pm *Group session* **Light lunch provided.* 2.00pm - 3.00pm *Private appointments*	Lord Mayor's Court Room Hobart Town Hall 50 Macquarie Street **Hobart** 7000
Business/Industry/ Interested Groups	Thursday 14 February	11.00am – 12.00pm *Group session* 12.00pm - 12.30pm *Private appointments*	Foyer/Gnomon Room, Gnomon Pavilion - Wharf Precinct Wharf Road **Ulverstone** 7315
	Friday 15 February	11.00am – 12.00pm *Group session* 12.00pm - 12.30pm *Private appointments*	Tamar Function Centre Windsor Community Precinct. 1 Windsor Drive **Riverside** 7250
	Thursday 21 February	11.00am – 12.00pm *Group session* 12.00pm - 12.30pm *Private appointments*	Lord Mayor's Court Room Hobart Town Hall 50 Macquarie Street **Hobart** 7000
Public Drop-In	Wednesday 13 February	5.30pm – 7.30pm	Foyer Gnomon Pavilion - Wharf Precinct Wharf Road **Ulverstone** 7315
	Thursday 14 February	5.30pm – 7.30pm	Tamar Function Centre Windsor Community Precinct. 1 Windsor Drive **Riverside** 7250
	Tuesday 19 February	4:30pm – 7:30pm	Diamond Island Resort 69 Tasman Highway **Bicheno** 7215
	Wednesday 20 February	5:30pm – 7:30pm	RACV/RACT Hotel 154-156 Collins Street **Hobart** 7000

Contact Us:
Local Government Legislation Review
Local Government Division
15 Murray Street, Hobart
GPO Box 123 Hobart TAS 7000

P: (03) 6232 7643
E: lgreview@dpac.tas.gov.au
W: www.dpac.tas.gov.au/lgreview

Tasmanian Government

Local Government Division

Department of Premier and Cabinet

Tasmanian Government

Local Government Legislation Review Reference Group

Expression of Interest

How to Apply

Please ensure you have read and understood the Reference Group Charter before completing this form.

The completed Expression of Interest should be submitted to the Local Government Division by email or post by **25 January 2019.** For further enquiries please contact the Division as follows:

Email: LGReview@dpac.tas.gov.au

Post: Local Government Legislation Review Reference Group EOI

Local Government Division

GPO Box 123

HOBART TAS 7001

Personal Information

The information collected from this Expression of Interest will be used to determine membership of the Local Government Legislation Review Reference Group. Personal information requested in this form will be gathered and stored in accordance with the *Personal Information Protection Act 2004.*

Title: ☐ Miss ☐ Mrs ☐ Ms ☐ Mr ☐ Dr ☐ Other ……..	
Age: ☐ 18-29 years ☐ 30-49 years ☐ 50-64 years ☐ 65 years and over	
Full Name:	
Address:	
Suburb:	Postcode:
Email:	
Phone:	Mobile:

Are you representing a group or organisation? If so, please note the details below.

Are you a member of a relevant body, organisation or association? If so, please note the details below.

Questions

What motivated you to apply to join the Local Government Legislation Review Reference Group?

Please tick the boxes that best reflect your areas of expertise and/or interest in Tasmania's local government sector.

- ☐ Elections
- ☐ Council Services
- ☐ Governance
- ☐ Council Administration
- ☐ Councils' Role as Regulator and/or Statutory Authority
- ☐ Representation and Community Engagement
- ☐ Regulatory Oversight, Performance Monitoring and Reporting
- ☐ Council Revenue and Expenditure

What is your experience and knowledge in the areas of interest you have outlined above?

Questions

Please explain how your background and/or expertise may assist in developing reform options to inform the Review of the local government legislative framework.

How would you rate your capacity and commitment to engage in constructive discussions on sometimes difficult issues?

Is there any other information you would like to add in support of your application?

Applicant Declaration

I declare that:

- I have read and understand the Local Government Legislation Review Reference Group Charter.
- I understand that, if appointed:
    - I am not able to be a spokesperson for the Reference Group.
    - My role in the Reference Group will be an unpaid position.
    - I will be expected to collaborate with other members of the Reference Group, the Project Team and the Steering Committee in a respectful and courteous manner.
    - My role is advisory only.
    - I will be required to maintain strict confidentiality in relation to the discussions and deliberations of the Reference Group.

Signature:	Date:

Tasmanian Government

Local Government Legislation Review

Reference Group Charter

Introduction

On 26 June 2018, the Minister for Local Government, the Hon Peter Gutwein MP, announced a major review into Tasmania's local government legislation. The Review, which commenced in October 2018, is the most significant of its kind since the enactment of the *Local Government Act 1993* (the Act).

It is now 25 years since the Act was introduced and Tasmania has experienced significant social, economic and technological change in that time. These changes have outpaced the existing legislation, and as a consequence the Act has been repeatedly amended in an effort to keep step with these changes, which is no longer a sustainable approach. The Review will examine the legislative and regulatory framework within which the local government sector operates, with the intended outcome being a contemporary, flexible and best-practice legislative framework that will:

- Support greater innovation, flexibility and productivity in the sector, to improve the overall efficiency and effectiveness of the services that councils provide to the Tasmanian community;
- Minimise the red tape and administrative burden on councils, businesses and the broader community;
- Enhance accountability and transparency across the sector; and
- Increase democratic and community engagement, participation and confidence in local government.

The Review is governed by an experienced Steering Committee which includes three highly respected members of the local government sector and two senior officers from the Department of Premier and Cabinet

The Steering Committee will be supported by the Reference Group (the Group) that is the subject of this Expression of Interest process. We are seeking expressions of interest from suitably experienced individuals who can bring a diversity of perspectives to the group, including elected members (former and current); community members; local government professionals; and business, research and industry professionals. The Group should also reflect membership from different regions in Tasmania.

The Review will take into consideration the Group's views, feedback and proposals, together with other information, to develop a Directions Paper for public consultation.

The scope of the Review is set out in its Terms of Reference. An understanding of the matters within the scope of the Review will allow the Group to maximise its time and ensure relevant and appropriate advice is provided to the Steering Committee.

Purpose

The Group will provide the Steering Committee with an insight into the views and ideas held by a diversity of stakeholders with an interest in local government. The Group will identify, discuss and workshop ideas and reform options for the local government legislative framework, particularly in relation to:

- Elections;
- Council revenue and expenditure;
- Councils' role as a regulator and/or statutory authority
- Representation and community engagement;
- Council services;
- Governance;
- Regulatory oversight, performance monitoring and reporting; and
- Council administration.

Recommendations and actions arising from these discussions will be presented to the Steering Committee for consideration.

Role and Responsibilities

The role of the Group is to provide the Steering Committee with sound and practical advice about how the future legislative framework should look, from the perspective of those who are most affected by it in the sector and community.

The Group will play an advisory role:

- identifying solutions or raising new ideas to address reform topics;
- analysing and considering potential options for reform in relation to areas of interest;
- bringing practical knowledge, skills and experience to the discussion to ensure robust consideration of benefits and challenges of potential reform options; and
- providing general advice to the Steering Committee, as required.

The Group will not have any decision-making authority.

Membership

The Group is intended to include up to 15 members with a diverse range of views, knowledge, experience and representation, in accordance with the criteria outlined in the Expression of Interest application.

The final number of members will be determined following the Expression of Interest process, and will be dependent on the diversity and experience of those who apply.

Selection Process

Following the conclusion of the Expression of Interest process the Steering Committee will undertake the selection process and make a recommendation to the Minister for Local Government, who will appoint members to the Group.

Term of Appointment

The Group will be appointed to advise the Steering Committee for a period of six months, with the potential for a short extension to this term to be considered towards the end of the appointment period, if required.

It is anticipated that, during this period, members will be required to attend approximately five meetings.

Time commitment

Membership of the Group is voluntary and attendance at meetings will depend on members' areas of interest, expertise and knowledge.

Reasonable travel and meal expenses will be reimbursed in accordance with established Department of Premier and Cabinet guidelines and travel rates, and meetings will be scheduled to take in to account sufficient return travel time for members travelling from other parts of the State. Where meetings are unavoidably scheduled to conclude at a later time, consideration will be given to providing an overnight accommodation allowance to members who have to travel a significant distance to return home.

It is anticipated that meetings will focus on specific topic areas and, as such, the time commitment will vary between members. At a minimum, there will be one 2 hour meeting per key topic area. Meeting arrangements and durations may be altered, depending on agenda requirements.

With the exception of preparing for each meeting, members will not be required to undertake any out-of-session activities.

Meeting Protocol

All meetings will be run by an independent facilitator. As the Group does not have decision-making authority, there will be no Chair and all members will hold equal positions.

All members must act with courtesy towards each other, respect the confidentiality of information obtained and discussed, and be prepared for meetings and give advice that is focussed on delivering the best possible outcomes for communities and the local government sector.

Attendance at all meetings is not compulsory and members are encouraged to attend sessions they believe they can contribute the most value to, or have specific interest in.

Draft meeting dates and agendas will be provided once membership is confirmed. Concise meeting papers will also be provided in advance of each meeting, to assist discussion at the meeting.

Conflict of Interest

Any members with a conflict of interest, or perceived conflict of interest, about a particular item of discussion must declare the interest prior to the discussion commencing. This will be a standing item on each meeting agenda.

Tasmania Fire Service

Community Bushfire Protection Plan

ELLENDALE AREA

October, 2013 | Version 1.0

Tasmania Fire Service may not be able to protect you during some bushfires.

Know what to do and where to go when threatened by bushfire.

Are YOU bushfire ready?
PREPARE • ACT • SURVIVE

Most of Tasmania is bushfire-prone. Every summer you need to be bushfire-ready.

This plan sets out the things you should do to survive a bushfire. **Get the latest version and use it to update your personal *Bushfire Survival Plan*.**

Tasmanian Government

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www.facebook.com/TasmaniaFireService

www.twitter.com/TasFireService (@TasFireService)

www.fire.tas.gov.au RSS feeds

For more information please call 1800 000 699 or visit our website

www.fire.tas.gov.au

PREPARE | before the fire

1) **Prepare your home for bushfire.**
   - Use the Tasmania Fire Service *Bushfire Prepare to Survive* booklet or DVD.
   - Even if you plan to leave early, preparing your home gives you another shelter option, and firefighters a better chance to save it.
2) **Decide what you will do and write down your plan.**
   - Will you leave early, or will you stay and defend your home?
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3) **If you can, talk with your neighbours.**
   - What are their plans? Are they aware of your plans?
4) **Review your insurance policy.**
   - Are your home and contents covered for bushfire?

ACT | when fires are likely, or nearby

1) **Keep informed.**
   - Check the weather forecast and Fire Danger Rating daily.
   - Listen to ABC Local Radio, monitor the Tasmania Fire Service website www.fire.tas.gov.au and watch for smoke and fires.
   - If bushfires are in your area, don't wait for an official warning.
2) **Put your *Bushfire Survival Plan* into action.**
   - **The safest option for all bushfires is to leave early, before a bushfire threatens you and your home.**
     - Consider leaving immediately if 'Severe', 'Extreme' or 'Catastrophic' Fire Danger Ratings are forecast for the following day.
     - Leaving the day before because of a bad fire danger forecast isn't always practical. So, if waiting until a bushfire breaks out in your district, leave early before roads are cut by fire, fallen trees or power-lines.
     - Be prepared to stay away for several days. Head away from any fires; towards a town centre is often best.
   - **A safe option for some bushfires.**
     For less intense bushfires, you may stay & defend your home if:
     a) You have prepared it for bushfires, with fire-fighting equipment and plenty of water.
     b) You are fit and emotionally prepared (it is best to evacuate children and other dependents early).
   - **An unsafe option is to 'wait and see', then flee at the last minute.**
     - If you don't have a plan, leave immediately.
     - If a bushfire catches you by surprise and it's unsafe to stay at home but too late to leave the area, go to a nearby safer place and wait for the fire front to pass though.

SURVIVE | after the fire

1) Make sure everyone's safe, check on your neighbours if you can.
2) Tune in to the Information Sources (listed on the map overleaf).
3) If at home, put out any embers and spot-fires threatening your home.
4) If your home is destroyed, contact your local council for assistance.

000 EMERGENCY

In an emergency dial triple zero 000 or if a TTY user call 106

Get your free *Bushfire Survival Plan* & *Bushfire Prepare to Survive* booklet & DVD
www.fire.tas.gov.au | Free call 1800 000 699

NSP NEARBY SAFER PLACES

A nearby safer place is somewhere close by you should be able to reach quickly and safely, and that gives shelter from radiant heat.

Using nearby safer places is not without risk. They are a last resort, not your only option.

Nearby safer places may include town centres; ground level water e.g. rivers, in-ground pools, dams; large open areas e.g. beaches, ploughed or green fields, golf courses, recreation grounds and community parks with very short grass; and approved bushfire bunkers.

Tasmania Fire Service has identified some nearby safer places in this area (see below).

- List other nearby safer places, close to where you live, in your personal *Bushfire Survival Plan*.
- Prepare your home and identify nearby safer places. Otherwise, leave early.
- Travelling through fire impacted areas is unsafe and should be avoided, even in a car.

Nearby Safer Places:

• Henric Nicholas Recreation Ground
Ellendale Road, Map Grid G1
(Ellendale North & South)

• Neighboring plans may have additional Nearby Safer Places.

Add nearby safer places to your *Bushfire Survival Plan.*

Plan: Ellendale Area
Issue date: October 2013

Map: Ellendale (North)

Tasmania
Explore the possibilities

GDA UTM ZONE 55

Legend

- NSP Nearby Safer Place
- Major Road Access
- F Fire Station
- A Ambulance
- P Police Station
- Medical Centre
- S School
- H Hall

N W E S

0 250 500 750 1,000
Metres

Local Emergency Broadcaster: 936 AM

To Ouse (15.5 km)

ELLENDALE 7140

Holmes Rd
Montos Creek
Jones River
Waterfalls Hill
Ironstone Creek
Dillons Rd
Retreat Marsh
Kingsholme Rd
Jackass Creek
Clarks Rd
Marriotts Rd
ELLENDAL RD
Curlys Ln

Ellendale Henric Nicholas Recreation Ground

To Westerway (9.5 km)

Plan: Ellendale Area
Issue date: October 2013

Map:
Ellendale (South)

Disclaimer: The following map product has been produced by Emergency Services GIS (ES-GIS) on behalf of the Tasmania Fire Service.
While all efforts have been taken to ensure the accuracy of this product, there maybe errors or omissions in the data presented. Users are advised to independently verify all data for accuracy and completeness prior to use.

FOR OFFICE USE ONLY: 2 (2013)

Tasmania
Explore the possibilities

GDA UTM ZONE 55

A B C D E F G H I

1 2 3 4 5 6 7 8

To Ouse (20 km)

Ellendale Henric Nicholas Recreation Ground

F

NSP

H

Montos Creek

Coopers Rd

Rayners Hill Rd

Dry Creek

ELLENDALE RD

The Ave

Slashers Sugarloaf

Jones River

Peace Valley

Ransleys Rd

Hanlons Rd

Donaghys Hill

Dry Poles Rd

Fenton Rd

Quinns Rd

To Westerway (7 km)

Neena Creek

Local Emergency Broadcaster: 936 AM

Legend

- NSP Nearby Safer Place
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- A Ambulance
- P Police Station
- Medical Centre
- S School
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N W E S

0 250 500 750 1,000
Metres

Tasmania Fire Service

Community Bushfire Protection Plan

WAYATINAH

August, 2017 | Version 1.0

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- Travelling through fire impacted areas is unsafe and should be avoided, even in a car.

Nearby Safer Places:

• Wayatinah Community Centre
Third Street
Map Grid: C6 (Wayatinah)

• Neighboring plans may have additional Nearby Safer Places.

Add nearby safer places to your *Bushfire Survival Plan.*

Plan: Wayatina

Issue date: August 2017

Map:

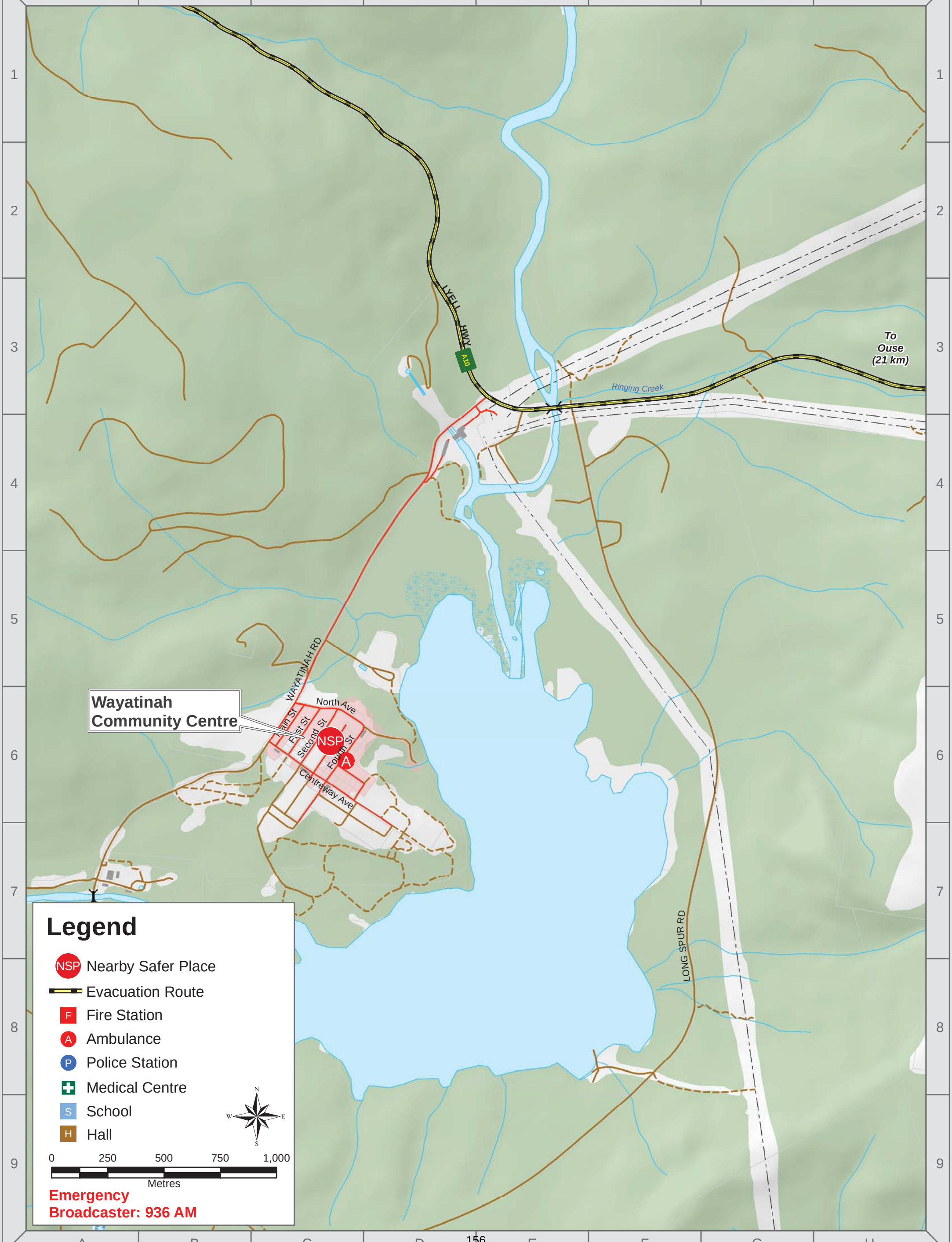
Wayatinah

Disclaimer: The following map product has been produced by the Tasmania Fire Service.
Basemap: the LIST © State of Tasmania

While all efforts have been taken to ensure the accuracy of this product, there maybe errors or omissions in the data presented. Users are advised to independently verify all data for accuracy and completeness prior to use.

FOR OFFICE USE ONLY: Unknown (2017)

Tasmania Fire Service



18041050 Gell River

Print Date: 8/01/2019

Print Time: 16:35:21

Map Title: **Gell River Public Information Map**

Map No: 18041050 047

Produced by:
Information and Land Services
- Emergency Services GIS

Legend

Gell River Fire boundary @ 1330 08/01/2019

TASMAP

Important:

PROJECTION: Universal Transverse Mercator (UTM)
HORIZONTAL DATUM: Geocentric Datum of Australia 1994 (GDA94)
This datum has superseded the Australian Geodetic Datum 1966 (AGD66).

HORIZONTAL CONTROL CONVERSION

To convert	AGD66 to GDA94	GDA94 to AGD66
Easting	Increase by 112 metres	Decrease by 112 metres
Northing	Increase by 183 metres	Decrease by 183 metres

For most practical purposes GDA94 coordinates are compatible with coordinates based on the World Geodetic System 1984 (WGS84).

Disclaimer:

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GDA

0 2.5 5 7.5 10 km

N

Overview Map

central highlands COUNCIL

8 January 2019

The Honourable Michael Ferguson MP
The Minister for Police, Fire and Emergency Management
Level 5, Salamanca Building,
4 Salamanca Place,
Hobart TAS 7000

Dear Minister Ferguson

Florentine Road Bridge Wayatinah Village

On behalf of our communities across the Central Highlands, I would like to bring to your attention an issue the Wayatinah Village has with no permanent bridge over the Florentine River, as this critical piece of infrastructure was destroyed a few years ago due to a fire.

During this current fire period with the Gell River Bushfire still burning within the Franklin-Gordon Wild Rivers National Park, to the west of the village of Wayatinah. I have received a number of requests from community members about the need for the Florentine River Bridge to be replaced as a permanent structure to give an alternative access route in the event of a sudden evacuation to the village of Wayatinah and to provide appropriate access for fire-fighting services in the event of a fire emergency in the Florentine Valley.

I understand from the Tasmanian Fire Service and Parks & Wildlife Services that the Gell River Bushfire has burnt 20,000 ha and the eastern boundary of the fire has reached the top of the Gordon Range in places, where it has burnt up the drier ridgelines. I believe there are also some hotspots over the Gordon Range, in the Florentine Valley.

Administration & Works & Services
Tarleton Street Tel: (03) 6286 3202
Hamilton, Tasmania 7140 Fax: (03) 6286 3334

Development & Environmental Services
Alexander Street Tel: (03) 6259 5503
Bothwell, Tasmania 7030 Fax: (03) 6259 5722

website www.centralhighlands.tas.gov.au

central highlands COUNCIL

Parks and Wildlife Service, along with Tasmania Fire Service and Sustainable Timber Tasmania, are working hard to contain the fire and minimise the damage to these fire-sensitive communities and the potential for damage to critical civil infrastructure, including the Wayatinah Power Station, State Government-owned Sustainable Timber Tasmania eucalypt plantations and Saltas fish farms.

I understand that a temporary bridge will be put across the Florentine River to access the plantation so large earthmoving machinery can move into the area and bolster containment lines.

There is a need for the temporary bridge to be replaced with a permanent bridge so that the Florentine Road is not a dead end, as this is a critical piece of infrastructure to provide appropriate access for fire-fighting services in the event of a fire emergency, as well as appropriate exit routes in the event a sudden evacuation is necessary of communities in the area like Wayatinah Village in the Central Highlands.

Council will discuss the need to replace the Florentine River Bridge at our January 'Ordinary Meeting' on the 15 January in Hamilton and I take this opportunity to welcome you to attend the meeting to look at ways the Florentine River Bridge can be replaced as a permanent structure and not just a temporary structure during this current fire period.

If required I would be content to meet with yourself to discuss a way forward before the January 'Ordinary Meeting' on the 15 January.

Should you require any further information please contact me on 0409269702.

Yours sincerely

Loueen Triffitt
Mayor
Central Highlands Council

CC. The Honourable Guy Barnett MP

Australian Government
Civil Aviation Safety Authority

Civil Aviation Advisory Publication

February 2014

Guidelines for the establishment and operation of onshore Helicopter Landing Sites

Civil Aviation Advisory Publications (CAAPs) provide guidance, interpretation and explanation on complying with the *Civil Aviation Regulations 1988 (CAR)* or Civil Aviation Orders (CAO).

This CAAP provides advisory information to the aviation industry in support of a particular CAR or CAO. Ordinarily, the CAAP will provide additional 'how to' information not found in the source CAR, or elsewhere.

A CAAP is not intended to clarify the intent of a CAR, which must be clear from a reading of the regulation itself, nor may the CAAP contain mandatory requirements not contained in legislation.

Note: *Read this advisory publication in conjunction with the appropriate regulations/orders.*

This CAAP will be of interest to:

- aerodrome and Helicopter Landing Site (HLS) designers
- current and future Air Operator's Certificate (AOC) holders authorised to conduct helicopter operations
- current and future aerodrome and HLS operators
- HLS certification agents
- helicopter pilots
- suppliers of aerodrome and HLS equipment.

Why this publication was written

These guidelines set out factors that may be used to determine the suitability of a place for the landing and taking-off of helicopters when the place does not meet the Standards and Recommended Practices (SARPs) for Heliports, as set out in Volume II of Annex 14 to the Convention on International Civil Aviation (the Chicago Convention).

Application of these guidelines will enable a take-off or landing to be completed safely, provided that the pilot in command:

- has sound piloting skills
- displays sound airmanship.

This CAAP has been re-written to:

- remove reference to the recommended criteria for off-shore resource platform and vessel-based HLS (helidecks), as that information is available now in CAAP 92-4
- assist in the transition to future operational parts to the *Civil Aviation Safety Regulations 1998 (CASR)*.

Status of this CAAP

This is the third issue of CAAP 92-2 and supersedes CAAP 92-2(1) issued in 1996. The Civil Aviation Safety Authority (CASA) has taken the opportunity to align concepts in this document with emerging terminology until HLS standards are promulgated in the Part 139 Manual of Standards (MOS).

For further information

Additional copies of this and other related CAAPs may be obtained from the CASA website. For policy advice, contact your local CASA regional office (Telephone 131 757).

Contents

1. Relevant regulations and other references

- Regulations 92, 92A and 93 of CAR
- Part 139 and the proposed Parts 133 and 138 of CASR
- Section 8.11, *Helicopter Areas on Aerodromes*, of the Part 139 MOS
- Aeronautical Information Publication – Aerodromes (AIP–AD)
- Volume II of Annex 14, *Heliports*, to the Chicago Convention
- International Civil Aviation Organization (ICAO) *Heliport Manual* (Doc 9261)
- CASA Policy Notice CEO PN029-2005, available online at: http://www.casa.gov.au/corporat/policy/notices/CEO-PN029-2005.pdf
- Part 27 and 29 of the Federal Aviation Regulations (FAR)
- European Aviation Safety Agency (EASA) CS-27 and CS-29
- National Fire Protection Standard NFPA 418-2011

2. Acronyms

AGL	Above Ground Level
AIP	Aeronautical Information Publication
AFM	Aircraft Flight Manual
AOC	Air Operator's Certificate
CAAP	Civil Aviation Advisory Publication
CAR	Civil Aviation Regulations 1988
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations 1998
D	D-Value (see Definitions)
DLB	Dynamic Load Bearing
EASA	European Aviation Safety Agency
EMS	Emergency Medical Service
FAR	Federal Aviation Regulation
FATO	Final Approach and Take-off area
HLS	Helicopter Landing Site
ICAO	International Civil Aviation Organization
LSALT	Lowest Safe Altitude

MOS	Manual of Standards
PinS	Point-in-space instrument approach and landing procedure
OEI	One Engine Inoperative
RD	Rotor Diameter (see Definitions)
RPT	Regular Public Transport
SARPs	Standards and Recommended Practices
TD/PM	Touchdown/Positioning Marking
TLOF	Touchdown and Lift-off Area
VHF	Very High Frequency
VMC	Visual Meteorological Conditions

3. Definitions and other expressions

Note: *An expression that is defined in the Civil Aviation Act, the Civil Aviation Regulations or the AIP has, when used in this CAAP, the same meaning as it has in those publications.*

AIR TAXI – the airborne movement of a helicopter at low speeds and at heights normally associated with operations in ground effect.

APPROACH AND DEPARTURE PATH – the track of a helicopter as it approaches, or takes-off and departs from, the Final Approach and Take-Off Area (FATO) of an HLS.

BASIC HLS – a place that may be used as an aerodrome for infrequent, opportunity and short term operations, other than Regular Public Transport (RPT), by day under helicopter Visual Meteorological Conditions (VMC).

BUILDING – any elevated structure on land.

CATEGORY A – with respect to rotorcraft, means a multi-engine rotorcraft that is:

(a) designed with engine and system isolation features specified for Category A requirements in Parts 27 and 29 of the FARs or EASA CS–27 and CS–29; and

(b) capable of operations using take-off and landing data scheduled under a critical engine failure concept which assures adequate designated ground or water area and adequate performance capability for continued safe flight or safe rejected take-off in the event of engine failure.

D-VALUE (D) – the largest overall dimension of the helicopter when rotors are turning. This dimension will normally be measured from the most forward position of the main rotor tip path plane to the most rearward position of the tail rotor tip path plane (or the most rearward extension of the fuselage in the case of Fenestron or Notar tails).

ELEVATED HLS – An HLS on a raised structure on land with a FATO and a TLOF surface 2.5 m or higher above the ground in the immediate vicinity.

FINAL APPROACH AND TAKE-OFF AREA (FATO) – in relation to an HLS, means an area of land or water over which the final phase of the approach to a hover or landing is completed and from which the take-off manoeuvre is commenced.

FINAL APPROACH – the reduction of height and airspeed to arrive over a predetermined point above the FATO of an HLS.

GRAVITATIONAL FORCE – the acceleration due to gravity, equal to 9.81 m/s^2.

GROUND TAXIING – movement of a helicopter on the ground under its own power on its undercarriage wheels.

HELICOPTER VMC – Visual Meteorological Conditions in relation to helicopters, as detailed in the Aeronautical Information Publication (AIP).

HELICOPTER LANDING SITE (HLS):

(a) an area of land or water, or an area on a structure on land, intended for use wholly or partly for the arrival or departure of helicopters; or

(b) a helideck; or

(c) a heliport.

HELIDECK – an area intended for use wholly or partly for the arrival or departure of helicopters on:

(a) a ship; or

(b) a floating or fixed off-shore structure.

HELIPORT – an area that is:

(a) intended for use wholly or partly for the arrival or departure of helicopters, on:

(i) land; or

(ii) a building or other raised structure on land; and

(b) meets or exceeds the heliport standards set out in Volume II of Annex 14 to the Chicago Convention.

LIFT-OFF – in relation to a helicopter, means to raise the helicopter from a position of being in contact with the surface of the HLS into the air.

MOVEMENT – a touchdown or a lift-off of a helicopter at an HLS.

ROTOR DIAMETER (RD) – the diameter of the main rotor with the engine/s running.

SUITABLE FORCED LANDING AREA –

(a) For a flight of a rotorcraft:

(i) means an area of land on which the rotorcraft could make a forced landing with a reasonable expectation that there would be no injuries to persons in the rotorcraft or on the ground; and

(ii) for a rotorcraft mentioned in (b) below, includes an area of water mentioned in (c) below.

(b) For paragraph (a) (ii), the ‘rotorcraft’ is a rotorcraft that:

(i) is being used to conduct a passenger transport operation; and

(ii) either:

(1) is equipped with emergency flotation equipment; or

(2) has a type certificate or supplemental type certificate for landing on water.

(c) For paragraph (a) (ii), the ‘area of water' is an area of water:

(i) in which the rotorcraft could ditch with a reasonable expectation that there would be no injuries to persons in the rotorcraft or on the water; and

(ii) that is:

(1) adjacent to an offshore installation with search and rescue capabilities

(2) adjacent to land

(3) in a location, set out in the exposition or operations manual of the operator of the rotorcraft, that has search and rescue capabilities.

SAFETY AREA – a defined area on a Secondary HLS surrounding the FATO, or other defined area, that is free of obstacles, other than those required for air navigation purposes, and intended to reduce the risk of damage to helicopters accidentally diverging from the load-bearing area primarily intended for landing or take-off.

SECONDARY HLS – a place suitable for use as an aerodrome for helicopter operations by day or night that does not conform fully to the standards for a heliport set out in Volume II of Annex 14 to the Chicago Convention.

TAKE-OFF – in relation to a stage of flight of a helicopter from an HLS, means the stage of flight where the helicopter accelerates into forward flight and commences climb at the relevant climb speed, or if not intending to climb, enters level flight for the purposes of departure from the helicopter landing site.

> ***Note:*** *Dependent on the take-off technique being used, the aircraft may be positioned using a vertical or a back-up profile prior to the forward acceleration segment.*

TOUCHDOWN – means lowering the helicopter from a flight phase not in contact with the surface of the HLS into a position which is in contact with the surface of the HLS for a landing.

TOUCHDOWN AND LIFT-OFF AREA (TLOF) – a defined area on an HLS in which a helicopter may touchdown or lift-off.

4. Background

4.1 With the development of the operational parts of the CASR, Australia is moving towards a more ICAO-based set of regulations. In order to meet these requirements, it is necessary to transition operators towards these standards.[1] This CAAP provides guidance on a set of recommended standards acceptable to CASA.

4.2 Presently, paragraph 92(1)(d) of CAR states:

> *An aircraft shall not land at, or take-off from, any place unless…the place…is suitable for use as an aerodrome for the purposes of the landing and taking-off of aircraft; and, having regard to all the circumstances of the proposed landing or take-off (including the prevailing weather conditions), the aircraft can land at, or take-off from, the place in safety.*

4.3 The Civil Aviation Act 1988 (the Act) defines an aerodrome, as:

> *an area of land or water (including any buildings, installations and equipment), the use of which as an aerodrome is authorised under the regulations, being such an area intended for use wholly or partly for the arrival, departure or movement of aircraft.*

4.4 In the latter definition, the concept of 'authorised' means an aerodrome that is authorised by a certificate or registration under Part 139 of CASR. This concept also applies to aerodromes established under the *Air Navigation Act 1920*; a place for which a requirement of Section 20 of the Act is in force; and to places that are not aerodromes. However, despite these references HLSs are not specifically defined in the CAR.

4.5 Likewise, Part 139 of CASR and its MOS do not (at this time) apply to an HLS unless it is located on an aerodrome. However, since helicopters operate from a variety of locations, CASA publishes guidance on what constitutes a suitable HLS in the form of this CAAP. Nothing in this CAAP should deter any helicopter operators, including those carrying out Aerial Work or other

[1] This will include Performance Class requirements, which may be the subject of a future CAO and Advisory Circular.

complex operations, from operating to the higher standards prescribed in Volume II of Annex 14 to the Chicago Convention (Annex 14).

4.6 In keeping with its submissions to ICAO on this topic, CASA recommends owners and operators of an HLS who intend to develop and operate a heliport for the purposes of RPT or Charter operations refer to, and comply with, the SARPs as set out in Annex 14. This does not preclude these types of operations at non-ICAO standard Secondary HLS; however, compliance with suitable operational procedures will be needed to ensure the safety of the operations.

Note: *CASA does not expect operators of HLS that do not currently meet the recommended standards set out in this CAAP to upgrade their existing facility immediately, as operational limitations and other risk mitigations may be in place at this time which ensures safety. Nonetheless, CASA encourages operators to adopt these standards when redeveloping current sites or building new HLS.*

5. Operational Factors to consider prior to using an HLS

5.1 Helicopter pilots and operators should ensure that:

- the FATO and TLOF are clear of all objects and animals likely to be a hazard to the helicopter, other than objects essential to the helicopter operation
- no person is within 30 m of the closest point of a hovering or taxiing helicopter, other than persons who are essential to the safe conduct of the operation or the specific nature of the task and who are trained and competent in helicopter operational safety procedures

  Note: *In accordance with CAO 95.7 (paragraph 3.2), pilots must ensure that neither the helicopter nor its rotor downwash constitute a hazard to other aircraft, persons or objects.*
- appropriate information from the owners and authorities is obtained to confirm the suitability of the HLS for the proposed operation
- where the performance information in an Aircraft Flight Manual (AFM) details greater or additional limitations for defined areas or the approach and departure paths (compared to those set out in these guidelines), then the greater and/or additional requirements are available for the flight.

5.2 Except in an emergency, a helicopter should not land at or take-off from an HLS unless:

- the applicable helicopter VMC exist for a flight operating under Visual Flight Rules
- the relevant instructions in the AIP (including AIP Book and ERSA) are followed for the flight
- the following criteria are met for an HLS that is located within controlled airspace:
  - two-way VHF radio communication with the relevant Air Traffic Service unit is established
  - the appropriate Air Traffic Control clearances have been received.

5.3 If a proposed HLS is to be located near a city, town or populous area (or any other area where noise or other environmental considerations make helicopter operations undesirable), the proposal may be subject to the provisions of the *Commonwealth Environment Protection (Impact of Proposals) Act 1974* and parallel State legislation.

5.4 There may be other local legislation that also applies to operations at HLSs. It is helicopter pilots and operators' responsibility to check and adhere to any local rules and regulations.

5.5 With respect to operations in multi-engine helicopters at an HLS, the AOC holder and the pilot-in-command should ensure that the operation complies with the relevant requirements of CASA

Policy notice CEO PN029-2005. The policy notice is available on the CASA website at http://www.casa.gov.au/corporat/policy/notices/CEO-PN029-2005.pdf.

6. Attributes of an HLS

6.1 The helicopter is one of the more versatile aircraft and can, if required under special circumstances, operate to and from a space little larger than its overall length. The smaller the site, and the less known about hazards presented by obstacles and surface conditions, the greater the risk associated with its use. The risk presented by such hazards can be reduced when:

- the size of the defined areas of the HLS are greater than the minimum required size
- the pilot-in-command has access to accurate, up-to-date information about the site, which is presented in a suitable and easily interpretable form
- visual information, cues and positional markings are present for the defined areas at the site.

Defined Areas

6.2 Defined areas are the basic building blocks of an HLS and have a set of attributes that persist even when co-located or coincidental with another defined area. In such cases, the defined area with the more limiting standard would apply.

6.3 Defined areas belong to one of four main categories:

- **FATO** – the area over which the final approach is completed and the take-off conducted
- **TLOF** – the surface over which the touchdown and lift-off is conducted
- **Stand(s)** – the area for parking and within which positioning takes place
- **Taxiways and associated taxi routes** – the surfaces and areas for ground or air taxiing.

6.3.1 A defined area on a landing site may have one or more of three basic attributes:

1. **Containment –** an attribute that affords protection to the helicopter and/or its undercarriage and permits clearance from obstacles to be established. Containment is of two types: undercarriage containment and helicopter containment.
   Where a defined area (such as a TLOF or taxiway) provides only undercarriage containment, it should be situated within, or co-located with, another defined area (i.e. a FATO, stand or taxi-route).
2. An additional safety/protection area:
   - **for a FATO** – a safety area surrounds the FATO and compensates for errors in manoeuvring, hovering and touchdown
   - **for a stand** – a protection area surrounds the stand and compensates for errors of manoeuvring
   - **for a taxiway** – a protection area incorporated in the taxi-route, which compensates for errors of alignment and/or manoeuvring.
3. **Surface loading capability –** this ensures adequate surface strength to permit a helicopter to touchdown, park or ground taxi without damage to the surface of the HLS or helicopter. Surface loading is either:
   - **static** – where only the mass of the helicopter is considered, although elevated heliports/helidecks may include additional factors to protect the building/structure or

- **dynamic** – where the apparent weight (i.e. a force comprised of multiples of gravitational force) of the helicopter is used. Two types of dynamic loading need to be considered:
  - o dynamic loading due to normal operations
  - o dynamic loading due to a heavy landing, determined by an 'ultimate limit state' test (i.e. touchdown at a rate of descent of 12 ft/s for surface-level heliports).

Note: *See paragraph 1.2.1.10 and chapter 1.3.2 of the ICAO Heliport Manual; for guidance on surface loading generally and structural design elevated heliports.*

In addition to surface loading, durability is also a necessary consideration for the designer. For this reason, likely traffic should be taken into consideration to ensure that the surface loading remains as specified for the life of the facility or the applicable maintenance period. With this in mind, the following section includes guidance for HLS designers when considering these concepts.

7. Recommended criteria for an HLS

7.1 Basic HLS

7.1.1 Because such HLSs are often developmental and 'basic' in nature, CASA recommends that helicopter operators carry out thorough risk and hazard assessments for the proposed operation and apply appropriate controls to any hazards identified during this process.

7.1.2 Any passengers, crew and operational personnel carried into such locations should be briefed on the hazards of the site and any safety procedures needed to ensure safe loading and unloading at the HLS.

7.1.3 A Basic HLS should:

- be determined, by way of the helicopter operator's risk assessment, to be large enough to accommodate the helicopter and have additional operator-defined safety areas (or buffers) to allow the crew to conduct the proposed operation safely at the location;
- have a TLOF with suitable surface characteristic for safe operations and strong enough to withstand the dynamic loads imposed by the helicopter
- have sufficient obstacle free approach and departure gradients to provide for safe helicopter operations into and out of the site under all expected operational conditions.
- have approach and departure paths that minimise the exposure of the helicopter to meteorological phenomena which may endanger the aircraft and provide escape flight paths, if a non-normal situation arises, which maximise the potential for using suitable forced landing areas.
- only be used for day operations under helicopter VMC or better weather conditions, unless prescribed elsewhere in CASA legislation.

Note: *Dynamic load bearing capability assumes all static load limits imposed by the helicopter and any other structure or vehicle will also be met. Operators should ensure this is the case prior to using the site.*

7.2 Secondary HLS

7.2.1 Since a Secondary HLS is intended to be used for numerous types of operations (i.e. both day and night under helicopter VMC) its design should at a minimum satisfy the guidelines set out in the following sub-sections.

FATO

7.2.2 The FATO should, at minimum, be capable of *enclosing a circle*[2] with a diameter equal to one-and-a-half times the D-value (1.5 x D) of the largest helicopter intended to use the site, and be free of obstacles likely to interfere with the manoeuvring of the helicopter.

7.2.3 It is recommended that a safety area extend a distance of at least 0.25 x D or 3 m around the FATO, whichever is the larger, or a greater distance if considered necessary for a particular HLS.

7.2.4 The safety area around a FATO need not be a solid surface. No fixed objects should be permitted on or in the area defined as the Safety Area, except for objects not exceeding a height of 25 cm. Notwithstanding this, designers of an HLS should attempt to minimise obstacles within the FATO, TLOF and Safety Area.

7.2.5 The FATO should provide ground effect, particularly if the associated TLOF is located outside of its defined area.

7.2.6 It is essential that the FATO be capable of at least dynamic load-bearing for the helicopters being operated in performance class 1 or to category A requirements. If the FATO and TLOF are coincident (e.g. on a roof top) then it follows that the whole area should be dynamic load-bearing and provide ground effect.

7.2.7 The mean slope of a FATO should not exceed 5% for 'Category A' operations, 7% for other operations or a lesser percentage if required by the design helicopter AFM. The slope of an associated solid Safety Area should not exceed 4% up away from the FATO.

TLOF

7.2.8 The TLOF, being a cleared and stable area capable of bearing the dynamic loads which may be imposed by the helicopter on the site by a heavy landing, should, at a minimum, be an area at least 0.83 x D and may or may not be located within the FATO (see Figure 1).

7.2.9 If the TLOF is not within the FATO, it should be co-located with a stand. In this case the TLOF is also protected by the safety area of the stand.

7.2.10 Any operations from mobile platforms, such as trolleys and carts, in the TLOF should comply with these requirements. Notwithstanding this, CASA does not recommend operations to mobile platforms as this is an operator-based aircraft manoeuvring decision, and guidance on these appliances is not given in this CAAP. The use of ground handling appliances should normally be limited to pre-start and post-shutdown actions and comply with AFM requirements.

7.2.11 The TLOF should provide for adequate drainage to prevent accumulation of water on the surface, but the overall slope should not exceed the maximum slope landing capability of the helicopter. The recommended maximum slope for a TLOF is 2% in any direction.

[2] A FATO may be any shape provided it meets this requirement. Orthogonal shapes may provide better visual cues.

Figure 1 – Secondary HLS: A 1.5 x D FATO with additional 0.25 x D Safety Area (Total area is 2 x D).
Also showing 'H', FATO perimeter and 0.5 x D Touchdown/Positioning Markings (TD/PM).

Stands

7.2.12 A helicopter Stand should be of sufficient size to contain a circle with a diameter of at least 1.2 x D, plus a 0.4 x D protection area for the largest helicopter that the stand is intended to serve (see Figure 2).

7.2.13 One directional or 'taxi-through' stands should be a minimum of 1.5 x RD for ground taxiing and 2 x RD for air taxiing, including the protection area.

7.2.14 When a helicopter stand is to be used for turning in the hover, the minimum dimension of the stand and protection area should be not less than 2 x D, and suitably larger for wheeled helicopters turning on the ground taking into account the arc, or path, of the tail rotor.

7.2.15 No fixed objects should be permitted within the stand and protection area. All moveable objects, except those essential to the operation (e.g. portable floodlights), should be removed so as not to present a hazard while the helicopter is operating.

7.2.16 If there is a need for more than one stand, locate each with its own TLOF and with its own safety area.

7.2.17 For multiple adjacent stands and related simultaneous operations, refer to the ICAO *Heliport Manual*.

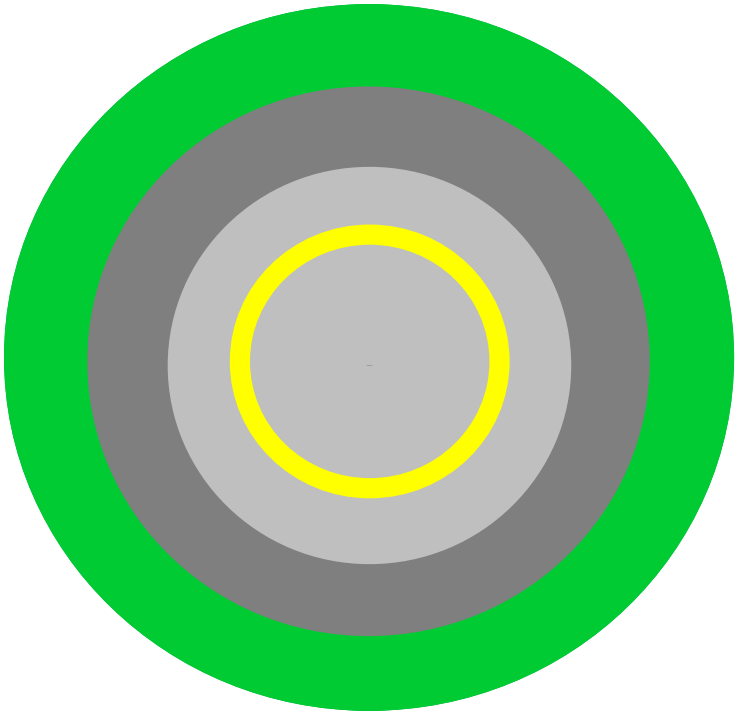


Figure 2 – Helicopter stand: A 1.2 x D stand (dark grey area) with additional 0.4 x D Protection Area (Total area is 2 x D). Also showing a 0.83 x D DLB area (light grey) and TD/PM.

Approach and departure paths

7.2.18 The approach and departure paths should be in accordance with the Annex 14 recommendations as illustrated in Figures 3 to 8[3]. The decision on which slope is appropriate for the HLS should be based on which is the most suitable for the performance class of the operations at the site.

7.2.19 CASA recommends application of these standards for RPT, Charter and future Air Transport operations, including emergency medical service (EMS) operations at metropolitan hospital sites. Some helicopters may however require even greater approach and departure path protection dependant on their performance capability.

A minimum of two approach and departure paths should be assigned. These should be separated by a minimum angle of 150º, and may be curved left or right to avoid obstacles or to take advantage of a more advantageous flight paths. This does not preclude one-way HLSs, provided adequate provisions are made for turning, limitations are notified to aircraft operators and any operational risks are suitably mitigated. Any curvature should comply with recommendations contained in ICAO Annex 14 Volume II.

7.2.20 The slope design categories in Figure 3 may not be restricted to a specific performance class of operation and may be applicable to more than one performance class of operation. The slope design categories depicted in Figures 3 and 4 represent recommended minimum design slope angles and not operational slopes:

- slope category “A” generally corresponds with helicopters operated in performance class 1
- slope category “B” generally corresponds with helicopters operated in performance class 3

[3] These diagrams are reprinted from Annex 14 Volume II, *Heliports,* to the Convention on International Civil Aviation 4th edition, July 2013.

- slope category “C” generally corresponds with helicopters operated in performance class 2

7.2.21 Designers and HLS operators are advised that consultation with helicopter operators will help to determine the appropriate slope category to apply according to the heliport environment and the most critical helicopter type for which the heliport is intended. This is particularly true of the raised incline plane procedure outlined in Figure 8.

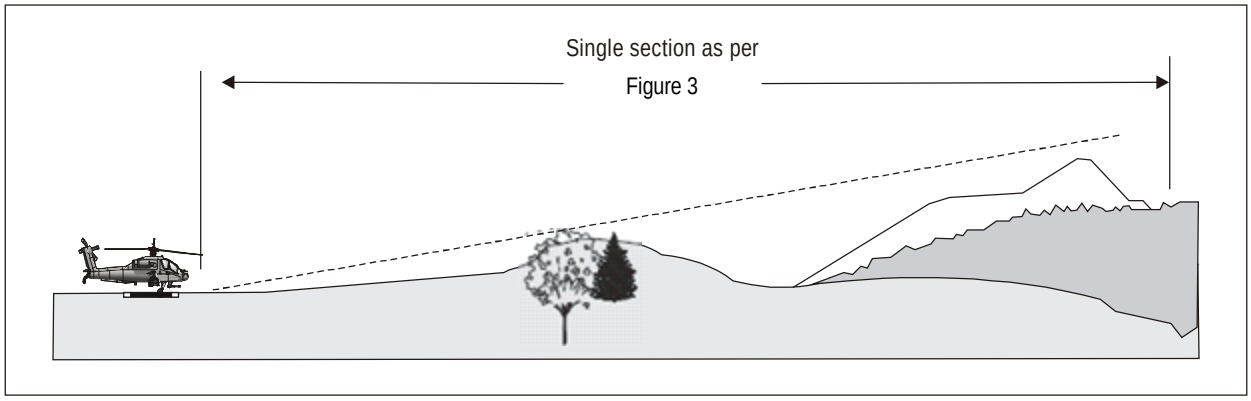
SURFACE and DIMENSIONS	*SLOPE DESIGN CATEGORIES*		
	A	B	C
APPROACH and TAKE-OFF CLIMB SURFACE:			
Length of inner edge	Width of safety area	Width of safety area	Width of safety area
Location of inner edge	Safety area boundary (Clearway boundary if provided)	Safety area boundary	Safety area boundary
Divergence: (1st and 2nd section)			
Day use only	10%	10%	10%
Night use	15%	15%	15%
First Section:			
Length	3 386 m	245 m	1 220 m
Slope	4.5% (1:22.2)	8% (1:12.5)	12.5% (1:8)
Outer Width	(b)	N/A	(b)
Second Section:			
Length	N/A	830 m	N/A
Slope	N/A	16% (1:6.25)	N/A
Outer Width	N/A	(b)	N/A
Total Length from inner edge (a)	3 386 m	1 075 m	1 220 m
Transitional Surface: (FATOs with a PinS approach procedure with a VSS)			
Slope	50% (1:2)	50% (1:2)	50% (1:2)
Height	45 m	45 m	45 m

Figure 3 – Recommended dimensions and slopes of obstacle limitation surfaces for secondary HLS visual FATOs

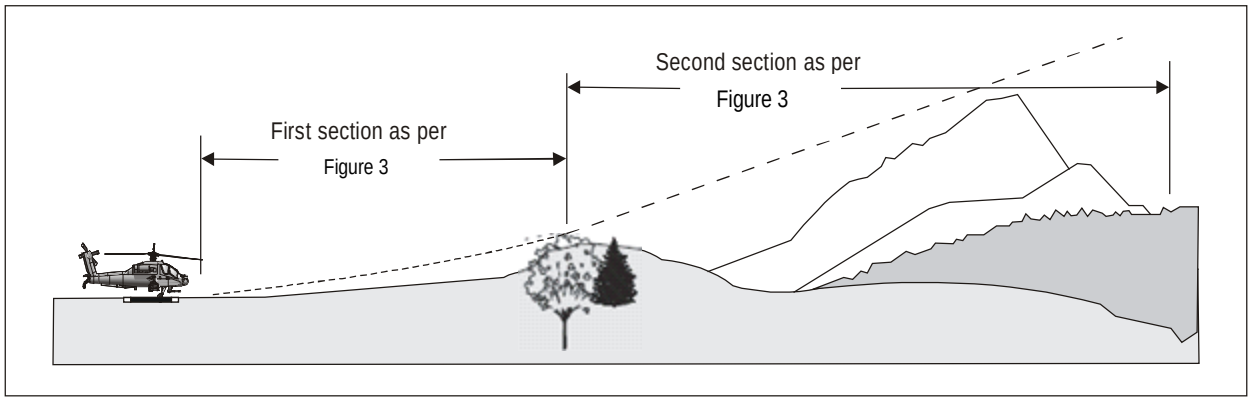
***Note**:*

(a) The approach and take-off climb surface lengths of 3 386 m, 1 075 m and 1 220 m associated with the respective slopes, brings the helicopter to 152 m (500 ft) above FATO elevation.

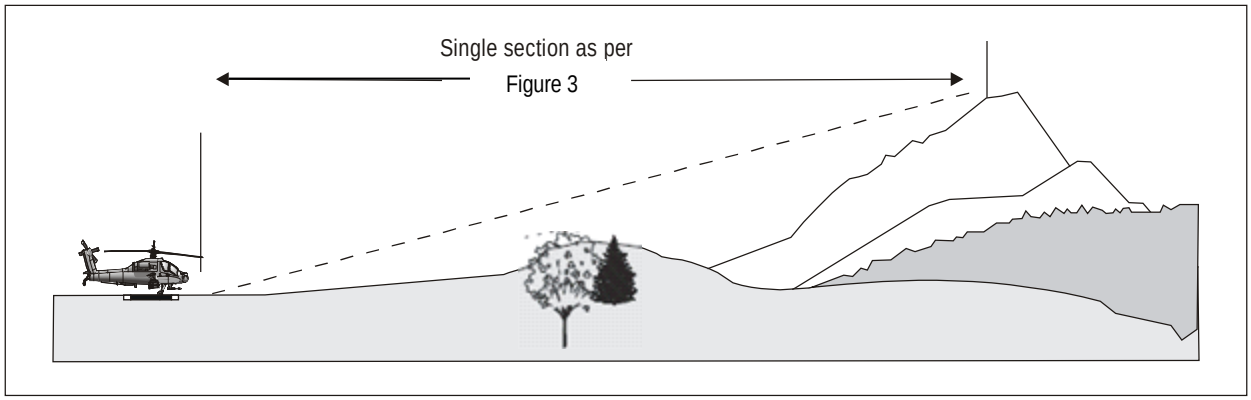
(b) Seven rotor diameters overall width for day operations or 10 rotor diameters overall width for night operations.



a) Approach and take-off climb surfaces - "A" slope profile - 4.5% design

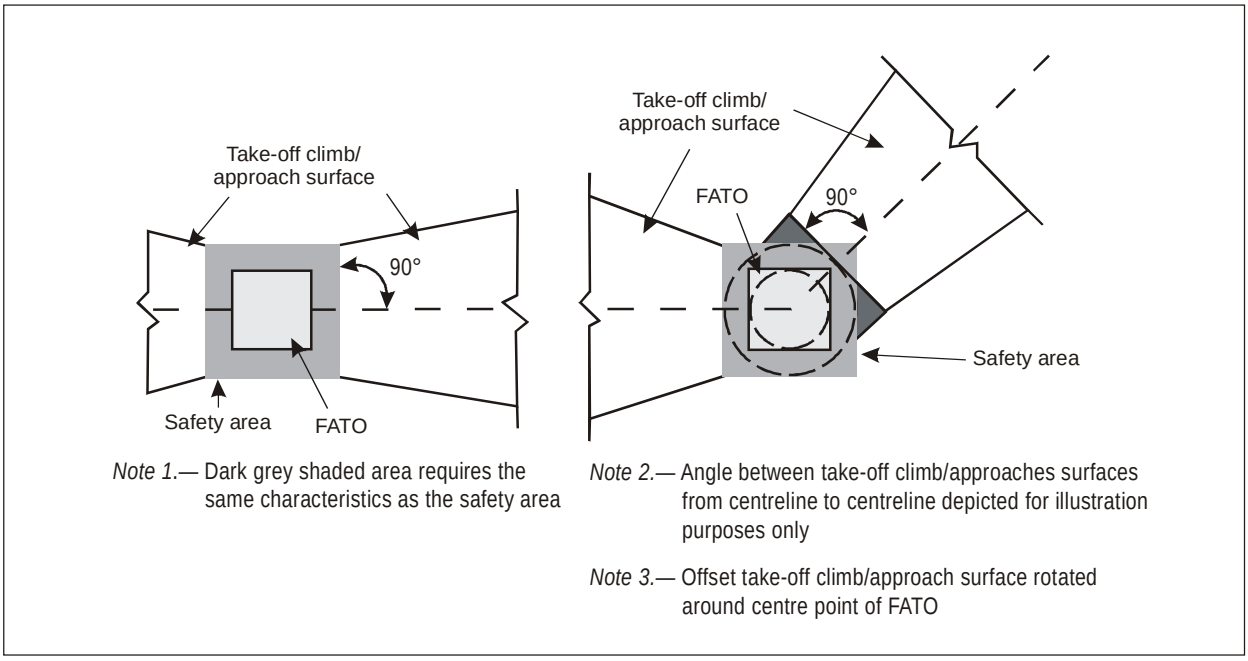


b) Approach and take-off climb surfaces - "B" slope profile - 8% and 16% design



c) Approach and take-off climb surfaces - "C" slope profile - 12.5% design

Figure 4 – Approach and take-off climb surfaces with different slope design categories



Note 1.— Dark grey shaded area requires the same characteristics as the safety area

Note 2.— Angle between take-off climb/approaches surfaces from centreline to centreline depicted for illustration purposes only

Note 3.— Offset take-off climb/approach surface rotated around centre point of FATO

Figure 5 – Obstacle limitation surfaces — Take-off climb and approach surface

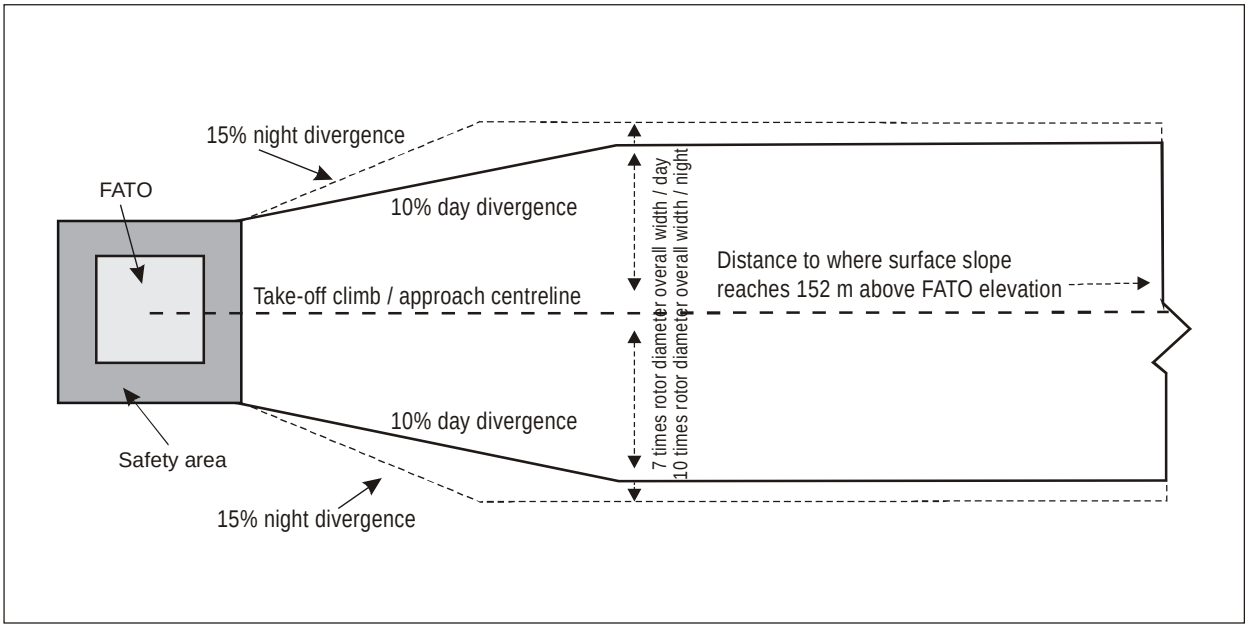
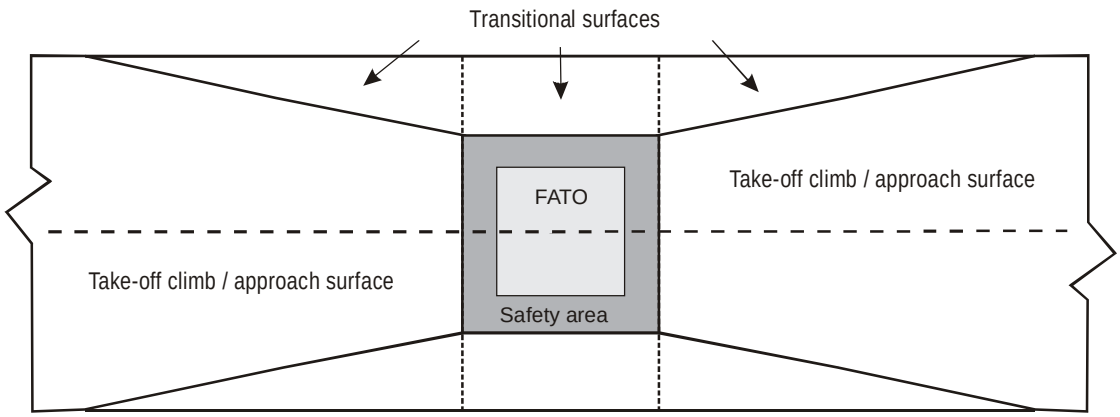


Figure 6 – Take-off climb/Approach surface width



Note 1.— For single take-off climb / approach surface. Transition surface extends perpendicular to far side of Safety Area.
Note 2.— PANS-OPS, Doc 8168, Volume II, Part IV Helicopters, details procedure design criteria.
Note 3.— This figure shows a square FATO for illustration purposes only. For a circular FATO the transitional surface lower and upper edges would also be circular.

Figure 7 – Transitional surface for a FATO with a Point-in-Space (PinS) approach procedure with a VSS[4]

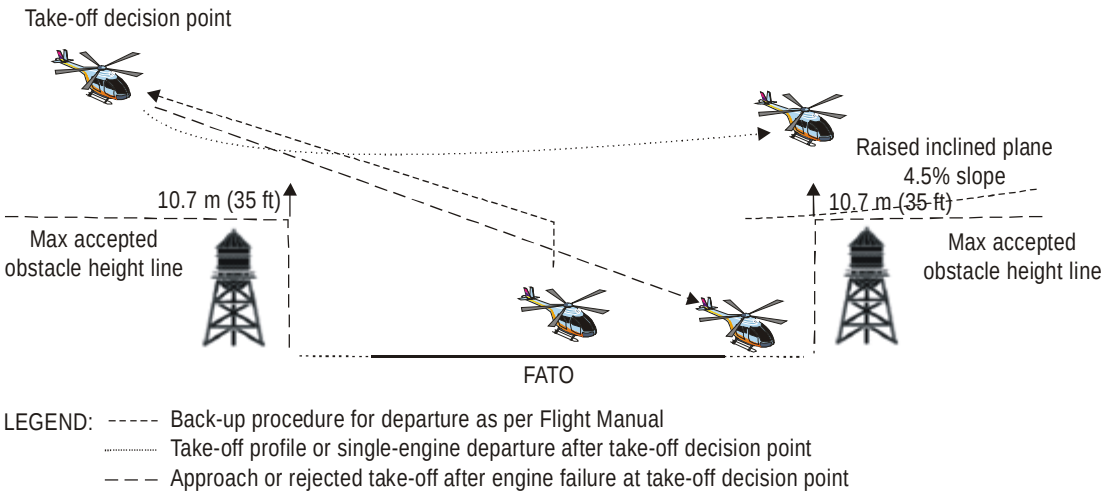


Figure 8 – Example of raised inclined plane during operations in Performance Class 1

Note 1: *This example diagram does not represent any specific profile, technique or helicopter type and is intended to show a generic example. An approach profile and a back-up procedure for departure profile are depicted. Specific manufacturers operations in performance class 1 may be represented differently in the specific Helicopter Flight Manual. ICAO Annex 6, Part 3, Attachment A provides back-up procedures that may be useful for operations in performance class 1.*

Note 2: *The approach/landing profile may not be the reverse of the take-off profile.*

[4] A Transitional OLS is required when a PinS approach is published for the HLS

Note 3: *Additional obstacle assessment might be required in the area that a back-up procedure is intended. Helicopter performance and the Helicopter Flight Manual limitations will determine the extent of the assessment required.*

Other physical and ancilliary considerations

7.2.22 An air taxiing route, with a width equal to twice the main RD of the design helicopter, should be provided where the FATO and the TLOF are not coincident.

7.2.23 The HLS should be sited with separate primary and emergency personnel access routes, with both routes located as far apart as practicable.

7.2.24 The HLS should be equipped with suitable fire protection and equipment based on the operations and the types of helicopters in use at the site. At least two fire extinguishers having specifications in accordance with Section 9 of the National Fire Protection Standard NFPA 418-2011 and any additional equipment as may be required to effectively extinguish a fire at the HLS, taking into account the types of operations and aircraft using the facility.

7.2.25 Where more than one fire extinguisher is available:

- at least one extinguisher should be positioned at each of the primary and emergency personnel access routes, preferably without creating potential obstacles to operations
- each separate TLOF or fuelling facility should be equipped with at least one standard fire extinguisher.

7.2.26 Alternative fire-fighting resources providing a similar or better level of protection may be used.[5]

7.3 Markings and indicators for Secondary HLSs

Wind Indicator

7.3.1 A Secondary HLS should be equipped with at least one wind indicator measuring 2.4 m in length and visible to the pilot during take-off, approach and landing. More than one indicator may be needed at more complex locations to ensure pilots receive full information on the wind flow over the site.

7.3.2 The wind indicator for night operations should be capable of being lit, or should meet the requirements of Section 7.7 of this CAAP.

Note: *CASA recommends the surface-level wind indicator standards outlined in Section 5.1.1 of Annex 14 Volume II as an alternative for both surface-level and elevated HLSs.*

HLS identification marking

7.3.3 An identification marking should be painted on the HLS FATO in the form of a large letter ‘H’, with dimensions equal to 4 x 3 x 0.75 m (height x width x stripe) and proportionately smaller for smaller facilities. The long side of the marking should be oriented to the preferred final approach paths to the HLS.

[5] Systems in accordance with NFPA 418-2011 would meet this recommendation. Automatic foam monitors are not recommended.

FATO edge markings

7.3.4 The edge of the FATO should be marked with a 30-50 cm wide broken white stripe (or a suitable number of markers), painted to clearly delimit the FATO.

7.3.5 If the FATO is separate from the TLOF, it should be marked so it is easily identifiable to the pilot when conducting operations. The use of aiming point markings may assist in this situation (see below).

7.3.6 A runway-type FATO should be marked in accordance with the standards in Chapter 5 of Volume II of Annex 14.

Aiming point marking

7.3.7 An aiming point marking should be provided at the HLS where it is necessary to make an approach to a particular point prior to moving to the TLOF. CASA recommends that any aiming point marking should be in line with the standards outlined in Chapter 5 of Volume II of Annex 14; this may include an internal suitably-sized 'H' marking if required.

Approach and departure path(s) marking

7.3.8 Preferred approach and departure paths should be marked with suitably-sized single or double-headed yellow arrows at the perimeter of the TLOF, so as to be viewed easily by the pilot of a helicopter when over-flying or on approach to the site.

Touchdown/Positioning Marking (TD/PM)

7.3.9 A TD/PM is essential where it is necessary for a helicopter to touchdown or be accurately placed in a specific position.

7.3.10 A TD/PM provides the visual cues that permit a helicopter to be placed in a specific position and, when necessary, orientated such that, when the pilot's seat is above the marking, the undercarriage will be inside the load-bearing area and all parts of the helicopter will be clear of any obstacles by a safe margin.

7.3.11 A TD/PM should be a yellow circle and have a line width of at least 0.5 m. The inner diameter of the circle should be 0.5 x D of the largest helicopter that the HLS TLOF is intended to serve.

> ***Note:*** *Further information on touchdown and positioning markings can be found in Chapter 5 of Volume II of Annex 14 and the ICAO Heliport Manual.*

Maximum operational helicopter tonnage marking

7.3.12 A maximum *operational* helicopter tonnage marking should be painted on the TLOF (if there is such a limit on the HLS) with the weight, expressed in kilograms to one decimal place, calculated by multiplying the indicator number by 1000.

7.3.13 The tonnage marking figures should be orientated so as to be readable by pilots on the preferred final approach paths to the HLS. This may involve a compromise in orientation.

7.3.14 A facility name marking may also be added, oriented as with the tonnage marking.

> ***Note****:* *Further guidance on the formatting and style of HLS markings is available in CAAP 92-4.*

7.4 Night operations at Secondary HLS

7.4.1 For night operations at an RPT, Charter (or future Air Transport) capable HLS, including purpose-built EMS sites, designers should refer to Annex 14 and the ICAO *Heliport Manual*. For other night operations, the following lighting guidelines are suggested; however, designers may apply the ICAO standard if desired.

FATO

7.4.2 The edge of the FATO should be lit by either omni-directional green lights or by a combination of markings and shielded perimeter lighting/floodlighting. The lights should be preferably flush with the level of the HLS but otherwise project no more than 25 cm above the level of the HLS. Where lights protrude above the surface of the FATO this should be noted in the HLS's operating information available to pilots. A minimum of eight equally-spaced lights should be used for square, octagonal and circular shaped FATOs, with proportionately more for larger rectangular shaped FATOs.

TD/PM

7.4.3 The TD/PM should be lit by either flush-mounted, yellow panel lights or floodlights.

Wind velocity information

7.4.4 Wind velocity information may be provided by one of the following:

- an illuminated wind direction indicator as mentioned in Section 7.3 above
- any other suitable means, such as an approved automated weather information station, or
- radio communication with an authorised weather observer located at, or in proximity to, the HLS.

Approach guidance

7.4.5 The standard approach direction(s) should be lit by point or panel lights, preferably flush to the HLS surface, depicted by yellow arrows similar in look to the painted markings. When it is considered essential that an accurate approach path be achieved due to the presence of obstacles, additional approach guidance lighting should be provided in accordance with Annex 14. Obstacle lighting should be provided where necessary, or operational limitations applied.

Air taxiing route

7.4.6 An air taxiing route should have a minimum width equal to 3 x the main RD of the helicopter and, depending on operational demands, be marked by either blue edge or green centreline lights spaced at 15 m intervals, or be suitably floodlit.

Visibility

7.4.7 All lights, except air-taxiing route lights, should be visible from a distance of at least 3 km at the prevailing Lowest Safe Altitude (LSALT) in clear conditions.

Note 1: *Neither TLOF lighting or marking is necessary to conform to the guidelines in this CAAP.*

Note 2: *Compatibility with Night Vision Devices is not necessary for lighting to conform to the guidelines in this CAAP. Operators and HLS owners who wish to allow night vision imaging system operations into a HLS should liaise with each other to ensure compatible procedures and lighting standards are considered.*

7.5 Elevated HLS

7.5.1 Elevated HLS should be designed and built in accordance with the guidance in Sections 3.2 of Annex 14 Volume II and the ICAO *Heliport Manual.* However, CASA does not recommend the construction of new elevated HLS with FATO areas less than 1 x D of the design helicopter.

Note: *Readers looking for guidance on the design and operation of off-shore resource platform, off-shore resource ship and marine HLS should read CAAP 92-4.*

Executive Manager
Standards Division

February 2014

Central Highlands Council

MINUTES – ORDINARY MEETING – 19TH JULY 2011

Minutes of an Ordinary Meeting of Central Highlands Council scheduled to be held at Bothwell Council Chambers, on Tuesday 16th August 2011, commencing at 9.00am and be closed to the public until 10.00am.

1.0 OPENING

Mayor D E Flint opened the meeting at 9.00am.

2.0 PRESENT

Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt
.

3.0 APOLOGIES

Moved **Clr L M Triffitt** Seconded **Clr A W Bailey**

THAT the apology for **Clr I V McMichael** be accepted.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

4.0 COMMITTEE

Regulation 15 of the Local Government (Meeting Procedures) regulations 2005 provides that Council may consider certain sensitive matters is Closed Agenda which relate to:

- Personnel matters, including complaints against an employee of the Council;
- Industrial matters relating to a person;
- Contracts for the supply and purchase of goods and services;
- The security of property of the Council
- Proposals for the Council to acquire land or an interest in the land or for the disposal of land;
- Information provided to the Council on the condition it is kept confidential;
- Trade secrets of private bodies;
- Matters relating to actual or possible litigations taken by or involving the Council or an employee of the Council;
- Applications by Councillors for leave of absence;
- The personal affairs of any person.

The decision to move in Closed Council requires an absolute

	majority of Council.
4.1 MOTION INTO COMMITTEE	Moved **Clr A W Bailey** Seconded **Clr L M Triffitt** **THAT** Council move into Committee to discuss confidential matters in accordance with Section 15 of the Local Government (Meeting Procedures) Regulations 2005 **Carried** **For the motion** Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt
4.2 MATTERS DISCUSSED IN COMMITTEE	Hobart AFL Matches Draft Interim Management Report – Audit Legal Opinions EHO Contract for Services
4.3 MOTION OUT OF COMMITTEE	Moved **Clr L M Triffitt** Seconded **Clr T H Jacka** **THAT** Council move out of Committee and resume the Ordinary Meeting. **Carried** **For the motion** Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt
5.0 OPEN MEETING TO PUBLIC	The Meeting opened to the public at 10.25am.
6.0 IN ATTENDANCE	Mrs Lyn Eyles (General Manager). Mrs J M Housego (Minute Secretary)
7.0 PUBLIC QUESTION TIME	Mrs Phil Smithurst, Mr David McMillan, Mrs Kathy Hean, Mr David Hean and Mr Michael Johnson were in attendance. Mrs Hean advised that they have attended the meeting to discuss the Gowan Brae Road issue.

8.0 PECUNIARY INTEREST DECLARATIONS

In accordance with Regulation 8 of the Local Government (Meeting Procedures) Regulations 2005, the Mayor requests Councillors to indicate whether they or a close associate have, or are likely to have a pecuniary interest (any pecuniary or pecuniary detriment) in any item of the Agenda.

There was no Pecuniary Interest declared for this meeting.

9.0 MAYORAL COMMITMENTS

Tuesday 21st June 2011	• Mr Geoff Ashton-Jones Funeral
Wednesday 22nd June 2011	• Audit Committee Workshop
Tuesday 28th June 2011	• Rally – Glenora School • Public Meeting – Glenora School
Friday 1st July 2011	• Ellendale Hall Committee Meeting
Saturday 2nd July 2011	• Elected Members Seminar- Chair of Panel discussion
Tuesday 5th July 2011	• Brian Corey Survey – STCA
Tuesday 7th July 2011	• Meeting June Munro with General Manager
Saturday 9th July 2011	• Presentation Night – Bothwell Licensed Anglers
Sunday 10th July 2011	• Winterfest – Ellendale Community Hall
Monday 11th July 2011	• Coordinating complaints from residents seeking assistance being snowed in
Wednesday 13th July 2011	• Chairman – Tasmanian Planning Commission – Assessment Panel

	Friday 15th July 2011 Monday 18th July 2011	• Eastern District Police Review • Southern Water AGM with General Manager
9.1 COUNCILLORS COMMITMENTS	**Clr A J Downie**	
	13th July 2011	• Planning Template – Hobart
	15th July 2011	• SWSA - Kingborough
	Clr L M Triffitt	
	21st June 2011	• Council Adjournment Meeting
	22nd June 2011	• Council Meeting – Bothwell • Budget Workshop – Bothwell
	28th June 2011	• Glenora District High School Meeting
	30th June 2011	• Glenora District High School Meeting with Minister Nick McKim
	1st July 2011	• Glenora District High School Meeting with Department of Education
9.2 GENERAL MANAGER'S COMMITMENTS	6th July 2011	• Central Highlands Community Consultative Sub Committee Meeting • Gerald Crawford – Tasmanian Fire Service
	7th July 2011	• Jude Munro
	11th July 2011	• Scott McGrath – MEGT
	13th July 2011	• Central Highlands Community Consultative Meeting

	14th July 2011	• John Lawrence – Territory Manager – Optus
	18th July 2011	• Southern Water Owners Meeting
9.3 COMMUNITY & ECONOMIC DEVELOPMENT OFFICER	24th June 2011	• 'Spanner in the works' Mens Shed BBQ (Hamilton)
	27th June 2011	• Bothwell Craft Consortium
	1st July 2011	• Australasian Golf Museum Committee
	5th July 2011	• Tasmanian Fox Task Force Presentation (Hamilton)
	7th July 2011	• Di Lovell – Seniors Week
	11th July 2011	• Bothwell Tourism Association Meeting • Healthy Communities (Sthn & Nthn Midlands) • Bothwell Craft Consortium
	12th July 2011	• Inaugural Bridgewater Trade Training Centre Advisory Meeting
	13th July 2011	• Rivers Run Committee Meeting (New Norfolk)
	14th July 2011	• Miriam Herzfeld – Still Gardening Hubs (Hobart)
	15th July 2011	• John Lawrence with GM – Optus (Hobart)
10.0 NOTIFICATION OF COUNCIL WORKSHOPS	**There was no notification of any Council Workshops.**	

11.0 MAYORAL ANNOUNCEMENTS

Mayor D E Flint advised that she had sent an email of support to Mayor Armstrong regarding the State Governments proposal to down grade Health Services in the Huon area.

12.0 MINUTES

12.1 RECEIVAL MINUTES ORDINARY MEETING

Moved **Clr G Herbert** Seconded **Clr L M Triffitt**

THAT the minutes of the **Ordinary Meeting** of **Council** held on **Wednesday 22nd June 2011** be **received.**

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

12.2 CONFIRMATION OF MINUTES ORDINARY MEETING

Moved **Clr A W Bailey** Seconded **Clr T H Jacka**

THAT the minutes of the **Ordinary Meeting** of **Council** held on **Wednesday 22nd June 2011** be **confirmed with the following amendments:**
Page 1 - Agenda Item Reconvening of Ordinary Meeting to have the date of the 22 June 2011 inserted, and the date to be changed to the 22 June 2011 Minutes Heading from pages 2 through to page 24.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

12.3 RECEIVAL DRAFT AUDIT COMMITTEE MINUTES

Moved **Clr A J Downie** Seconded **Clr L M Triffitt**

THAT the Draft minutes of the **Audit Committee** of **Council** held on **Wednesday 22nd June 2011** be **received.**

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

13.0 BUSINESS ARISING

There was no Business Arising from the Minutes of the Ordinary Meeting of Council held on the 22 June 2011.

Mr Graham Rogers Manager of Development and Environmental Services attended the meeting at this time.

Moved **Clr G Herbert** Seconded **Clr L M Triffitt**

THAT Council move to Agenda Item 18.10 Application to Central Highlands Council restrict Vehicle Access on Gowan Brae Road.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

18.10 APPLICATION TO CENTRAL HIGHLANDS COUNCIL TO RESTRICT VEHICLE ACCESS ON GOWAN BRAE ROAD

Mr Michael Johnston, Mrs Kathy Hean and Mr David Hean each addressed Council on their submission to Council on the restriction of vehicle access on Gowan Brae Road.

The General Manager advised Council of the legal advice that has been received regarding locked gates on public road under the Roads and Jetty Act.

Moved Clr R G Bowden **Seconded** Clr G Herbert

THAT Council support the submission that has been put to Council for the erection of a locked boom gate over Gowan Brae Road and that Council take the appropriate steps stated in the Highways Act 1982, Section 31 (1), and that the letter of support from National Parks and Wildlife be included in the submission.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

Clr A J Downie left the meeting at 10.50am.

Clr A J Downie retuned to the meeting at 10.52am.

Mr James Dryburgh Senior Contract Planner attended the meeting at this time.

Moved **Clr T H Jacka** Seconded **Clr L M Triffitt**

THAT Council move back to Agenda Item 14.0 Development and Environmental Services.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

14.0 DEVELOPMENT & ENVIRONMENTAL SERVICES

In accordance with Regulation 25(1) of the Local Government (Meeting Procedures) Regulations 2005, the Mayor advises that the Council intends to act as a Planning Authority under the Land Use Planning and Approvals Act 1993, to deal with the following items:

Moved **Clr L M Triffitt** Seconded **Clr T H Jacka**

THAT the **Development & Environmental Services Report** be **received.**

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

14.1 DA 2011/16: CAMPBELL SMITH PHELPS PEDLEY OBO W & S J PEC: 91 THIESSEN CRESCENT MIENA: SUBDIVISION – BOUNDARY ADJUSTMENT

Moved **Clr A J Downie** Seconded **Clr L M Triffitt**

THAT Central Highlands Council (Planning Authority) in accordance with the provisions of the Central Highlands Planning Scheme 1998 and Section 57 of the Land Use Planning & Approvals Act 1993, approve the application for a boundary adjustment at 91 & 93 Thiessen Crescent, Miena, Certificate of Title Volume 19996 Folios 34 and 35, subject to the following conditions:

1. The subdivision layout or development shown on the endorsed plan of survey, specified in the associated application information and in accordance with the following conditions must not be altered without the further written consent of Council.

2. Easements must be created over any drains, pipelines, wayleaves and services in accordance with the requirements of the Council's Municipal Engineer. The cost of locating and creating the easements shall be at the subdivider's full cost.

3. Any works relating to the development must be carried out between the following hours:

Monday to Friday	7.00am to 6.00pm
Saturday	9.00am to 6.00pm
Sundays & Public Holidays	10.00am to 6.00pm

4. A fee of $100.00, or as otherwise adopted by Council resolution from time to time, must be paid to Council prior to the sealing of each stage of the final plan of survey.

5. A final plan of survey and two (2) copies must be provided together with the schedule of easements as necessary.

6. All conditions of this permit must be satisfied before the Council seals the final plan. It is the subdivider's responsibility to arrange any required inspections and to advise Council in writing that the conditions of the permit have been satisfied. The final plan of survey will not be dealt with until this advice has been provided.

Engineering

7. The Subdivider must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the proposed subdivision works. Any work required is to be specified or undertaken by the authority concerned.

8. An access must be provided from the carriageway of the road to each lot on the plan in accordance with the construction and sight distance standards shown on standard drawings SD1012 and SD1030 prepared by the IPWE Australia (Tasmania Division) and to the satisfaction of Council's Municipal Engineer.

9. The final plan of survey must be endorsed that Council cannot provide a means of reticulated sewerage or drainage or water to the lots.

The applicant shall also be advised that:

- This permit is valid for two (2) years only from the date it takes effect and will lapse if substantial commencement of the use or development does not take place within that time.

- Pursuant to Section 61 of the Land Use Planning and Approvals Act 1993, you may appeal against any of the conditions imposed on this approval by lodging with the Resource Management and Planning Appeal Tribunal, a notice of appeal (telephone (03) 6233 6038). Any appeal is required by the Act to be instituted within fourteen days of the service of this approval on you.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

14.2 ONGOING ISSUE : SHACKS ON BARBERS LAND : OFF WOODS LAKE ROAD, ARTHURS LAKE

Moved **Clr G Herbert** Seconded **A W Bailey**

THAT Council endorse the discontinuance of the current Section 64 proceedings and allow investigation into the subject shack site as part of the Regional Planning project and the development of the new planning scheme, to determine whether new Section 64 proceedings should be pursued or whether the new planning scheme can appropriately cater for a resolution to this issue.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

14.3 PROPOSED STRATA DEVELOPMENT AT BRONTE LAGOON

Clr A J Downie asked that legal advice be sought on Strata Titles.

14.4 REMISSION OF FEES

Moved **Clr A J Downie** Seconded **Clr G Herbert**

THAT Council remit the following Renewal Fees:

Food Premises
Bothwell Swimming Pool - $110.00
Bothwell Town Hall Kitchen - $220.00
Hamilton Show / Recreation Ground - $110.00

Places of Assembly
Bothwell Recreation Ground - $90.00
Bothwell Swimming Pool - $90.00
Bothwell Town Hall - $90.00
Hamilton Hall - $90.00
Hamilton Showgrounds - $90.00
Ouse Hall - $90.00
Wayatinah Community Hall - $90.00

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

Mr James Dryburgh Senior Contract Planner left the meeting at this time.

14.5 NAMING OF STREET OFF SCHAW STREET, BOTHWELL

Moved **Clr R G Bowden** Seconded **Clr G Herbert**

THAT Central Highlands Council submit an application to the Nomenclature Board for the unnamed road off Schaw Street, between Last Street and Barr Street be named Opal Street or the name of the first Warden of Bothwell.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

14.6 REVIEW OF DEVELOPMENT & ENVIRONMENTAL SERVICES FEES & CHARGES

Moved **Clr G Herbert** Seconded **Clr L M Triffitt**

THAT pursuant to Section 205 of the Local Government Act 1993, Council resolve to adopt the revised Development and Environment Services fees and charges register and for it to take effect commencing 1st August 2011 with the amendment of Engineering cost to include cost price.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

It was noted that the Development and Environmental Services Fees and Charges for the 2012/2013 Financial year increase by $10.00 and that this be placed on the Status Report.

14.7 INTRODUCTION TO EMERGENCY MANAGEMENT FOR LOCAL GOVERNMENT

Moved **Clr A J Downie** Seconded **Clr L M Triffitt**

THAT Mr Graham Rogers be authorised to attend the course "Introduction to Emergency Management for Local Government" at the Australian Emergency Management Institute in Mount Macedon, Victoria from 23-25 August 2011, and cover the cost of air fares and travel expenses.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

Mr Graham Rogers Manager Development and Environmental Services left the meeting at this time.

Miss Zara Gerven Community Economic Development Officer attended the meeting at this time.

15.0 COMMUNITY & ECONOMIC DEVELOPMENT REPORT

Moved **Clr T H Jacka** Seconded **Clr L M Triffitt**

THAT the **Community & Economic Development Report** be **received.**

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

15.1 COMMUNITY GRANTS PROGRAM 2011/2012

After discussion at the June 2011 Council Meeting, the Community Grants Program guidelines, application and accountability processes have been re-reviewed.

Recommendation

Moved **Clr G Herbert** Seconded **Clr A W Bailey**

THAT Council adopt the guidelines for the Community Grants Program 2011/12 with the following amendments:

Eligibility dot point 1 – All community groups (both incorporated and non-incorporated) that represent **all** of the Central Highlands are eligible to apply for funding.

Plus include an additional dot point - Individual Community Members can apply.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr L M Triffitt

Against the motion Clr T H Jacka

15.2 HALLMARK EVENT

Moved **Clr G Herbert** Seconded **Clr A W Bailey**

THAT Council further develop the 'Hunting, Camping & Fishing Expo' event, utilising the 2011/12 budget allocation, and that permission be sought from the Hamilton Show Committee to hold this event in conjunction with the Hamilton Show for a 12 month period.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

15.3 2012 COMMONWEALTH FLYFISHING CHAMPIONSHIPS

Moved **Clr A W Bailey** Seconded **Clr G Herbert**

THAT Council sponsor the 2012 Commonwealth Fly Fishing Championships to the value of $7,750, and that this sponsorship include the Mayor being invited to be a part of the official opening.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

15.4 SCHOOLS BUDGET ALLOCATION

Moved **Clr L M Triffitt** Seconded **Clr G Herbert**

THAT Council allocate $750.00 from the 2011/2012 Budget to the following Schools - Bothwell District High, Ouse Primary School, Westerway Primary and Glenora District High School.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

15.5 2011 TIDY TOWNS AWARDS

Moved **Clr T H Jacka** Seconded **Clr L M Triffitt**

THAT a) Council nominate Ellendale, Bothwell, Hamilton, Miena, Wayatinah, Gretna and Ouse for the 2011 Tidy Towns Awards.

b) An article be placed in the August edition of the Highlands Digest advising the community of the nominated towns and anticipated judging timeframes.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

15.6 VISION RADIO FOR HAMILTON & OUSE

Moved **Clr G Herbert** Seconded **Clr A W Bailey**

THAT United Broadcasters Australia Ltd have permission from the Central Highlands Council to place antennas on the following Council buildings: Hamilton Works Depot and Ash Cottage at Ouse.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr L M Triffitt

Against the motion Clr T H Jacka

19.1 COMMUNITY GRANTS APPLICATION

Moved **Clr A J Downie** Seconded **Clr L M Triffitt**

THAT Council grant Bronte Bush Watch $360.00 to assist in funding the Lakes Clean-Up.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

Miss Zara Gerven Community Economic Development Officer left the meeting at this time.

Council adjourned for lunch at 12.50pm.

Council reconvened the meeting at 1.40pm.

Moved **Clr A J Downie** Seconded **Clr L M Triffitt**

THAT Council move to Agenda Item 18.1 LGAT General Meeting 20th July 2011.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

18.1 LGAT GENERAL MEETING 20TH JULY 2011

Councillors voted on the following motions to enable the Mayor to vote accordingly at the Local Government Association of Tasmania General Meeting to be held on the 20th July 2011.

12.1 Motion – Compulsory Local Government Elections
Council – West Tamar
Decision Sought: - Council against the motion

THAT LGAT adopt a policy that voting in Local Government Elections be made compulsory.

The decision on this motion to be forwarded to the Tasmanian State Government.

12.2 Motion – Amendment to Local Government Act – Definition of Fire Risk *
Council – West Tamar
Decision Sought: - Council against the motion

THAT LGAT support Councils endeavour to reduce the threat of bush fire through an amendment to Division 6 of the Local Government Act 1993 regarding "nuisances" by inserting the definition of a "fire risk" under section 199 of The Act (changes defined by bold italics in attachment).

12.3 Motion – Tasmanian Constitution
Council – Hobart City
Decision Sought: - Council for the motion

THAT the Local Government Association of Tasmania lobby the State Government to ensure that any future possible amendments to the Tasmanian Constitution, in respect to recognition of Local Government, be the subject of a referendum.

Hobart City Council foreshadowed this motion to Council which was discussed at Council's meeting held on 18 April, 2011. Council Resolved to vote for the motion.

12.4 Motion – Charitable Land Confirmation
Council – Huon Valley Council
Decision Sought: - Council for the motion

THAT LGAT requests the State Government to review and amend section 87(1)(d) of the *Local Government Act 1993* to:
- provide clarity in relation to application of the section to land owned or occupied exclusively for charitable purposes; and,

- specifically exclude Schools from the exemption under that section to bring the
payment of general and separate rates for non-Government Schools into line with
Payment of general and separate rates by State Government Schools.

14.1 Motion – LGAT General Meetings
Council – Burnie City
Decision Sought: Council against the motion

THAT LGAT amend its current policy position of holding General Meetings to:

a) Two times per year alternating from Hobart (with AGM) and Launceston with any additional General Meeting to be held in the North-West, namely Burnie; and

b) Special General Meetings called at the request of the President or motion of GMC, with Special General Meetings to be held in Launceston.

15.1 Motion – National Emergency Funds
Council – Hobart City
Decision Sought: Council against the motion

THAT the Local Government Association of Tasmania lobby the Federal Government for a National rolling emergency fund funded through contributions by Local Government.

Hobart City Council foreshadowed this motion to Council which was discussed at Council's meeting held on 18 April, 2011. Council Resolved to vote against the motion.

15.2 Motion – Amendment to Payroll Tax Act 2008 *
Council - Latrobe
Decision Sought: Council for the motion

THAT LGAT request the State Government to immediately and retrospectively amend the Payroll Tax Act 2008 to exempt Local Government from the employer grouping provisions therein.

15.3 Motion – Financial Reform Review
Council – West Coast
Decision Sought: Council for the motion

THAT the financial reform process adopted between the State Government and councils ten years ago be reviewed.

16.1 Motion –National Broadband Network
Council – West Tamar
Decision Sought: Council for the motion

The LGAT Conference calls on the National Broadband Network Company (NBN Co) to install all NBN Co cabling inside the existing underground conduits wherever these conduits exist.

The conference instructs the LGAT Executive and Secretariat to communicate this policy position to NBN Co, the relevant Australian Government Minister and to lobby for this policy.

16.2 Motion – Roll Out Of Natural Gas
Council – Hobart City
Decision Sought: Council for the motion

THAT the Local Government Association of Tasmania lobby the State Government to
Continue to fund the roll out of Natural Gas to Tasmanian residents.

Hobart City Council foreshadowed this motion to Council which was discussed at Council's meeting held on 18 April, 2011. Council Resolved to vote for the motion.

16.3 Motion – Water & Sewerage
Council – Derwent Valley
Decision Sought: Council for the motion

THAT the Local Government Association of Tasmania writes to the Board of Southern Water requesting detailed information in regard to the following:

1. All information regard to the cost benefits analysis that has been undertaken in regard to the installation of Water Meters.

2. Provision of the total cost of the installation of the Water Meters and the associated cost to consumers broken down into municipal areas.

3. All details in regard to the duplication of the services provided by Southern Water and Onstream.

4. Details of the cost benefits and any savings that have been received by the utilization of Onstream for the provision of services.

5. Details of any efficiencies that have been made due to the taking over of the Water and Sewerage Assets from Local Government to the new Water and Sewerage entity.

6. Details in regard to future water and Sewerage rate increased by municipal area for the next five years and reasons for the proposed increases.

7. Full disclosure of the costs associated with the Water Billing computer system and the associated costs including cost overruns to Budget allocation for its installation and details of the computer system being utilised for the provision of this service.

16.4 Motion – Water Corporations Act
Council – Burnie City
Decision Sought: Council for the motion

THAT LGAT adopt as a policy position that it support changes to the Water Corporations Act to provide for:

a) That Owner Representatives Committee's include at least one nomination from
each owner council;

b) That the Common Directorship requirement be removed from the Act;

c) That the Water Corporations role include economic development incentives and
policies that allow the corporations to provide incentives for developers wanting to
benefit regions covered by the corporations, in line with Shareholders Letter of
Expectations;

d) Removal of prescribed role and functions of the Common Services Provider.

16.5 Motion –Water & Sewerage Corporations Operations Council – Waratah Wynyard
Decision Sought: Council for the motion

THAT the Local Government Association of Tasmania write to the Tasmanian Government, Premier and Treasurer, the Leader of the Opposition and the Leader of the Tasmanian Greens to request consideration of the impacts of the legislation governing the Water and Sewerage Corporations and their operations, and detailing in particular:

1. The problems with billing and cash flows and the fear and suspicion now
Abounding in the community about the operations of the Corporations.

2. The foreshadowing of large price increases beyond CPI.

3. The new developer charges which are threatening potential developments and
Subdivisions.

4. The cavalier attitude to community service obligations long supported by individual councils in providing services to sporting and community groups.

17.1 Motion –Oil Prices
Council – Hobart City
Decision Sought: Council for the motion

THAT the Local Government Association of Tasmania urge the State Government to
Commit to the delivery of the Department of Infrastructure, Energy and Resources (DIER) study into rising oil prices.

Hobart City Council foreshadowed this motion to Council which was discussed at Council's meeting held on 18 April, 2011. Council Resolved to vote against the motion.

17.2 Motion – Forestry Industry
Council – Glamorgan Spring Bay
Decision Sought: Council for the motion

1. **THAT** LGAT strongly condemns any further lock up or reservation of Tasmania's
State native forests.

2. That LGAT requests the State and Federal Governments to re-affirm their
Commitment to the Regional Forest Agreement.

3. That LGAT writes to the State and Federal Governments confirming its support for the Tasmanian Forest Industry and highlighting the economic benefits it brings to the State.

17.3 Motion – Protection Of Agricultural Land *
Council – Northern Midlands Council
Decision Sought: Council against the motion

THAT the LGAT work with the State Government to amend Principle nine of the State Policy for the Protection of Agricultural Land 2009 to enable Council planning schemes to prohibit or require discretionary permit for an agricultural use on land zoned for agricultural purposes where such land is also determined to be within a special area or overlay to address issues including, but not limited to, scenic protection, landslip, water catchment, heritage protection and flood or bushfire hazard.

17.4 Motion – Land Use Planning and Approvals Act 1993
Council – Northern Midlands Council
Decision Sought: Mayor to vote accordingly once further information is sought.

THAT in order to address the loophole in LUPA relating to the lack of termination power, LGAT lobby the Department of Justice to progress a legislative amendment to provide the power to void an application after a finite period of time.

17.5 Motion – Derelict & Dilapidated Buildings *
Council – West Coast
Decision Sought: Council for the motion

THAT LGAT again strongly request the State Government to pass amending legislation to give Councils clear and appropriate powers to enforce works to remedy the adverse effects of derelict or dilapidated buildings on the streetscape and nearby properties

17.6 Motion – Uninhabitable Structures
Council – West Coast
Decision Sought: Council for the motion

THAT LGAT seek improvements to rental housing in order to improve their healthiness and habitability through:

1) Advocating for changes to the Residential Tenancy Act to provide occupational
health and safety grounds for termination of a lease by a tenant through an
Independent inspection mechanism.

2) Advocating for changes to relevant legislation to allow buildings and structures to
Be deemed uninhabitable.

18.1 Motion - Weed Management
Council – Burnie City
Decision Sought: Council for the motion

THAT LGAT call upon the State Government to review the Weed Management Act to enable a Weed Officer to take immediate abatement action when a land owner fails to take action to remove weeds which are in seed.

19.1 Motion – Banning Smoking In Alfresco Dining Areas
Council – Hobart City
Decision Sought: Council against the motion

THAT the Local Government Association of Tasmania urge the State Government to
Commit to passing legislation banning smoking in all alfresco dining areas.

Hobart City Council foreshadowed this motion to Council which was discussed at Council's meeting held on 18 April, 2011. Council Resolved to vote against the motion.

19.2 Motion – Health And Wellness Targets For Communities
Council – Hobart City
Decision Sought: Council for the motion

THAT the Local Government Association of Tasmania encourage all Councils to include, in their strategic plan, health and wellness targets for their communities.

Hobart City Council foreshadowed this motion to Council which was discussed at Council's meeting held on 18 April, 2011. Council Resolved to vote for the motion.

21.1 Motion – Protection Of Senior Citizens
Council – West Tamar Council
Decision Sought: Council for the motion

THAT LGAT requests the State Government to change laws to specifically prosecute those persons who commit crimes against our senior citizens so as to reduce the incidents of elder abuse in our community.

Mr Jason Branch Manager of Works and Services attended the meeting at this time.

16.0 WORKS & SERVICES

Moved **Clr R G Bowden** Seconded **Clr A W Bailey**

THAT the **Works & Services Report** be **received.**

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

16.1 FENCING STEPPES HALL

Moved **Clr G Herbert** Seconded **Clr T H Jacka**

THAT the entire fence be replaced at the Steppes Hall with Vertical Garden Fencing.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

16.2 GRADING SNOW FROM MUNICIPAL ROADS

Mayor D E Flint thanked the Works and Services Manager for all of his efforts over and during the snowy period.

The Manager of Works and Services advised Council on the number of telephone calls received, from ratepayers and residents of the lakes asking for roads to be graded; and also stated that Council's Policy is that we do not grade snow off roads.

It was **resolved** that the Mayor, Deputy Mayor, General Manager and Works and Services Manager hold discussions on the policy and come back to Council with any changes if they are required.

16.3 PLANT

Moved **Clr G Herbert** Seconded **Clr A J Downie**

THAT the Works Manager is authorised to:

(a) Call tenders for the replacement of the Mack truck and supply of new medium truck.

(b) Obtain 3 quotes for small vehicles.

(c) Tenders and quotes to be discussed at a Plant Committee meeting for recommendation to Council.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

16.4 LOSS MONITORING OF UNDERGROUNDS FUEL SYSTEMS

Noted

16.5 ADDITIONAL ITEM CRUSHING OF GRAVEL

The Manager of Works and Services advised Council that the cost of gravel has increased.

16.6 ADDITIONAL ITEM STREET LIGHT – DALRYMPLE STREET

Moved **Clr G Herbert** Seconded **Clr A W Bailey**

THAT Council grant permission for the street light outside the Falls of the Clyde to be moved down towards Patrick Street end of Dalrymple Street.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

Mr Jason Branch Works and Services Manager left the meeting at this time.

Miss Sue Colgrave Finance Manager attended the meeting at this time.

17.0 FINANCE REPORT

Moved **Clr L M Triffitt** Seconded **Clr A J Downie**

THAT the **Finance Report** be **received.**

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

17.1 NOTICE OF MOTION – CLR A J DOWNIE

Moved **Clr A J Downie** Seconded **Clr G Herbert**

THAT Council use its best endeavours to maintain a minimum cash balance of $5,000,000 and that an investment strategy be prepared for adoption by Council; and

The minimum cash balance of $5,000,000 will ensure that Council has funds for contingencies such as fire, flood and capital purchases.

Adoption of an Investment Strategy will ensure that Council is gaining the best return on its investments.

A Draft Investment Strategy was presented to the Audit Committee, and Geoff Cockerill (Acting General Manager at the time) has prepared a report on this. (attached).

Council's Finance Manager has obtained investment rates from Tascorp, Commonwealth Bank and Westpac and has suggested two alternative options and that Council adopt 2 as presented -

THAT Council adopt the following investment strategy:

Commonwealth		**Principal**
30 Days	5.60%	$500,000.00
60 Days	5.70%	$500,000.00
90 Days	5.80%	
120 Days	5.85%	$500,000.00
150 Days	5.85%	
180 Days	5.90%	$4,000,000.00
1 Year	5.90%	
On Line Saver		500000
Working Account		300000
Tascorp		
1 Year		500000

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

17.2 ANNUAL PLAN 2011/2012

Moved **Clr L M Triffitt** Seconded **Clr A W Bailey**

THAT Council adopt the 2011/2012 Annual Plan.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

Miss Sue Colgrave Finance Manager left the meeting at this time.

18.0 ADMINISTRATION

18.2 FIRE STATION – HAMILTON

Moved **Clr R G Bowden** Seconded **Clr A W Bailey**

THAT Council agree to lease that portion of land at the corner of Ponsonby and Arthur Streets which forms part of the land for the Hamilton Community Centre to the TFS for the construction of a new fire shed subject to:

(a) Planning approval being obtained for the fire shed; and
(b) Lease being prepared by TFS for signing by both parties.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

18.3 OUSE HOUSING UNITS

Moved **Clr G Herbert** Seconded **Clr L M Triffitt**

THAT the Independent Living Units Committee meet to discuss eligibility criteria, rental and advertising of the Ouse Housing Units; and that $2,000 be allocated from the budget for the window coverings.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

18.4 WAGS ROOM

It was noted that this room be available for use by community groups etc.

18.5 2011 LAUNCESTON TO NEW NORFOLK CLASSIC

Moved **Clr T H Jacka** Seconded **Clr G Herbert**

THAT a letter of approval be forwarded to Caribou Publications for the 2011 Launceston to New Norfolk Classic.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

18.6 DATA SHARE AGREEMENT SOUTHERN WATER

Moved **Clr A J Downie** Seconded **Clr R G Bowden**

THAT Council's General Manager be authorized to sign the Service Level Agreement for the Exchange of Data and Services between Southern Water and the Southern Tasmania Council Authority and its member Councils.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

18.7 REPORT ON A COUNCIL OWNED WINDFARM

It was noted that Council is interested but can not commit until a model and location has been agreed.

18.8 APPOINTMNT OF OWNER REPRESENTATIVES TO SOUTHERN WATER

Moved **Clr L M Triffitt** Seconded **Clr A W Bailey**

THAT Council, in relation to the appointment of Owners" Representatives for Southern Water:

(a) agrees that new appointments for a 3 year term be deferred until 31 December, 2011 to allow time for the findings of the House of Assembly Select Committee I inquiry into the Tasmanian Water and Sewerage Corporations to be finalized and considered by parliament;

(b) Agrees to the reappointment of the existing Owners' Representatives for a 6 month period commencing 1 July, 2011.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

18.8 (A) COMPETITIVE NEUTRALITY AND CAVAVAN PARKS

It was noted that if Council wished to make comments on the points raised from the Workshop held on the 6 June held by the Local Government Association of Tasmanian and Local Government Division regarding Competitive Neutrality and Caravan Parks that a response is required by 29 July, 2011.

Mayor D E Flint left the meeting at this time and Deputy Mayor A J Downie chaired the meeting.

18.9 REQUEST FOR OWNERS OF NEARBY PROPERTIES FROM NIGEL TOMLIN

Moved **Clr T H Jacka** Seconded **Clr L M Triffitt**

THAT Mr Nigel Tomlin be advised that the information that he has requested from Council can not be given under Council Policy and that it be suggested that he contacts the Titles Office or Service Tasmania.

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

Mayor D E Flint retuned to the meeting at this time and resumed the chair of the meeting.

18.11 COAG ROAD REFORM PLAN – PRELIMINARY FINDINGS CONSULTATION

It was noted that if Council would like to place a submission on the paper that it would have to be in by Friday 5 August, 2011.

For Discussion

19.0 SUPPLEMENTARY AGENDA ITEMS

There were no Supplementary Agenda Items.

20.0 RECEIVAL OF STATUS REPORT

Moved **Clr A W Bailey** Seconded **Clr G Herbert**

THAT the **Status Report** be **received.**

Carried

For the motion Mayor D E Flint, Deputy Mayor A J Downie, Clr A W Bailey, Clr R G Bowden, Clr G Herbert, Clr T H Jacka, Clr L M Triffitt

20.1 STATUS REPORT DISCUSSIONS	It was requested that the Environmental Health Services fees be place on the Status Report as a reminder for an increase of $10.00 for each service provided for the financial year 2012/2013.
21.0 COMMITTEE REPORTS	There were no Committee Reports to be presented for this Council Meeting.
22.0 CLOSURE	Mayor D E Flint closed the meeting at 3.40pm.

HOST SITE AGREEMENT

BETWEEN Central Highlands Council (referred to as “the Host”)

AND United Christian Broadcasters Australia Limited
TA **Vision Christian Media** (referred to as “**Vision**”)

HOST SITE 6 Tarleton Street, HAMILTON TAS 7140 (referred to as “the site”)

PERIOD Five years, commencing upon the date of signing, renewable for further periods unless cancelled earlier by either party according to the provision in this agreement

---

PREAMBLE

This agreement facilitates the functional aspects of what is effectively a community focussed partnership between the Host and Vision, the aim of which is to provide interested locals with access to Vision's not-for-profit Christian radio service.

IT IS AGREED

1. The Host warrants that it has full right and interest in the site in terms of a binding agreement, or by virtue of ownership, and that is entitled to enter into this agreement.

2. The Host agrees that Vision may erect, construct and maintain transmission equipment at the site for the purpose of receiving and/or transmitting broadcast signals. Such equipment may be located on or inside the building(s) on the site, and may include but not be limited to;

    a. An antenna and fixtures and fittings;
    b. A 90 cm satellite dish and fixtures and fittings;
    c. A shelf suitable for housing the broadcast equipment inside the building;
    d. A satellite decoder Box;
    e. An FM Transmitter Box
    f. Any other such equipment as may be reasonably required sufficient to ensure a broadcast area as permitted in terms of the broadcast license granted to Vision by the relevant authority.

3. The Host agrees to provide Vision with reasonable access to the site for the purposes of maintaining an efficient and continuous operation of the equipment, including but not limited to installation, maintenance, upgrading, repairs and monitoring.

    Request for access to the site will be made by prior arrangement with the Host with reasonable advance notice. Generally, work shall be carried out during business hours, emergencies excepted.

4. Persons given authority for access to the site shall close all doors, gates and other means of restricting access to the site and shall refrain from interfering with the activities of the Host at the Site. Vision undertakes to pay for the duplication of any additional keys deemed necessary to facilitate its access to the site.

5. Vision agrees that the Host is not responsible for any loss of or damage to Vision's equipment located at the site or any associated liabilities.

6. The Host agrees to permit Vision to take a power feed from their existing power supply at the Site for the operation of Vision's equipment.

7. Vision agrees that all work at the site will be undertaken to appropriate workplace health and safety standards and all personnel involved in the installation and maintenance of the equipment will have the appropriate training and certificates for the work involved. Vision accepts liability for all work undertaken on its equipment at the site and liability for any incidents as a result of any incorrectly installed equipment. Further, Vision will indemnify the Host for any damage that may be caused to the Host's property because of the installed equipment, as well as damage to others property and bodily injury to the Host and all other persons.

8. The Host agrees to provide the site to Vision at no cost

9. The Host agrees to cover the cost of electricity the site to Vision

10. Either party may cancel this agreement during the initial term or further agreement periods upon three months' notice. At the termination of the Agreement, Vision shall remove all constructions, erections and installations it has made at the site and shall restore the Site as far as possible to its original state as at the commencement of the agreement.

11. The parties agree that a faxed or scanned copy signed by both parties shall be valid and binding.

We hereby accept the terms of this agreement and warrant our authority to do so;

On behalf of Central Highlands Council

x_____ _____
Date of signing

x_____ _____
Witness Name of Witness

On behalf of United Christian Broadcasters Australia Limited
TA **Vision Christian Media**

x_____ _____
Iain Smaill, Chief Operations Officer Date of signing

x_____ _____
Witness Name of Witness

HOST SITE AGREEMENT

BETWEEN	Central Highlands Council (referred to as “the Host”)
AND	United Christian Broadcasters Australia Limited TA **Vision Christian Media** (referred to as “**Vision**”)
HOST SITE	Ash Cottage, 6899 Lyell Highway, OUSE TAS 7140 (referred to as “the site”)
PERIOD	Five years, commencing upon the date of signing, renewable for further periods unless cancelled earlier by either party according to the provision in this agreement

---

PREAMBLE

This agreement facilitates the functional aspects of what is effectively a community focussed partnership between the Host and Vision, the aim of which is to provide interested locals with access to Vision's not-for-profit Christian radio service.

IT IS AGREED

1. The Host warrants that it has full right and interest in the site in terms of a binding agreement, or by virtue of ownership, and that is entitled to enter into this agreement.

2. The Host agrees that Vision may erect, construct and maintain transmission equipment at the site for the purpose of receiving and/or transmitting broadcast signals. Such equipment may be located on or inside the building(s) on the site, and may include but not be limited to;

    a. An antenna and fixtures and fittings;
    b. A 90 cm satellite dish and fixtures and fittings;
    c. A shelf suitable for housing the broadcast equipment inside the building;
    d. A satellite decoder Box;
    e. An FM Transmitter Box
    f. Any other such equipment as may be reasonably required sufficient to ensure a broadcast area as permitted in terms of the broadcast license granted to Vision by the relevant authority.

3. The Host agrees to provide Vision with reasonable access to the site for the purposes of maintaining an efficient and continuous operation of the equipment, including but not limited to installation, maintenance, upgrading, repairs and monitoring.

    Request for access to the site will be made by prior arrangement with the Host with reasonable advance notice. Generally, work shall be carried out during business hours, emergencies excepted.

4. Persons given authority for access to the site shall close all doors, gates and other means of restricting access to the site and shall refrain from interfering with the activities of the Host at the Site. Vision undertakes to pay for the duplication of any additional keys deemed necessary to facilitate its access to the site.

5. Vision agrees that the Host is not responsible for any loss of or damage to Vision's equipment located at the site or any associated liabilities.

6. The Host agrees to permit Vision to take a power feed from their existing power supply at the Site for the operation of Vision's equipment.

7. Vision agrees that all work at the site will be undertaken to appropriate workplace health and safety standards and all personnel involved in the installation and maintenance of the equipment will have the appropriate training and certificates for the work involved. Vision accepts liability for all work undertaken on its equipment at the site and liability for any incidents as a result of any incorrectly installed equipment. Further, Vision will indemnify the Host for any damage that may be caused to the Host's property because of the installed equipment, as well as damage to others property and bodily injury to the Host and all other persons.

8. The Host agrees to provide the site to Vision at no cost

9. The Host agrees to cover the cost of electricity the site to Vision

10. Either party may cancel this agreement during the initial term or further agreement periods upon three months' notice. At the termination of the Agreement, Vision shall remove all constructions, erections and installations it has made at the site and shall restore the Site as far as possible to its original state as at the commencement of the agreement.

11. The parties agree that a faxed or scanned copy signed by both parties shall be valid and binding.

We hereby accept the terms of this agreement and warrant our authority to do so;

On behalf of Central Highlands Council

x_____ _____
Date of signing

x_____ _____
Witness Name of Witness

On behalf of United Christian Broadcasters Australia Limited
TA **Vision Christian Media**

x_____ _____
Iain Smaill, Chief Operations Officer Date of signing

x_____ _____
Witness Name of Witness

Planning Authority Training

North West 2 February, North 16 February & Hobart 23 February 2019

Agenda

This interactive session will cover the Tasmanian planning system and the critical role councils play as Planning Authorities. It will cover the who, what, how and why of planning in Tasmania, involve case studies and input from experienced Local Government planners, and cover the current and future reform plans of the State Government. Topics include:

- What is planning?
- The strategic versus regulatory role
- The who and what of our planning system
- Councils role as a Planning Authority
- What happens when it all goes wrong
- The current reform agenda
- Local Area Planning

This session is not to be missed for any elected representatives new and experienced. The one-day training will be held in North-West, North and South:

Saturday 2 February 10.15am for 10.30 start - 3.30pm
North West - Gnomon Pavilion, Wharf Precinct, Ulverstone

Saturday 16 February 10.15am for 10.30 start - 3.30pm
North - West Tamar Function Centre, Windsor Community Precinct, Riverside

Saturday 23 February 10.15am for 10.30 start - 3.30pm
South - Hobart City Council Training Room, Elizabeth Street

Please contact Dion Lester – LGAT Policy Director, for further information: e: dion.lester@lgat.tas.gov.au P: (03) 6233 5972

Planning Authority Training

REGISTRATION FORM AND TAX INVOICE

North-West, North & South

$275 (inc GST)

Please fill in this form and email to reception@lgat.tas.gov.au 5 days prior to each training date. Please retain a copy of this Tax Invoice for your records. ABN 48 014 914 743

Title: Name:

Council: Email:

Special Requirements

- ☐ **I will be attending the North- West Session – 2 Feb, Gnomon Pavilion, Wharf Precinct, off Crescent Street, Ulverstone**
- ☐ **I will be attending the North Session – 16 Feb, West Tamar Function Centre, 1 Windsor Drive, Riverside**
- ☐ **I will be attending the South Session – 23 Feb, Hobart City Council, Elizabeth Street Function Centre, Hobart**

Payment by Credit Card

Date: ___/___/___ **Amount**: _____ **Card Type:** _____ **Name on card**_____

Expiry: _____ **Date**:_____**Card No:** _____**CCV**:_____

Authorised Signature _____

Direct Deposit Payment Details - Commonwealth Bank - BSB: 067 028, AC: 1015 2336
***AMEX and Diners Club not accepted. Payment is required when registering.**

Workshop Cancellation Policy

If you register and are unable to attend there will be no charge if you notify us no later than 14 days prior to the workshop. We regret that if such notice is not possible, there will be a 50% charge for cancellations received after this date. If no cancellation notice is received, full payment will apply. LGAT does not accept responsibility for cancellation charges for accommodation or tours booked independently with a provider.

Policy No. 2013- 14

Manual Handling Policy

1. Background

Central Highlands Council has a responsibility to provide, as far as reasonably practicable, to eliminate risks to health and safety, and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks as far as is reasonably practicable, as stated in Section 19 of the Work Health & Safety Act, 2012 (The Act) and Section 35 of the Work Health and Safety Regulations 2012 (The Regulations).

2. Application

This policy applies to all employees in all workplaces in relation to manual handling activities involving patients/clients or material objects.

3. Policy Statement

Central Highlands Council is committed to ensure that working environments, equipment, systems of work and training programs are appropriate for the prevention of manual handling injuries to employees. This will include conducting manual handling risk assessments and implementing task specific manual handling training.

4. Roles and responsibilities

Managers

4.1 Managers must ensure that:

4.1.1 work practices involving manual handling are, as far as reasonably practicable, safe and without risk to health and safety;

4.1.2 work environments are, as far as reasonably practicable, to be consistent with safe manual handling activities;

4.1.3 mechanical aids used for the movement of plant, equipment or patients / clients meet the relevant Australian Standards;

4.1.4 a risk assessment is performed on manual handling tasks that are likely to be a risk to health and safety. This assessment shall be carried out in consultation with the employees who are required to carry out the task;

4.1.5 appropriate risk control strategies associated with manual handling tasks are implemented as far as reasonably practicable. This shall be done in consultation with the employees who are required to carry out the task;

4.1.6 appropriate training is provided for all staff in their designated area and records are maintained. Managers are responsible for ensuring that:

(a) employees undertake training as part of the Council Induction program;

(b) employees in identifiable high risk work areas participate in a workplace specific manual handling training course with regular up-dates, and where appropriate competency standards shall be implemented; and

(c) employees in identified high risk work areas are trained in the correct use of lifting devices and/or mechanical aids before use in their particular work areas/tasks.

5. Employees

5.1 Employees must:

5.1.1. abide by safe work practices and procedures as developed by their workplace;

5.1.2. participate in appropriate training in safe manual handling techniques, ie. use of mechanical aids and team lifting procedures, and apply that training wherever possible;

5.1.3. participate in manual handling risk assessments conducted at their workplace; and

5.1.4. Identify heavy/awkward items delivered by/to Council

6 Guidelines

6.1 When implementing control measures after a risk assessment, the relevant manager or officer should select the highest ranked reasonably practicable control measure from the following hierarchy of control measures as per Section 36, Work Health and Safety Regulations 2012.

- **Elimination**
- **Substitution**
- **Isolation**
- **Engineering Controls**
- **Administrative Means**
- **Provision of Personal Protective Equipment (PPE)**

Examples of control measures that may be implemented are:

- modification of workplace layout;

- rearrangement of materials flow; and modification of the task through mechanical assistance or team lifting;

6.2. Job redesign is undertaken wherever practical as the prime means of reducing manual handling risks.

6.3. Mechanical Handling Equipment is to be utilised where job redesign is not feasible and when practicable; and should be conveniently accessible and available.

6.4. Where employees are involved in manual handling activities, initial training and up-dates will be provided in accordance with this policy.

6.5. Other Administrative Controls:

- job rotation;
- all manual handling incidents shall be reported, documented and investigated to assist with the identification of prevention strategies and
- all manual handling activities identified as presenting a significant risk are to reviewed on a regular basis in accordance with identified workplace needs.

7 Glossary terms

"Manual Handling" is defined as 'an activity requiring the use of force exerted by a person to lift, lower, push, pull carry or otherwise move, hold, restrain any animate or inanimate object.' (as per National Occupational Health and Safety Commission (NOHSC), National Code for Manual Handling.)

"Risk Assessment" means the overall process of estimating the magnitude of risk and deciding what actions will be taken (as per Australian Standard AS 31000:2009)

"Mechanical Aid" could include:

- Trolleys
- Levers
- Rollers/Conveyors
- Hoists
- Fork Lift Trucks

Policy No. 2013- 19

Asbestos Policy

CONTENTS:

1 Purpose

This policy applies to all employees of the Central Highlands Council (Council) and has been developed to ensure the effective management of asbestos on properties under the control of Council, as well as providing a documented process to ensure compliance with legislative requirements.

The purpose of this policy is to ensure compliance with, and support of, legislative and departmental requirements relating to the management of asbestos under the control of Council.

Council is committed to providing a safe environment for staff, visitors, contractors and the public. This policy provides a structure for the on-going management of asbestos-related risks within Council.

This policy must be strictly adhered to and all legislative requirements are to be complied with. All key parties are required to fulfil the duties and obligations as detailed in the Policy.

2 General Introduction.

2.1 What is Asbestos?

Asbestos is a naturally occurring rock mineral. It is very durable and has excellent fire resistance and insulating properties.

Asbestos was widely used during the 1940's to 1990's in house-hold and industrial products such as:

- fibre-cement pipes
- wall panels
- roof sheeting.

It was also used in mechanical and mining industry products such as brake disc pads and gaskets.

It is very difficult to identify asbestos by looking at it. If you are uncertain about what a substance is, you should treat it as though it contains asbestos. The only way to be certain is to have a sample analysed by a laboratory. A licensed asbestos removalist or occupational hygienist could also help with identification.

2.2 The Three Main Types of Asbestos.

White (chrysotile) – often used in house-hold appliances and buildings.
Brown (amosite) – used in thermal insulation products and sprayed applications.
Blue (crocidolite) – used for insulation laggings and sprayed applications.

Australia banned the manufacture, import and installation of products containing blue and brown asbestos on 31 December 1984. Use of white asbestos was banned from 1 January 2004. However, buildings may still contain asbestos and you need to know what to do if you come across asbestos in your home or workplace.

2.3 Types of Asbestos Products.

Over 3,000 asbestos materials were manufactured or used in homes and workplaces in Australia. These can be divided into two types; Non Friable and Friable.

2.3.1 Non Friable.

Non-friable materials are mainly made of a bonding compound (such as cement). They usually contain between 10% and 20% asbestos. They are solid and rigid and the asbestos fibres are tightly bound in the material. They present minimal health risk unless fibres are released by crushing, grinding or cutting.

Examples of the products include:

- Flat (fibro), corrugated or compressed asbestos cement sheeting,
- Asbestos cement pipes such as electrical, water, drainage and flue pipes,
- Brake and clutch linings.

The Goliath Cement factory (now Cement Australia) at Railton in Tasmania was a major producer of asbestos sheeting. Only the James Hardie and Wunderlich companies produced more. Products manufactured by Goliath included Tasbestos, Plankton, Flexboard, Shadowall and Tasbestile.

2.3.2 Friable.

Friable materials contain asbestos in powder form. It can also be material that can be crumbled, crushed or reduced to powder by hand pressure when dry. Friable asbestos materials can consist of up to 100% asbestos. Friable asbestos is highly dangerous as the fibres are more likely to become airborne if disturbed.

Examples of the products include:

- Sprayed limpet,
- Asbestos cloth and rope,
- Millboard,
- Pipe lagging,
- Boiler lagging.

2.4 Where Might Asbestos be Located at a Residence, Workshop or Work Environment?

Asbestos materials may be found in the following:

- Asbestos ceiling tiles,
- Asbestos cement sheet,
- Asbestos roof tiles and eaves,
- Cement sheet walls – including brick cladding,
- Moulded products such as flues, downpipes, guttering, water and sewerage,
- Door seals on ovens,
- Electrical switchboards,
- Fire blankets,
- Vinyl floor tiles,
- Lagging and jointing using tape and rope,
- Paint – typically industrial epoxy,
- Sprayed insulation,
- Tilux sheeting in place of ceramic tiles in bathrooms,
- Carpet underlay,
- Tile backing,
- Putty,
- Lift shafts.

Asbestos was also commonly used in the manufacture of brake disc pads.

The most common places that asbestos is found in homes are the wet areas, e.g. cladding behind showers, sinks, toilets and in laundry areas.

2.5 Health Risks.

Exposure to asbestos can result in diseases such as:

- Mesothelioma
- Asbestosis
- Lung cancer
- Pleural plaques.

The risk of developing these diseases is thought to increase with the number of fibres inhaled. However, disease may develop after only brief exposure. Symptoms of these diseases may take 10 to 50 years to develop from the time of asbestos exposure. While some treatments are available, there are currently no known cures.

Asbestosis is usually progressive and does not reverse. It leads to respiratory disability and sometimes death from respiratory failure.

Mesothelioma is also irreversible and always fatal.

2.6 Occupations Most Commonly at Risk of Asbestos Exposure.

Typical but not exhaustive occupations at risk include:

- Demolition, roofing and construction contractors,
- Engineers (heating, ventilation or telecommunications),
- Electricians,
- Painters,
- Decorators,
- Joiners,
- Plumbers and gas fitters,
- Plasterers,
- Builders and building surveyors,
- Shop fitters,
- Fire and burglar alarm installers,
- Maintenance workers,
- Automotive repair workers,
- Asbestos removalists,
- Do-it-yourself home renovators.

3 Asbestos Management Plans Summary.

The following section discusses Asbestos Management Plans and is extracted from the September 2013 issue of Workplace – a publication by WorkCover Tasmania.

3.1 Who Needs an Asbestos Management Plan?

Under the new WHS laws, all workplaces containing (or assumed to contain) asbestos or asbestos containing material (ACM) must create and maintain an up-to-date asbestos management plan.

3.2 Who Doesn't Need an Asbestos Management Plan?

This requirement does not apply to domestic premises.

3.3 What Does an Asbestos Management Plan List?

An asbestos management plan sets out how asbestos or asbestos containing material (ACM) at a workplace will be managed.

It must include:

- The identification of asbestos and ACM; for example a reference to your workplace's asbestos register and the locations of any signs and labels;
- Decisions and reasons for the decisions, about the management of asbestos at your workplace; for example, safe work procedures and control measures;
- Procedures for detailing accidents, incidents or emergencies of asbestos at your workplace ;
- Names of the workers carrying out work involving asbestos and detailing any consultation, information and training responsibilities.

Any naturally occurring asbestos (NOA) on site must also be included in your plan.

3.4 What Else Could an Asbestos Management Plan Include?

Other information in the asbestos management plan will include:

- An outline of how asbestos risks will be controlled, including consideration of appropriate control measures;
- A timetable for managing risks of exposure, for example, priorities and dates for any reviews, circumstances and activities that could affect the timing of action;
- Identification of each person with responsibilities under the asbestos management plan and the person's responsibilities;
- Procedures, including a timetable for reviewing and if necessary, revising the asbestos management plan and asbestos register;
- Air monitoring procedures at the workplace, if required.

3.5 Should the Asbestos Management Plan be Reviewed?

The asbestos management plan is to be reviewed at least every 5 years to ensure that it is current. It should also be reviewed if you:

- Review the asbestos register;
- Review any control measure listed in the plan;
- Remove, disturb, seal or enclose any asbestos in the workplace;
- Determine the plan no longer adequately manages asbestos or ACM at the workplace.

The asbestos management plan is also to be reviewed if a Health and Safety Representative (HSR) requests it because they reasonably believe:

- Any of the reasons listed above do or may affect the health and safety of a member of their work group;
- The plan was not adequately reviewed.

3.6 Who Should Have Access to the Asbestos Management Plan?

The asbestos management plan must be readily accessible to:

- Any worker who has carried out, carries out or intends to carry out work at the workplace and that work involves a risk of exposure to airborne asbestos;
- HSR's who represent these workers;
- A person conducting a business or undertaking (PCBU) that has carried out, carries out or intends to carry out work at the workplace and that work involves a risk of exposure to airborne asbestos;
- A PCBU that has required, requires or intends to require work to be carried out at the workplace and that work involves a risk of exposure to airborne asbestos.

3.7 Where Can Further Information be Accessed?

The new national "Code of Practice CP111: How to manage and control asbestos in the workplace" is available at the WorkSafe website at www.worksafe.tas.gov.au.

The Tasmanian Government also has a dedicated asbestos website that includes information on the management and handling of asbestos at www.asbestos.tas.gov.au.

4 Legislative Requirements, Regulations, Associated Council Policies, Procedures and Guidelines and Various Reference Materials.

This policy should be read in conjunction with applicable, appropriate and associated Legislative Requirements, Regulations, Council Policies, Procedures and Guidelines and applicable Australian Standards.

These include but are not limited to:

- The Local Government Act 1993;
- Local Government (General) Regulations 2015;
- Applicable Australian Standards;
- Risk Management Policies and Procedures;
- Delegations of Authority;
- Developing Your Council's Asbestos Policy – Local Government Shires Association of NSW – November 2012;
- Code of Practice CP111 – How to Manage and Control Asbestos in the Workplace – Workplace Standards December 2012;
- Code of Practice CP113 – How to Safely Remove Asbestos – Workplace Standards December 2012;
- WorkSafe website at www.worksafe.tas.gov.au
- Workplace Standards website at www.workplacestandards.tas.gov.au/resources/guides/asbestos
- Asbestos Diseases Research Institute;
- Asbestos Tasmania website at www.asbestos.tas.gov.au
- Asbestos Awareness website at www.asbestosawareness.com.au
- Compensation Act 1988;
- Asbestos-Related Diseases (Occupational Exposure) Compensation Act 2011;
- Asbestos-Related Diseases (Occupational Exposure) Compensation Regulations 2011;
- Building Act 2000;
- Building Regulations 2004;
- Litter Act 2007;
- Public Health Act 1997;
- Asbestos Management Policy – Department of Education;
- Asbestos Management Plan – Department of Education – December 2012;
- AS4964:2004 Method for the qualitative identification of asbestos in bulk samples;
- Customs website at www.customs.gov.au
- Customs (Prohibited Imports) Regulations 1956;
- Code of Practice – How to Manage WHS Risks;
- Code of Practice – WHS Consultation, Cooperation and Coordination;
- AS/NZS ISO/IEC 17020:2000 General Criteria for the operation of various types of bodies performing inspections for surveying asbestos;
- AS/NZS 1715-1994 Selection, Use and Maintenance of Respiratory Protective Devices;
- Dangerous Substances (Safe Handling) Act 2005;
- Environmental Management and Pollution Control Act 1994;
- Environmental Management and Pollution Control (Controlled Waste Tracking) Regulations 2010;
- Environmental Management and Pollution Control (Waste Management) Regulations 2010

5 Glossary of Terms.

This Policy.

2013-19 Asbestos Policy June 2016

Council.

Central Highlands Council

Council Officer.

Council Officer shall mean any Council employee requested to carry out the particular function discussed regardless as to whether they have been formally delegated to do so or not.

Senior Council Officer.

Senior Council Officer shall mean the General Manager, Manager Finance and Administration, Works and Services Manager, Manager Development and Environmental Services and their delegates.

Airborne Asbestos.

Any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.

Asbestos.

The asbestiform varieties of mineral silicates belonging to the serpentile or amphibole groups of rock-forming minerals, including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos.

Asbestos Containing Material (ACM).

Any material or thing that, as part of its design, contains asbestos.

Asbestos Contaminated Dust or Debris (ACD).

Dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos.

Asbestos Related Work.

Work involving asbestos (other than asbestos removal work to which Part 8.7 of the WHS Regulations applies) that is permitted under the exceptions set out in Regulation 419(3), (4) and (5).

Asbestos Removalist.

A person conducting a business or undertaking who carries out asbestos removal work.

Asbestos Removal Work.

Refers to:

- Work involving the removal of asbestos or ACM;
- Class A asbestos removal work or Class B asbestos removal work as outlined in Part 8.10 of the WHS Regulations.

Competent Person.

A person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task.

Exposure Standard.

Exposure standard for asbestos is a respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight hour working day and measured over a minimum of four hours in accordance with:

- The Membrane Filter Method;
- A method determined by the relevant regulator.

Friable Asbestos.

Material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand when dry, and contains asbestos.

GHS.

Globally Harmonised System of Classification and Labelling of Chemicals.

In-situ Asbestos.

Asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos.

NATA – Accredited Laboratory.

A testing laboratory accredited by the National Association of Testing Authorities (NATA) Australia, or recognised by NATA either solely or with someone else.

Naturally Occurring Asbestos (NOA).

The natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

Non-Friable Asbestos.

Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

Respirable Asbestos.

An asbestos fibre that:

- Is less than 3 microns wide;
- Is more than 5 microns long;
- Has a length to width ratio of more than 3:1.

PCBU

Person conducting a business or undertaking.

HSR.

Health and Safety Representative.

AMP.

Asset Management Plan.

Amosite.

Brown asbestos fibre.

Bonded.

Material where the asbestos fibres are bound by cement, vinyl, resin or other similar material matrix.

Chrysotile.

White asbestos fibre. Generally the most commonly used asbestos type.

Crocidolite.

Blue asbestos fibre.

Environmental Consultant.

A qualified and/or experienced health and safety consultant engaged to provide advice on asbestos and to recommend management of asbestos-containing materials.

Good Condition.

Showing no, or very minor, signs of damage and/or deterioration of material.

Fair Condition.

Showing small amounts of damage and/or deterioration of material.

Fibrous Cement.

Bonded building material typically containing asbestos fibres. Trade names include Super Six, Hardiflex, Hardiplank and Villaboard.

Hazardous Materials.

Building materials that include asbestos, polychlorinated biphenols (PCB's), synthetic mineral fibres (SMF's) and lead based paints.

High Risk.

Asbestos materials that pose a high health risk to personnel or the public in the area of the material – there is a high potential for the material to release asbestos fibres, if disturbed.

JSA.

Job Safety Analysis – is a method that can be used to identify, analyse and record the steps involved in performing a specific job, the existing or potential safety and health hazards associated with each step and the recommended action(s)/procedure(s) that will eliminate or reduce these hazards and the risk of a workplace injury or illness.

Low Risk.

Asbestos materials that pose a low health risk to personnel, employees and the general public providing they remain undisturbed.

Medium Risk.

Asbestos materials that pose a moderate risk to people in the area – there is a medium potential for the material to release asbestos fibres, if disturbed.

Permit to Work.

Form to be completed by Contractor acknowledging presence of asbestos materials in work area identified in register prior to commencing work. Contractor to indicate control measures to be used.

Poor Condition.

Showing a large amount of damage or deterioration or that material is unserviceable for its intended use.

Site Manager.

A site manager is responsible for the care and maintenance of buildings and property. They also may be in charge of cleaning, grounds keeping and security. Site Managers must ensure the grounds and buildings are secure and safe for visitors and residents.

Safe Work Method Statement (SWMS).

A Safe Work Method Statement (SWMS) is a document that lists the types of high risk construction work being done, states the health and safety hazards and risks arising from that work, describes how the risks will be controlled and describes how the risk control measures will be put in place.

Visitor's Register.

Each visitor to a Council site is to sign a Visitors Register upon arrival and departure. This register also serves as an acknowledgement that the visitor has sighted Council's Asbestos Policy and Asbestos Register for the site. A copy of a Visitors Register is attached as Appendix A.

6 General Provisions of this Policy.

6.1 What are the Prohibitions on Asbestos in the Workplace?

Regulation 419 – A person conduction a business or undertaking (PCBU) must not carry out or direct or allow a worker to carry out work involving asbestos if that work involves manufacturing, supplying, transporting, storing, removing, using, installing, handling, treating, disposing of or disturbing asbestos or ACM, except in prescribed circumstances.

Note: The prohibition on the supply of asbestos also prohibits the sale of asbestos or ACM.

6.1.1 General Considerations.

Work involving asbestos-contaminated soil is not prohibited as long as a competent person has determined the soil does not contain any visible ACM or friable asbestos. If friable asbestos is visible, it should not contain more than trace levels of asbestos determined in accordance with AS4964:2004 Method for the qualitative identification of asbestos in bulk samples.

The management of naturally occurring asbestos (NOA) that stays in its natural state is not prohibited if managed in accordance with an asbestos management plan.

Although the ultimate goal of this prohibition is for all workplaces to be free of asbestos, it is only when these materials are being replaced or where they present a health risk that non-asbestos alternatives must be used. Caution needs to be taken when working with buildings constructed prior to 1990 or newer buildings that may have used recycled materials and may have reinstated old plant containing ACM gaskets and/or linings.

If asbestos or ACM is identified in a workplace and demolition or refurbishment work is going to be carried out, the asbestos or ACM must be removed if it is likely to be disturbed before the work starts. If other maintenance or service work is to be carried out at the workplace, removal of asbestos should be considered as a control measure.

Where removal is not reasonably practicable, other control measures must be implemented to minimise exposure, including encapsulation or sealing.

In addition to the prohibition, there is also a restriction on who can remove asbestos. Asbestos removalists and their workers must be competent to carry out asbestos removal work and, except in limited circumstances, must be licences. Further details on who can remove asbestos can be found in the WHS Regulations and the Code of Practice: How to Safely Remove Asbestos.

6.1.2 Prohibitions on the Import of Plant and Other Materials that Contain Asbestos.

The importation of asbestos or materials containing asbestos into Australia is generally prohibited under the Customs (Prohibited Imports) Regulations 1956 (Customs PI Regulations).

If plant or other materials are imported from countries where asbestos in yet prohibited, a quality assurance system should be put in place to ensure they do not contain asbestos prior to supplying or using it in the workplace.

Further information on importing asbestos or any other customs matter is available on the Customs website, http://www.customs.gov.au.

6.2 Who has Duties to Manage and Control Asbestos or ACM?

The WHS Act requires all persons who conduct a business or undertaking to ensure, so far as is reasonable practicable, that all workers and other persons are not put at risk from work carried out as part of the business or undertaking. The WHS Regulations include specific obligations to manage and control asbestos and ACM at the workplace. These are summarised below:

6.2.1 Control Risk of Exposure.

A PCBU must ensure, so far as is reasonably practicable, that exposure of a person at the workplace to airborne asbestos is eliminated, except in an area that is enclosed to prevent the release of respirable asbestos fibres and negative pressure is used. If this is not reasonably practicable, the exposure must be minimised so far as is reasonably practicable.

A PCBU must also ensure that the exposure standard for asbestos is not exceeded at the workplace.

6.2.2 Health Monitoring.

A PCBU must ensure health monitoring is provided to a worker who is carrying out licensed removal work, other ongoing asbestos removal work or asbestos-related work and there is risk of exposure when carrying out that work.

A PCBU must also ensure the health monitoring is carried out under the supervision of a registered medical practitioner and information as specified in the WHS Regulations is provided to that medical practitioner.

A PCBU must pay all expenses for health monitoring, obtain reports and keep records of all health monitoring.

6.2.3 Training and use of Equipment.

A PCBU must ensure that information, training and instruction provided to a worker is suitable and adequate and that it is provided in a way that is readily understandable by any person to whom it is provided.

A PCBU must ensure that if a worker is either carrying out asbestos-related work or may be involved in asbestos removal work, they are trained in the identification and safe handling of asbestos and ACM and the suitable control measures.

For workers who carry out work where NOA is likely to be found, training must be provided on hazards and risks associated with NOA.

6.2.4 Controlling the use of Equipment.

A PCBU must not use, or direct or allow a worker to use, certain equipment on asbestos and ACM.

6.2.5 Asbestos-Related Work.

A PCBU must, if there is uncertainty as to whether work is asbestos-related work, assume asbestos is present or arrange for an analysis of a sample to be undertaken to determine if asbestos or ACM is present.

A PCBU must also:

- Give information as specified in Regulation 480 of the WHS Regulations to a person who is likely to be engaged to carry out asbestos-related work.
- Ensure the asbestos-related work area is separated from other work areas at the workplace, signs are used to indicate where the asbestos-related is being carried out and barricades are used to delineate the asbestos-related work area.
- Ensure a competent person carries out air monitoring of the work area if there is uncertainty as to whether the exposure standard is likely to be exceeded.
- Ensure that decontamination facilities (including containers and labels labelled in accordance with the GHS) are available when asbestos-related work is being carried out.
- Ensure that asbestos waste is contained and labelled in accordance with the GHS before it is removed and is disposed of as soon as practicable.
- Ensure that where PPE is used and contaminated with asbestos, such PPE is sealed, decontaminated, labelled and disposed of in accordance with the WHS Regulations. If this is not reasonably practicable, the PPE must be laundered in accordance with the WHS Regulations.
- PPE that is not clothing and cannot be disposed of must be decontaminated and kept in a sealed container until it is reused for the purposes of asbestos-related work.

6.2.6 Identifying or Assuming Asbestos or ACM.

A PCBU with management or control of a workplace must ensure , so far as is reasonably practicable, that all asbestos or ACM at the workplace is identified by a competent person or assume its presence.

6.2.7 Indicating Presence and Location.

A PCBU with management or control of a workplace must also ensure the presence and location of asbestos or ACM identified (or assumed to be identified) at the workplace is clearly indicated (by a label if reasonably practicable).

6.2.8 Asbestos Register.

A PCBU with management or control of a workplace must also ensure an asbestos register is prepared, maintained, reviewed and kept at the workplace. It must be readily available to workers, their HSR's and other persons.

Contractors or Visitors working in or visiting areas where asbestos has been identified or assumed to be identified are to sign a visitor's book acknowledging that they have sighted the asbestos register and the asbestos policy.

A copy of a visitor's register is included as Appendix A.

Staff should also sign the asbestos register at least annually, or whenever the register is altered, to acknowledge that they have been made aware of the location of identified or assumed identified locations of asbestos within the workplace or at Council properties.

A copy of the Asbestos Register should be readily available and accessible at the worksite or office for ease of inspection by Contractors or Visitors.

They must also ensure that when management or control of the workplace is relinquished, a copy of the asbestos register is given to the person assuming management or control.

6.2.9 Asbestos Management Plan.

A PCBU with management or control of a workplace must, where asbestos has been identified at the workplace, ensure an asbestos management plan is prepared, maintained and reviewed. It must be accessible to workers, their HSR's and other persons.

6.2.10 Naturally Occurring Asbestos (NOA).

A PCBU with management or control of a workplace must also manage the risks associated with NOA at the workplace and where identified at the workplace or likely to be present, ensure that a written asbestos management plan is prepared, maintained and reviewed.

6.2.11 Management or Control of a Workplace Demolition and Refurbishment Work.

A PCBU with management or control of a workplace:

- Prior to demolition or refurbishment work starting, must review the asbestos register and ensure all asbestos that is likely to be disturbed is identified and removed so far as is reasonably practicable.
- Must provide a copy of the asbestos register to the person carrying out the demolition or refurbishment work before the work commences.
- Must, if an emergency occurs and a structure or plant is to be demolished, ensure that before the demolition occurs there is a procedure to reduce the risk of exposure to asbestos below the exposure standard and notify the regulator about the emergency.

6.2.12 Carrying Out Demolition and Refurbishment Work.

A PCBU carrying out demolition or refurbishment work, must, prior to the demolition or refurbishment work being carried out:

- Obtain a copy of the asbestos register for the workplace from the person with management or control before the work commences.
- If an asbestos register is not available, ensure the structure or plant to be demolished or refurbished has been inspected by a competent person to determine if any asbestos or ACM is fixed to or installed (or assumed its presence).
- Where asbestos is determined to be fixed to or installed, tell the occupier, owner (if at a domestic premises) or the person with management or control in any other case.
- Ensure asbestos at domestic premises that is likely to be disturbed by the demolition or refurbishment is identified and if reasonably practicably, removed before the work starts.
- If an emergency occurs at domestic premises where asbestos is identified (or assumed) and it must be demolished, ensure there is a procedure to reduce the risk of the exposure to asbestos to below the exposure standard and notify the regulator about the emergency.

6.3 What is involved in Managing Risks?

Regulation 420 – A PCBU must ensure, so far as is reasonably practicable, exposure of a person at the workplace to airborne asbestos is eliminated. If this is not reasonably practicable, the exposure must be minimised so far as is reasonably practicable.

The exposure standard for asbestos must not be exceeded at the workplace.

6.3.1 Risk Management Generally

Managing the risks associated with asbestos involves:

- Identifying asbestos and ACM at the workplace and recording this in the asbestos register.
- Assessing the risk of exposure to airborne asbestos.
- Eliminating or minimising the risks by implementing control measures.
- Reviewing control measures to ensure they are effective.

When choosing the most appropriate control measure, the following hierarchy of controls must be considered:

- Eliminating the risk (for e.g. removing the asbestos).
- Substituting the risk, isolating the risk or applying engineering controls (for e.g. enclosing, encapsulation, sealing or using certain tools).
- Using administrative controls (for example, safe work practices).
- Using PPE.

A combination of these controls may be required in order to adequately manage and control asbestos or ACM.

General guidance on the risk management process is available in the Code of Practice: How to manage Work Health and Safety Risks.

6.3.2 Consulting Workers

Section 47 of the WHS Act requires a PCBU to consult, so far as is reasonably practicable, with workers who carry out work who are (or are likely to be) directly affected by a WHS matter.

Section 48 requires that if the workers are represented by an HSR, the consultation must involve that representative.

6.3.3 Consulting, Cooperating and Coordinating Activities with Other Duty Holders.

Section 46 of the WHS Act requires that PCBU's consult, cooperate and coordinate activities with all other persons who have a WHS duty in relation to the same matter, so far as is reasonably practicable.

Further guidance on consultation is available in the Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination.

6.4 Identifying if Asbestos or ACM is at the Workplace.

Regulation 422 states that a person with management or control of a workplace must ensure asbestos or ACM at the workplace is identified by a competent person.

If the person with management or control of the workplace assumes that asbestos or ACM is present, or if they have reasonable grounds to believe that asbestos is not present, a competent person does not need to be engaged to make this decision.

6.4.1 Who can be a Competent Person?

The WHS Regulations define a competent person to be someone who has acquired knowledge and skills to carry out the task through training, a qualification or experience. This may mean that the competent person who can identify asbestos is:

- Trained to handle and take asbestos samples, have the knowledge and experience to identify suspected asbestos and be able to determine risk and controls measures.
- Familiar with building and construction practices to determine where asbestos is likely to be present.
- Able to determine that material may be friable or non-friable asbestos and evaluate its condition.

There may be a person within the business that is competent to identify asbestos. If there is not, an external competent person should be engaged. Persons who may be considered to be competent in the identification of asbestos include:

- Occupational hygienists who have experience with asbestos.
- Licensed asbestos assessors.
- Asbestos removal supervisors.
- Individuals who have a statement of attainment in the unit competency for asbestos assessors.
- A person working for an organisation accredited by NATA under AS/NZS ISO/IEC 17020:2000 General criteria for the operation of various types of bodies performing inspection for surveying asbestos.

6.4.2 Factors to Consider When identifying Asbestos.

The person who is carrying out the task of identifying asbestos should have all relevant information so they can correctly identify where asbestos is located in the workplace. For example, obtaining information on the products used in making the building, structure or plant, including building plans, design specifications and correspondence with builders and plant manufacturers. Consulting Workers in the workplace may also be able to assist the person with this task.

6.5 Assuming Asbestos or ACM is Present.

Regulation 422 provides that a person with management or control of a workplace must:

- Assume the material is asbestos or ACM if it cannot be identified but a competent person reasonably believes it is asbestos or ACM, and
- Assume asbestos is present if part of the workforce is inaccessible and it is likely to contain asbestos or ACM.

It is not necessary to engage a competent person to identify asbestos if the person with management or control of the workplace assumes that asbestos is present or if that person has reasonable grounds to believe that asbestos is not present.

6.6 Arranging a Sample to Identify Asbestos.

Regulation 423 provides that a person with management or control of a workplace may identify asbestos or ACM by arranging for a sample of material at the workplace to be analysed for the presence of asbestos or ACM.

A sample must only be analysed by:

- A NATA-accredited laboratory accredited for the relevant test method.
- A laboratory approved by the Regulator.
- A laboratory operated by the Regulator.

6.7 Indicating the Presence of Asbestos in the Workplace.

Regulation 424 provides that a person with management or control of a workplace must ensure the presence and location of asbestos or ACM identified at the workplace is clearly indicated. If reasonably practicable, the asbestos or ACM must be indicated by a label.

6.7.1 Labels.

If labels can be used, a competent person should determine the number and positions of the labels required. The location of labels should be consistent with the location listed in the asbestos register.

If a risk assessment suggests asbestos may be disturbed or people are likely to be exposed and it is not reasonably practicable to label asbestos directly, a prominent warning sign must be posted in its immediate vicinity. For example, if floor tiles have been identified as containing asbestos, an appropriate warning sign may be displayed on an adjacent wall.

6.7.2 Warning Signs.

All warning signs should comply with AS 1319 Safety Signs for the Occupational Environment.

Any areas of a workplace that contain asbestos, including plant, equipment and components, should be signposted with warning signs to ensure the asbestos is not unknowingly disturbed without the correct precautions being taken. These signs should be waterproof, constructed of light-weight material and adequately secured. Signs should be placed at all the main entrances to the work areas where asbestos is present.

Where direct marking of asbestos is not possible, identifying the presence and location of asbestos to workers such as plumbers, electricians and carpenters before they commence work may be achieved by implementing a permit-to-work system. The presence and location of the asbestos should be entered on site plans and the asbestos register and be accessible to all workers to ensure they are aware of the presence of asbestos.

6.8 Assessing the Risk of Exposure.

If asbestos or ACM is in good condition and left undisturbed, it is unlikely that airborne asbestos will be released into the air and the risk to health is extremely low. It is usually safer to leave it and review its condition over time. However, if the asbestos or ACM has deteriorated, has been disturbed, or if asbestos-contaminated dust is present, the likelihood that airborne asbestos will be released into the air is increased.

6.8.1 Likelihood of Airborne Fibres.

The following list ranks different types of asbestos according to the likelihood that airborne asbestos can be released into the air if it has deteriorated or been disturbed. The potential risk to health is greater for items higher up the list if people are exposed to airborne asbestos, but any of the materials listed can produce asbestos fibres if they are disturbed.

- ACD (including dust left in place after past asbestos removal).
- Sprayed (limpet) coatings/loose fill.
- Lagging and packings (that are not enclosed).
- Asbestos insulating board.
- Rope and gaskets.
- Millboard and paper.
- Asbestos cement.
- Floor tiles, mastic and roof felt.
- Decorative paints and plasters.

6.9 Asbestos Register.

Regulation 425 provides that a person with management or control of a workplace must ensure an asbestos register is prepared and kept at the workplace. The asbestos register must be maintained to ensure the information in the register is current.

Note: An asbestos register is not required to be prepared when:

- The workplace is a building that was constructed after 31 December 2003, and
- No asbestos has been identified at the workplace, and
- No asbestos is likely to be present at the workplace from time to time.

6.9.1 What is an Asbestos Register?

The asbestos register is a document that lists all identified (or assumed) asbestos in a workplace. The asbestos register must:

- Record any asbestos or ACM that has been identified or is likely to be present at the workplace from time to time. This would include:
    - The date on which the asbestos or ACM was identified.
    - The location, type and condition of the asbestos; or
- State that no asbestos or ACM is identified at the workplace if the person knows that no asbestos or ACM is identified or is likely to be present from time to time at the workplace.

A comprehensive asbestos register may also include:

- Details of any asbestos assumed to be in the workplace.
- Results of any analysis that confirms a material at the workplace is or is not asbestos.
- Dates when the identification was carried out.
- Details of inaccessible areas.

It may also be useful to attach photographs or drawings to visually show the location of the asbestos or ACM in the workplace.

6.9.2 What if an Asbestos Register Already Exists at the Workplace?

If an asbestos register already exists at the workplace there is no need to create another one. The existing register can be reviewed and revised.

PCBU's who are carrying out or intend to carry out work at a workplace, should obtain the current asbestos register and identify any asbestos or ACM that they have management or control of (for example, asbestos in items of plant). The person with management or control of the workplace should be advised if any asbestos or ACM is identified and not included in the asbestos register for the workplace.

If workers consider that the work they are about to do will disturb asbestos, they should talk to the person with management and control of the workplace or their HSR.

6.9.3 Where Asbestos is Only Temporarily in the Workplace.

In some cases it may not be necessary to include asbestos or ACM that is only temporarily present in the workplace. For example, if plant contains asbestos is being repaired at the workplace but it is only there for a short period while being repaired, it does not need to be included in the asbestos register. However, if plant is often at the workplace it would be important to include this in the asbestos register. Note that where work involving asbestos is carried out, there are requirements to ensure the safety of the worker.

6.9.4 Where there is no Asbestos Register at the Workplace.

An asbestos register is not required if a workplace has been constructed after 31 December 2003 or if no asbestos has been identified.

If there is no asbestos register at the workplace but asbestos is identified during the course of any work being carried out, the person with management or control of the workplace should be advised who must then identify it (or ensure a competent person identifies it) and prepare a register.

As there will be no asbestos register at a domestic premise, the homeowner or landlord must be advised if asbestos is identified and appropriate action taken.

6.10 Reviewing and Revising an Asbestos Register.

Regulation 426 provides that a person with management or control of a workplace must ensure an asbestos register is reviewed and where necessary revised by a competent person if:

- The asbestos management plan is reviewed.
- Further asbestos or ACM is identified at the workplace.
- Asbestos is removed from or disturbed, sealed or enclosed at the workplace.

The register should be reviewed at least once every five years to ensure it is kept up-to-date.

When reviewing the asbestos register, the person should carry out a visual inspection of the asbestos and ACM listed to determine its condition and revise the asbestos register as appropriate. Previous asbestos registers and records relating to asbestos removal jobs, for instance clearance certificates, can assist in identifying all asbestos and ACM in the workplace.

6.11 Accessing an Asbestos Register.

Regulation 427 provides that a person with management or control of the workplace must ensure the asbestos register is readily accessible to:

- A worker who has carried out, carries out or intends to carry out work at the workplace.
- HSR's who represent workers that carry out or intend to carry out work at the workplace.
- A PCBU who has carried out, carries out or intends to carry out work at the workplace.
- A PCBU who has required, requires or intends to require work to be carried out at the workplace.

6.12 Asbestos Management Plan.

Regulation 429 provides that a person with management or control of a workplace must ensure a written asbestos management plan is prepared for the workplace if asbestos or ACM has been identified or assumed present or is likely to be present from time to time at the workplace.

The asbestos management plan must be maintained to ensure the information is up-to-date.

This requirement does not apply to domestic premises.

6.12.1 What is an Asbestos Management Plan?

An asbestos management plan sets out how asbestos or ACM that is identified at the workplace will be managed, for example what, when and how it is going to be done.

An asbestos management must include:

- The identification of asbestos and ACM, for example a reference or link to the asbestos register for the workplace, and the locations of signs and labels.
- Decisions, and reasons for the decisions, about the management of asbestos at the workplace, for example safe work procedures and control measures.
- Procedures for detailing accidents, incidents or emergencies of asbestos at the workplace.
- Workers carrying out work involving asbestos, for example consultation, information and training responsibilities.

Other information that may be included in the asbestos management plan is:

- An outline of how asbestos risks will be controlled, including consideration of appropriate control measures.
- A timetable for managing risks of exposure, for example priorities and dates for any reviews, circumstances and activities that could affect the timing of action.
- Identification of each person with responsibilities under the asbestos management plan and the person's responsibilities.
- Procedures, including a timetable for reviewing and, if necessary, revising the asbestos management plan and asbestos register.

- Air monitoring procedures at the workplace, if required.

6.12.2 Reviewing an Asbestos Management Plan.

Regulation 430 provides that a person with management or control of the workplace must ensure the asbestos management plan is reviewed and, if necessary, revised at least once every five years or when:

- There is a review of the asbestos register or a control measure.
- Asbestos is removed from or disturbed, sealed or enclosed at the workplace.
- The plan is no longer adequate for managing asbestos or ACM at the workplace.
- A HSR requests a review if they reasonably believe that any of the matters listed in the above points affects or may affect the health and safety of a member of their work group and the asbestos management plan was not adequately reviewed.

6.12.3 Accessing an Asbestos Management Plan.

Regulation 429 provides that a person with management or control of the workplace must ensure the asbestos management plan is readily accessible to:

- A worker who has carried out, carries out or intends to carry out work at the workplace.
- HSR's who represent workers that carry out or intend to carry out work at the workplace.
- A PCBU who has carried out, carries out or intends to carry out work at the workplace.
- A PCBU who has required, requires or intends to require work to be carried out at the workplace.

The asbestos management plan should be kept at the workplace to ensure it is accessible.

6.12.4 Example of an Asbestos Management Plan.

An excellent example of an Asbestos Management Plan is available from the Department of Education's website as:

- Asbestos Management Plan
- Department of Education
- December 2012
- Version 1 19 December 2012
- Revision 1 N/a

It is strongly recommended that this publication be downloaded, read and retained for reference. Extracts from it should be used appropriately in conjunction with Council's Asbestos Policy.

6.13 Managing Other Asbestos-Related Risks.

The following sub-sections, 6.13.1 to 6.13.8, discuss the requirements to manage other asbestos-related risks.

6.13.1 Naturally Occurring Asbestos.

Regulations 431-434 provide that a person with management or control of a workplace must manage the risks associated with naturally occurring asbestos (NOA) at the workplace.

If NOA is identified at the workplace or is likely to be present from time to time, a written asbestos management plan must be prepared and maintained to ensure the information is up-to-date.

In the majority of workplaces, the asbestos that is encountered and poses a risk to health and safety will be found in manufactured products. However, some workplaces may have to deal with asbestos in its natural state. NOA may be encountered in road building, site and construction work, and other excavation activities. Asbestos may occur in veins within rock formations.

6.13.2 Managing NOA.

Ongoing management of NOA may be determined with the aid of an air monitoring program to assess asbestos exposure levels and specific risk control measures.

The person with management or control of a workplace must ensure the release of airborne asbestos in minimised. This can be done by:

- Wetting surfaces to reduce the dust levels.
- Suppressing, containing and extracting dust in processing operations (water sprays or local exhaust at transfer points and vibrating screens).
- Using wet drilling or other approved in-hole dust suppression.
- Preventing the spread of contamination by using wash down facilities.
- Providing information to and training and supervision of all workers potentially at risk.
- Using PPE where indicated.

6.13.3 Contaminated Sites.

Sites contaminated with asbestos become a workplace when work is carried out there. The WHS Regulations require that, where asbestos is identified as contaminating a workplace, a register and asbestos management plan be created for the site.

The management and remediation of sites contaminated with asbestos from illegal dumping and demolition is a specialised task. In some instances, site remediation may entail removal of asbestos and ACM from the site; in other cases this may not be practicable and other management strategies should be used. Engaging specialists who may include asbestos removalists is highly recommended for all but the most minor of non-friable contaminations.

6.13.4 Demolition and Refurbishment Work.

This section applies to the demolition or refurbishment of a structure or plant constructed or installed before 31 December 2003.

Regulation 447-457 provides that prior to any demolition or refurbishment work being carried out, a person with management and control of a workplace must:

- Review the asbestos register.
- Provide a copy of the asbestos register to the person carrying out the demolition or refurbishment work.
- Ensure asbestos that is likely to be disturbed is identified and, so far as is reasonably practicable, removed.

The PCBU who will carry out demolition or refurbishment at a workplace must obtain a copy of the asbestos register before they commence the work.

6.13.5 Demolition and Refurbishment at Domestic Premises.

When a person has been engaged to conduct demolition or refurbishment at a domestic premise, it becomes the workplace of that person. Consequently, that person must identify and if necessary, remove asbestos before work commences. The WHS Regulations place no duties on the homeowner.

6.13.6 Asbestos-Related Work.

Regulation 478-484 provides that while work with asbestos is generally prohibited, the WHS Regulations allow work to occur on asbestos in certain circumstances: this is referred to as asbestos-related work.

When undertaking asbestos-related work activities, the WHS Regulations require that it only be performed in accordance with the following requirements:

- Any worker undertaking asbestos-related work must be informed of the health risks of exposure to asbestos and that they will need to undergo health monitoring. Further information can be found in *Guidance: Health Monitoring.*
- A competent person carries out air monitoring of the work area where asbestos-related work is being carried out if there is uncertainty as to whether the exposure standard is likely to be exceeded.
- Any asbestos that may be encountered by workers undertaking asbestos-related work must be identified, and if it is not possible to identify, it must be assumed asbestos is present.
- The area in which asbestos-related work is undertaken is separate from the rest of the workplace, so far as is possible.
- The asbestos work area must be signed and barricaded to ensure that other workers do not enter the area.
- Facilities must be provided to allow for the decontamination of workers, equipment and the items worked upon.
- Anything removed from the work area must be decontaminated before it is removed from the work area.
- If material contaminated with asbestos is to be removed from the work area, it must be sealed within a container, which is decontaminated and labelled to indicate the presence of the asbestos and disposed of at a licensed disposal facility as soon as is reasonably practicable.
- If PPE used in asbestos-related work is to be removed from the work area for disposal, it must also be sealed within a container, which is decontaminated and labelled to indicate the presence of the asbestos in accordance with the WHS Regulations and disposed of at a licensed waste facility as soon as reasonably practicable.

6.13.7 Managing Risks Associated with Asbestos-Related Work.

If there is uncertainty as to whether asbestos is present or used in a certain activity at the workplace, the person with management or control of the workplace must assume asbestos is present and treat the activity as asbestos-related work or arrange for a sample to be analysed to determine if asbestos is present.

If asbestos is identified or assumed to be present, it is essential that the asbestos register be obtained and a decision made as to whether work can be done without disturbing the asbestos.

It is also essential to ensure all people carrying out the work have the appropriate training (refer to Section 6.3 of the Code), correct tools (Section 6.4 of the Code), PPE including clothing, decontamination materials, labels and signs ready at the workplace before any work commences that may disturb the asbestos and to minimise the number of people in the area.

6.13.8 Control Measures for Asbestos-Related Work.

Whatever the control method used, it should be effective in making all maintenance workers aware of the presence of asbestos and preventing any work activity that might expose them, or others nearby to airborne asbestos. Particular attention should be paid to controlling work activities that affect inaccessible areas listed in the asbestos register, such as wall cavities and ceiling spaces.

Control measures include the following:

- Eliminate the risk by not conducting the work.
- Minimise the risk by using either an isolation control or a combination of these.
- If the risk is still present and attempts have been made to minimise the risk to health, so far as is reasonably practicable, through elimination, isolation and engineering controls, administrative controls can be implemented.
- If a risk to health still remains after the higher order control measures have been implemented, PPE must be used to supplement higher order controls. Although PPE can be effective in controlling the risk from airborne asbestos fibres, the successful implementation and maintenance of this control measure requires further action and resources including:
    - The correct selection of appropriate PPE.
    - The issuing of PPE to each individual.
    - Training and supervision.
    - Maintenance of PPE.
    - Employee compliance and support for the system.

6.14 Disposing of Asbestos or ACM.

There are additional responsibilities related to the removal and disposal of asbestos, which are detailed in the Code of Practice: How to safely Remove Asbestos.

Asbestos waste must be transported and disposed of in accordance with the relevant state or territory Environment Protection Authority (EPA) requirements. Asbestos waste can only be disposed of at a site licensed by the EPA and it must never be disposed of in the general waste system.

6.15 Managing Exposure to Asbestos or ACM.

The following sub-sections, 6.15.1 to 6.15.4, discuss the requirements to manage exposure to Asbestos or ACM.

6.15.1 Measuring the Exposure Standard.

Airborne respirable fibre concentrations can be estimated using available data or past experience. In cases of doubt, it may be necessary to confirm the estimates by measurement using the *Guidance Note on the Membrane Filter method for Estimating Airborne Asbestos Fibres ((NOHSC: 3003 (2005))*.

6.15.2 Health Monitoring.

Regulation 435-444 provides that a PCBU must ensure health monitoring is provided to a worker if they are carrying out licensed asbestos removal work, other ongoing asbestos removal work or asbestos-related work and are at risk of exposure to asbestos when carrying out the work.

Health monitoring reports must be kept as confidential records for at least 40 years after the record is made and identified as a formal record for the particular worker. The report and results must not be disclosed to anyone unless the worker has provided their written consent. However, if the person was releasing the record under a duty of professional confidentiality, the worker's written consent is not required.

6.15.3 Training Workers about Asbestos or ACM.

Regulation 39 provides that a PCBU must ensure that information, training and instruction provided to a worker are suitable and adequate, having regard to:

- The nature of the work carried out by the worker.
- The nature of the risks associated with the work at the time the information, training or instruction is provided.
- The control measures implemented.

Regulation 445 provides that a PCBU must ensure workers who they reasonably believe may be involved in asbestos removal work in the workplace or the carrying out of asbestos-related work are trained in the identification, safe handling and suitable control measures for asbestos and ACM.

6.15.4 Limited Use of Equipment.

Regulation 446 provides that a PCBU must not use, or direct or allow a worker to use, specific equipment on asbestos or ACM unless the use of the equipment is controlled.

High-pressure water spray and compressed air must not be used on asbestos or ACM. However, high-pressure water spray can be used for firefighting or fire protection. Power tools, brooms and any other equipment or tool that may release airborne asbestos in the workplace may only be used if it is controlled by it being:

- Enclosed.
- Designed to capture or suppress airborne asbestos.
- Used in a way that is designed to capture or suppress airborne asbestos safely.

6.16 Controlling the Risks.

To eliminate risk of exposure, or if this is not reasonably practicable, minimising them so far as is reasonably practicable, a risk management process should be followed that involves identifying whether asbestos or ACM is at a workplace and including them in the asbestos register, assessing the risk of exposure and then implementing appropriate control measures.

6.16.1 Removing Asbestos.

The ultimate goal is to have a workplace free from asbestos. Removal may be the most appropriate way to achieve this.

If it is not reasonably practicable to remove asbestos, then other control measures must be implemented to ensure people are not exposed to airborne asbestos, including either enclosing or sealing the asbestos.

6.16.2 Enclosing Asbestos.

Where it is not reasonably practicable to remove asbestos, the preferred alternative control measure is enclosure.

Enclosure is the creation of a structure built around the asbestos so that it is completely covered to prevent exposure of the asbestos to air and other substances.

Enclosure should only be used on non-friable asbestos where removal is not reasonably practical and where the asbestos is at risk of damage from work activities.

6.16.3 Encapsulation and Sealing Asbestos.

If the asbestos cannot be removed or enclosed, encapsulation or sealing is the next appropriate control measure.

6.16.4 What are Encapsulation and Sealing?

Asbestos may be encapsulated in a resilient matrix such as reinforced plastics, vinyls, resins, mastics, bitumen, flexible plasters and cement. There is little opportunity to release airborne asbestos unless the matrix is damaged. Although encapsulation has limited application and can create a health risk for workers undertaking the activity, it is used when it would create a greater risk to remove the asbestos.

Sealing is the process of covering the surface of the material with a protective coating over the asbestos to prevent exposure to airborne asbestos. Sealing asbestos is the least effective method for controlling the release of airborne asbestos. It should only be considered as an interim control while a more effective control such as removing or enclosing can be implemented. It is commonly used for pipe, furnace and boiler insulation. Sealing is inappropriate where the sealed material is likely to suffer mechanical damage (e.g. drilling or sanding).

6.16.5 Tools and Equipment.

Certain equipment must not be used on asbestos. It is therefore important to select the correct equipment to minimise the generation of airborne asbestos.

Manually operated (non-powered) hand tools should be used wherever possible. If they will not provide sufficient physical force to perform the required operation, low-speed, battery-powered tools that are able to be used in conjunction with wet methods for dust control are preferred.

The use of high-pressure water and compressed air is prohibited under WHS Regulations as they can cause asbestos to become friable.

Household vacuum must never be used where asbestos is or may be present, even if they have a HEPA filter.

6.16.6 Safe Work Practices.

It is important that safe work practices are in place when carrying out asbestos work or asbestos-related work. Wherever possible, dry asbestos should not be worked on.

When selecting the best technique to prevent or minimise the generation of airborne asbestos fibres, the work should first be assessed for any electrical hazards that might result from the use of water or other liquids. If an electrical hazard exists, primary consideration should be given to removing the asbestos, rather than relying on dry work methods.

6.16.7 Personal Protective Equipment (PPE).

PPE will need to be used, in combination with other effective control measures, when working with asbestos. The selection and use of PPE should be based on a risk assessment.

If work with asbestos requires the use of other chemicals that are themselves hazardous chemicals, a further risk assessment must be performed. Safety data sheets must be referred to for information on appropriate PPE to use and any other precautions to take when using the chemicals.

6.16.8 Respiratory Protective Equipment (RPE).

In general, the selection of suitable RPE depends on the nature of the asbestos work, the probable maximum concentrations of asbestos fibres that would be encountered in this work and any personal characteristics of the wearer that may affect the facial fit of the respirator (for example, facial hair and glasses).

More comprehensive advice on RPE is provided in the *Code of Practice: How to safely Remove Asbestos.*

6.16.9 Laundering Clothing.

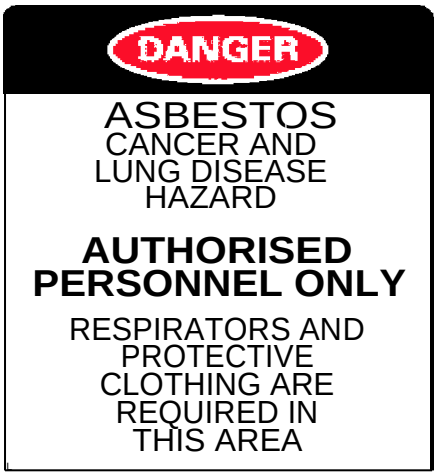
Disposable coveralls should be used as protective clothing unless it is not reasonably practicable to do so. When non-disposable protective clothing is used, the contaminated clothing must be laundered in a suitable laundering facility that is equipped to launder asbestos-contaminated clothing. Contaminated protective clothing must not be laundered in homes. Any clothing worn under coveralls must be disposed of or suitably bagged for laundering as asbestos-contaminated clothing.

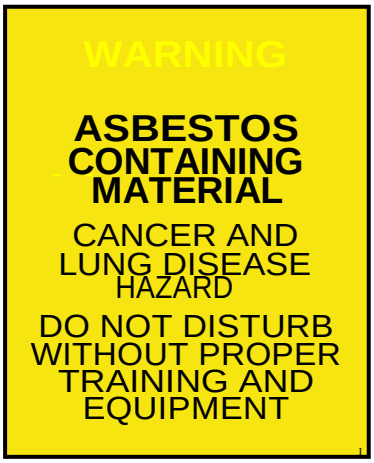
6.16.10 Cleaning Up.

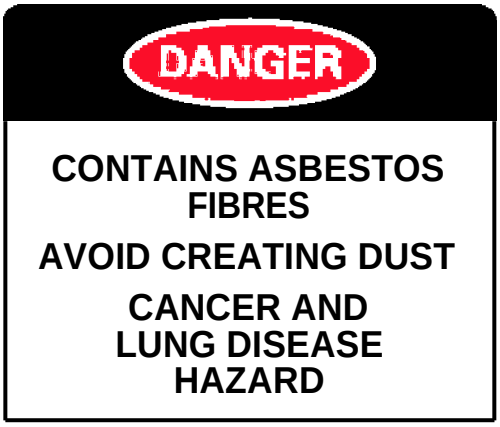
Following any asbestos work carried out, there are requirements to ensure the work area, tools and workers are decontaminated and asbestos waste is disposed of properly. In addition to this, for licensed removal work a clearance certificate will be required before the work area can be reoccupied for ordinary use.

The *Code of Practice: How to Safely Remove Asbestos* provides details on decontamination and waste disposal.

6.17 Examples of Warning Signs and Labels.







6.18 TEMPLATE OF AN ASBESTOS REGISTER

ASBESTOS REGISTER					
Workplace address			Name of Competent Person		
Date of Identification	Type of Asbestos	Is it Friable or Non-Friable?	Condition of Asbestos	Specific Location of Asbestos	Is this an inaccessible area?

6.19 - EXAMPLE OF AN ASBESTOS REGISTER

ASBESTOS REGISTER					
Unit 3A, Trading Estate West, Anytown 9001			**Name of Competent Person** Jim Smith, Site OHS manager (01) 3293 4012		
Date of Identification	**Type of Asbestos**	**Is it Friable or Non-Friable?**	**Condition of Asbestos**	**Specific Location of Asbestos**	
1/2/2011	AC Roof Sheeting	Non-friable	Good, minor deterioration on Western End	Whole Roof to main building	
1/2/2011	Fibro Wall Cladding	Non-friable	Sound condition structurally, paint lifting in some places	Exterior of main Building	.
1/2/2011	Pipe Insulation	Friable	Cracked at bends in pipe	Plant Room Behind boiler for water system	Only accessed by maintenance staff
1/2/2011	Cement Flue	Non-friable	Good condition, coated	Plant Room On top of boiler	Only accessed by maintenance staff
1/2/2011	Floor Tiles	Non-friable	Good condition, tiles under filing cabinet starting to lift	Main office, Asbestos backed vinyl floor tiles	Inaccessible

Working with asbestos friction materials

The risk of exposure to significant amounts of dust that contains asbestos fibres may exist while removing and repairing brakes, clutches and high-temperature gaskets on motor vehicles.

If the following simple controls are applied carefully, it generally should not be necessary to carry out air monitoring in the workshop while servicing vehicle brakes, clutches and cylinder head/exhaust gaskets.

A HEPA-filter industrial vacuum cleaner should be certified by the manufacturer as fit for removal work and can be used to clean all asbestos dust from components and other parts in the immediate vicinity. It may be necessary to purchase or fabricate special hose nozzles to reach difficult areas to ensure components are effectively cleaned of asbestos. Any remaining dust needs to be removed with a wet rag.

A fine spray of water on the dust will dampen it and prevent it being dispersed. The component and parts in the immediate vicinity can then be wiped down with a wet rag. The rag can only be used once. It then needs to be placed in a plastic bag and into an asbestos waste disposal bin. Any spillage onto the workshop floor needs to be wiped up and disposed of in the same way. It is important that only a gentle misting spray is used as a coarse spray will disperse the asbestos fibres into the air.

A respirator certified by the manufacturer as suitable for asbestos dust (for example, a P1 or P2 disposable respirator) needs to be worn during the above cleaning processes.

Compressed air, water hoses and aerosol cans must not be used to clean asbestos dust off components in the open workshop as they will disperse large numbers of fibres into the air.

Personal decontamination should be carried out in accordance with the WHS Regulations and this Code.

Dedicated asbestos-handling area

To minimise risks to other people, the area where asbestos components are cleaned and removed needs to be segregated and in a location where wind or cooling fans etc. will not disturb any dust. All workers must be provided with information and training on asbestos hazards, its presence and the safety procedures that must be followed.

For all removal:

- segregate the vehicle from surrounding removal work areas. Try to have at least three metres separation and avoid windy locations and cooling fans etc.

  Use portable signs to indicate that asbestos removal is going on

  Wear a P1 or P2 disposable respirator

  personal decontamination should be carried out in accordance with the WHS Regulations and this Code.

Brake assembly repairs - vacuum method

- Use a HEPA-filter vacuum cleaner to clean the wheel prior to undoing the wheel nuts.

  Remove the wheel and vacuum any remaining dust on the wheel.

  Vacuum all dust off the brake assembly.

  Use a wet rag to wipe down all parts and remove final traces of dust.

  Vacuum any additional dust that is exposed during disassembly.

  Place the component and rags etc. into a plastic bag, seal or tie it and then place it into a marked plastic-lined disposal bin or skip.

Personal decontamination should be carried out in accordance with the WHS Regulations and this Code.

Brake assembly removal - wet method

- Place a tray or tape plastic sheeting on the floor under the removal area to catch spillage and assist in the clean-up.

  Use a saturated rag to wet down the wheel and wipe off dust prior to removing the wheel nuts.

  Remove the wheel and clean off any remaining dust with the wet rag.

  Use a saturated rag and gentle water mist to thoroughly damp down any dust on the brake assembly.

  Personal decontamination should be carried out in accordance with the WHS Regulations and this Code.

Brake disc pads

- Use a saturated rag to wipe off exposed dust and dust exposed during disassembly. Wipe up any spillage on the floor.

  Place the component and rags etc. into a plastic bag, seal or tie it and then place it into a marked plastic-lined disposal bin or skip.

  Personal decontamination should be carried out in accordance with the WHS Regulations and this Code.

Clutch removal and repairs

- After separating the gearbox from the engine, vacuum/wet-wipe inside the bell housing and around the pressure plate.

  On removal of the pressure plate and clutch plate, vacuum/wet-wipe the flywheel, housing and components; place used rags and removed components in a plastic bag and seal.

  Place this plastic bag into a marked plastic-lined disposal bin or skip.

  Personal decontamination should be carried out in accordance with the WHS Regulations and this Code.

Cylinder head and exhaust gaskets

- If the gasket is damaged during separation of the components, wet it with water to control asbestos fibres.

  Keep the gasket wet and carefully remove it without using power tools.

  Wipe down the joint faces and the immediate area with a wet rag.

  Place the gasket and rag into a plastic bag and seal or tie it.

  Place this plastic bag into a marked plastic-lined disposal bin or skip.

  Personal decontamination should be carried out in accordance with the WHS Regulations and this Code.

Brake shoe

The process of removing asbestos-containing linings from brake shoes and clutch parts has the potential to release large quantities of asbestos fibres. All work involving power tools should be carried out within an enclosure that is fitted with an effective dust extraction and filtration system that will eliminate or minimise the release of airborne asbestos fibres. If components are to be hand-worked, carry out the following procedure:

Undertake the work in a separate area away from other workers, preferably in a purpose-built enclosure.

Thoroughly wet down the component to control dust/fibres.

Wear **PPE and RPE.**

Use local extraction to minimise the spread of dust/fibres.

Control air monitoring must be carried out to determine respirable asbestos fibre exposure levels and the suitability of PPE.

Clean up after removal with a vacuum cleaner and wet rag.

Place waste asbestos into a plastic bag and seal or tie it.

Place this plastic bag into a marked disposal bag, tie or seal it and place the bag into the marked plastic-lined disposal bin or skip (see disposal section below).

Used respirators and overalls should not be worn away from the removal work area and need to be disposed of in the same way as asbestos waste.

Personal decontamination should be carried out in accordance with the WHS Regulations and this Code.

6.21 Recommended Safe Working Practices.

As a first priority, planning for the maintenance of asbestos at the workplace must include consideration of the removal of the asbestos as the most preferred control option. Where removed, products containing asbestos must be replaced with products that do not contain asbestos. Removal of asbestos products must be done in accordance with the *Code of Practice: How to Safely Remove Asbestos.*

Below are some recommended safe working methods that demonstrate how control measures can be used when asbestos is present at the workplace:

- Safe work practice 1 – Drilling for asbestos-containing material

  Safe work practice 2 – Sealing, painting, coating and cleaning of asbestos-cement products

  Safe work practice 3 – Cleaning leaf litter from gutters of asbestos cement roofs

  Safe work practice 4 – Replace cabling in asbestos cement conduits or boxes

  Safe work practice 5 – Working on electrical mounting boards (switchboards) containing asbestos

  Safe work practice 6 – Inspection of asbestos friction materials.

6.22 Some Important Asbestos Do's and Don'ts.

The following comments have been extracted from: http://www.asbestos.tas.gov.au/resources/facts

- Don't panic if you find asbestos.
- Do put safety first when dealing with asbestos.
- Do treat asbestos with respect.
- Don't drill, saw or disturb materials that contain asbestos.
- Do seek advice if you think you've got a problem with asbestos.
- Do keep activities to a minimum in areas having damaged material that may contain asbestos.
- Do take every precaution to avoid damaging asbestos material.
- Do have removal and major repair done by licensed asbestos removalists. It is highly recommended that sampling and minor repair also be done by licensed professionals.
- Do make sure asbestos is correctly identified. If you think that material might contain asbestos, treat it as though it does until you have it checked by an expert.
- Don't risk damaging asbestos. Asbestos is only a danger to health when fibres become airborne and are breathed in.
- Do warn other people. If you know there is asbestos in your home or workplace point it out to anyone who might come into contact with it so they can take precautions. This is particularly important if you ask someone to do repairs or alterations.
- Do check the rules and regulations that apply to the handling, removal and disposal of asbestos.

6.23 Safe Work Practice – Drilling of ACM.

SAFE WORK PRACTICE 1 – DRILLING OF ACM	
The drilling of asbestos cement sheeting can release asbestos fibres into the atmosphere, so precautions must be taken to protect the drill operator and other persons from exposure to these fibres. A hand drill is preferred to a battery-powered drill, because the quantity of fibres is drastically reduced if a hand drill is used.	
Equipment that may be required prior to starting work (in addition to what is needed for the task)	A non-powered hand drill or a low-speed battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible. If an LEV dust control hood cannot be attached and other dust control methods such as pastes and gels are unsuitable then shadow vacuuming techniques should be used Disposable cleaning rags A bucket of water, or more as appropriate, and/or a misting spray bottle Duct tape Sealant Spare PPE A thickened substance such as wallpaper paste, shaving cream or hair gel 200 pm plastic sheeting A suitable asbestos waste container (e.g. 200 pm plastic bags or a drum, bin or skip lined with 200 pm plastic sheeting) Warning signs and/or barrier tape An asbestos vacuum cleaner A sturdy paper, foam or thin metal cup, or similar (for work on overhead surfaces only).
PPE	Protective clothing and RPE (see **AS1715, AS 1716).** It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	If the work is to be carried out at a height, appropriate precautions must be taken to prevent falls. Ensure appropriately marked asbestos waste disposal bags are available. Carry out the work with as few people present as possible. Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. If drilling a roof from outside, segregate the area below. If access is available to the rear of the asbestos cement, segregate this area as well as above. If possible, use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area that could become contaminated. Ensure there is adequate lighting. Avoid working in windy environments where asbestos fibres can be redistributed. If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Drilling vertical surfaces	Tape both the point to be drilled and the exit point, if accessible, with a strong adhesive tape such as duct tape to prevent the edges crumbling. Cover the drill entry and exit points (if accessible) on the asbestos with a generous amount of thickened substance. Drill through the paste. Use damp rags to clean off the paste and debris from the wall and drill bit. Dispose of the rags as asbestos waste as they will contain asbestos dust and fibres.

	Seal the cut edges with sealant. If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.
Drilling overhead horizontal surfaces	Mark the point to be drilled. Drill a hole through the bottom of the cup. Fill or line the inside of the cup with shaving cream, gel or a similar thickened substance. Put the drill bit through the hole in the cup so that the cup encloses the drill bit, and make sure the drill bit extends beyond the lip of the cup. Align the drill bit with the marked point. Ensure the cup is firmly held against the surface to be drilled. Drill through the surface. Remove the drill bit from the cup, ensuring that the cup remains firmly against the surface. Remove the cup from the surface. Use damp rags to clean off the paste and debris from the drill bit. Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres. Seal the cut edges with sealant. If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.
Decontarninating the asbestos work area and equipment	Use damp rags to clean the equipment. Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected. If necessary, use damp rags and/or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.
Personal decontarninatio n should be carried out in a designated area	If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then Place them into a labelled asbestos waste bag. Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.
Clearance procedure	• Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.

6.24 Safe Work Practice – Sealing, Painting, Coating and Cleaning of Asbestos Cement Products.

SAFE WORK PRACTICE 2 - SEALING, PAINTING, COATING AND CLEANING OF ASBESTOS-CEMENT PRODUCTS	
These tasks should only to be carried out on asbestos that are in good condition. For this reason, the ACM should be thoroughly inspected before starting the work. There is a risk to health if the surface of asbestos cement sheeting is disturbed (e.g. from hail storms and cyclones) or if it has deteriorated as a result of aggressive environmental factors such as pollution. If it is so weathered that its surface is cracked or broken, the asbestos cement matrix may be eroded, increasing the likelihood that asbestos fibres will be released. If treatment is considered essential, a method that does not disturb the matrix should be used. Under no circumstances should asbestos cement products be water blasted or dry sanded in preparation for painting, coating or sealing.	
Equipment that may be required prior to starting work (in addition to what is needed for the task)	Disposable cleaning rags A bucket of water, or more as appropriate, and/or a misting spray bottle Sealant Spare PPE A suitable asbestos waste container Warning signs and/or barrier tape.
PPE	Protective clothing and RPE (see **AS1715, AS 1716).** It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed. Where paint is to be applied, appropriate respiratory protection to control the paint vapours/mist must also be considered.
Preparing the asbestos work area	If work is being carried out at heights, precautions must be taken to prevent falls. Before starting, assess the asbestos cement for damage. Ensure appropriately marked asbestos waste disposal bags are available. Carry out the work with as few people present as possible. Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. If working at a height, segregate the area below. If possible, use plastic sheeting secured with duct tape to cover any floor surface within the asbestos work area which could become contaminated. This will help to contain any runoff from wet sanding methods. Ensure there is adequate lighting. If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag. Never use high-pressure water cleaning methods. Never prepare surfaces using dry sanding methods. Where sanding is required, you should consider removing the asbestos and replacing it with a non-asbestos product. Wet sanding methods may be used to prepare the asbestos, provided precautions are taken to ensure all the runoff is captured and filtered, where possible. Wipe dusty surfaces with a damp cloth.
Painting and sealing	When using a spray brush, never use a high-pressure spray to apply the paint. When using a roller, use it lightly to avoid abrasion or other damage.
Decontaminating the asbestos work area and equipment	Use damp rags to clean the equipment. If required, use damp rags and/or an asbestos vacuum cleaner to clean the asbestos work area. Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. Wet wipe the external surfaces of the asbestos waste bags/container to remove any

	adhering dust before they are removed from the asbestos work area.
Personal decontamination should be carried out in a designated area	If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then Place them into a labelled asbestos waste bag. Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.
Clearance procedure	• Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.

6.25 Safe Work Practice – Cleaning Leaf Litter from Gutters of Asbestos Cement Roofs.

SAFE WORK PRACTICE 3 – CLEANING LEAF LITTER FROM GUTTERS OF ASBESTOS CEMENT ROOFS	
Equipment that may be required prior to starting work (in addition to what is needed for the task)	A bucket of water, or more as appropriate, and detergent A watering can or garden spray A hand trowel or scoop Disposable cleaning rags A suitable asbestos waste container Warning signs and/or barrier tape An asbestos vacuum cleaner.
PPE	Protective clothing and RPE (see **AS1715, AS 1716).** It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	Since the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls. Ensure appropriately marked asbestos waste disposal containers are available. Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. Segregate the area below. Avoid working in windy environments where asbestos fibres can be redistributed. If using a bucket of water, do not resoak used rags in the bucket as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Gutter cleaning	Disconnect or re-route the downpipes to prevent any entry of contaminated water into the waste water system and ensure there is a suitable container to collect contaminated runoff. Contaminated water must be disposed of as asbestos waste. Mix the water and detergent. Using the watering can or garden spray, pour the water and detergent mixture into the gutter but avoid over-wetting as this will create a slurry. Remove the debris using a scoop or trowel. Do not allow debris or slurry to enter the water system - Wet the debris again if dry material is uncovered. Place the removed debris straight into the asbestos waste container.
Decontarninating the asbestos work area and equipment	Use damp rags to wipe down all equipment used. Use damp rags to wipe down the guttering. Where practicable, and if necessary, use an asbestos vacuum cleaner to vacuum the area below. Place debris, used rags and other waste in the asbestos waste container. Wet wipe the external surfaces of the asbestos waste container to remove any adhering dust before it is removed from the asbestos work area.

Personal decontarninatio n should be carried out in a designated area	If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then Place them into a labelled asbestos waste bag. Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.
Clearance procedure	• Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.

6.26 Safe Work Practice – Replacing Cabling in Asbestos Cement Conduits or Boxes.

SAFE WORK PRACTICE 4 – REPLACE CABLING IN ASBESTOS CEMENT CONDUITS OR BOXES	
Equipment that may be required prior to starting the work (in addition to what is required for the task)	Disposable cleaning rags A bucket of water, or more as appropriate, and/or a misting spray bottle 200 pm thick plastic sheeting Cable slipping compound Appropriately marked asbestos waste disposal bags Spare PPE Duct tape Warning signs and/or barrier tape An asbestos vacuum cleaner.
PPE	Protective clothing and RPE (see **AS1715, AS 1716).** It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	If the work will be carried out in a confined space, appropriate precautions must be taken to prevent the risk of asphyxiation. Ensure appropriately marked asbestos waste disposal bags are available. Carry out the work with as few people present as possible. Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. Use plastic sheeting secured with duct tape to cover any surface within the asbestos work area which could become contaminated. Place plastic sheeting below any conduits before pulling any cables through. Ensure there is adequate lighting. Avoid working in windy environments where asbestos fibres can be redistributed. If using a bucket of water, do not resoak used rags in the bucket as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Replacement or installation of cables	Wet down the equipment and apply adequate cable slipping compound to the conduits/ducts throughout the process. Clean all ropes, rods or snakes used to pull cables after use. Cleaning should be undertaken close to the point(s) where the cables exit from the conduits/ducts. Ropes used for cable pulling should have a smooth surface that can easily be cleaned. Do not use metal stockings when pulling cables through asbestos cement conduits. Do not use compressed air darts to pull cables through asbestos cement conduits/ducts.
Decontaminating the asbestos work area and equipment	Use damp rags to clean the equipment. Wet wipe around the end of the conduit, sections of exposed cable and the pulling eye at the completion of the cable pulling operation. If the rope or cable passes through any rollers, these must also be wet wiped after use. Wet wipe the external surface of excess cable pulled through the conduit/duct, as close as possible to the exit point from the conduit, before it is removed from the work site. Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected. If required, use damp rags or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. Place all debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container.

	Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.
Personal decontamination should be carried out in a designated area	If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then Place them into a labelled asbestos waste bag. Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.
Clearance procedure	• Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.

6.27 Safe Work Practice – Working on Electrical Mounting Boards Containing Asbestos.

SAFE WORK PRACTICE 5 – WORKING ON ELECTRICAL MOUNTING BOARDS CONTAINING ASBESTOS	
If the asbestos-containing electrical mounting panel has to be removed for work behind the board, the procedures outlined in the Code of Practice: How to Safely Remove Asbestos must be followed. If drilling is required, the control process should be consistent with the measures in Safe Work Practice 1.	
Equipment that may be required prior to starting the work (in addition to what is required for the task)	• A non-powered hand drill or a low-speed battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a LEV dust control hood wherever possible. If a LEV dust control hood cannot be attached and other dust control methods, such as pastes and gels, are unsuitable then shadow vacuuming techniques should be used Duct tape Warning signs and/or barrier tape Disposable cleaning rags A plastic bucket of water and/or a misting spray bottle Spare PPE A suitable asbestos waste container 200 mm plastic sheeting An asbestos vacuum cleaner.
PPE	Protective clothing and RPE (see AS1715, AS 1716. It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	As the work area will involve electrical hazards, precautions must be taken to prevent electrocution. Ensure appropriately marked asbestos waste disposal bags are available. Carry out the work with as few people present as possible. Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. o Use plastic sheeting secured with duct tape to cover any surface within the asbestos work area which could become contaminated. Ensure there is adequate lighting. Avoid working in windy environments where asbestos fibres can be redistributed. If using a bucket of water, do not resoak used rags in the bucket as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Work on electrical mounting panels	Providing the panel is not friable, maintenance and service work may include: o replacing asbestos containing equipment on the electrical panel with non-asbestos equipment o operate main switches and individual circuit devices o pull/insert service and circuit fuses o bridge supplies at meter bases o use testing equipment o access the neutral link o install new components/equipment.
Decontaminating the asbestos work area and equipment	Use damp rags to clean the equipment. Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area so as not to spill any dust or debris that has been collected. If there is an electrical hazard, use an asbestos vacuum cleaner to remove any dust from the mounting panel and other visibly contaminated sections of the asbestos work area.

	If there is no electrical hazard, wet wipe with a damp rag to remove minor amounts of dust. Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.
Personal decontamination should be carried out in a designated area	If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then Place them into a labelled asbestos waste bag. Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.
Clearance procedure	• Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.

6.28 Safe Work Practice – Inspection of Asbestos Friction Materials.

SAFE WORKING PRACTICE 6 – INSPECTION OF ASBESTOS FRICTION MATERIALS	
This guide may be used when friction ACM (e.g. brake assemblies or clutch housings) need to be inspected or housings need to be cleaned. Compressed air must not be used to clean dust from a brake assembly.	
Equipment that may be required prior to starting the work (in addition to what is required for the task)	• A misting spray bottle • Duct tape • Warning signs and/or barrier tape • Disposable cleaning rags • A bucket of water and detergent • Spare PPE • A suitable asbestos waste container • A catch tray or similar container • An asbestos vacuum cleaner.
PPE	Protective clothing and RPE (see **AS1715, AS 1716).** It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	Ensure appropriately marked asbestos waste disposal bags are available. Carry out the work with as few people present as possible. Determine whether to segregate the asbestos work area Ensure unauthorised personnel are restricted from entry by using barrier tape and/or warning signs. Use a suitable collection device below where the work will be carried out to collect any debris/ runoff. Ensure there is adequate lighting. Avoid working in windy environments where asbestos fibres can be redistributed. If using a bucket of water, do not resoak used rags in the bucket as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Inspection of asbestos friction materials	A misting spray bottle should be used to wet down any dust. If spray equipment disturbs asbestos, use alternative wetting agents e.g. a water-miscible degreaser or a water/detergent mixture. • Use the wet method, but if this is not possible the dry method may then be used. <u>Wet method:</u> • Use the misting spray bottle to wet down any visible dust. • Use a damp rag to wipe down the wheel or automobile part before removal. Ensure the dust is kept wet to prevent atmospheric contamination. Use hand tools rather than power tools to reduce the generation of airborne fibres. Partially open the housing and softly spray the inside with water using the misting spray bottle. Any spillage of dust, debris or water must be controlled (e.g. capturing any runoff in a container) and either filtered or disposed of as asbestos waste. Open the housing and clean all asbestos parts using a damp rag, ensuring all runoff water is caught in an asbestos waste container. <u>Dry method:</u> • Place a tray under the components to catch dust or debris spilling from the housing or components during the inspection and dispose of any material as asbestos waste. Use an asbestos vacuum cleaner to remove asbestos from the brakes and rims or other materials before carrying out the inspection.

Decontarninating the asbestos work area and equipment	Use damp rags to clean the equipment, including the dust collection tray. If necessary, use damp rags or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. Place debris, used rags and other waste in the asbestos waste bags/container. Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before removing them from the asbestos work area.
Personal decontarninatio n should be carried out in a designated area	If disposable coveralls are worn, clean the coveralls and RPE while still wearing them using an asbestos vacuum cleaner, damp rag or fine-water spray. RPE can be cleaned with a wet rag/cloth. While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then Place them into a labelled asbestos waste bag. Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. Refer to the *Code of Practice: How to* Safely *Remove Asbestos* for more information.
Clearance procedure	• Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. Refer to the *Code of Practice: How to* Safely *Remove Asbestos* for more information.

6.29 Asbestos Removal – Detailed Discussions.

The *Code of Practice CP113 – How to Safely Remove Asbestos,* published by Workplace Standards in December 2012, should be read, comprehended and abided by as applicable and appropriate.

6.29.1 Duties for Licensed Asbestos Removal Work.

Licensed asbestos removal work can differ greatly depending on the type, quantity and condition of the asbestos or ACM being removed. There are a number of duties in the WHS Regulations to ensure licensed asbestos work is carried out safely and without releasing airborne asbestos and exposing workers and other persons.

A summary of the specific duties in the WHS Regulations are:

ensuring an asbestos removalist supervisor is readily available or present when the work is being carried out **(R.459)**

providing appropriate training and ensuring the asbestos removal worker has undertaken the relevant units of competencies associated with the asbestos removal **(R.460-461)**

telling various parties about the asbestos removal and providing them with appropriate information **(R.462 and R.467-468)**

obtaining the workplace's asbestos register **(R.463)**

preparing an asbestos removal control plan **(R.464-465)**

notifying the regulator about the work before it starts **(R.466)**

displaying signs and labels in the asbestos work area **(R.469)**

limiting access to the asbestos work area **(R.470)**

ensuring appropriate decontamination facilities are in place **(R.471)**

ensuring waste containment and disposal procedures are in place **(R.472)**

ensuring clearance inspections are conducted and issuing clearance certificates **(R.473-474)**

ensuring air monitoring is conducted, where appropriate **(R.475-477).**

These requirements apply to a number of duty holders including the licensed asbestos removalist, the person who commissioned the asbestos removal work, and the person with management and control of the workplace.

6.30 Asbestos Removal Control Plan Contents.

	Building & structures		Plant & equipment	
	Friable	**Non-Friable**	**Friable**	**Non-Friable**
Notification				
Notification requirements have been met and required documentation will be on site (e.g. removal licence, control plan, training records)	Yes	Yes	Yes	Yes
Identification				
Details of asbestos to be removed (e.g. the locations, whether asbestos is friable/non-friable, its type, condition and quantity being removed)	Yes	Yes	Yes	Yes
Preparation				
Consult with relevant parties (health and safety representative-, workers-, person who commissioned the removal work, licensed asbestos assessors)	Yes	Yes	Yes	Yes
Assigned responsibilities for the removal	Yes	Yes	Yes	Yes
Program commencement and completion dates	Yes	Yes	Yes	Yes
Emergency plans	Yes	Yes	Yes	Yes
Asbestos removal boundaries, including the type and extent of isolation required and the location of any signs and barriers	Yes	Yes	Yes	Yes
Control of other hazards including electrical and lighting installations	Yes	Yes	Yes	Yes
PPE to be used including RPE	Yes	Yes	Yes	Yes
Removal				
Details of air-monitoring program Control and clearance	**Yes**	**No**	**Yes**	No
Waste storage and disposal program	Yes	Yes	Yes	Yes
Method for removing the asbestos (wet and dry methods)	Yes	Yes	Yes	Yes
Asbestos removal equipment (e.g. spray equipment, asbestos vacuum cleaners, cutting tools)	Yes	Yes	Yes	Yes
Details of required enclosures, including their size, shape, structure etc, smoke testing enclosures and the location of negative pressure exhaust units	Yes	No	Yes	No
Details on temporary buildings required by the asbestos removalist (e.g. decontamination units) including details on water, lighting and power requirements, negative pressure exhaust units and the locations of decontamination units	Yes	May be required depending on the job	Yes	May be required depending on the job
Other risk control measures to prevent the release of airborne asbestos fibres from the area where asbestos removal is undertaken	Yes	Yes	Yes	Yes
Decontamination				
Detailed procedures for workplace decontamination, the decontamination of tools and equipment, personal decontamination and the decontamination of non-disposable PPE and RPE	Yes	Yes	Yes	Yes
Waste Disposal				

Method of disposing of asbestos wastes, including details on: o the disposal of protective clothing	Yes	Yes	Yes	Yes
• the structures used to enclose the removal area	Yes	No	Yes	Yes

Clearance and air monitoring

Name of the independent licensed asbestos assessor or competent person engaged to conduct air monitoring (if any)	Yes	No	Yes	No
Consultation				
Consult with any people who may be affected by the removal work, including neighbours	Yes	Yes	Yes	Yes

6.31 Respiratory Protective Equipment.

When selecting RPE, you should also refer to the AS/NZS 1715-1994 *Selection, Use and Maintenance of Respiratory Protective Devices* and AS 1 716:2003 *Respiratory Protective Devices.*

The figures below provide examples of some respirators that can be used. The protection afforded by each device depends not only on the design and fit of the respirator but also upon the efficiency of the filters (for instance, P1, P2 or P3). These figures are indicative only. In order to show the correct respirator fit, they do not show the use of hoods. Respirators must always be worn under a hood.

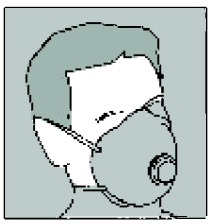
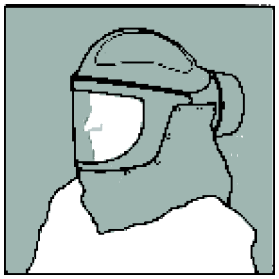


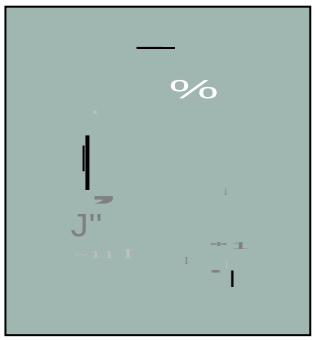
Figure 5- Disposable, half-face particulate respirator.

Figure 6- Half-face, particulate filter (cartridge) respirator.



K'i Powered, air-purifying, ventilated respirator

Figure 7- Powered, air-purifying, ventilated respirator.



(D) R104a(E~. pardCullate fi l tor (caridd ye) re 5pi rator

Figure 8- Full-face, particulate filter (cartridge) respirator.

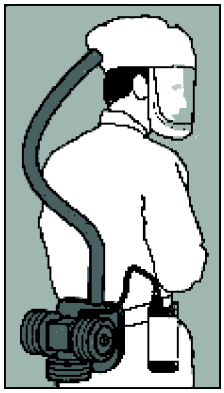


Figure 9- Full-face, powered air-purifying particulate respirator.

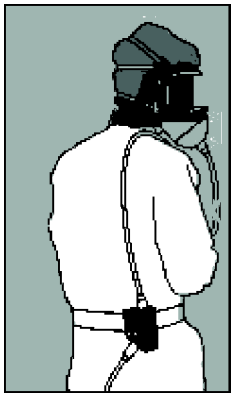


Figure 10- Full-face, positive pressure demand air-line respirator.

6.31.1 Selection of RPE.

The most efficient respirator and filter for the task should be used. Proper fit is critical; a disposable half-face respirator is especially difficult. Consideration should be given to upgrading to a non-disposable half-face respirator.

Table 2 provides guidance for the selection of appropriate respiratory protection for different tasks, assuming the correct work procedures are being followed. This table does not take into account personal features including facial hair or where glasses are worn. Full protection cannot be achieved if either of these factors interferes with the face seal.

Workers should be consulted on the selection of RPE to ensure individual fit and medical factors have been considered.

Work Procedure	Required respirator	Filter type
Simple enclosure erection for containing undamaged asbestos materials to prevent damage - no direct handling but possible disturbance of asbestos	**Disposable, half-face particulate respirators OR Half-face, particulate filter (cartridge) respirator**	P1 or P2
Inspection of the condition of any installed friable asbestos, which appears in poor condition or has been disturbed	**Disposable, half-face particulate respirators OR Half-face, particulate filter (cartridge) respirator**	**P1 or P2**
Sampling material for the purpose of identifying asbestos	**Disposable, half-face particulate respirators OR Half-face, particulate filter (cartridge) respirator**	**P1 or P2**
Removal of non-friable asbestos (e.g. asbestos cement sheets, ceiling tiles and vinyl tiles)	**Disposable, half-face particulate respirators OR Half-face, particulate filter (cartridge) respirator**	**P1 or P2**
Extensive sample operations on friable asbestos and Maintenance work involving the removal of small quantities of friable asbestos (e.g. replacement of friable asbestos gaskets and insulation)	**Full-face, particulate, filter (cartridge)** respirator	**P3**
Certain forms of wet stripping in which wetting is prolonged and effective, and certain small-scale dry stripping operations	Full-face, powered air-purifying particulate respirator OR Full-face, positive pressure demand air-line respirator	P3
Certain forms of dry stripping and ineffective wet stripping (light wetting, no time given to saturate)	Full-face, powered air-purifying particulate respirator OR Full-face, positive pressure demand air-line respirator No lesser respirator will suffice	P3

Work Procedure	Required respirator	Filter type
Dry stripping in confined areas	Full suit or hood, positive pressure demand continuous flow air-line respirator No lesser respirator will suffice	P3 only as a backup

Table 2- Selecting RPE.

6.31.2 Fit testing of face pieces

The fit of a negative-pressure respirator to a worker's face is critical. A fit test, in accordance with *ASINZS 1715:2009 Selection, Use and Maintenance of Respiratory Protective Devices* and the manufacturer's instructions, should be performed to assist in determining the best fit respirator for the individual worker immediately before commencing work and a fit check performed each time the respirator is to be used.

The performance of RPE depends on a good contact between the wearer's skin and the face seal of the mask so that the mask is a tight-fitting face piece or full mask. A good face seal can only be achieved if the wearer is clean-shaven in the region of the seal and the face piece is the correct size and shape to fit the wearer's face.

Workers using negative-pressure respirators should also be clean-shaven to ensure a good face seal. Workers with beards, stubble or facial hair should use a continuous-flow positive pressure respirator.

Workers wearing prescription glasses with side arms may not be able to use full-face respirators because of the loss of seal around the spectacle arms. If their glasses cannot be modified so they do need the support of the ears, these workers should not use full-face respirators and should wear air supply hoods instead. Ensure that these hoods will provide a sufficient level of protection.

Where the half-face respirator has been selected as providing the most appropriate protection and a seal or fit is not achievable from non-disposable respirators, a disposable respirator may be used.

To conduct a full or half-face respirator fit check:

- Close off inlet to filter
- Inhale gently
- Hold for 10 seconds
- Check that the face piece remains slightly collapsed, as it should.

6.31.3 Example of a Clearance Certificate

SECTION A – CLEARANCE INSPECTION DETAILS

Note: Where asbestos removal work requires a Class A licence, an independent licensed asbestos assessor must carry out the clearance inspection and complete clearance certificate if satisfied that the area is safe to re-occupy.

Client details	
Name of client:	
Client contact details:	
Removal **work details**	
Date removal work carried out:	
Site address where removal work is being carried out:	
Details of the specific asbestos removal work area(s):	
Name of licensed asbestos removalist:	
Name and contact details of licensed asbestos removalist supervisor (if different to removalist):	
Inspection details	
Date of clearance inspection:	
Time of clearance inspection:	

SECTION B - ASBESTOS REMOVAL WORK PAPERWORK

	Yes	No
Do you have a copy of the asbestos removal control plan?		
Do you have a copy of the notification form?		
Is the removal work consistent with the control plan and the notification form? (e.g. use of enclosures, decontamination facilities, waste facilities)		

SECTION C -ASBESTOS REMOVAL WORK AREA

1. Visual Inspection

	Yes	No
Inspection of the specific area detailed in Section A found no visible asbestos remaining as a result of the asbestos removal work carried out.		
Is air monitoring required (if no, proceed to Section E)		
Can the area be reoccupied?		
Has additional information been attached? (e.g. photos, drawings, plans)		

2. Air monitoring

	Yes	No
Air monitoring was carried out as part of the clearance inspection. The result was _below 0.01 f/ml.		
Has the air monitoring sample been analysed by a NATA-accredited laboratory?		
Is the air monitoring report attached?		
Can the area be reoccupied?		

SECTION D - ENCLOSURES

1. Prior to dismantling the enclosure

	Yes	No
The area within the enclosure and the area immediately surrounding the enclosure was inspected and no visible asbestos was found.		
Air monitoring was carried out as part of the clearance inspection. The result was below 0.01f/ml.		
Is the air monitoring report attached?		
Can the enclosure be dismantled?		

Number of samples collected:

	Sample 1	**Sample 2**	**Sample 3**	**Sample 4**	**Sample 5**
RESULTS					

2. After the enclosure was dismantled and removed

	Yes	No
An inspection of the area in which the enclosure was erected and the area immediately surrounding the area where the enclosure was erected was inspected and no visible asbestos was found.		
Air monitoring was carried out as part of the clearance inspection. The result was _below 0.01f/ml.		
Is the air monitoring report attached?		
Can the area be reoccupied?		

Number of samples collected:

	Sample 1	**Sample 2**	**Sample 3**	**Sample 4**	**Sample 5**
RESULTS					

SECTION E - CLEARANCE DECLARATION

I declare that:

- the former enclosure, asbestos removal work area and the surrounding area are free from any visible asbestos

  the transit route and waste routes are free from any asbestos,

  all asbestos in the scope of the removal work has been removed and any known asbestos is intact.

…….. ……

Signature of licensed asbestos assessor/competent person

Assessor licence number (if applicable)

……

Name of licensed asbestos assessor /competent person

This appendix does not address other hazards that may be present at a workplace, for example falls from heights or electrical hazards. These hazards must also be identified and the associated risks controlled.

This appendix provides guidance on how to perform a specific task associated with asbestos removal work. With all tasks, some general requirements include the following:

- Obtain the asbestos register prior to commencing asbestos removal work.

Depending on the type of asbestos removal work, follow the requirements outlined in Chapters 2-4 of this Code (for example, laying plastic sheeting, isolating the work areas, signs and barricades, PPE, cleaning up site decontamination).

Asbestos cement products

Asbestos cement products consist of approximately 15 per cent asbestos fibres by weight. A wide range of products have been commonly found-including roofing, shingles, exterior cladding on industrial, public and some domestic premises, corrugated/profile sheets as well as flat sheets that have been used for exterior flexible building boards.

If possible, you should remove the asbestos cement products whole. If some sections have been damaged prior to removal, these may be strengthened by applying duct tape.

Identify the method in which the asbestos cement product is held in place, then use a method that would minimise airborne dust generation in removing the product. For example:

- fasteners: dampen then carefully remove using a chisel

bolts: dampen then use bolt cutters (or an oxy torch) - do not use an angle grinder

screws: dampen then carefully unscrew with a screwdriver

nails: dampen then carefully lever the panel or punch through if absolutely necessary.

Avoid breaking the asbestos cement products. If breakage is absolutely necessary to remove/dislodge the product, dampen the material and minimize breakage.

Remove the asbestos cement product wet/damp by applying a fine water spray, unless this creates an electrical risk.

Once removed from its position, spray the back of the product with a fine water spray. Frequent application of a fine water spray may be required depending on the circumstances (e.g. on a very hot day) but be careful not to create a slip hazard.

Personal decontamination must be carried out in accordance with the WHS Regulations and this Code.

Asbestos cement roof sheeting

Asbestos cement can become brittle with age, so any removal work on roofs should address the risk of fall hazards. If lichen is encountered on roof sheeting, caution should be exercised in the use of water and the choice of workers' footwear because lichen can be slippery, especially when it is wet.

The removal of asbestos cement roofing must be performed in accordance with the WHS Regulations.

Angle grinders should not be used because of the potential for damage to the asbestos cement and subsequent fibre release. Anchoring screws/bolts should be removed from the roofing sheets using an oxy torch or another suitable device that will not significantly damage the sheet.

If the system of removal involves walking on the roof to remove roof sheeting (this should be the last option when choosing a method to remove roof sheeting), spray the asbestos cement roof sheeting with a PVA solution prior to removal. Ensure the **PVA is dry** before removing it so as to avoid a slip hazard. Once removed, spray the back (underside) of the asbestos cement with either a fine water spray or the PVA solution.

Where the asbestos cement product requires lowering to the ground, ensure this is done in a manner that will minimise the generation of respirable dust. Do not use chutes, ramps or similar gravity dependent devices. Examples of appropriate lowering methods for roof sheeting include:

- by hand, over short distances

  loading the wrapped sheets on to a cradle for support

- using scissor lifts or similar devices

  using scaffolds.

You should follow the cleaning, decontamination, waste removal and disposal procedures in this Code once the asbestos sheeting has been removed.

Where the area to be removed is greater than the size of an average domestic house or where considerable dust will be generated, you should use a full decontamination unit.

Ensure that clearance of the area has been completed and a clearance certificate has been issued prior to reoccupation of the area.

Personal decontamination must be carried out in accordance with the WHS Regulations and this Code.

Removal of floor tiles

Flooring products such as Polyvinyl chloride (PVC or vinyl) tiles often contain a few per cent (5-7 per cent) of very fine chrysotile. Black and brown thermoplastic tiles containing larger amounts and often visible clumps of chrysotile were also produced. Sheet floor coverings were sometimes backed with a thin layer of chrysotile paper. Some underfelts, such as hessian underlays for carpets and linoleum, were also manufactured containing asbestos. The mastics which were used to bond the floor covering to the surface could also contain asbestos. Some hard-wearing composite floors (for example, magnesium oxychloride) also contain about 2 per cent of mineral fibres, which could be asbestos.

Place a tool (such as a scraper or wide blade) between the tiles and lift the tile away from the floor, being careful to minimise breakage. A hammer or mallet can be used to tap the tool under firmly-adhered tiles to assist separating the tiles from the floor.

Minimise dust by spraying fine water mist under tiles as they are lifted.

Place the tiles into a 200 pm plastic waste bag or suitable alternate waste container dedicated for asbestos waste that is clearly labelled with an appropriate warning sign indicating asbestos waste.

Use the scraper to remove any adhesive that is left adhered to the floor after each tile has been removed and place this waste into the asbestos waste bag or suitable waste container.

The vinyl can be cut into strips prior to its removal to facilitate bagging, or it can be rolled into one roll and wrapped securely with plastic, making sure it is totally sealed.

If a heat source is used to soften the adhesive beneath a vinyl tile, care should be taken not to scorch or burn the tile. Burning or scorching vinyl tiles can result in the release of toxic decomposition products and generate a fire hazard. In some cases, the adhesive may contain asbestos.

Follow the cleaning, decontamination, waste removal and disposal procedures once the tiles have been removed.

Ensure that clearance of the area has been completed prior to reoccupation of the area.

Personal decontamination must be carried out in accordance with the WHS Regulations and this Code.

Removing bituminous (malthoid) products

This material is generally regarded as non-friable and includes bitumen products such as roofing felts and damp-proof courses that have been widely reinforced by the addition of asbestos, usually in the form of chrysotile paper. Bitumen-based wall and floor coverings were also produced.

Some mastics used to stick the bitumen products commonly had asbestos added to them for flexibility. Other sealants also had asbestos added to improve the performance of the product. When removing bituminous products:

- seal access points (for example, skylights) with material such as 200 pm plastic sheeting and duct tape.

  Where there are exhaust vents from gas fired equipment in the area, it is dangerous to seal over them. Turn the gas off if possible.

  Cut and remove manageable sections. Place cut pieces in a lined skip or wrap in plastic sheeting.

  Remove adhering material by dampening and gently scraping. Consider using an industrial vacuum cleaner fitted with a HEPA filter while scraping.

  Remember that mastics are flexible and may require removal by using scraping and chipping tools. The pieces removed should be kept as intact as possible.

  If heating is used to soften the material to enable the material to be peeled, it is important not to burn the material, as this can release respirable asbestos fibres. Excessive heating is also likely to generate toxic fumes and gases and generate a fire hazard.

  Collect all debris and dispose of waste according to the waste disposal procedures.

Personal decontamination must be carried out in accordance with the WHS Regulations and this Code.

Removal of ceiling tiles

False ceiling tiles or suspended ceilings sometimes need to be removed so maintenance work can be performed. If asbestos has been used on structural materials above a false ceiling there could be contamination on the upper surface of the tiles.

The minimum RPE suitable for this operation is a P1 or P2 filter with a half-face piece respirator. If considerable amounts of asbestos dust or debris are likely to be involved, full-face air-purifying positive pressure respirators should be worn.

Any surface below the tiles that might be contaminated should be covered with plastic sheeting.

The first tile should be lifted carefully to minimize the disturbance of any asbestos fibres. The top of each tile should be thoroughly vacuumed and wet wiped, where possible, prior to removing subsequent tiles.

Where non-asbestos ceiling tiles are to be reused, they should be covered with plastic as they are removed from the ceiling to prevent further dust settling on them.

Wrap the asbestos ceiling tiles in a double layer of heavy-duty, 200um thick plastic sheeting.

Waste containment, disposal and clearance must be carried out in accordance with the WHS Regulations and this Code.

Personal decontamination must be carried out in accordance with the WHS Regulations and this Code.

Removal of gaskets and rope seals

This material is generally regarded as friable. If there is any doubt, advice should be sought from a person with knowledge and experience in dealing with asbestos.

Gaskets reinforced with asbestos were once used extensively in plant and equipment exposed to high temperatures and/or pressures. These gaskets were typically used between the flanges of pipes.

Asbestos rope was often used for lagging pipes and valves and for sealing hatches. It is likely that the asbestos in gaskets and rope from plant and equipment will be friable. When removing gaskets and rope seals:

- ensure the plant or equipment is shut down and isolated

  dismantle the equipment carefully. Protect any other components with plastic sheeting

  ensure the plant and equipment has been made safe (pipework emptied, electrical supply isolated and equipment shutdown, etc.)

  unbolt or unscrew the flange or dismantle the equipment

  once accessible, dampen the asbestos with a fine water mist or similar. Continue dampening the asbestos as more of it is exposed/accessible

  ease the gasket or rope seal away with the scraper and place into the waste container positioned directly beside/beneath it. Keep the area damp and scrape away any residue

  consider using an industrial vacuum cleaner fitted with a **HEPA** filter while scraping.

Personal decontamination must be carried out in accordance with the WHS Regulations and this Code.

Removal of pipe lagging using a glove bag (small section)

Asbestos was widely used to insulate pipes, boilers and heat exchangers.

There are several types and forms of insulation, often with multi-layer construction. Pre-formed sections of asbestos insulation were made to fit the diameter of the pipe. These would be strapped on and calico-wrapped and sometimes painted (for example, 'Decadex' finish) or sealed with a hard plaster (often asbestos-containing) to protect against knocks and abrasion. Other types of asbestos-containing felts, blankets, tapes, ropes and corrugated papers were also used. For bends and joins, ensure the plant and equipment has been made safe (for example, pipework emptied, electrical supply isolated and equipment shut down).

Set-up/attach the glove bag and perform the removal work as described in this Code. Remove and dispose of waste according to the relevant sections of this Code.

Personal decontamination must be carried out in accordance with the WHS Regulations and this Code.

Fire retardant material

These are normally homogeneous coatings sprayed or trowelled onto reinforced concrete or steel columns or beams as fireproofing. Sprays were also commonly used on the underside of ceilings for fireproofing and sound and thermal insulation in many high-rise premises. Warehouses and factories commonly had sprayed asbestos applied to walls, ceilings and metal support structures for fireproofing.

Some fire doors contained loose asbestos insulation sandwiched between the wooden or metal facings to give them the appropriate fire rating. Loose asbestos was also packed around electrical cables, sometimes using chicken wire to contain it.

Mattresses containing loose asbestos were widely manufactured for thermal insulation. Acoustic insulation has been provided between floors by the use of loose asbestos in paper bags, and in some areas near removal works it is known that loose asbestos has been used as a readily available form of loft insulation.

Asbestos textiles were manufactured for primary heat (for example, insulation tapes and ropes) or fire protection uses (for example, fire blankets, fire curtains and fire-resistant clothing). Textiles were also used widely as a reinforcing material in friction products/composites.

It will depend on where the fire retardant material is located and the quantity of the material as to how the removal process is conducted, however the asbestos is friable and a Class A licensed asbestos removalist must perform the asbestos removal work.

An asbestos removal control plan must be developed.

- Establish the extent of the removal area and move all items out of the area or cover them with 200 um plastic sheeting if they could be contaminated during the removal work.

  Develop an enclosure that allows smooth flow of air from the decontamination unit to the negative air units. In constructing the enclosure, pay particular attention to penetrations through the floor and ceiling/roof. Set up the enclosure and decontamination unit and remove and dispose of asbestos.

  Ensure all air-conditioning equipment has been shut and isolated/blanked from this area.

  Maintain regular checks on the negative air unit and decontamination unit. An independent licensed asbestos assessor must conduct/control air monitoring throughout the asbestos removal work.

  Clearance monitoring by an independent licensed asbestos assessor and the issue of a clearance certificate is required before re-entry into the removal work area.

Personal decontamination must be carried out in accordance with the WHS Regulations and this Code.

Removal of asbestos-backed vinyl and millboard from beneath a vinyl floor

As asbestos millboard is typically 100% asbestos and very friable. A full enclosure with negative air extraction units must be used for this type of asbestos removal work.

The asbestos millboard should be wetted down as the vinyl is peeled from the floor, preferably with the millboard attached. The vinyl can be rolled into one roll and wrapped securely with plastic, making sure it is totally sealed. If the vinyl sheeting cannot be removing without leaving some of the asbestos millboard on the floor surface, the remaining asbestos millboard should be wetted down and when thoroughly soaked, scraped off the floor surface.

Sufficient water should be used to dampen the asbestos millboard, but not so much that run-off or pools of contaminated water will occur.

If a heat source is used to soften the adhesive beneath a vinyl tile, care should be taken not to scorch or burn the tile. Burning or scorching vinyl tiles can result in the release of toxic decomposition products and generate a fire hazard.

Alternative removal methods should only be used if they do not result in excessive fibre release from the asbestos millboard and do not result in any additional hazard.

Personal decontamination must be carried out in accordance with the WHS Regulations and this Code.

7 Reporting Roles and Responsibilities.

7.1 General Manager and Senior Managers.

Must ensure the implementation of this policy and accompanying procedures throughout the Council.

7.2 Manager DES and Works & Services Manager.

Must ensure that all staff comply with this policy, accompanying procedures and plans in the management of asbestos under their control.

Must also provide accurate and timely advice in reporting asbestos related incidents.

7.3 Leading Hands and Team Leaders.

Must ensure compliance with this policy, accompanying procedures and plans in the performance of their duties.

Must also provide accurate and timely reports of asbestos related incidents.

7.4 Staff, Visitors and Contractors.

Where applicable and appropriate, must ensure compliance with this policy, accompanying procedures and plans in the performance of their duties.

Must also provide accurate and timely reports of asbestos related incidents.

Policy No. 2015- 32

Fire Abatement Policy

CONTENTS: **Page No.**

1. Purpose

The purpose of this Policy is to state the Council's position in regard to dealing with fire abatement issues as they relate to nuisance provisions within the Local Government Act.

Fire hazard reduction is the lowering of the percentage of a serious fire threat to a manageable level and timeframe within which a Fire Service could attend and contain the threat.

Council recognises that wildfire is a natural hazard in our environment and that it is the responsibility of all landowners to help minimise that on-going risk to their own and other property. Council has two roles to play in meeting this objective: that of a significant property land owner within the Central Highlands; and that of an organisation with the capacity to ensure that members of the municipality meet their statutory obligations regarding fire hazards.

This policy outlines the measures that Council will adopt to reduce fire risk and demonstrates Council's commitment to ensuring that fire hazards on land under its control are abated. It will also provide direction to Council staff and landowners as to the measures that should be adopted to minimise the risk of the escape of a fire to adjacent properties.

Whilst Council has statutory powers to ensure that fire hazards are abated, it recognises that different fire risks exist on individual properties depending upon the location of the land, its terrain, vegetation cover, availability of services, etc. For this reason, this policy is in the form of guidelines that give general direction and measures that should be adopted in the absence of compelling reasons to vary them.

Except where there is a direct threat to their personal safety, landowners can play an important part in the early intervention where fire occurs on their property and to monitor their property when regional fire threats are present or imminent.

As the landowners of vacant land are frequently not present when these fire events occur, they have an increased responsibility to ensure that there are appropriate measures in place to mitigate the spread of fire. This policy applies to land in residential areas.

2. Legislative Requirements, Regulations and Associated Council Policies, Procedures and Guidelines.

This policy should be read in conjunction with applicable, appropriate and associated Legislative Requirements, Regulations, Council Policies, Procedures and Guidelines. These include but are not limited to:

- The Local Government Act - particularly Part 12, Division 6 - Nuisances; including Sections 199 to 204.
- Penalty Units and Other Penalties Act
- Code of Conduct Policies;
- Risk Management Policy and Strategy;
- Duty Statements (Job Descriptions, etc.);
- Fraud Policies and Procedures;
- Delegations of Authority;
- Australian Standard 8001-2008 – Fraud and Corruption Control.

3. Glossary of Terms

3.1. This Policy

2015-32 Fire Abatement Policy

3.2. Council

Central Highlands Council.

3.3. Contractor

A contractor is defined as a person or organisation, external to Council, engaged under a contract for service (other than as an employee) to provide specified services to Council. A contractor generally works under the supervision of a Council Manager to provide services which are not readily available in the Council.

4. Guidelines

Council has varied land ownership throughout the Central Highlands, including local parks and playgrounds, roads and roadside reservations and reserves. It is committed to actively inspect and maintain those properties so as to minimise fire hazards. This will include the periodic slashing of roadside verges, the mowing of parks, ovals grounds, etc., the establishment and maintenance of fire breaks and the development of fire management plans for significant reserves.

Council does not provide a comprehensive property inspection service, but will promptly respond to community concerns of potential fire hazards. In addition it will provide guidance to landowners seeking advice as to measures they may implement to reduce fire risk on, or to, their property.

Council's authorised officers have the training and authority to inspect properties on which fire hazards are thought to exist and to require the landowner to abate an identified fire hazard within a specified period of time.

Where a Fire Hazard Abatement Notice has been issued and not complied with, Council will arrange for a contractor to undertake the works at the owner's expense and may issue an infringement notice for the failure to comply with the Notice.

It is the responsibility of the landowner to confirm whether or not any permits are required for vegetation removal prior to implementation of fire hazard abatement measures.

5. Fire Hazard Abatement – Frequently Asked Questions

5.1 Why do Councils issue fire hazard notices?

All councils in Tasmania are required by law to issue a Hazard Abatement Notice when an inspection shows that there is, or is likely to be, a direct fire hazard on private property that presents an immediate risk to life or property on adjoining land within their council area. This legislation, The Local Government Act 1993, also assigns councils with the responsibility to clear a hazard at the owner's expense if the owner does not do so inside a specified time.

5.2 It's my property, why can't I decide what is a fire risk and what isn't?

Property owners may determine for themselves how to manage their properties up to the point where it becomes a clear risk to their neighbours. Council's Inspectors are trained to recognise fire hazards and to determine the most practical way to manage the hazard.

5.3 So, how do Fire Hazard Abatement Notices work?

If a fire hazard is located, a hazard Abatement Notice is sent to the property owner. This notice describes the hazard and sets the deadline for clearing it. If the hazard has not been properly cleared by the due date, a "Failure to Comply" letter is sent. This gives the property owner notice that the deadline has passed and that Council is now compelled to clear the hazard on the owner's behalf.

Shortly after this, either a crew from Council or a Contractor engaged by Council enters the property and completes the required work. An invoice for the work is then posted to the owner.

5.4 Can you recommend anyone to do the work for me?

Council does not provide recommendations of suitable private contractors for hazard clearing works. The Yellow Pages contain a listing under Land Clearing &/or Firebreak Contractors and another under Lawn Mowing and Maintenance.

5.5 What is it going to cost me if Council or a Council appointed contractor clears the hazard on my property?

Costs vary depending on the size and type of hazard, the time required to clear the hazard and the equipment and resources required.

5.6 I worked to clear the hazard and you sent me a "Failure to Comply" letter. Why?

The terms of the Hazard Abatement Notice must be met in full to provide an adequate level of fire protection. It is also a standard requirement of the notice to keep the hazard clear until the end of the fire season, so ongoing maintenance may be required to prevent the hazard from growing back.

5.7 I have received a Fire Abatement Notice but do not agree that my property constitutes a fire hazard. What can I do?

A person served with, or specified in, an abatement notice may appeal to a magistrate within 14 days after service of the notice on any one or more of the following grounds:

(a) that a nuisance does not exist;

(b) that an action required by the abatement notice is unreasonable;

(c) That the period stated in the abatement notice is unreasonable.

A magistrate may:

(a) order that the person is to comply with the abatement notice; or

(b) modify the abatement notice and order that the person and the council are to comply with the modified notice; or

(c) order that the council withdraw the abatement notice.