



Central Highlands Council

AGENDA – ORDINARY MEETING – 21st JULY 2015

Agenda of an Ordinary Meeting of Central Highlands Council scheduled to be held at Hamilton Council Chambers, on Tuesday 21st July 2015, commencing at 9am.

I certify under S65(2) of the Local Government Act 1993 that the matters to be discussed under this agenda have been, where necessary, the subject of advice from a suitably qualified person and that such advice has been taken into account in providing any general advice to the Council.

Lyn Eyles
General Manager

1.0 OPENING

2.0 PRESENT

3.0 APOLOGIES

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) in any item of the Agenda.

5.0 CLOSED SESSION OF THE MEETING

Moved **Clr**

Seconded **Clr**

THAT pursuant to Regulation 15 (1) of the Local Government (Meeting Procedures) Regulations 2015, Council close the meeting to the public.

Items for Closed Session:

- 1 Confirmation of Confidential Minutes of Council's Ordinary Meeting held on 16th June 2015 Regulation 15 (2) (g)
 - 2 Personnel Matters Regulation 15 (2) (a)
 - 3 Tender Regulation 15 (2) (d)
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5.1 OUT OF CLOSED SESSION

Moved **Clr**

Seconded **Clr**

THAT Council moves out of Closed Session and endorse those decisions taken while in Closed Session and the information remains confidential.

OPEN MEETING TO PUBLIC

The Meeting will be opened to the public at 10.00am

6.0 IN ATTENDANCE

Daniel Rockford and Ian McMichael from RAW will be attending at 10.00am

6.1 PUBLIC QUESTION TIME

7.0 MAYORAL COMMITMENTS

23 rd June 2015	Independent Living Units Meeting
24 th June 2015	Minister Matt Groom re: Wayatinah STCA Infrastructure Meeting (preparation budget submission for forthcoming elections)
2 nd July 2015	STCA Meeting – Hon. Will Hodgman Premier, Guest Speaker
10 th July 2015	Meeting with the Bothwell Football Club re: grant application form
15 th July 2015	Awareness Morning – Ash Cottage
18 th July 2015	Rural Youth Event

7.1 COUNCILLORS COMMITMENTS

Deputy Mayor A J Downie

16 th June 2015	Council Meeting – Bothwell
18 th June 2015	SWSA
25 th June 2015	Audit office meeting for audit panel members
6 th July 2015	LGAT audit meeting
14 th July 2015	Workshop and planning committee

Clr A W Bailey

16 th June 2015	Council Meeting – Bothwell
14 th July 2015	Workshop & Planning Committee Meeting - Bothwell

Clr R L Cassidy

16 th June 2015	Council Meeting – Bothwell
14 th July 2015	Planning Committee Meeting – Bothwell

Clr E M McRae

16 th June 2015	June Ordinary Council Meeting
22 nd June 2015	Bothwell School Association Meeting
23 rd June 2015	Independent Living Unit Committee Meeting
29 th June 2015	Review Central Highlands website / social media with Senior Admin Officer
1 st July 2015	Lions Club Dinner
14 th July 2015	Bronte Park Workshop / Planning Committee Meeting
15 th July 2015	Representing Central Highlands Council - Ratho Marketing and IT workshop

Clr L M Triffitt

16 th June 2015	June Council Meeting – Bothwell
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23 rd June 2015	Independent Living Unit Committee Meeting
14 th July 2015	Workshop Bothwell Planning Meeting Bothwell

7.2 GENERAL MANAGER COMMITMENTS

16 th June 2015	Council Meeting
23 rd June 2015	ILU Committee Meeting Meeting Brokers re: insurance
24 th June 2015	Meeting Minister Groom
25 th June 2015	Audit Panel Seminar Tas Audit
14 th July 2015	Planning Workshop Planning Committee Meeting
20 th July 2015	Meeting DST

8.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD

Planning Workshop Bothwell on 14th July 2015

8.1 FUTURE WORKSHOPS

9.0 MAYORAL ANNOUNCEMENTS

10.0 MINUTES

10.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

Moved **Clr** Seconded **Clr**

THAT the Draft Minutes of the **Ordinary Meeting** of **Council** held on **Tuesday 16th June 2015** be **received**.

10.2 CONFIRMATION OF DRAFT MINUTES ORDINARY MEETING

Moved **Clr** Seconded **Clr**

THAT the Draft Minutes of the **Ordinary Meeting** of **Council** held on **Tuesday 16th June 2015** be **confirmed**.

10.3 RECEIVAL DRAFT MINUTES PLANNING COMMITTEE MEETING

Moved **Clr** Seconded **Clr**

THAT the Draft Minutes of **Planning Committee** of **Council** held on **Tuesday 14th July 2015** be **received**.

10.4 RECEIVAL DRAFT MINUTES ILU COMMITTEE MEETING

Moved **Clr** Seconded **Clr**

THAT the Draft Minutes of **Independent Living Units Committee** of **Council** held on **Tuesday 23rd June 2015** be **received**.

11.0 BUSINESS ARISING

12.0 NRM REPORT

Moved C/r

Seconded C/r

THAT the **NRM Report** be received.



Derwent Catchment Natural Resource Management Committee Inc.

PO Box 22 Hamilton Tas 7140 Phone: 6286 3211

Report for Central Highlands Council - End of Financial Year 2015

This report provides a recap of activities over the 2014-15 financial year. It includes the main activities but is by no means comprehensive. It is instead a summary based on past reports and includes new information likely to be of interest. Thanks for your continuing support and investment into DCNRM.

Lifting the profile of Derwent Catchment NRM Committee

Since July 2014 a website has been developed which highlights our main programs and investors. I have already been contacted through the website in regards to farm planning and revegetation

I have placed several articles in the Highland Digest and the Derwent Gazette informing the community of activities underway and funding opportunities. The Dairy Cares for the Derwent program also attracted ABC News attention, a program which has been developed over the past 6 months. We also attended Bushfest, Bush Park Show, Hamilton show and Agfest promoting NRM in the Central Highlands

A strategic plan for DCNRM has been prepared to explain the direction of the organisation and the plans for future activities. This is available at www.derwentcatchment.org

The DCNRM AGM was held in October and was well attended. Our membership is slowly growing and we will continue to work on increasing activities in the coming years. . We also held a General Meeting in May on an agricultural theme which attracted some new members.

Reinvestment into the NRM programs to be delivered by DCNRM has been passed by each Council as part of the Budget deliberations and NRM South. The details of the works plan and contracts are still to be finalized but will reflect the core interests and programs of DCNRM – weed management, sustainable agriculture, revegetation and regeneration. In other words business as usual, plus a bit more to keep the momentum going!

Other funding opportunities pursued

14 funding applications have been submitted in the past year. See below for details

Funding Application	Date	Funding body	Approved	Amount
Mt Adelaide plan and continued community works for revegetation and weed control;	30/06/2014	Landcare Tas	No	\$7,000
Restoring the Nursery at the Landcare Resource Centre in Hamilton	30/06/2014	Landcare Tas	NRM South funded	\$3,500
Controlling Spanish Heath at Ellendale	30/06/2014	Landcare Tas	Yes	\$6,240
Expand the weed control efforts at Interlaken and Great Lake	30/07/2014	Australian Government – Community Landcare Program	No	\$5,000
Dairy Cares for the Derwent' – planning	30/07/2014	Australian Government – Community Landcare Program	Yes	\$20,000
Karamu control	20/11/2014	Derwent Estuary Program	No	\$10,000
Taswater dairy cares	12/12/2014	Taswater	Yes	\$10,000
Green Army- Clyde River restoration	30/02/2015	Australian Government – Community Landcare Program	No	\$20,000 plus two teams

Funding Application	Date	Funding body	Approved	Amount
Dairy Cares for the Derwent on-ground works	15/03/2015	NRM South	Yes	\$10,000
Adopt a Section of the Great Lake Shore	15/03/2015	NRM South	Yes	\$5,000
Jones River Restoration at Nigel Tomlins	15/03/2015	NRM South	Yes	\$5,000
Footrot bath for Patrick Ransley. Trialing an organic method for treating footrot	15/03/2015	NRM South	Yes	\$5,000
Spanish Health at Ellendale continuation	30/06/2015	Landcare Tas	Pending decision	\$6,000
Clearview restoration project	30/06/2015	Landcare Tas	Pending decision	\$7,000
Total				\$119,240
Awarded				\$64,500
Awaiting decision				\$13,000

Bushfire Recovery Projects

Two rounds of Bushfire Recovery funding have been undertaken. This investment has covered 12 properties in the Lake Repulse Fire affected area and Molesworth/Lachlan fire. The properties have predominately been in the Central Highlands region. Projects have included re-fencing properties and bushland areas, revitalising scorched pastures, planting shelterbelts and weed control.

A separate third small grants round was also undertaken and two properties participated in this program. The remaining funds were allocated to mapping weeds within the Poatina fire area.

We have also participated in and supported a Bushfire Preparedness Workshop which was held in Lachlan in conjunction with the Tasmanian Fire service. This workshop covered fire safety and planning procedures including vegetation management and weed control to minimise risk

Weed Management

The weed works conducted in 2012-13; 2013-2014 and 2014-2015 have been captured in a GIS system so that more accurate areas and locations for weed control works and locations of weeds now exists. This information is helpful for planning and budgeting. The weed report for the previous 2 weed season has been prepared in this financial year. . This season's is due to be released in the next week. We are also working on a long term 5 year plan on the request of investors which will hopefully provide some more funding security into the future for the program.

A meeting was held with stakeholders in September 2014 with CHC, DIER, DPIPWE, Hydro, Crown Land Services, Forestry Tas, Norske Skog, Tasmanian Land Conservancy, Inland Fisheries, Parks and Wildlife Service, Transend and other private land holders.

This year's 2015 Central Highland's weeds meeting will occur in early August. The report and stakeholder engagement process is being used by DIER in other regions and the process is being promoted by stakeholders across Tasmania. I hope to use the Central Highlands model in the Derwent Valley.

Kathy Van Dullemen became the DCNRM Weed Officer and has been undertaking weed control works across the Central Highlands since September as well as supporting facilitation and coordination of the program. The works undertaken have been occurring in collaboration with other stakeholders as part of the Central Highland weeds program.

The past seasons weed works have included for Central Highlands Council have included:

Location	Weeds controlled 2014-15	Comments
Interlaken Road	Gorse	Control also occurred over the fence on Interlaken Estate (Peter Downie) & Dogs Head (Andreas Hastrup)
14 Mile Road, Theissan Crescent, Shannon River bridge on the Waddamana Road	Orange Hawkweed	Ongoing control required. All sites saw a reduction in known plants within original survey boundaries. No 5 Theissan Crescent saw three new 1mtr square sites identified below house.
Hollow Tree Road, Dry Poles Road, Rockmount Road, Mark Tree Road,	Briar Rose, Blackberries, English Broom, White-weed, Gorse	
Dennistoun Road,	White weed	Ongoing, control recommended occurring at bud stage, September, October or November.

Location	Weeds controlled 2014-15	Comments
Mt Adelaide	English Broom	Follow up at site required. Many juvenile & seedling plants present.
Croakers Alley, Clyde River & river flats	English Broom, Blackberry, lupins	Follow up at site, new patches of blackberry sprayed in horse paddocks.
Hamilton Quarry	Horehound, radiata pine and other weeds	
Victoria Valley Road	English Broom & Gorse	Ongoing control of seedling plants required. Section from Dam wall to Spillway Bay shacks on Dee Lagoon requires follow up control
Miena, Theissen Crescent & Berry Drive	English Broom	Site also received some eucalypt seedling control. Overall reception from residents positive.
Tunbridge Tier Road	Gorse	Control also occurred over the fence on Dogs Head (Andreas Hastrup)
Strickland Road	English Broom & Gorse	Primary control occurred, monitor & follow up as required.

Hamilton Quarry

John Blyth has been continuing to work on the rehabilitation program at the Hamilton Quarry. He has been weeding and protecting the existing plants with tree guards, as some of them were being affected by browsing. This has been successful with plants responding well. John has also undertaken another round of planting with an additional ~300 trees/shrubs in the ground.

Farmer Discussion Group – workshops held

- Soil management
- Rotation economics
- Rotation management
- Pasture budgeting and improving profitability
- Irrigation management and pasture measurement
- Soils and Fertilizer management

An ongoing program of farm planning has also been occurring and will continue to run into the new financial year. The farm plans focus on mapping infrastructure, natural values and soils information.

Technical documents produced:

Derwent Valley Weed Management Plan (Produced by DCNRMC)

A weed management plan for the Derwent Valley Council was developed. The survey has covered all council maintained roads and council land as well as private land adjacent to roadways. This plan identifies how to strategically approach weed management across the region. It includes identification of eradication zones with high values and low levels of weed infestation. Derwent Valley Council has already commenced work in these eradication zones. The Green Army crew also completed work on a few selected priority sites. The Central Highlands weeds program and stakeholder engagement into the annual program will be used as a model for developing an active program. I have had initial discussion with some of the stakeholders and will further this discussion at the CHC weeds meeting with the hope of increase coordination across the Catchment. The Derwent Valley Council have now approved the plan so that is no longer a draft plan.

DRAFT Derwent Catchment Land Management Manual (Produced by DCNRMC)

A Draft Land Management Manual has been developed. The manual identifies the 13 main soil types across the catchment, which occur on agricultural land. Each soil type is described in detail and where it is likely to lie in the landscape. Information on productive capacity and management is also included. DPIWPE and LIST (Land Information System Tasmania) are interested in the product and are helping refine the draft into a product suitable for display on the LIST.

Derwent Catchment Salinity Information Note (Produced by DCNRMC)

A salinity manual was produced and sent to all properties identified as occurring in high salinity risk areas.

Draft Sub-catchment Plan – The Lower Derwent Part 1 (Produced by DCNRMC)

A draft sub-catchment plan was produced for Derwent Catchment Municipality the focused on the Lower Derwent sub catchment. This plan is an analysis of natural values in relation to the planning scheme and identifies high value areas. *Derwent Catchment Water Quality Review (Produced by Derwent Estuary Program)*

Christine Ball from the Derwent Estuary Program has commenced a Review of the Derwent Catchment from a water quality management perspective. This has shown a decline in water quality in the upper reaches as measured at the New Norfolk bridge. It is unclear why this has occurred. This has been drawing attention to the upper catchment and

the need for more NRM activities. I am hopeful that this will increase potential opportunities for support for DCNRMC programs.

Thanks

Dr Josie Kelman, Catchment Facilitator, Derwent Catchment NRM Committee

13.0 FINANCE REPORT

Moved **Clr**

Seconded **Clr**

THAT the Finance Report be received.

13.1 INSURANCE

The status of Insurances for 2015-2016 is as follows:

1. Broadform Public/Products Liability and Professional Indemnity Insurance have been paid to:
 - Frank Loschiavo,
 - Account Executive
Jardine Lloyd Thompson
Service Provider to MAV Insurance (LMI)
2. Quotes for our remaining insurance requirements have been received from the following brokers:
 - Glenn Kemp,
Senior Account Executive
Arthur J Gallagher
(Incorporating OAMPS Insurance Brokers)
 - Andrew Ralph
Branch Manager Tasmania
Jardine Lloyd Thompson P/L
3. These quotes will be presented to the July Council Meeting by the Manager Finance and Administration for discussion and selection of the preferred provider. Payment needs to be processed as soon as possible.

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**

Seconded **Clr**

THAT the Development & Environmental Services Report be received.

14.1 REQUEST FOR LODGEMENT OF DEVELOPMENT APPLICATION FOR COMMUNITY CAFÉ AT OUSE HALL

Report By:

Contract Planner (D Allingham)

Background:

Council has received a Development Application (DA) from Central Highlands Local Foods Initiatives Inc to use the Council owned Ouse Community Hall for a Community Café. As the Hall is Council property the application form must be signed by the General Manager (GM) before it is valid.

At the 17 February 2015 Ordinary Council Meeting, Council agreed in principle to the usage of the Ouse Hall by Local Food Initiative Inc. for a Community Café subject to meeting regulatory requirements (i.e. planning approval, etc.).

A brief description of the proposal is outlined below, however, it should be noted that this report relates simply to whether Council gives consent for the planning application to be made. It is not a planning assessment and nor is the planning scheme directly relevant to giving consent. Rather, granting consent or otherwise is a property management consideration and is separate to consideration of any terms of lease or licence that may follow.

Proposal:

Approval is sought for a change of use to Restaurant at Ouse Hall so that it can be used as a Community Café. No external works are proposed and it is not envisaged that signage will not be required beyond a sandwich board.

The café will operate four to five days per week (Thurs – Sun and perhaps Wed) between 10am and 4pm. Additional time between 4-6 pm will be used for information sessions.

A maximum of four staff will be working at any one time.

The change of use is discretionary.

Discussion:

Granting consent would enable the formal consideration of the necessary planning application. For the proposal to eventuate further approvals may be required for food premise and the organisation would likely need some form of lease and arrangements for insurances.

It is considered reasonable based on the information to hand that consent be granted to lodge the application.

Options:

1. Council agrees to sign the Development Application for a Community Café at Ouse Hall.
2. Council agrees not to sign the Development Application for a Community Café at Ouse Hall.

Recommendation

Moved **Clr**

Seconded **Clr**

THAT no decision on signing the planning application for a Community Café at Ouse Hall, until the complete cost of any upgrading requirements are known. Council would also need to discuss the terms of any lease of the hall, insurance etc.

14.2 SA2015/00019: T N WOOLFORD & ASSOCIATES: 44 – 46 HIGH STREET BOTHWELL: 1 LOT SUBDIVISION IN VILLAGE ZONE AND HERITAGE CONSERVATION AREA

Report By:

Contract Planner (D Allingham)

Approved:

Senior Contract Planner (S Wells)

Applicant:

T N Woolford & Associates

Owner:

J E Turner

Proposal:

The proposal is for a 1 lot subdivision of a Village zoned lot at 44-46 High Street Bothwell.

The proposed subdivision will create two lots. Lot 1 will be a vacant 3,190m² lot and the balance lot will contain of an existing dwelling and outbuildings on 2,350m². Proposed lot 1 will have 63m of frontage to High Street and the balance lot will have 46m of frontage to High Street and 50.6m of frontage to Mary Street.

Reticulated sewer and water are available to the lots. No stormwater services are available.

Site Description:

Site and Locality

The proposal relates to a 5,540m² rectangular shaped lot on the corner of High Street and Mary Street in on the eastern fringe of the Bothwell township.

The lot is improved by one dwelling and two sheds on the eastern side of the lot. The area around the dwelling is neatly landscaped and fenced off. The remainder of the lot is cleared and vacant. The lot is generally flat.

The adjoining lots to the west and south are residential lots containing dwellings as are the lots to the north. The lot to the east is a larger lot covered by trees and includes a transport depot for truck trailers.

The subject site is zoned Village. The surrounding properties are zoned Village except the lot to the east which is zoned Rural. The residential lots on all boundaries are also covered by the Heritage Conservation Area.

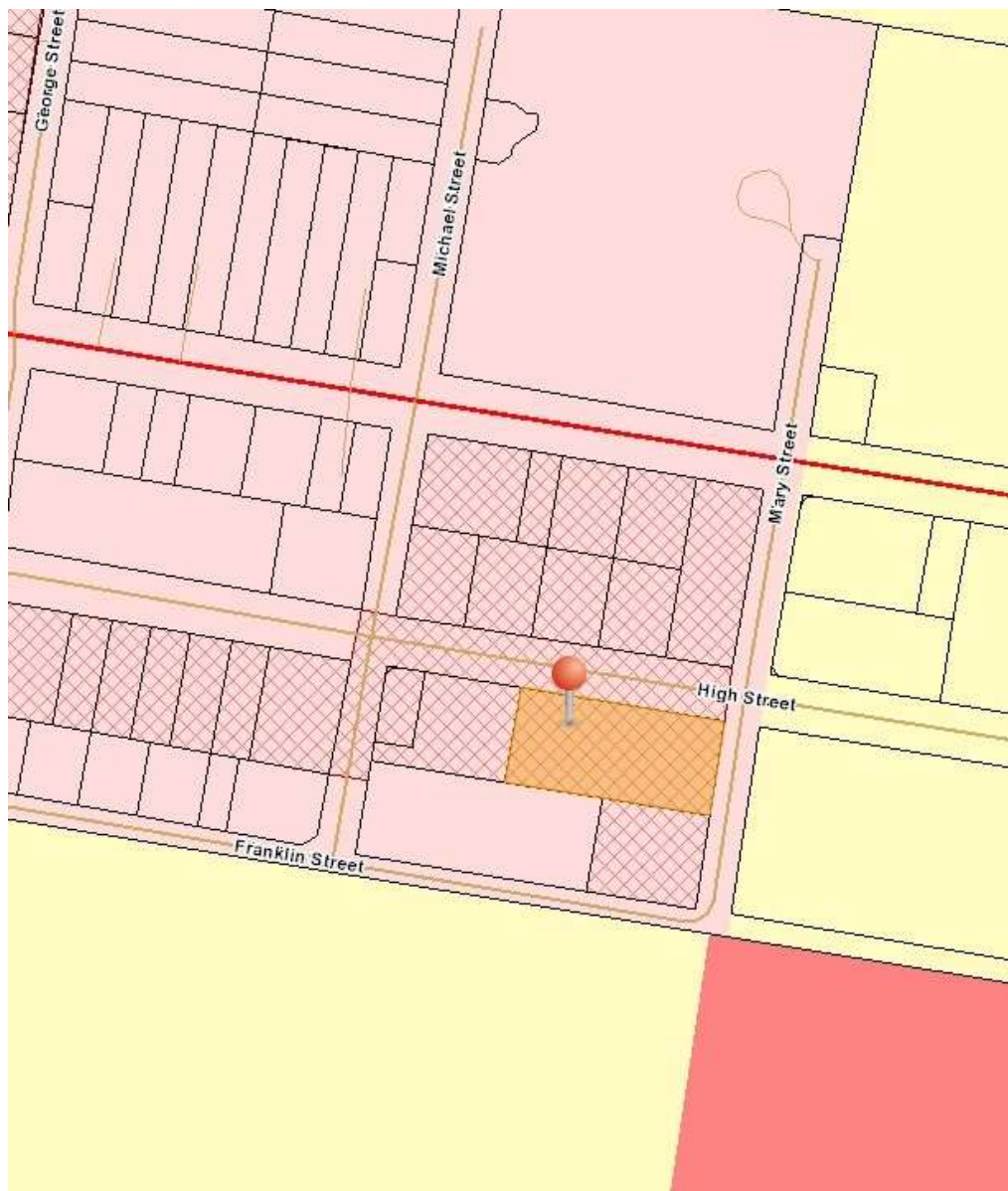


Plate 1: The subject title is marked with a red marker and located within the Village Zone (pink). The Rural Zone is yellow. The Industrial Zone is red. The Heritage Conservation Area is hatched.
(Source: The List Map, 2015)



Plate 2: An aerial image of the subject land and surrounding built and natural environment.
(Source: The List Map, 2015)

Servicing provision

All reticulated water, sewer and stormwater are provided to the site.

Environmental values

The land is greatly disturbed and has no significant environmental values

Statutory Status:

The land is located within the Village Zone under the *Central Highlands Planning Scheme 1998* (the Planning Scheme). The proposal falls under the use category of a 'Subdivision' which is a Discretionary development type pursuant to Section 4 of the Village Zone.

The land is also located within the Heritage Conservation Area which triggers a further discretion pursuant to Part 5 of the Planning Scheme.

Advertising:

The application was subject to a 14 day statutory notification procedure in accordance with section 57 of the Act from the 26 May 2015 through to the 9 June 2015. No representations were received during the notification period.

Notification

The application was referred to TasWater who have provided conditions that must be included on any permit granted.

Planning Evaluation**General Objectives:**

The General Objectives of the Planning Scheme are reproduced below:

- a) *To promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity;*
- b) *To provide for the fair, orderly and sustainable use and development of air, land and water;*
- c) *To encourage public involvement in resource management and planning;*
- d) *To encourage economic development in accordance with the objectives listed above;*
- e) *To give effect to the relevant objectives of the Central Plateau, Midlands and Southern Midlands Strategic Plan and the Central Highlands Council Strategic Plan which are as follows:-*
 - i. *To encourage sustainable long term use of appropriate areas for agricultural, pastoral and forestry activities.*
 - ii. *To strengthen the commercial and tourist roles of the existing townships and create an appropriate network of settlements to meet the needs of residents and visitors.*
 - iii. *To conserve significant vegetation, habitat and scenic resources.*
 - iv. *To encourage land use and development to occur in consideration of land capability.*
 - v. *To maintain recreational values, including the wild fishery, and to expand opportunities for resource-related tourism.*
 - vi. *To protect places of cultural significance, and*
 - vii. *To reinforce the role of the area as a major water catchment for the generation of hydro-electric power, domestic water supply and irrigation.*

The proposed subdivision promotes the sustainable use and development of land by consolidating residential land that has access to infrastructure and services for further residential development. The proposal will strengthen the existing township of Bothwell without impacting on adjoining agricultural activities.

Specific Objectives:

The Specific Objectives of the Planning Scheme which are relevant to this application are reproduced below:

- a) *To consolidate urban development and promote as main urban centres - Bothwell, Hamilton, Miena, Ouse and Wayatinah and to provide for their growth through the orderly provision of urban services.*
- b) *To identify, protect and enhance the historic heritage of Bothwell and Hamilton.*

The proposed subdivision furthers objective (a) by consolidating urban development within the existing urban centre of Bothwell. The application is for a subdivision and no development is proposed on the vacant lot and therefore the historic heritage will not be directly impacted. The subdivision provides a generous curtilage to the existing dwelling sympathetic to the heritage values. Given the size of both lots it is likely that future development has a reasonable likelihood of not detracting from the heritage values of the site or the street.

Zone Objectives for the Village Zone

The passages outlining the Objectives of the Village Zone are reproduced as follows:

- (a) *To recognise Arthurs Lake Road, Bothwell, Derwent Bridge, Gretna, Hamilton, Miena, Ouse and Wayatinah as having local or specialist service roles.*

- (b) To facilitate the efficient and effective provision of services by the Council, other authorities and the private sector.*
- (c) To ensure that development is consistent with the character of existing streetscape and townscapes, and with the protection and enhancement of sites of heritage significance.*
- (d) To enhance the role and appearance of Derwent Bridge as a gateway to the World Heritage Area and to the encourage the provision of visitor facilities there.*

The proposal is considered to be consistent with the Village Zone objectives as it provides for an additional residential lot in the existing town centre of Bothwell and has access to necessary services and infrastructure. The proposed subdivision will not impact the character of the area.

Development Standards

Part 6 of the Village Zone prescribes the Subdivision Standards relevant to all applications for use or development. The minimum lot size for Bothwell is 1500m² and both proposed lots comply with this standard.

The proposed lot also comply with the minimum frontage to a road of 12 metres.

The proposal complies with the subdivision Development Standards.

Part 5 – Heritage Provisions

The land is covered by the Heritage Conservation Area and any development in this area is discretionary and Council shall have regard the aims and objectives of the Heritage Provisions when considering an application.

The aims and objectives of the Heritage Provisions are:

- (a) To conserve the historic, natural and indigenous heritage of land covered by this Scheme,*
- (b) To integrate heritage conservation into the planning and development control processes,*
- (c) To provide for public involvement in conservation issues, and*
- (d) To ensure that development is undertaken in a manner sympathetic to, and does not detract from the heritage significance of the items and their settings, as well as streetscapes and landscapes and the distinctive character that they impart to the Council Area.*

The proposed subdivision does not include any proposed development and therefore there will be no material change to the heritage values of the area. The proposed lots are both large and will allow for future development to be sympathetic to the area.

The proposal satisfies the aims and objectives of the Heritage Provisions.

Schedule 5 – Matters to be Taken into Consideration in Making Decisions on Applications for a Permit:

Schedule 5 provides additional matters that must be taking into consideration when deciding on any application for a permit and relevant matters are addressed in the following.

S.5.1 – The provisions of any State Policy or interim State Policy.

Comments in relation to relevant State Policies are discussed below.

S.5.3 – The objectives and other provisions of the Scheme.

The proposal is considered to further the relevant General, Specific and Zone objectives as demonstrated throughout the report.

S.5.5 – The effect of the proposed use or development on the landscape, scenic quality or biological diversity of the locality.

The proposed subdivision will not have a significant impact on the above as the development relates to greatly disturbed land.

S.5.7 – The social effect and the economic effect of the proposed use or development in the locality.

The social and economic effect on the locality will not be significant.

S.5.9 Whether the proposed use or development is satisfactory in terms of the character, location, siting, bulk, scale, size, height, density, design, layout or external appearance and levels of emissions in relation to;

- (a) existing site features;*
- (b) adjoining land uses and zones;*
- (c) the streetscape and/or landscape;*
- (d) the natural environment;*
- (e) a place of cultural significance;*
- (f) any special area;*
- (g) water supply for domestic or fire fighting purposes;*
- (h) any perceived pollution or hazard; or*
- (i) powerline easement;*

The layout of the subdivision complies with the development standards.

S.5.10 The size and shape of the land to which the proposed use or development application relates, the siting of any building or works on that land and the area to be occupied by the use or development;

The proposed lots comply with the subdivision standards in the Village Zone and the siting of future buildings is not likely to be an issue.

S.5.11 Whether the land to which the proposed use or development application relates is unsuitable for the proposed use or development by reason to its being, or being likely to be, subject to flooding, bushfire hazard, subsidence, slip or to any other risk, limitation or constraint;

The proposed subdivision is not within a bushfire prone area, nor is it subject to any other risk.

S.5.12 – The relation of the proposed use or development to the use or development on adjoining land or on other land in the locality.

The adjoining land to the south relates to a working farm. The proposed use will not impact on the agricultural operations.

S.5.13 – The provisions of Schedule 3 or any code or policy adopted by Council relating to car parking, and whether the proposed means of access is adequate and whether adequate provision has been made for loading, unloading, manoeuvring and parking of vehicles within the proposed use or development or on that land.

Access will need to be constructed to the road for each lot in accordance with the recommended permit conditions prior to the sealing of the Final Plan.

S.5.14 Whether the proposed use or development will be supplied with an adequate level and standard of physical and human services infrastructure and whether appropriate infrastructure can be supplied before development commences.

The proposed lots will have access to all necessary services and infrastructure.

The amount of traffic generated will be able to be absorbed by the existing road network.

S.5.19 The effect on the natural, cultural and built heritage;

The land is greatly disturbed and no development is proposed as part of the application. There will be no impact on the above.

Public Open Space considerations

In accordance with Council policy a cash contribution in lieu of public open space should be required through a condition on any permit granted. This contribution should apply to the value of the vacant lot.

State Policy Implications

- State Policy of Water Quality Management
Subject to appropriate conditions, the proposal is considered to be able to demonstrate compliance with this Policy with regard to ensuring sediment transport into surface waters does not occur.
- State Policy on the Protection of Agricultural Land 2009
The State Policy on the Protection of Agricultural Land protects Prime Agricultural Land (Land Capability Classes 1, 2, and 3) and conversion to non-agricultural uses is subject to the principles of the Policy. The subject land is urban land and the State Policy does not apply.

Technical Matters

Roads:	The subdivision has frontage to High Street and Mary Street, both of which are essentially sealed rural style roads with no kerb and channel or footpath. The balance lot containing the existing house has an existing gravel driveway onto Mary Street that should be upgraded and sealed. A new driveway will be required for Lot 1 off High Street.
Services:	The developer will need to ensure that any services for the existing house are contained within the balance lot. Each lot is to be provided with individual connections.
Stormwater	Stormwater is not available to the lots and the title should be endorsed that Council cannot and will not provide a means of drainage to the lots. There is ample room for on-site detention.

No other issues of concern have been raised.

Environmental Implications

There are no environmental implications as the land is greatly disturbed and contains no significant environmental values.

CONCLUSION

The proposal is for a 1 lot and balance subdivision of a Village zoned lot at 44-46 High Street, Bothwell.

The proposal is supported by the objectives of the Planning Scheme and no representations were received during the public notification period.

No planning issues of concern are evident in this application and the application is recommended for approval with conditions.

Recommendation

Moved **Clr**

Seconded **Clr**

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 subdivision (1 lot & balance) at 44-46 High Street, Bothwell (CT233420/1) subject to the following conditions:

General

- (1) The use 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.
- (2) This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this letter or the date of the last letter to any representor, whichever is later, in accordance with section 53 of the *Land Use Planning and Approvals Act 1993*.

Easements

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

Endorsements

- (4) The final plan of survey must be noted that Council cannot or will not provide a means of drainage to all lots shown on the plan of survey.

Covenants

- (5) 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 Senior Planner.

Final plan

- (6) A final approved plan of survey and schedule of easements as necessary, together with two (2) copies, must be submitted to Council for sealing for each stage. 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.
- (7) A fee, as determined in accordance with Council's adopted fee schedule, must be paid to Council for the sealing of the final approved plan of survey for each stage.
- (8) 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. 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.
- (9) The subdivider must pay any Titles Office lodgment fees direct to the Recorder of Titles.

Public open space

- (10) As insufficient provision has been made for recreational space, and having formed the opinion that such a provision should be made in respect of the proposal, Council requires that an amount equal to five percent (5%) of the unimproved value of Lot 1 must be provided as cash-in-lieu of public open space in accordance with the provisions of Section 117 of the *Local Government (Building & Miscellaneous Provisions) Act 1993*. The subdivider must obtain a valuation for the unimproved value of the subdivision from a registered Valuer.
- (11) The cash-in-lieu of public open space must be in the form of a direct payment made before the sealing of the final plan of survey or, alternatively, in the form of a Bond or Bank guarantee to cover payment within ninety (90) days after demand, made after the final plan of survey has taken effect.

Engineering

- (12) The subdivision must be carried out in accordance with the *Central Highlands Council Subdivision Guidelines 2012* (attached).

Existing services

- (13) 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.
- (14) Any shared services between lots 1 and the balance lot are to be separated to the satisfaction of Council's General Manager.

Telecommunications and electrical reticulation

- (15) Electrical and telecommunications services must be provided to each lot in accordance with the requirements of the responsible authority and the satisfaction of Council's General Manager.

Water quality

- (16) All disturbed surfaces on the land, except those set aside for roadways, footways and driveways, must be covered with top soil and, where appropriate, re-vegetated and stabilised to the satisfaction of the Council's Municipal Engineer.

Drainage

- (17) The developer is to provide a stormwater property connection to service each lot to the satisfaction of Council's General Manager.

Tas Water

- (18) The development must meet all required Conditions of approval specified by TasWater Submission to Planning Authority Notice, date 17 June 2015 (TWDA 2015/00726-CHL).

Access

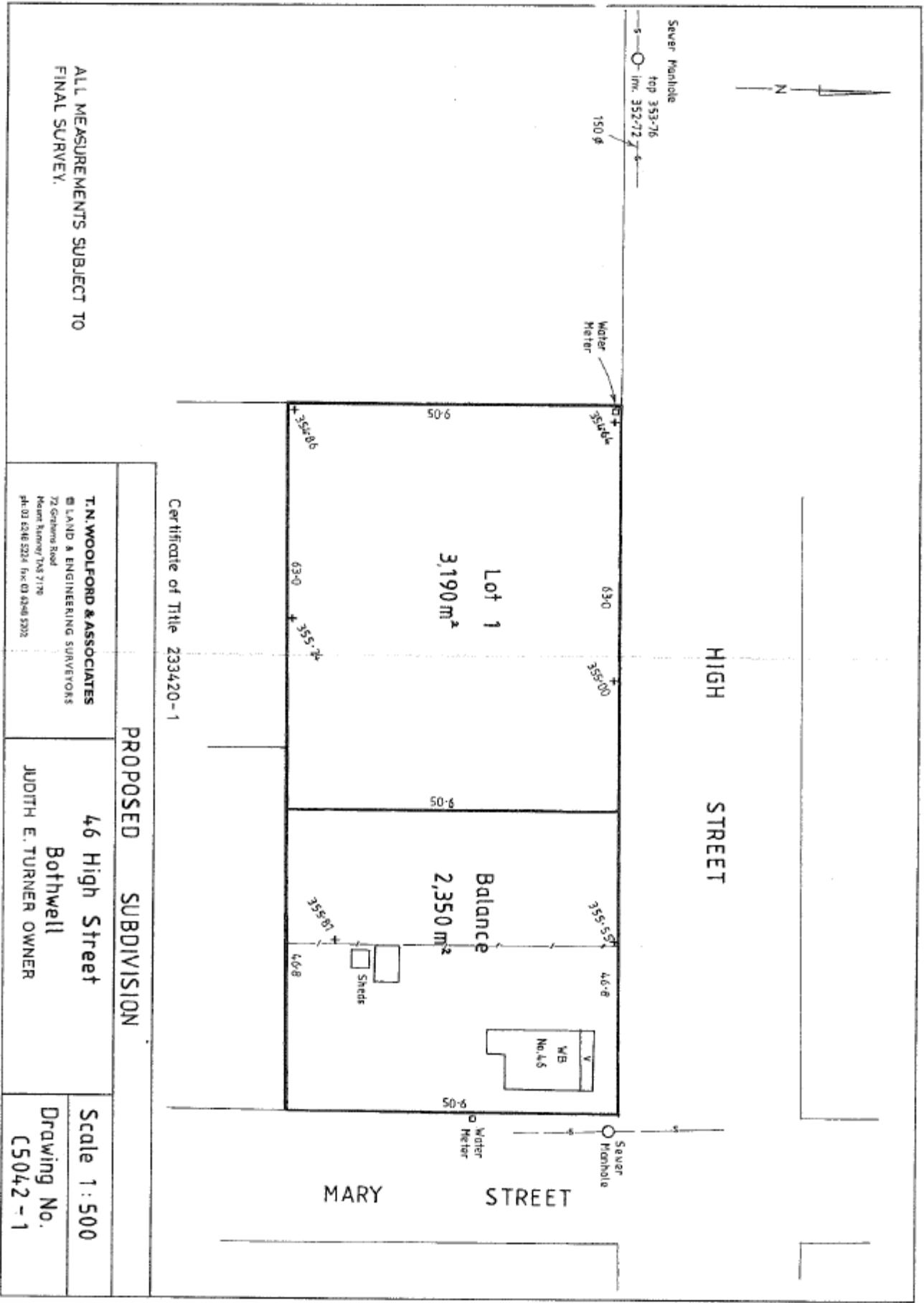
- (19) A new gravel access must be provided from the carriageway of the road to Lot 1.
- (20) Driveway access works should be generally in accordance with standards shown on standard drawings TSD-R03-v1 *Rural Roads Typical Property Access*, TSD-R04-v1 *Rural Roads Typical Driveway Profile*, and TSD-RF01-v1 *Guide to Intersection and Domestic Access Sight Distance Requirements* prepared by the IPWE Aust. (Tasmania Division) (attached) and the satisfaction of Council's General Manager.

Defects Liability Period

- (21) The subdivision must be placed onto a 12 month maintenance and defects liability period following the completion of the works in accordance with the permit conditions.

THE FOLLOWING ADVICE APPLIES TO THIS PERMIT:

- A. This permit does not imply that any other approval required under any other legislation or by-law has been granted.
- B. Appropriate temporary erosion and sedimentation control measures include, but are not limited to, the following
- Minimise site disturbance and vegetation removal;
 - Diversion of up-slope run-off around cleared and/or disturbed areas, or areas to be cleared and/or disturbed, provided that such diverted water will not cause erosion and is directed to a legal discharge point (eg. temporarily connected to Council's storm water system, a watercourse or road drain);
 - Sediment retention traps (e.g. sediment fences, straw bales, grass turf filter strips, etc.) at the down slope perimeter of the disturbed area to prevent unwanted sediment and other debris escaping from the land;
 - Sediment retention traps (e.g. sediment fences, straw bales, etc.) around the inlets to the stormwater system to prevent unwanted sediment and other debris blocking the drains;
 - Gutters spouting and downpipes installed and connected to the approved stormwater system before the roofing is installed; and
 - Rehabilitation of all disturbed areas as soon as possible.
- C. **If you notify Council that you intend to commence the use or development before the date specified above you forfeit your right of appeal in relation to this permit.**
- D. **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.**



14.3 SA2015/00022: C A HUME: "ALLANVALE" 268 MARKED TREE ROAD, GREтна (CT113368/1): SUBDIVISION (2 LOTS & BALANCE) IN RURAL ZONE

Report By:

Contract Planner (D Allingham)

Approved:

Senior Contract Planner (S Wells)

Applicant:

C A Hume

Owner:

Allanvale Pty Ltd

Proposal:

Approval is sought for a 2 lot and balance subdivision of a 337.8ha property (CT113368/1) called "Allanvale" to the north-east of Gretna.

Proposed Lot 1 will be 22.3ha and will be located in the north-west corner of the subject land and have frontage to Marked Tree Road.

Proposed Lot 2 will be 22.5ha and will be located in the north-east corner of the subject land and will have frontage to Bluff Road.

The balance lot will be 293ha and will maintain frontage to Lyell Highway and Marked Tree Road.

No buildings are proposed for the site at this stage.

There are no reticulated services available to the proposed lots.

Site Description:

Site and Locality

The 337.8ha subject site is situated to the east of Lyell Highway and is located approximately 1.5km north of Gretna. The eastern part of the lot is traversed by Bluff Road which is identified as a user road on the title, but is maintained by Council. No road parcel exists for Bluff Road and. The lot is a long and narrow irregular shape and is oriented west to east. A length of Bluff Road forms part of the title to the south and forms a "tail" off the subject land.

The majority of the lot is a commercial agricultural property and has no improvements other than dams. The undulating slopes are generally cleared for grazing with some small patches of remnant vegetation. Proposed Lot 1 is predominantly covered by remnant vegetation.

The adjoining properties on all boundaries similarly are agricultural properties with vegetation patches. . The subject site and all adjoining properties are zoned Rural.

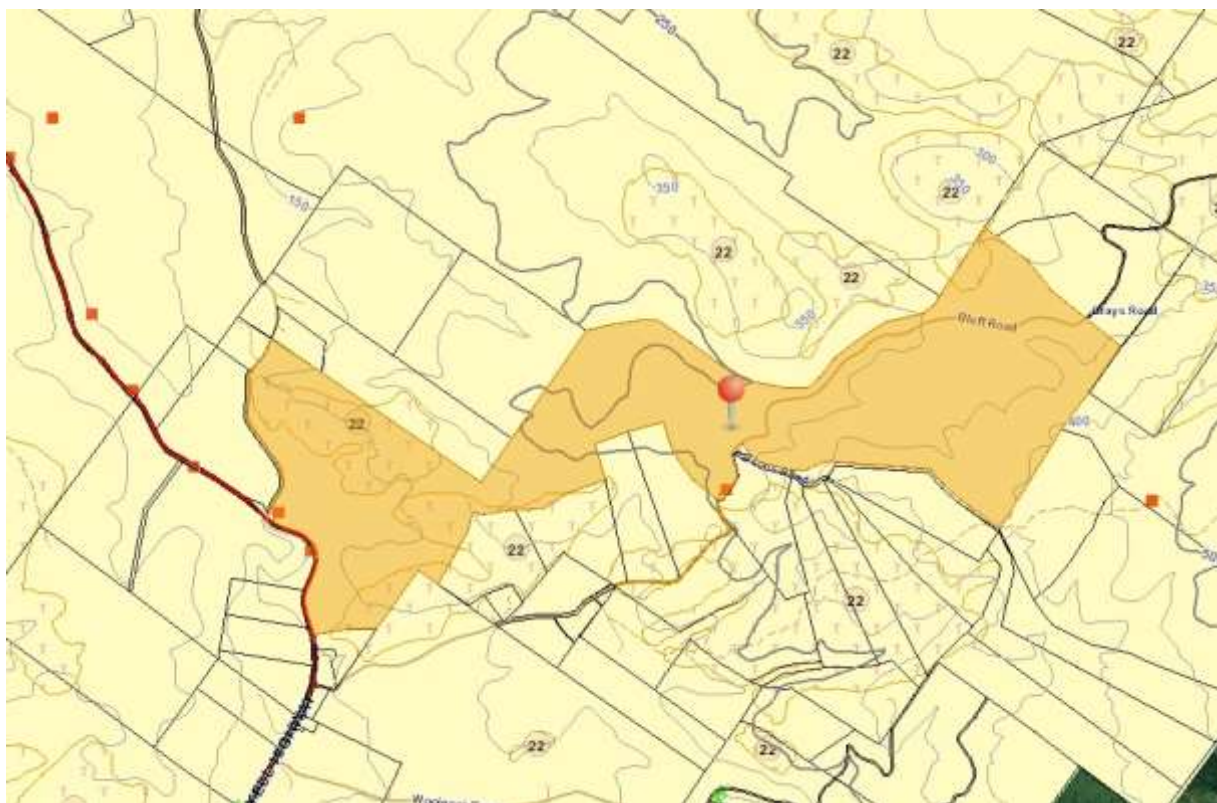


Plate 1: The subject title is located within the Rural Zone (beige).
(Source: The List Map, 2015)

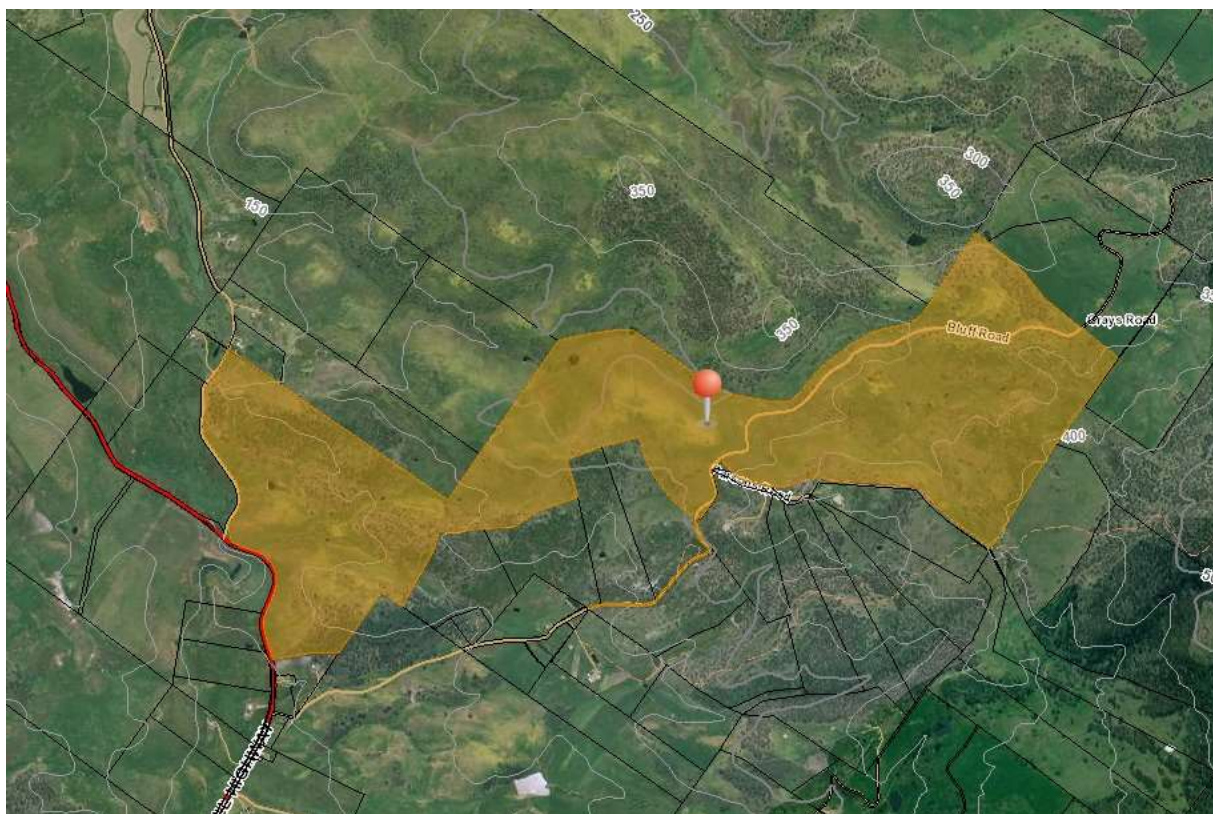


Plate 2: An aerial image of the subject land and surrounding built and natural environment.
(Source: The List Map, 2015)

Servicing provision

No services are provided to the site.

Environmental values

Patches of the threatened vegetation community *Eucalyptus tenuiramis* forest exist throughout the site. Proposed lot 1 is predominantly covered by this threatened vegetation community, however there is a large cleared area to the north-west of the lot which would be suitable for building. Given no buildings are proposed as part of the application and there are suitable building areas on each proposed lot, it was not considered necessary for a natural values assessment to be undertaken.

Statutory Status:

The land is located within the Rural Zone under the *Central Highlands Planning Scheme 1998* (the Planning Scheme). The proposal falls under the use category of a 'Subdivision' which is a Discretionary development type pursuant to Section 3 of the Rural Zone.

Advertising:

The application was subject to a 14 day statutory notification procedure in accordance with section 57 of the Act from 22 June 2015 through to 6 July 2015. No representations were received.

Notification

No other authorities were required to be notified as part of the proposal.

Planning Evaluation

General Objectives:

The General Objectives of the Planning Scheme are reproduced below:

- a) *To promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity;*
- b) *To provide for the fair, orderly and sustainable use and development of air, land and water;*
- c) *To encourage public involvement in resource management and planning;*
- d) *To encourage economic development in accordance with the objectives listed above;*
- e) *To give effect to the relevant objectives of the Central Plateau, Midlands and Southern Midlands Strategic Plan and the Central Highlands Council Strategic Plan which are as follows:-*
 - i. *To encourage sustainable long term use of appropriate areas for agricultural, pastoral and forestry activities.*
 - ii. *To strengthen the commercial and tourist roles of the existing townships and create an appropriate network of settlements to meet the needs of residents and visitors.*
 - iii. *To conserve significant vegetation, habitat and scenic resources.*
 - iv. *To encourage land use and development to occur in consideration of land capability.*
 - v. *To maintain recreational values, including the wild fishery, and to expand opportunities for resource-related tourism.*
 - vi. *To protect places of cultural significance, and*
 - vii. *To reinforce the role of the area as a major water catchment for the generation of hydro-electric power, domestic water supply and irrigation.*

The proposed subdivision is considered to be consistent with the objectives above as it is orderly in that proposed lot 1 is predominantly covered by vegetation and proposed lot 3 has an existing physical boundary in Bluff Road.

Specific Objectives:

The Specific Objectives of the Planning Scheme which are relevant to this application are reproduced below:

(b) To encourage diverse uses and to foster the broadening of the economy of the Council area and of the region.

The proposed subdivision provides for separate titles on land that is currently used for agricultural purposes. Given the size of the lots, this use can likely continue.

Zone Objectives for the Rural Zone

The passages outlining the Objectives of the Rural Zone are reproduced as follows:

(a) To encourage and facilitate the development of rural land for sustainable long-term agriculture or pastoral activities, and other uses.

(b) To protect rural resources from conversion to other uses.

(c) To allow for non agricultural activities in locations which will not constrain agricultural or pastoral activities or resources.

The proposal is considered to be consistent with the Rural Zone objectives as the land is not currently being used for agricultural purposes and the subdivision does not prevent the land from being used for other non-agricultural purposes (e.g. conservation and dwelling) in the future.

Development Standards

Part 6 of the Rural Zone prescribes the Development Standards relevant to all applications for use or development. The proposal complies with the 20ha minimum lot size.

In respect to frontage, each lot has a minimum frontage to a road in excess of 6 metres and qualifies as a Minimum lot under s.109(1)(d) of the *Local Government (Building and Miscellaneous Provision) Act 1993*.

The proposal complies with the subdivision Development Standards.

Schedule 5 – Matters to be Taken into Consideration in Making Decisions on Applications for a Permit:

Schedule 5 provides additional matters that must be taking into consideration when deciding on any application for a permit and relevant matters are addressed in the following.

S.5.1 – The provisions of any State Policy or interim State Policy.

Comments in relation to relevant State Policies are discussed below.

S.5.3 – The objectives and other provisions of the Scheme.

The proposal is considered to further the relevant General, Specific Zone and overlays as demonstrated throughout the report.

S.5.5 – The effect of the proposed use or development on the landscape, scenic quality or biological diversity of the locality.

A threatened vegetation community exists throughout the land, and predominantly covers proposed Lot 1. It is recommended that a restrictive covenant is registered on Lot 1 prohibiting the removal of any trees without the consent of Council.

S.5.7 – The social effect and the economic effect of the proposed use or development in the locality.

The social and economic effect on the locality will not be significant.

S.5.9 Whether the proposed use or development is satisfactory in terms of the character, location, siting, bulk, scale, size, height, density, design, layout or external appearance and levels of emissions in relation to;

- (a) existing site features;*
- (b) adjoining land uses and zones;*
- (c) the streetscape and/or landscape;*
- (d) the natural environment;*
- (e) a place of cultural significance;*
- (f) any special area;*
- (g) water supply for domestic or fire fighting purposes;*
- (h) any perceived pollution or hazard; or*
- (i) powerline easement;*

The layout of the subdivision complies with the development standards.

S.5.10 The size and shape of the land to which the proposed use or development application relates, the siting of any building or works on that land and the area to be occupied by the use or development;

The proposed lots are in excess of the 20ha minimum lot size required in the Rural Zone and the siting of future buildings is not likely to be an issue.

S.5.11 Whether the land to which the proposed use or development application relates is unsuitable for the proposed use or development by reason to its being, or being likely to be, subject to flooding, bushfire hazard, subsidence, slip or to any other risk, limitation or constraint;

The proposed subdivision is within a bushfire prone area. Future applications for sensitive use will require bushfire reports. There is plenty of room for future bushfire hazard management areas.

S.5.12 – The relation of the proposed use or development to the use or development on adjoining land or on other land in the locality.

The proposal would have minimal impact, if any, upon the existing neighbouring properties.

S.5.13 – The provisions of Schedule 3 or any code or policy adopted by Council relating to car parking, and whether the proposed means of access is adequate and whether adequate provision has been made for loading, unloading, manoeuvring and parking of vehicles within the proposed use or development or on that land.

Access will need to be constructed to the road for each lot prior to future development.

S.5.14 Whether the proposed use or development will be supplied with an adequate level and standard of physical and human services infrastructure and whether appropriate infrastructure can be supplied before development commences.

The proposed lots will not be supplied with any reticulated services and on-site water storage and wastewater treatment will need to be addressed as part of future development. Access is discussed above.

S.5.15 – The amount of traffic likely to be generated by the proposed use or development, particularly in relation to the capacity of the road system in the locality and the probable effect of that traffic on the movement of traffic and the safety of pedestrians.

The amount of traffic generated will be able to be absorbed by the existing road network.

S.5.19 The effect on the natural, cultural and built heritage;

The natural heritage will be protected as outlined throughout this report.

State Policy Implications

- State Policy of Water Quality Management
Subject to appropriate conditions, the proposal is considered to be able to demonstrate compliance with this Policy with regard to ensuring sediment transport into surface waters does not occur.
- State Policy on the Protection of Agricultural Land 2009
The State Policy on the Protection of Agricultural Land protects Prime Agricultural Land (Land Capability Classes 1, 2, and 3) and conversion to non-agricultural uses is subject to the principles of the Policy. Proposed lot 1 is Class 6 land and is unused for agricultural purposes, nor is it suitable for agricultural purposes. The agricultural practices on the balance lot will be unaffected by the subdivision.

Technical Matters

- Roads:** Proposed Lot 1 has frontage to Marked Tree Road, which is a sealed rural style road. Proposed Lot 3 has frontage to Bluff Road which is currently a “User Road” constructed to a gravel rural road standard.
- The Balance lot has frontage to the Lyell Highway, Marked Tree Road and Bluff Road which runs through the western portion of the lot.
- Each lot is to be provided with an access in accordance with Council Standards. Access to the Lyell Highway would only be possible with a permit from the Department of State Growth.
- A Road Parcel should be formalised over the User Road (Bluff Road) through the Balance Lot and transferred to Council. A condition to this effect is included.
- Stormwater:** Council cannot provide a means of stormwater disposal to the lots. Stormwater will be required to be retained on-site.
- Water & Sewer:** No reticulated services are available. On-site water storage will be required for future dwellings and wastewater will need to be treated through an on-site wastewater system.

No other issues of concern have been raised.

Environmental Implications

As mentioned previously there are environmental values on the subject land, particularly on proposed Lot 1, which should be protected through a restrictive covenant.

CONCLUSION

The application is for a 2 lot and balance subdivision relating to “Allanvale” at 268 Marked Tree Road, Gretna. The proposed Lots and balance satisfy the subdivision standards of the Rural Zone and is considered to not impact on the existing or future agricultural potential of the land.

The application is considered to satisfy the relevant provision of the Planning Scheme and the application is recommended for approval with conditions.

Recommendation

Moved C1r

Seconded C1r

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 subdivision (2 lot & balance) at “Allanvale” – 268 Marked Tree Road, Gretna (CT113368/1) subject to the following conditions:

General

- (1) The use 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.
- (2) This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this letter or the date of the last letter to any representor, whichever is later, in accordance with section 53 of the *Land Use Planning and Approvals Act 1993*.

Easements

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

Endorsements

- (4) The final plan of survey must be noted that Council and TasWater cannot or will not provide a means of drainage, water or sewer services to all lots shown on the plan of survey.
- (5) The final plan of survey must be endorsed that the lots are only suitable for the on-site disposal of wastewater using a licensed Aerated Wastewater Treatment System or modified trench septic or other approved system.

Covenants

- (6) 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

Final plan

- (7) A final approved plan of survey and schedule of easements as necessary, together with two (2) copies, must be submitted to Council for sealing for each stage. 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.
- (8) A fee, as determined in accordance with Council's adopted fee schedule, must be paid to Council for the sealing of the final approved plan of survey for each stage.
- (9) 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. 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.
- (10) The subdivider must pay any Titles Office lodgment fees direct to the Recorder of Titles.

Engineering

- (11) The subdivision must be carried out in accordance with the *Central Highlands Council Subdivision Guidelines 2012* (attached).

Existing services

- (12) 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.

Access

- (13) A vehicle access must be provided from the road carriageway to each lot. Accesses must be located and constructed in accordance with the standards shown on standard drawings TSD-R03-v1 *Rural Roads Typical Property Access*, TSD-R04-v1 *Rural Roads Typical Driveway Profile*, and TSD-RF01-v1 *Guide to Intersection and Domestic Access Sight Distance Requirements* prepared by the IPWE Aust. (Tasmania Division) (attached) and the satisfaction of Council's General Manager.

ADVICE: No work on or affecting the State Road (Lyell Highway), including drainage, may be undertaken without the Minister's consent and a permit provided by the Department of State Growth.

Road Widening

- (14) Land within 9.00 metres of the centre line of Bluff Road for the full length of the road on the subject land must be provided for the widening or deviation of the existing highway in accordance with Sections 85(d)(viii) and 108 of the *Local Government (Building & Miscellaneous Provisions) Act 1993* and the satisfaction of the Council's General Manager.

Transfer of reserves

- (15) The "Bluff (User) Road" marked on the subdivision Plan must be shown as "Road" on the final plan of survey and transferred to the Central Highlands Council by Memorandum of Transfer submitted with the final plan.

THE FOLLOWING ADVICE APPLIES TO THIS PERMIT:

- A. This permit does not imply that any other approval required under any other legislation or by-law has been granted.
- B. The issue of this permit does not ensure compliance with the provisions of the *Threatened Species Protection Act 1995* or the Commonwealth *Environmental Protection and Biodiversity Protection Act 1999*. The applicant may be liable to complaints in relation to any non-compliance with these Acts and may be required to apply to the Threatened Species Unit of the Department of Primary Industry, Water & Environment or the Commonwealth Minister for a permit.
- C. The issue of this permit does not ensure compliance with the provisions of the *Aboriginal Relics Act 1975*. If any aboriginal sites or relics are discovered on the land, stop work and immediately contact the Tasmanian Aboriginal Land Council and Aboriginal Heritage Unit of the Department of Tourism, Arts and the Environment. Further work may not be permitted until a permit is issued in accordance with the *Aboriginal Relics Act 1975*.
- D. Appropriate temporary erosion and sedimentation control measures include, but are not limited to, the following -
- Minimise site disturbance and vegetation removal;
 - Diversion of up-slope run-off around cleared and/or disturbed areas, or areas to be cleared and/or disturbed, provided that such diverted water will not cause erosion and is directed to a legal discharge point (eg. temporarily connected to Council's storm water system, a watercourse or road drain);
 - Sediment retention traps (e.g. sediment fences, straw bales, grass turf filter strips, etc.) at the down slope perimeter of the disturbed area to prevent unwanted sediment and other debris escaping from the land;
 - Sediment retention traps (e.g. sediment fences, straw bales, etc.) around the inlets to the stormwater system to prevent unwanted sediment and other debris blocking the drains;
 - Gutters spouting and downpipes installed and connected to the approved stormwater system before the roofing is installed; and
 - Rehabilitation of all disturbed areas as soon as possible.
- E. **If you notify Council that you intend to commence the use or development before the date specified above you forfeit your right of appeal in relation to this permit.**
- F. **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.**

PLAN OF SUBDIVISION



PDA Surveyors
Surveying, Engineering & Planning

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Launceston & Burnie
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EMAIL: pda@pda.com.au

Owner	ALLANVALE PTY LTD	Location	'Allanvale' - 268 Marked Tree Rd, Gretna			This plan has been prepared only for the purpose of obtaining preliminary subdivision approval from the Council and the information shown hereon should be used for no other purpose. All measurements and areas are subject to final survey.
Title Ref.	FR 113368/1	Council	Central Highlands Central Highlands Plannings Scheme 1998			
Schedule Of Easements	Existing Easements to be carried forward.					
Scale 1:10000	Date 28 May 2015	Our Ref.	S804C-3	Map ref:	4828	GDA94 Centroid: E 496 852 N 5 278 387

SITE PLANS

SHEET 2 OF 2



PLAN OF SUBDIVISION



PDA Surveyors

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EMAIL: jada.hobbs@csa.com.au

Owner	ALLANVALE PTY LTD
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Title Ref.	FR 113368/1
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Location 'Allanvale' - 268 Marked Tree Rd, Gretna

Council Central Highlands

Central Highlands Plannings Scheme 1998

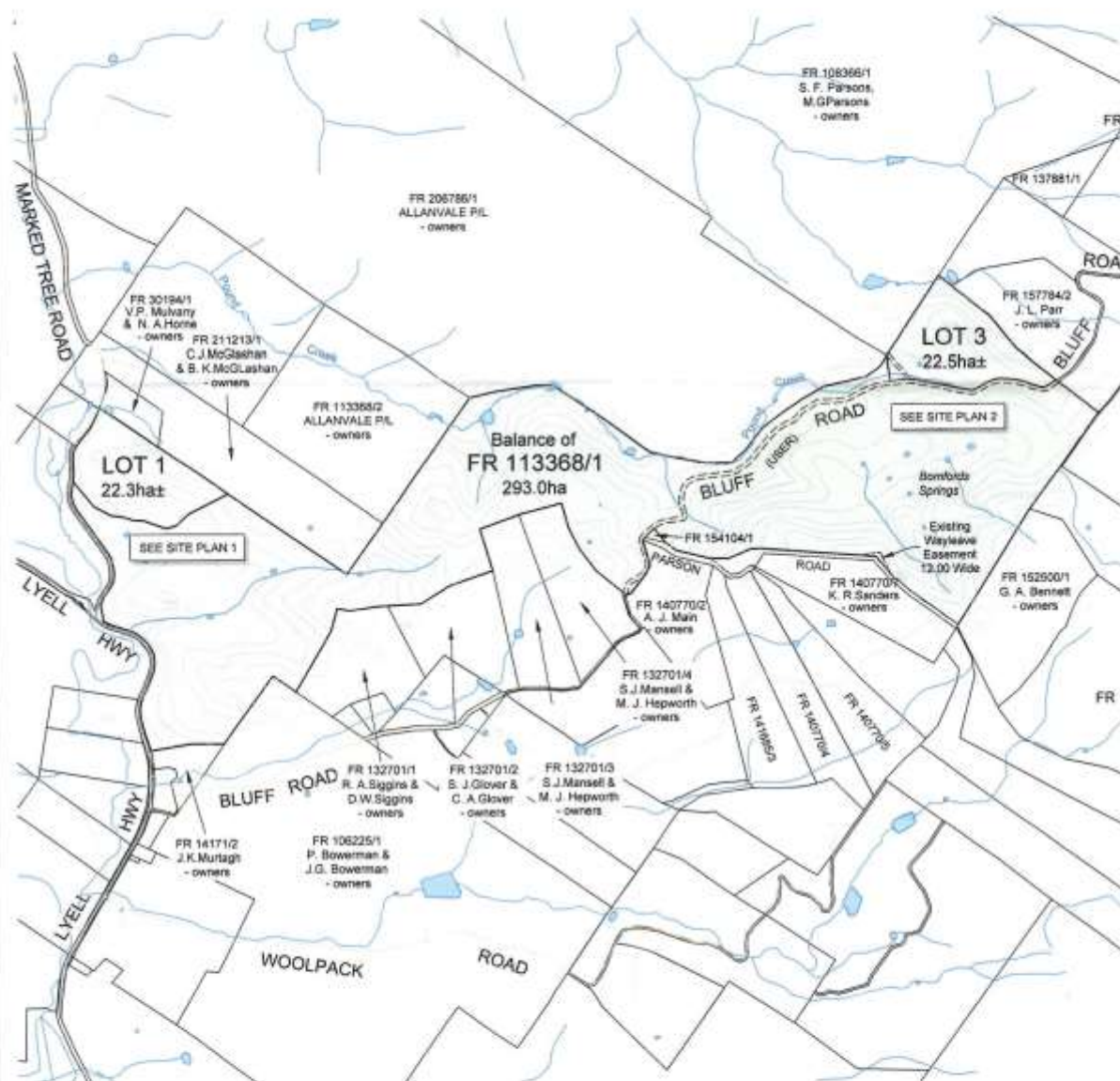
This plan has been prepared only for the purpose of obtaining preliminary subdivision approval from the Council and the information shown hereon should be used for no other purpose. All measurements and areas are subject to final survey.

Schedule Of Easements	Existing Easements to be carried forward.
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Scale 1:20,000	Date 28 May 2015	Our Ref. S804C-2	Map ref. 4828	GDA94 Centroid: E 496 852 N 5 278 387
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INDEX PLAN

SHEET 1 OF 2



14.4 DELEGATION TO CORRECT ERRORS IN CENTRAL HIGHLANDS INTERIM PLANNING SCHEME 2015

Report By:

Contract Planner (S Wells)

Background

The purpose of this report is to request that Council resolve to delegate authority to the General Manager to allow the correction of errors in the Interim Planning Scheme to be requested of the Tasmanian Planning Commission without the need for a resolution of Council.

With the implementation of such a large document and associated mapping, it is likely errors will be uncovered in time and it would not be desirable to wait for the monthly council meeting cycle to request corrections.

There is a simple, quick process for amended the scheme and zoning maps (such errors were foreseen). The process falls under Section 30IA of LUPAA and relates to the qualifications of what constitutes an error/correction, as opposed to a change, described under Section 37.

It is requested that Council both resolve to provide delegation to the General Manager to act quickly to make corrections under Section 30IA and Section 37.

Consultation:

Consultation has occurred between council's planners, General Manager and the Executive Commissioner of the TPC Greg Alomes.

Risk Implications:

There are no significant risks in following the recommendation. However not doing so could allow errors to remain active for up to a month before being corrected, which could create risk and at least confusion.

Financial Implications:

None.

Options:

1. As per the recommendation.
2. Council does not adopt the recommendation.

Recommendation

Moved **Clr**

Seconded **Clr**

That Council resolve to:

1. Authorise delegation to the General Manager under Sections 30IA and 37 of the Land Use Planning and Approvals Act 1993 to request directly to the Tasmanian Planning Commission for the correction of errors to the interim planning scheme.

14.5 PROPOSED BUILDINGS AT MT ADELAIDE

At the Ordinary Meeting of Council held on Tuesday 16th June 2015 approval was sought from Council by TasWater for the installation of a demountable building and storage shed on Council land at the Bothwell Water Treatment Plant Site.

Council had concerns about the proposed siting of the buildings and as such an amended site plan was requested from TasWater with the buildings located out of view from the township.

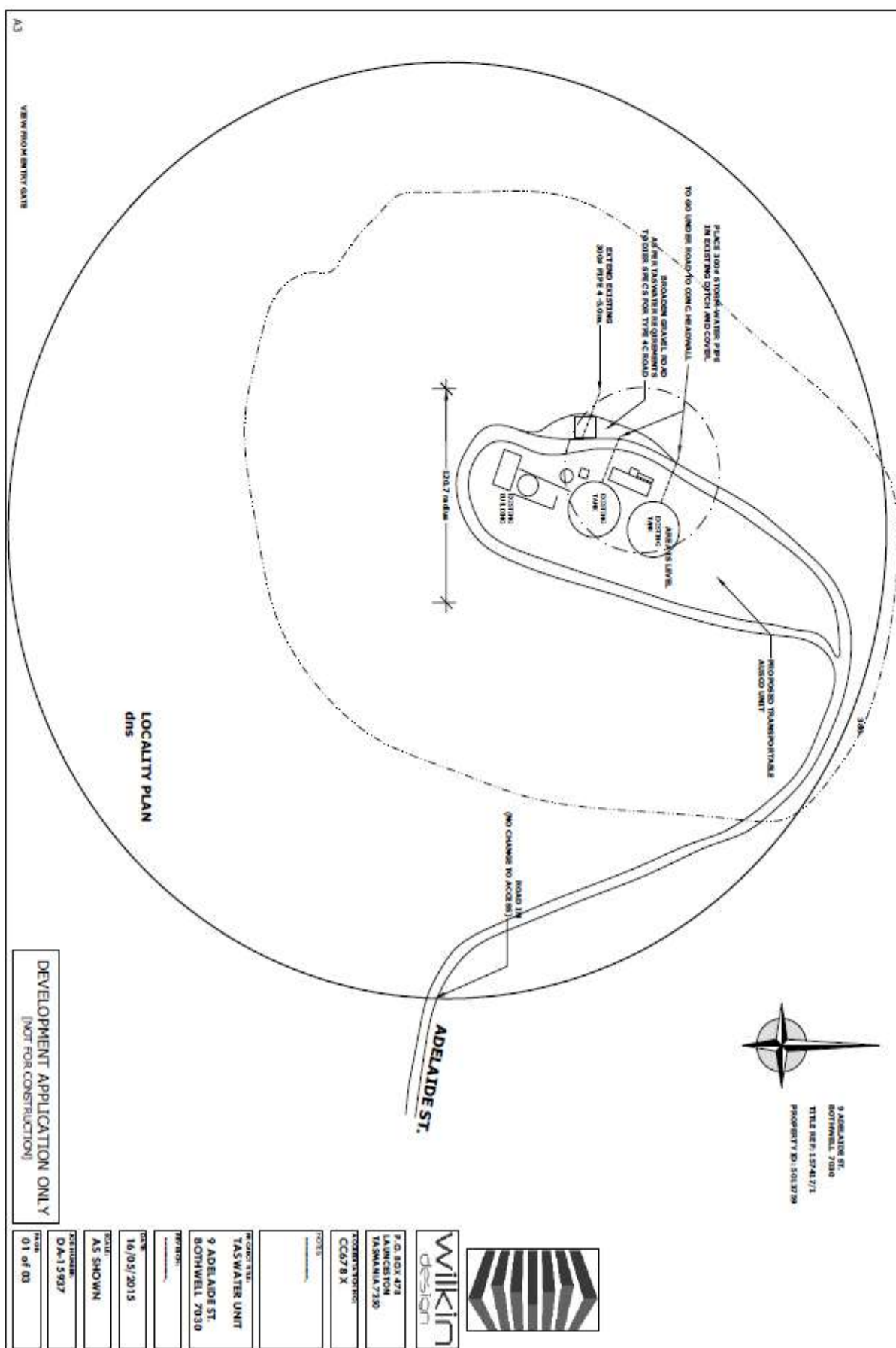
An amended plan has now been submitted and the following recommendation is being made by the Planning Committee.

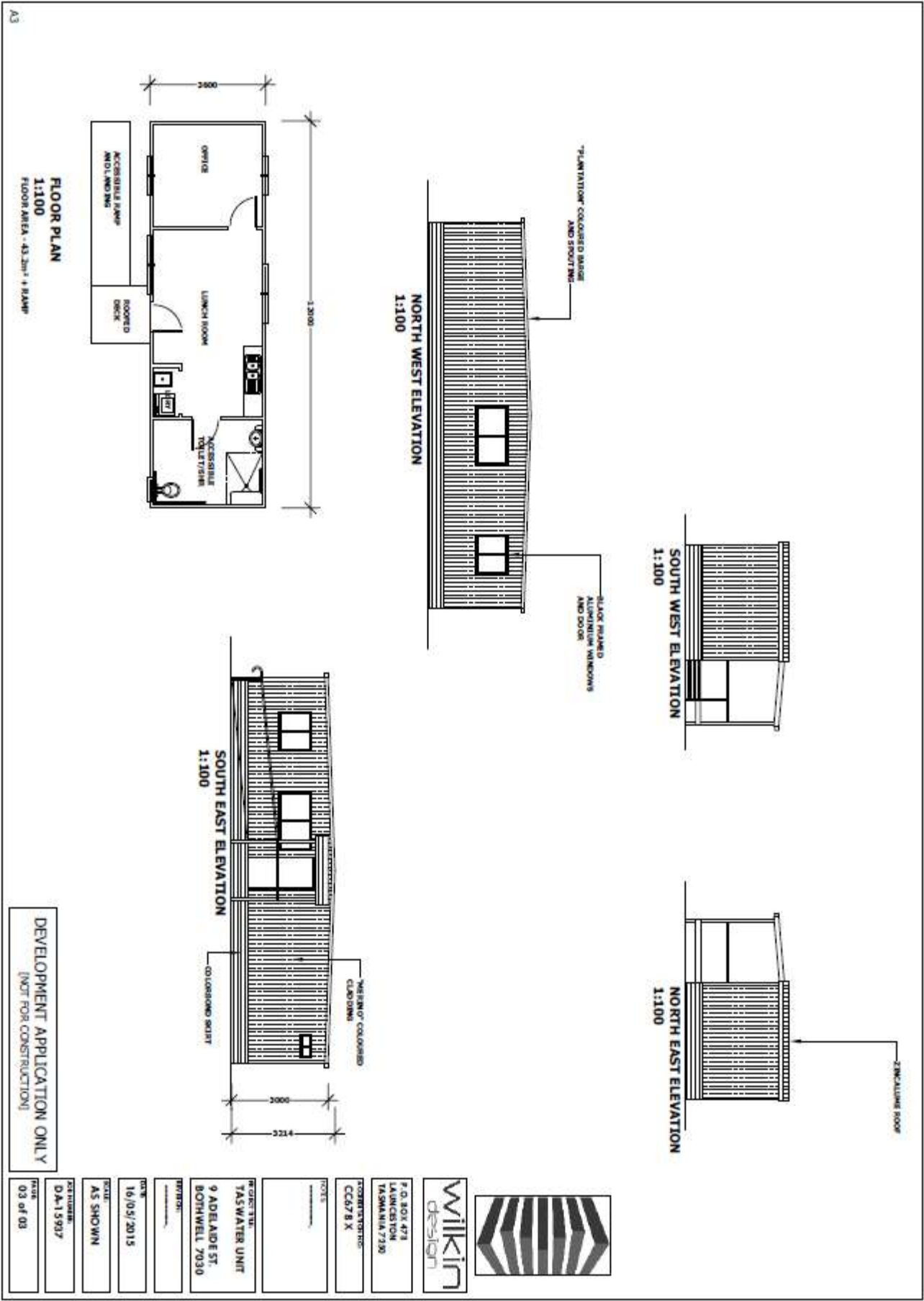
Recommendation

Moved **Clr**

Seconded **Clr**

THAT Council grants consent pursuant to section 52 (IB) of the Land Use Planning and Approvals Act 1993 for the proposal outlined and authorises the General Manager to provide written consent and sign the application form.





14.6 PUBLIC OPEN SPACE POLICY (SEPARATE ATTACHMENT)

For Discussion

14.7 BIODIVERSITY CODE

The TFGA have approached Council requesting a letter of opposition for the inclusion of a Biodiversity Code in the Single Planning Scheme. The Planning Committee resolved to make the following recommendation to Council.

Recommendation

Moved **Clr**

Seconded **Clr**

THAT Council write to the TFGA stating Council's opposition to having a Biodiversity Code included in the Single Planning Scheme.

14.8 GIS SERVICES

Background

Support for Council's GIS mapping system is currently provided by Insight GIS and has been since the installation of the program (over 10 years ago). The cost of this service for the 2015/2016 period is \$6,000 which provides the following:

Insight GIS Managed Services (IGMS)

- 25 hours GIS Services & Consultancy
- Phone and Email Support
- GIS Training Discounts
- Monthly Cadastre Updated (property data) – Information is taken from LIST and has to be modified to a usable form and imported into the Exponare Mapping System.

Any additional consultancy hours above the IGMS allowance (25 hours) is charged at \$130 per hour or cheaper if purchased in blocks as follows:

15 hours - \$1,800
 30 hours - \$3,300
 50 hour - \$5,000

Council has only had to purchase additional hours once in the past when all the Interim Scheme Mapping was being prepared but the 25 hours is sufficient for the normal day to day management and update of the system.

Council has built a good working relationship with Insight GIS over the years and the staff have always been very helpful and efficient with any requests made by Council.

Current Situation

The General Manager from Sorell / Tasman Council has approached Council with a proposal to employ a person to provide this service to Sorell, Tasman, Brighton, Glamorgan Spring Bay, Glenorchy City and Central Highlands Councils. It is proposed that the person be employed by Sorell Council and resource shared with the other five Councils.

A commitment is being sought from three of the above mentioned Council's for a total of one day a week between the three Council's with an hourly rate of around \$80-\$85. Based on this proposal Council does not currently have enough money allocated in the 2015/2016 budget to accommodate this position.

For Council to continue to manage the GIS system to the current standard the amount of time being proposed would be in excess to what is required. This issue was discussed with the General Manager from Sorell / Tasman Council who indicated that they would consider a lesser amount of time allocated to Central Highlands Council based on this.

Conclusion

Based on the current use of the system the current 25 hours of GIS consultancy time is sufficient.

The following options are available to Council:

- Continue with the IGMS service with Insight GIS at a cost of \$6,000.
- Participate in the Joint Position with Sorell, Tasman, Brighton, Glamorgan Spring Bay and Glenorchy City Council as proposed at an estimated annual cost of \$13,260.
- Participate in the Joint Position with Sorell, Tasman, Brighton, Glamorgan Spring Bay and Glenorchy City Councils in a lesser capacity than proposed to a maximum amount of \$6,000.

Insight GIS have undertaken all the mapping associated with the Interim Planning Scheme to date. There is some work still to be completed on this project and if Council decide to participate in the joint position in any form then a decision would also need to be made on who would complete this work, bearing in mind that it would take time to advertise and appoint a person to the position and the mapping needs to be completed as soon as possible. The only option would be to pay Insight GIS an hourly rate to have this work completed.

Based on all the information above Council staff believe the best outcome for Council would be to continue with Insight GIS for the next 12 months.

Recommendation

Moved **Clr**

Seconded **Clr**

THAT Council continue with the IGMS service with Insight GIS for the 2015/2016 period.

14.9 DOG MANAGEMENT POLICY REVIEW

Background

Under the Dog Control Act 2000 a Council is to develop and implement a policy relating to dog management in its municipal area with the policy to be reviewed at least once every 5 years.

The Dog Control Act 2000 specifies the relevant areas that must be included in a dog management policy which are:

- A code relating to responsible ownership of dogs;
- The provision of declared areas;
- A fee structure;
- Any other relevant matters

Current Situation

An internal review of the Dog Management Plan, which was adopted by Council on 13 December 2010, has been undertaken by Council Officers. Under the Dog Control Act 2000 it states that in reviewing the Dog Management Policy Council is to:-

- (a) *invite public submissions relating to a proposed dog management policy; and*
- (b) *consult with any appropriate body or organisation; and*
- (c) *consider any submissions and results of any consultation before finalising the policy.*

Conclusion

An internal review of the Dog Management Plan 2010 has been undertaken with a draft Dog Management Policy 2015 prepared in accordance with the requirements of the Dog Control Act 2000 for review by Councillors prior to inviting public submissions. All comments from Councillors need to be submitted to the Manager DES by Wednesday 5th August 2015 with a final draft to be presented to the August 2015 Council Meeting for approval to invite public submissions.

RecommendationMoved **Clr**Seconded **Clr**

THAT comments on the Draft Dog Management Policy 2015 be forwarded to the Manager DES by Wednesday 5th August 2015.

14.10 STATUS REPORT

310	17/2/09	Sale of Council Land Wayatinah	DES Manager	Development Permit has been issued. Mayor and General Manager to meet with Minister Groom on 24 th June 2015 to discuss ownership of infrastructure within the village
323	16/11/10	Caravans – Meadow Bank Lake	DES Manager & Planning Consultant	Meadowbank Special Area Plan has been included in the draft Interim Central Highlands Planning Scheme 2014. Caravan By-Law has been adopted by Council.
331	16/7/13	Vehicle body removal in Municipality	DES Manager	Being monitored regularly.

14.11 DES BRIEFING REPORT**PLANNING PERMITS ISSUED UNDER DELEGATION**

The following planning permits have been issued under delegation during the past month.

PERMITTED USE

DA NO.	APPLICANT	LOCATION	PROPOSAL
2015 / 00028	R J Wing	5 Jillett Road, Brandum	Garage

DISCRETIONARY USE

DA NO.	APPLICANT	LOCATION	PROPOSAL
2015 / 00017 - Disc	M J Scott	8 Nielsen Crescent, Morass Bay	Carport
2015 / 00014 - Disc	C L Andrews & Associates Pty Ltd (obo P W Collinson)	Land at Corner of Barren Plains Road and Highland Lakes Road, Miena (CT 19054/21)	House
2015 / 00020 - Disc	T J & J K Parsons	RA 5831 Lyell Highway, Hamilton	5 x Village Accommodation Cottages & Extension to Existing Function Centre

NO PERMIT REQUIRED UNDER PLANNING DIRECTIVE 4

DA NO.	APPLICANT	LOCATION	PROPOSAL

IMPOUNDED DOGS

Following a request by Council to be advised of all dogs impounded at Council's Bothwell and Hamilton pounds and the outcome of the impoundment, please be advised as follows:

Date Impounded	Pound Location	Reason for Impoundment	Outcome
12 June 2015	Bothwell	Hound found at Fleming Drive, Miena	Not microchipped and no tag. Owner unknown. Dog taken to the Dogs Home on the 18 June 2015
29 June 2015	Bothwell	Hound found on Woodspring Road, Bothwell	Not microchipped and no registration tag. Owner unknown. Dog not claimed and new home found.
8 July 2015	Bothwell	Beagle found at Cluny, Bothwell	Owner traced through microchip number and dog collected 8 July 2015.



Department of Police and Emergency Management

STATE EMERGENCY SERVICE

GPO Box 1290 HOBART TAS 7001

Phone (03) 6173 2700

Email ses@ses.tas.gov.au Web www.ses.tas.gov.au



Our ref

File: A15/117049

Enquiries: Andrew Lea

22 June 2015

Mr Graham Rogers
Municipal Emergency Management Coordinator
Central Highlands Council
19 Alexander Street
BOTHWELL TAS 7030

23/6/15

Managed by: ☐ REMIN

Forwarded to:

EHO ☐ EPC ☐ PMS ☐ AEMM ☐

Other: _____

Entered By: _____

Ref: _____

Dear Mr Rogers

EMERGENCY SERVICES MEDAL NOMINATIONS

The Emergency Services Medal (ESM) recognises outstanding and distinguished service by the men and women who serve in, or support the State Emergency Service (SES). SES volunteers, SES staff and auxiliary members can be nominated for the ESM. Auxiliary members include Municipal Emergency Management Coordinators, member of affiliated emergency service/non-government organisations, or emergency management groups that are not already recognised under other national honours and awards.

In accordance with the *Emergency Service Medal Regulations* (1999) Tasmania is entitled to no more than three (3) ESM's per year and recipients must fall within one of the following four (4) categories.

S3(4) – Distinguished Emergency Service – as a member of an emergency service:-

- a. Full-time permanent members of the State Emergency Service;
- b. Part-time members, volunteers or auxiliary members of the State Emergency Service;
- and
- c. Full-time permanent member, part-time member, volunteer or auxiliary member

S4 – Emergency Management Training and Education – any person:

- (1) Who has given distinguished service relating to emergency management, training or education.

An ESM nomination form is attached along with the honours list of previous Tasmanian ESM recipients and their award category. Further copies of the nomination form, along

with information on the application process and judging criteria are available in the SES Honours and Award guidelines, which are available on the SES Website: <http://www.ses.tas.gov.au/h/es/about-ses/honours-and-awards>.

ESM nominations in Tasmania are judged by the Director SES and the State Emergency Management Controller (Commissioner of Police) who make final recommendations to the Minister of Police and Emergency Management.

If you wish to nominate an eligible person for the 2016 Australia Day Honour List, please forward the completed nomination form to my Executive Assistant, Margaret Ward, by mail (GPO Box 1290, Hobart) or email (margaret.ward@police.tas.gov.au). All ESM nominations must be received by Friday 7th August 2015. Unsuccessful nominations from previous years may be reconsidered subject to resubmission.

For further advice on the award or nomination process, please contact Margaret Ward on (03) 6173 2703 or myself on (03) 6173 2702.

Yours sincerely



Andrew Lea, ESM
Director

Enclosed

EMERGENCY SERVICE MEDAL (ESM)**TASMANIAN RECIPENTS**

YEAR	SES STAFF Section 3(4) (A)	SES VOLUNTEERS SECTION 3(4) (G)	STAFF/VOLUNTEERS/ AUXILIARY MEMBER SECTION 3(4) (C)	EMERGENCY MANAGEMENT TRAINING & EDUCATION SECTION 4 (1)
2000	Joseph Paul Director SES (Deceased)	Catherine Bradley – SES Unit Manager Glamorgan/Spring Bay	Rodney McGee – Southern DIER (Deceased)	
2001	Bevis Dutton- SES North West Regional Manager	John Duncombe – SES Unit Manager - Burnie	Rex Rainbow – SES Unit Manager - Dorset	
2002	Geoff Marsh – SES Southern Regional Manager	Ian Kingston – SES Unit Manager - Tasman	Edwin Humber – Royal Volunteer Coastal Patrol	
2003	Garry Muldoon – SES Southern Regional Officer	Richard Elliott – SES Unit Manager – Kentish	Rodney Sweetnam – Municipal Coordinator Launceston City Council	
2004	Rupert Sandy – SES Manager Operations	Leigh Higgins – SES Unit Manager – Kingborough/Bruny	Ian Holloway – Municipal Coordinator Huon Valley Council	
2005	Anthony Dick – SES North West Regional Officer	Frank Lawes – SES Unit Manager - Wynyard	Bryan Watson – SES Unit Manager – Meander Valley	
2006		David Dowden – SES Unit Manager – Central Coast	John Mackonis – SES Unit Manager – Southern Region	
2007		Paul Darby – SES Team Leader – Central Coast	Claus Wilkens – SES Unit Manager – Flinders Island	
2008		Craig Blizzard – SES Deputy Unit Manager – Circular Head	Roger Brown – SES Southern Regional Headquarters	Antonio Chirichiello – SES – Dorset Unit
2009		Paul Shipp – SES Unit Manager – West Coast (Rosebery)	Toni Brown – Recovery Coordinator North/West	
2010		Philip Bird – SES Unit Manager – Mersey	Michael Street – Municipal Coordinator Hobart City Council	
2011		David Oakley – SES Unit Manager - Northern Midlands	Frank Henderson – Municipal Coordinator Clarence City Council	Robert Butterfield – SES Unit Manager - Queenstown
2012	Andrew Lea – SES Director	Ian Andrew Nielsen – SES Unit Manager – Circular Head	Gregory Donald French – Municipal Coordinator Glenorchy City Council	
2013	Mark Nelson – SES Southern Regional Manager	Bevis Charles Perkins – Retired SES Unit Manager – Northern Midlands	Donald George Mackrill – Municipal Emergency Coordinator – George Town Council	
2014		Harold David Devereil – Latrobe SES Unit	Susan Jane Powell – Primary Health Coordinator THO Southern	Paul David Branch – SES Volunteer Southern Region
2015		Mark W Gillies – SES Unit Manager – Meander Valley	Timothy Kirkwood – General Manager – Southern Midlands Council	

Emergency Services Medal Nomination Form

Details of person submitting nomination

The following information about the person submitting this recommendation is needed to enable officers of the Honours Secretariat, Government House, Canberra to seek further details, if required. In addition to completing the full details below, please indicate, in box provided, at which address you would prefer to be contacted.

	Name (in full):	_____
<input type="checkbox"/>	Home address: and Telephone number:	_____ _____
	Occupation:	_____
<input type="checkbox"/>	Business address: and Telephone number:	_____ _____

Details of person being recommended for an award

Please provide a biographical profile of the person you are nominating by completing the section below and by providing the details requested on the next page. If insufficient space is available, please attach a separate statement.

Surname:	_____
Given names:	_____
Home address: and Telephone number:	_____ _____
Occupation:	_____
Business address: and Telephone number:	_____ _____
Awards and/or Degrees, etc:	_____
Date and Place of birth:	_____
If born outside Australia:	
(a) Date of arrival:	_____
(b) Naturalisation Certificate Details:	_____

Note: Honours matters are confidential and the nominee should not be approached direct for Naturalisation details. If unknown please indicate accordingly.

HONOURS-IN-CONFIDENCE (when complete)

Emergency Services Medal Nomination Form (page 2)

Nomination of (Full Name): _____

Reason for nomination:

Signed by the nominator: _____

Printed Name: _____

Return to:

Postal: (Personal & Confidential)
Director SES
GPO Box 1290
HOBART 7001

Street Address: State Emergency Service
28 Bathurst Street
HOBART 7000

Email: margaret.ward@police.tas.gov.au**HONOURS-IN-CONFIDENCE** (when complete)



Tasmanian Planning Reform Taskforce

Level 10, 22 Elizabeth Street, Hobart TAS 7000
GPO Box 536, Hobart, TAS 7001 Australia

Briefing One

The purpose of this Briefing Paper is to introduce the proposed structure of the Tasmanian Planning Scheme (TPS).

It also outlines the role of the Planning Reform Taskforce ("the Taskforce"), as the Steering Committee for the TPS Project, and the phases of the project and the consultation components.

The Paper also explains the methodology adopted during the drafting.

On 26th March 2015, the Minister for Planning and Local Government, the Hon Peter Gutwein MP, announced in Parliament the structure of the TPS which is meeting the Government's election commitment for a single statewide planning scheme.

This is a key platform of the Government's planning reform agenda to make Tasmania's planning system fairer, faster, cheaper and simpler.

The TPS will have a clear set of planning controls which apply consistently to land use and development across the State.

The single statewide planning scheme is in direct contrast to the 29 Interim Planning Schemes which will exist across the State (once all draft interim planning schemes have been declared).

The zones and codes in all 29 schemes have been applied or structured with significant differences, as they have been derived from three regionally based models which in themselves allow for municipal and regional variances.

The Government intends to introduce a Bill to Parliament this year to amend the *Land Use Planning and Approvals Act 1993* (the Act) to provide the framework for introducing the TPS. The draft Bill will be subject to extensive public consultation by the Department of Justice.

Structure of the Tasmanian Planning Scheme (TPS)

The TPS will consist of:

- State Planning Provisions - a set of statewide planning controls which will ensure consistency, clarity and certainty for land use and development across Tasmania; and
- Local Provisions Schedules for each of the 29 municipal areas in Tasmania –which includes local zone and overlay maps and lists for each area, Particular Purpose Zones and Specific Area Plans and specified departures.

The State Planning Provisions and all the Local Provisions Schedules will together form all of the planning controls applying to a local area (which is the local application of the TPS).

This structure provides for a single set of consistent provisions across the entire State but allows for specific and approved Local Provisions as necessary or agreed.

State Planning Provisions

The State Planning Provisions will comprise the following:

- Purpose and Objectives
- Administration provisions
- Exemptions
- General Provisions
- Zones – with use and development provisions
- Codes – with standard provisions
- Template for the Local Provision Schedules

This is based on populating the template in *Planning Directive No.1 - Format and structure of planning schemes* (PD1), subject to any necessary modifications and reconfiguration of the structure to give effect to the separation of State and Local Planning Provisions.

Local Provisions Schedules

Each Local Provisions Schedule will comprise the following:

- Local Zone and overlay maps and lists
- Local area objectives
- Particular Purpose Zones
- Specific Area Plans
- Site specific qualifications

Local Government has an important role as the preparation of the Local Provisions Schedules will be the responsibility of local councils in their role as planning authorities.

This will require the councils to reflect the State Planning Provisions and to ensure the consistent application of the zones.

The TPS will take effect in each municipal area when the Local Provisions Schedule, which include the zone and overlay maps for that area, have been approved by the Minister and are in effect.

State Planning Provisions: Project phases

The drafting of the State Planning Provisions will occur in the following phases:

- Phase 1: Development of the Consultative and Technical Reference Groups (completed)
- Phase 2: First review and restructure of PD1 to set the foundations of the TPS (completed and feedback being analysed)
- Phase 3: Zones
 - Phase 3.1: Agriculture and residential (currently before the Technical Planning Reference Group)
 - Phase 3.2: Business, Commercial, Industrial, Ports and Marine, Utilities, Open Space, Recreation, Environmental Management, Major Tourism zones
- Phase 4: Codes (policy work is underway with relevant Government Departments prior to consultation)
- Phase 5: Peer Review
 - Peer review of the suite of prepared zones and codes
- Phase 6: Submission for Minister's consideration

In essence, the project will start with establishing the framework for the statewide planning scheme, move through the suite of zones in clusters for example, agriculture and business zones, while simultaneously working through the Code issues and development.

At the end of 2015, there will be the final overall review of the draft State Planning Provisions in readiness for public consultation in early 2016 after Ministerial consideration.

Consultation

Targeted consultation during the drafting

The Minister has instructed the Taskforce to develop the draft State Planning Provisions in accordance to any Government policy directions provided by the Minister.

Furthermore, the Taskforce is also charged with the responsibility to undertake targeted and ongoing consultation with local government and stakeholders, including the development sector, professional planning bodies, environmental and community NGOs during the drafting of the State Planning Provisions.

A fundamental component of the work will be ensuring the development of the draft State Planning Provisions is informed by, and complements, any relevant work being undertaken by state agencies, and considers all input from targeted consultation with the Reference and Consultative Groups.

It is the Taskforce's explicit intention to continually test the veracity of the zone purpose statements and use and development standards along with the development of the Codes during the drafting this year through continual consultation with the stakeholders.

Key stakeholders

The following planners and organisations are involved in targeted consultation for the development of the State Planning Provisions:

Technical Planning Reference Group

- Richard Jamieson – Launceston City Council
- Justine Brook-Bedelph – Georgetown Council
- Duncan Payton – Northern Midlands
- Shane Warren – Devonport City Council
- Patrick Earle – Burnie City Council
- Matthew Seward – Circular Head Council
- Shane Wells – Brighton Council
- Michael Bartlett – Huon Valley Council
- Dan Ford – Clarence City Council

Community Sector Consultative Group

- TasCOSS
- Community Housing Ltd Group
- Shelter Tasmania
- Mission Australia (Tasmania)
- Housing Choices Tasmania
- Hobart City Mission

Industry and Business Consultative Group

- Cement, Concrete & Aggregates Australia
- Engineers Australia (Tasmania)
- Tasmanian Small Business Council
- Planning Institute of Australia (Tasmania)
- Tasmanian Seafood Industry Council
- Property Council of Australia (Tasmania)
- Fruit Growers Tasmania
- Wine Tasmania
- Tasmanian Hospitality Association
- Tourism Industry Council Tasmania
- Institute of Architects

Environment and Historic Heritage Consultative Group

- Environmental Defenders Office
- Tasmanian Conservation Trust
- NRM
- Tasmanian Heritage Council
- Heritage Protection Society

These groups complement the *Planning Reform Taskforce* members:

- Local Government Association of Tasmania
- Tasmanian Farmers & Graziers Association
- Tasmanian Chamber of Commerce and Industry
- Master Builders Tasmania
- Housing Industry Association
- John Dent OAM, PDA Surveyors
- Emma Riley, Emma Riley and Associates
- Frazer Read, All Urban Planning
- Andrew Walker, Dobson Mitchell and Allport

Community Consultation

The Taskforce fully endorses the Minister's position and direction on the need for community consultation.

Throughout the process of development of the Tasmanian Planning Scheme, Tasmanians will have at least two opportunities to comment.

The Minister has publicly stated that the draft State Planning Provisions will undergo a public statutory consultation and assessment process by the Tasmanian Planning Commission early in 2016.

After receiving the advice from the Tasmanian Planning Commission, the Minister will decide on any modifications prior to declaring the State Planning Provisions.

Once declared, the 29 councils will develop the local content for their area.

The Local Provision Schedules will be subject to community comment through a statutory public exhibition and assessment by the Tasmanian Planning Commission.

Furthermore, the Department of Justice will shortly start the community consultative process on the draft Bill to give effect to the Tasmanian Planning Scheme.

Methodology

The methodology for drafting the State Planning Provisions is based on a review of the Launceston Interim Planning Scheme (LIPS) model, including *Planning Directive No. 4.1 Standards for residential development in the general residential zone* (PD4.1).

This has also encompassed analysis of the content of declared interim planning schemes in the Cradle Coast and Northern regions, and the declared and draft interim planning schemes in the Southern region.

The drafting has also taken into account the Government's election commitment to make the planning system fairer, faster, cheaper and simpler. In particular this is achieved through ensuring that permitted pathways are provided for use and development where possible, and clear criteria for assessing discretionary applications to remove doubt as to the method for compliance.

15.0 WORKS & SERVICES

Moved **Clr**

Seconded **Clr**

THAT the Works & Services Report be received.

11th June 2015 – 15th July 2015

Maintenance Grading

Wihareja Rd
Interlaken Rd
Bashan Rd

Shannon Rd
Pelham Rd
Victoria Valley

Monks St
Mark Tree Rd

Arthurs Lake
Thousand Acre Lane

Re-Sheeting

Interlaken Rd
Pelham Rd

Tunbridge Tier
Bluff Rd

Mark Tree Rd

Thousand Acre Lane

Potholing / shouldering

Interlaken Rd
Bothwell Township
Hamilton Plains Rd

Fourteen Mile Rd
Torhill Rd
Pelham Rd

Dawson Rd
Wiggs Rd
Laycock Drive

Nant Lane
Meadowbanks Rd

Culverts / Drainage:

Clean culverts and drainage Strickland Rd
Drainage Hollow Tree Rd
Clean culverts Mark Tree Rd

Clean culverts Victoria Valley Rd
Drainage Bothwell township
Drainage Hamilton township

Occupational Health and Safety

Monthly Toolbox Meetings
Monthly work place inspections completed
0hrs Long Service Leave taken
25.5hrs Annual Leave taken

Day to day JSA and daily pre start check lists completed
Playground inspections
166hrs Sick Leave taken

Bridges:

Completed bridge replacement on Boomer Rd with culverts

Refuse / recycling sites:

Cover Hamilton Tip twice weekly
Push up green waste Bothwell WTS

Removal of tyres from Bronte WTS
Bulky rubbish run

Other:

Clean up Mt Adelaide
Box out drive way at Bothwell
Pick up rubbish Woodsprings Rd
Peg our road for Derwent Bridge toilets
Guide posts Hollow Tree Rd
Install crossover in Bothwell
Install sign down at Pelham
Install no litter signs at Pelham and Hollow Tree Rd
Remove dangerous Tree Victoria Valley Rd
Repair taps Ellendale toilets
Clean up of vegetation at Wayatinah Park
Repair gate Ouse Park
Repair tennis court fence at Bothwell

Place table on slab at Golf Museum
Pick up rubbish at Arthurs Lake
Blackberry and willow removal and Croakers Alley
Mill and Fills Ellendale Rd
Holes on Hollow Tree Rd
Rip up short seal sections on Pelham Rd
Clean gardens at Ouse units
Install sign Hamilton Rec
Repair damage to coin boxes for showers at Hamilton toilets
Repair water breaks at Ellendale, Ouse and Hamilton
Repair Gates Bethune Park
Install horse sign Bluff Rd

Municipal Town Maintenance:

Collection of town rubbish twice weekly
 Collection of rubbish twice weekly
 General maintenance
 Town Drainage

Cleaning of gutters, drains and footpaths.
 Cleaning of toilets and public facilities
 Mowing of towns and parks
 Maintenance of parks, cemetery, recreation ground and Caravan Park.

Plant:

PM666 Cat loader (H) new door lock and teeth for bucket
 PM602 Mitsubishi grader (H) serviced
 PM759 Hilux (works manager) serviced
 PM740 Hino (H) serviced
 PM687 Western Star Truck (B) serviced
 Toro mowers solid fill wheels

PM720 Dog trailer (H) rotate tyres
 PM733 Komatsu grader (H) serviced
 PM750 Ranger (H) serviced
 PM726 John Deere Tractor and slasher new tyre
 PM620 Dog trailer (H) new tail gate ram and air valves

Private Works:

Peter Brazendale trucks and gravel
 Irrigation Tas truck and float hire
 John Ramsey gravel
 Betty Branch concrete mix
 Andrew Jones truck and gravel

Anthony Archer backhoe hire
 Bob Marriot gravel
 John Marshal concrete mix
 Tony Blake truck and gravel
 Jason Branch mowing of block

Casuals

Toilets, rubbish and Hobart
 Hamilton general duties

Bothwell general duties
 Mowing and brush cutting

Program for next 4 weeks

Grading and Re-Sheeting of Municipal Roads
 Install soft fall and border Wayatinah park
 Start tender process for Capital works programs.

Patch work Hollow Tree Rd
 Kerb replacement Elizabeth St Bothwell

15.1 STATUS REPORT

- **328 - 20/4/2012**

Gorse at Christian Marsh, Responsible Officer: NRM

This item was asked to be placed on the Status Report at the March 2012 Meeting.

- **329 - 18/8/2012**

Platypus Walk, Responsible Officer: Works Manager
 Regular Maintenance

- **332 - 17/9/2013**

Blackberry Removal, Responsible Officer: Works Manager / NRM

Clr Bowden requested that this item be placed on the Status Report

16.0 ADMINISTRATION**16.1 NOTICE OF MOTION**

The following notice of motion for the July meeting was passed at the June meeting

Moved Clr **R L Cassidy**

Seconded Clr **L M Triffitt**

THAT Council investigate the costing of complete installation of the pool covering walls, ventilation, heating and ongoing running costs.

For Decision

16.2 NOTICE OF MOTION

The following notice of motion for the July meeting was passed at the June meeting

Moved Cllr E M McRae

Seconded Cllr R L Cassidy

THAT Council look at amending the Councillor Expenses Policy regarding attendance at the LGAT Annual Conference.

For Decision**Policy No 2015-36****Payment of Councillors Expenses & Provision of Facilities Policy**

Responsible Officers: General Manager

For Review By: General Manager

Due Date: 31/12/2017

Signed by:/...../.....
	Mayor	Date
/...../.....
	General Manager	Date

Adopted at Council Meeting: 19/05/2015

CONTENTS

Introduction

1. Travelling Expenses
2. Meal Allowance
3. Provision of Facilities
4. Insurance
5. Conferences & Seminars
6. Councillors Allowance
7. Communications
8. Child Minding
9. Claim for Expenses and Allowances

INTRODUCTION

This policy is prepared in accordance with, and to manage, the "general" provisions that are now in the Local Government Act 1993 and to comply with Schedule 5 (1).

It covers the payment of expenses incurred or to be incurred by, and the provision of facilities to the Mayor, Deputy Mayor and other Councillors in relation to discharging the function of civic office.

1. TRAVELLING EXPENSES

The Council to pay to or on behalf of Councillors an allowance towards necessary out-of-pocket expenses for conveyance in travelling to discharge the function as a Councillor in respect of the following:

- a) to and from the meetings of Council, or meeting of any committee of the Council.
 - b) upon inspections or business within the Council area.
 - c) upon business of the Council, outside the Council area.
 - d) to and from the Annual Conference of the Local Government Association of Tasmania, or to and from any meeting of any regional organisation committee to which Council sends a delegate.
 - e) to and from any seminar/conference with relevance to local government with prior approval from any two of the Mayor, Deputy Mayor and General Manager.
 - f) upon inspections for Council business as arranged by the General Manager.
- 1.2 The travelling allowance shall be paid at the rate applicable to Council employees as per the Local Government Award 2010, Section 15.2(i) Vehicle Allowance. As at 1 July 2014 this rate is 78.00 cents per kilometre.
- This allowance will be limited to 10,000 kilometres per annum for Councillors. In recognition of the extra travel requirements of the Mayor and Deputy Mayor, this limit is increased to 15,000 kilometres per year.
- 1.3 Clause 1.2 shall not apply to travel, either inside or outside of the Council, where alternative arrangements are made for travel.
- 1.4 A Councillor shall not claim travel or other expenses where the expense would otherwise have been incurred as a result of private business.
- 1.5 If car-pooling is available, no mileage will be paid.

2. MEAL ALLOWANCE

- 2.1 For attendance at meetings of Council, or meetings of any committee of Council, of a duration exceeding 3 hours, a meal will be provided.
- 2.2 For attendance upon inspections or upon business of Council either, inside or outside the Council area, out-of-pocket expenses for meals will be reimbursed upon presentation of a claim for payment.

3. PROVISION OF FACILITIES

- 3.1 Council will provide the Mayor, the Deputy Mayor and other Councillors, secretarial support in respect of typing and postage of correspondence in relation to discharging the function as a Councillor.
- 3.2 The Mayor, the Deputy Mayor and other Councillors will be permitted to use the office telephones for calls in discharging the functions as a Councillor.
- 3.3 The Mayor, the Deputy Mayor and other Councillors will be permitted access to Council facilities as required in the discharge of their function as a Councillor.
- 3.4 All above assistance provisions to be arranged through office management with due regard to staff convenience and workload.

4. INSURANCE

- 4.1 Council will provide an insurance cover for the Mayor, the Deputy Mayor and other Councillors against personal injury, whether fatal or not, arising out of or in the course of the carrying out by such Councillors of any business of the Council for the performance by such Councillors of any function in his/her capacity as a member of the Council.

5. CONFERENCES, SEMINARS AND SPECIAL FUNCTIONS

- 5.1 The Council to pay on behalf of Councillors, registration costs in respect of attendance at any seminar or conference, in compliance with a resolution of Council.
- 5.2 The council will pay accommodation expenses for the attendance of the Annual Conference of the Local Government Association of Tasmania for the Mayor, Deputy Mayor and their spouses/partners at the median rate as advised on the conference program in compliance with a resolution of Council.
- 5.3 Where Councillors desire to attend a daily session of the Annual Conference of the Local Government Association of Tasmania when it is held in Hobart, Council will pay, subject to a resolution of Council, the daily registration cost but any accommodation costs will be the responsibility of the Councillors themselves.

5.4 Special Functions

Where a special function is scheduled and attendance is desired by Councillors, those Councillors are to present details to the Mayor, Deputy Mayor or General Manager with two of the three authorized to approve Council payment of related expenses.

6. COUNCILLORS ALLOWANCE

- 6.1 The Council shall pay, in accordance with Section 340A of the Local Government Act 1993, an annual allowance payable monthly in arrears.

7. COMMUNICATIONS

- 7.1 The Mayor and Deputy Mayor to be paid \$70.00 per month towards his/her home phone and internet plan for carrying out his/her function of civic office.
- 7.2 All other Councillors will receive a flat rate of \$35.00 per month towards communication expenses in connection with carrying out their function of civic office.

- 7.3 If the Mayor has a dedicated fax line installed at his/her residence as a result of the office he/she holds, Council will pay the monthly rental and all calls directly attributed to Council business.
- 7.4 Council will pay the Mayor and Deputy Mayor's mobile phone cap plan (plan to be the most beneficial available to Council).
- 7.5 Council will pay reimbursement of STD calls made by the Mayor and Deputy Mayor in connection with carrying out the functions of Council upon receipt of itemised account.
- 7.6 Message Bank – 75% of accounts be paid to the Mayor and Deputy Mayor.
- 7.7 Council will provide an iPad to Councillors to enable documents for meetings to be sent and viewed electronically. Council will pay the monthly plan. iPad are to be returned upon ceasing to be a Councillor.

8. CHILD MINDING

- 8.1 Council will reimburse a Councillor for necessary, reasonable expenses incurred in carrying out the duties of office in relation to care of any child of the Councillor, including:
- Attendance at Council and Council Committee meetings.
 - To attend meetings arising as a result of a Councillor being appointed by Council to an internal or external body or committee except where the body or committee reimburses relevant child care expenses incurred by the Councillor.
 - Upon inspections or business within the Council area, provided such inspections or business are undertaken in compliance with resolutions of the Council.
 - To attend to business of the Council, outside the Council area, in compliance with a resolution of Council.
 - Attend any seminar/conference in compliance with a resolution or policy of Council.
 - Upon inspections or business as arranged by the General Manager or Departmental Managers.
 - Claims will be paid upon presentation of a receipt from a licensed child care provider as well as evidence of entitlement or non-entitlement to the Commonwealth

Government Child Care Benefit Scheme. Any entitlement is to be off-set against the hourly rate charged by the registered Child Care provider.

- At the General Manager's discretion, child care may be paid at an hourly rate of \$20.00 when no licensed provider is available (evenings for example).
- All claims must detail the date and time care was provided and the business of council it related to.
- Council will not reimburse any claims that are more than 3 months old.
- Childcare expenses will, unless there are exceptional circumstances, be paid in arrears.
- Claims for reimbursement of childcare expenses are to be submitted on the Child Care Minding Reimbursement Claim Form available from the P Drive (common drive) under Forms.

9. CLAIM FOR EXPENSES AND ALLOWANCES

- 9.1 Claims for reimbursement of out-of-pocket expenses incurred in accordance with this policy shall be made to the General Manager no later than one (1) month after the claim has been incurred.
- 9.2 Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses or any part is eligible under this policy, or the claim is unreasonable or does not serve the interests of Council, he or she shall refer the matter to the Mayor or Deputy Mayor for decision and policy guidance.

16.3 REQUEST FOR DONATION

Council received a request for a donation from the New Norfolk Scout Group to go towards assisting the New Norfolk Scouts to attend the Australian jamboree in NSW from 3 – 13 January, 2016. The New Norfolk Scout Group has scouts from both Derwent Valley and the Central Highlands districts. The request was considered at the June Council meeting but was deferred until details of the number of Central Highlands children who are members of the New Norfolk Scout Group were known.

Three children from one family are members of the New Norfolk Scout Group.

For Decision



Agenda - June

Be Prepared...
for new adventure!

New Norfolk Scout Group
C/- 396 Back River Road
Magra
Tasmania, 7140

9th May, 2015

Dear Mrs Flint,

I am writing on behalf of the New Norfolk Scout Group to ask for a donation to go towards assisting New Norfolk Scouts to attend the Australian Jamboree in Cataract Park, NSW in 2016. We have 8 Scouts attending the Jamboree that require financial assistance.

The New Norfolk Scout Group has Scouts from all over the Derwent Valley and also from the Central Highlands District.

A Jamboree is an international term used to describe a large gathering of Scouts. Since 1920, World Scout Jamborees have been held almost every four years except during the Second World War. The first Australian Jamboree was in 1934 at Frankston, Victoria, and has been held every three to four years since.

The Jamboree is the biggest and best event in Australian Scouting. Scouts will join with 12,000 others at Cataract Park for 2 weeks of fun, fantastic adventure and friendship.

The Jamboree starts on 3rd January, 2016 and finishes on Wednesday, 13th January. Most of the activities are held on site, such as Abseiling, BMX Bike Riding, High Ropes Course, Circus Skills, Obstacle Course, and Outdoor Challenges. There is also a range of off-site activities ranging from Tours of Sydney, Theme Park Tour, Water Activities, and much, much more.

The benefit and experience for the 10,000 Scouts who attend Jamborees will be with them forever and will have a profound impact on their development. Is it leadership, independence, resourcefulness or survival? Or perhaps it's a combination of all these qualities plus many more, like social interaction, care, respect and appreciation of others? There's no right answer. In reports from Scouts who have attended a Jamboree, the boys and girls tell stories of pushing themselves out of their comfort zone – testing their limits – doing things they would never normally do.

Obviously it's the overall Scouting method; however, attending a Jamboree is a pivotal experience in a young Scout's development because it provides the right learning environment at the right time in their lives. Working in Patrols, learning by doing and living by the Scout Law over a sustained period are the essential ingredients for a life changing experience.

Yours in Scouting

Jo-anne Pursell
Scout Leader
New Norfolk Scout Group

16.4 ANGLICAN WOMENS' FELLOWSHIP – ST MICHAEL AND ALL ANGELS CHURCH, BOTHWELL

An application for a \$500 maintenance grant has been received from the Anglican Womens' Fellowship to ensure that the Jocelyn Organ (heritage listed) is tuned, inspected and checked for minor repairs. Mr Robert Heatley, Australian Pipe Organ Co of Melbourne will visit once a year to undertake this work. Council has made an allowance in the 2015/2016 budget for a donation of \$500 for each of the ten churches in the municipality to undertake maintenance.

Recommendation:

Moved **Clr**

Seconded **Clr**

THAT Council provide a \$500 grant to the Anglican Womens' Fellowship – St Michael and All Angels Church to enable the Jocelyn Organ to be tuned, inspected and checked for minor defects.

**Anglican Womens' Fellowship
St Michael & All Angels' Church – Bothwell**

C/- Unit 2/21 Lucinda Pde
LUTANA 7009
22/06/2015

To: General Manager & Councillors
Central Highlands Council
Tarleton St
HAMILTON 7120

Dear Lyn

Subject: Application for \$500.00 Maintenance Grant - CHC

During the past year, members of the above group have continued to care for and undertake continuing maintenance projects at the Anglican Church building in Bothwell.

We are now focusing our attention on the Jocelyn Organ (heritage listed instrument), and have been made aware of the need to ensure that tuning, inspection and any minor repairs are attended to on a regular schedule. AWF now has an arrangement with Mr Robert Heatley, Australian Pipe Organ Co. of Melbourne, to visit Bothwell at least once each year for this purpose, and would like to use this Maintenance Grant to ensure this can be an ongoing schedule.

The public Concert performed in Bothwell by the world renowned Organist, Thomas Heywood, was a great success and really showcased this valuable instrument to all in attendance, including the many visitors who came to Bothwell for this event.

To assist with these maintenance costs, can you please submit an application on our behalf for the \$500.00 Annual Maintenance Grant that the Central Highlands Council has generously approved for churches in this Municipality.

This very generous offer by CHC is greatly appreciated by all who have involvement with maintenance and upkeep of the church buildings and contents.

Kind regards

Gwen Hardstaff
(AWF Secretary)

16.5 CODE OF CONDUCT (ELECTED MEMBERS) POLICY

Council is to review its Code of Conduct Policy within 12 months of a Council election. The attached policy is the updated template provided by the Local Government Association. The Code of Conduct Bill is not expected to be enacted until next year, and will provide a regulated code.

Recommendation:

Moved **Clr**

Seconded **Clr**

THAT Council adopt Policy No 2015-38 Code of Conduct (Elected members) Policy.



Draft Policy No 2015-38

Code of Conduct (Elected Members) Policy

Responsible Officers: General Manager & Manager Finance & Administration

For Review By: General Manager & Manager Finance & Administration

Due Date: 30/10/2018

Signed by:

Mayor

...../...../.....
Date

.....
General Manager

...../...../.....
Date

Adopted at Council Meeting:





*Draft Rev.
adoption
July 2015*

POLICY NO /15

CENTRAL HIGHLANDS COUNCIL

CODE OF CONDUCT

Signed
Mayor

Signed.....
General Manager

Adopted:

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Introduction¹

This Code of Conduct sets out the manner in which Central Highlands Council expects those elected to Council to behave in respect to all aspects of their role.

It provides guidance to the Mayor, Deputy Mayor and councillors to assist them in carrying out their duties in an appropriate manner as well as information to the community on how they can expect their local government representatives to behave.

In developing this Code of Conduct, the Council has been mindful of the statutory requirements related to Codes of Conduct in the *Local Government Act 1993* and the *Local Government (General) Regulations 2005* and also recognise that the standards in this Code of Conduct are in addition to the requirements of the *Local Government Act 1993* and related legislation.

We understand that as councillors, we are in a position of trust and that collectively we are responsible for decisions which impact on all in our community.

Legislation

Section 28E of the *Local Government Act 1993* currently requires the following:

- 1) A council must adopt a code relating to the conduct of councillors by 1 July 2006
- 2) A code of conduct must –
 - a) Be consistent with this Act; and
 - b) Address any prescribed matters; and
 - c) Be reviewed within 12 months after an ordinary election
- 3) The general manager is to make a copy of the council's code of conduct and any amendments to the code available –
 - a) For public inspection at the public office during ordinary office hours; and
 - b) For purchase at a reasonable charge; and
 - c) On its internet site free of charge.
- 4) A councillor is to comply with the provisions of the code of conduct in performing the functions and exercising the powers of a councillor.

Moreover, Regulation 22A of the *Local Government (General) Regulations 2005* prescribes that each council code of conduct must contain a number of elements. These are:

- a) Conflicts of interest
- b) The use of the office of councillor, mayor or deputy mayor
- c) The use of council resources
- d) The use of council information
- e) The giving and receiving of gifts and benefits
- f) Relationships with the community, other councillors and council employees
- g) The representation of the council

To see all the regulations prescribing how a complaint must be made and dealt with please go to www.thelaw.tas.gov.au.

¹ This document is based on the Model Code of Conduct Template produced by the Local Government Association of Tasmania April 2012.

Statement of Values

We the elected representatives of Central Highlands are committed to discharging our duties conscientiously and to the best of their ability. We will at all times endeavour to:

- Act with impartiality, taking into account all the information available and making decisions solely on merit;
- Treat all people with respect;
- Act honestly, declaring our interests, following policies and processes and exercising powers strictly for the purpose intended;
- Be accountable for our decisions, making clear our reasons, keeping proper records and showing discipline and responsibility;
- Show leadership through demonstrating the behaviour we expect of others and ourselves; and
- Act in the best interests of the entire municipal area and the community, balancing the interests of all stakeholders.

Standards of Conduct

Eight standards of Conduct have been identified. These are:

1. Objective Decision-Making

Councillors must ensure that they bring an impartial and unprejudiced mind to all matters being decided upon in the course of council duties.

This does not mean that councillors are automatically disqualified purely for having held a public view on a matter which is the subject of a council decision. In a case involving a Tasmanian council, the court found that "*expressing such views is part of the electoral process*"² provided that expressing an opinion does not go as far as indicating a decision has been made.

Hobart City Council has received legal advice that Aldermen are entitled to participate in discussions with developers and interested third parties after a development application is lodged and to attend private and public meetings and briefings in relation to an application that will be determined by the Council as a planning authority under the *Land Use Planning and Approvals Act 1993* provided Aldermen keep an open mind and act fairly and impartially.

Elected representatives should adhere to council policy and legal advice in relation to expressing personal versus council views.

2. Conflict of Interest

Councillors must ensure that, when carrying out their public duty, they are not wrongfully influenced by other external interests that they have, or duties that they owe. They must therefore, in all such dealings, put the interests of their community first. The onus is on

² R v West Coast Council, ex parte Strahan Motor Inn [1995] TASSC 47 (at paragraph 30)

Councillors to identify a conflict of interest, whether perceived or real, and take appropriate action to resolve the conflict in favour of their public duty.

3. Proper Use of Office

Councillors must not improperly use their position to gain an advantage or confer a disadvantage for themselves or anyone else. They must not conduct themselves in a way which could bring the Council or the position of councillor into disrepute.

4. Proper Use of Resources

Councillors must ensure that neither they nor others associated with them wrongfully benefit at the expense of the Council and its people, and thus are required to use Council property and resources strictly for the purposes of performing their role.

5. Proper Use of Information

Councillors must not disclose, without consent, confidential information or other information which they have acquired as a result of their office with Council. Further, they must actively protect all confidential and other information of Council which comes into their possession or knowledge.

6. Gifts and Benefits

Councillors hold positions of trust within the community. Councillors must exercise their powers and carry out their duties without being influenced by personal gifts or benefits which they might otherwise enjoy.

7. Relationships with the community, councillors and council staff.

Councillors must be familiar with, and adhere to, laws relating to treatment of people (e.g. antidiscrimination laws) and must treat people with courtesy, fairness, dignity and respect.

8. Representation of the Council

Councillors must ensure that when representing the Council they only do so within the ambit of their authority. Furthermore, councillors must make clear when a personal opinion, as opposed to a Council policy or decision, is being discussed.

In developing these standards the Council has given consideration to the legislative requirements of a Code of Conduct and the values we wish to support.

Further detail on each of the standards, and examples of breaches of the Code of Conduct in relation to these standards is provided in subsequent sections.

Application of the Code of Conduct

This Code of Conduct applies to a councillor whenever he or she:

- conducts council business, whether at or outside a meeting;
- conducts the business of his or her office - that may be mayor, deputy mayor or councillor; or
- acts as a representative of the Council.

A complaint for the failure to comply with the provisions of the Code of Conduct may be made where the Councillor fails to meet the standard of conduct specified in the Code.

Councillors should only invoke the provisions of this Code in good faith, where it is perceived that another Councillor has not complied with its provisions or intent. Councillors should in all cases attempt to resolve matters of disagreement with one another in the first instance and not immediately resort to a formal complaint.

For information on how to make a complaint, please see the fact sheet or download a complaint sheet from www.centralhighlands.tas.gov.au

Standard of Conduct 1 – Objective decision-making

Expectations of Councillors

Councillors must ensure that:

- a) In all of their dealings related to their Council duties, including in making decisions, they strive to do so free of any bias or pre-judgement;
- b) They make decisions solely on merit and in accordance with their statutory obligations when carrying out public business, including the awarding of contracts or recommending individuals for rewards or benefits; and
- c) In making decisions they must:
 - inform themselves as much as possible;
 - take all relevant facts known to them, or that they should be reasonably aware of, into consideration; and
 - have regard to the particular merits of each case independent of any personalities involved.

Supporting Examples

- 1) If a councillor makes a public pronouncement about support of, or opposition to, an application prior to a decision of Council or suggests prior to a forthcoming Council or Council Committee meeting that they have already come to a decision, it is likely to give members of the public the view that the Councillor has already pre-judged the matter before a decision is made (whether that view is right or wrong does not matter).

- 2) Councillors ought not sign a public petition to Council or be party to a legal claim against Council which demonstrates that in their capacity to influence a decision of Council, they will be likely to bring a partial and/ or prejudiced view.

Standard of Conduct 2 – Conflict of Interest

Expectations of Councillors

- a) Councillors must exercise reasonable judgement to decide if circumstances have arisen that may place them in a potential or actual conflict of interest situation;
- b) Councillors must seek to remove themselves from positions of conflict of interest as far as reasonably possible and so should resolve in favour of the responsibilities of their public office, all conflicts between their Council duties and responsibilities and any other private or personal (including business) duties or interests they have elsewhere, including clubs, memberships and affiliations;
- c) Councillors must adhere to principles of transparency and honesty and therefore always declare actual or potential conflicts of interest at any meeting of Council and at any working group or meeting of an outside body to which they are appointed or nominated by the Council. Moreover, they must abide by the rules, policies and law to adequately and appropriately deal with any conflicts;
- d) Councillors must act in good faith and exercise reasonable judgement, to determine whether the actual or potential conflict of interest is so material that it demands one or more of the following actions in addition to the expectations set out in paragraphs (a) – (c) above, namely that:
 - Councillors state their views on the matter for discussion or decision but abstain from participating in any Council decision on the relevant matter; or
 - Councillors remove themselves physically from any Council discussion and remain out of the room during the decision on the relevant matter.
- e) If in doubt as to whether circumstances might amount or lead to an actual or potential conflict of interest, the Councillor must contact the General Manager to help resolve the course of action.

Supporting Examples

As a key question, when councillors are asking themselves whether they have a conflict of interest, they should ask themselves whether they are, or may be, wrongfully influenced by other external interests they have, or duties they owe, in making the relevant Council decision.

As examples only, councillors should consider this question in the following contexts:

- 1) If a councillor is involved in the selection of a contractor or supplier of goods or services to the Council, it would be an unacceptable conflict of interest to place a contract with a family member or business contact without declaring the connection. Councillors should then either remove themselves from the process for selection, or if they are required to continue in the process, then strictly follow the applicable Council tendering or other relevant procedures for the selection of a contractor.
- 2) If a decision is before Council in which the Councillor has a personal (non-pecuniary) interest because it will assist a not-for-profit organisation of which the Councillor, or a family member, are a member, then it is required that the Councillor clearly declares the nature of their interest. It is unlikely, however, to be so material that it excludes the Councillor from discussion or decision.
- 3) It becomes even less likely that a councillor will have a conflict of interest the longer it has been since they had a formal involvement with an organisation which may cause conflict.

Note

Where a councillor has a direct or indirect financial interest (pecuniary interest), there are specific provisions in the Local Government Act which must be complied with. Complaints related to pecuniary interest matters should be made to the Director of Local Government and cannot be considered by a Code of Conduct Panel.

Standards of Conduct 3 – Proper use of Office

Expectations of Councillors

Councillors must ensure that:

- a) They do not take advantage (nor seek to take advantage) of their position or status to improperly influence others in the performance of their duties or functions, in order to gain an undue, improper, unauthorised or unfair benefit or detriment for themselves or any other person;
- b) In their personal dealings with the Council (e.g. as a ratepayer, recipient of a Council service or applicant for consent granted by Council), they do not expect nor request, expressly or implied, preferential treatment for themselves or any other person or body; and
- c) To act in a manner so as to not bring elected or Council officers into disrepute.

Supporting Examples

- 1) If a councillor wishes to transact business with the council in a private capacity, they should make clear the capacity in which they are speaking to staff and must not apply implicit or implied influence as a councillor to obtain preferential treatment for themselves or their family.
- 2) A councillor should not use the code of conduct for political purposes,

Standard of Conduct 4 – Proper use of resources

Expectations of Councillors

Councillors must ensure that:

- a) They use Council resources ethically, effectively, efficiently and carefully in the course of public duties;
- b) They do not use Council resources for private purposes except strictly as permitted by the Council for reasonable and limited personal use and, where required as part of such permission, proper payment for the use is made;
- c) They do not convert any property of the Council to their own use unless properly authorised;
- d) They use Council property appropriately, including intellectual property, official services and facilities and do not permit their misuse by any other person or body;
- e) They avoid any action or situation which could create the impression that Council property, official services or public facilities are being improperly used for their own or any other person's or bodies' private benefit; and

- f) Comply with Council's policies and procedures in relation to use of communications devices

Supporting examples

- 1) If the Council provides a Councillor with computer equipment for undertaking public duties, then they should not use that equipment for private work or outside the Council, except strictly in accordance with personal use guidelines or as otherwise expressly permitted by the Council.
- 2) The interest of a Councillor in their re-election is considered to be a personal interest and as a result the reimbursement of travel expenses incurred on election matters is not appropriate. Similarly, council equipment should not be used in a re-election campaign.

Standard of Conduct 5 – Proper use of information

Expectations of Councillors

Councillors must ensure that they:

- a) Protect confidential information in their possession or knowledge;
- b) Only access information needed for them to perform their role;
- c) Do not use confidential information for any non-official purpose;
- d) Only release confidential information if they have authority to do so;
- e) Only use confidential information for the purpose it is intended to be used;
- f) Only release other information in accordance with established Council policies and procedures; and in compliance with relevant legislation/ laws;
- g) Do not use Council information for personal purposes;
- h) Do not disclose any information discussed during a confidential session of a Council meeting;
- i) Actively protect all commercially sensitive and other confidential information of Council; and
- j) Comply with Council's policies and procedures relating to use of social media and communications.

Supporting examples

- 1) If a Councillor receives information about an organisation through a closed Council Meeting (agendas, papers, discussion) then they must not disclose any part of that information to persons outside Council.
- 2) Information used for public duties should not be copied or taken away from the workplace except strictly as necessary for Council purposes and in accordance with any relevant guidelines laid down within Council.

Standard of Conduct 6 – Gifts and benefits

Expectations of Councillors

Councillors must ensure as part of their duties, they:

- a) Never accept an offer of money, regardless of the amount;

- b) Do not accept gifts and benefits, other than token gifts, without ensuring it is disclosed and recorded in the Gifts Register in keeping with Council policies and procedures; and
- c) Strive to avoid situations in which the appearance may be created that any person or body, through the provision of hospitality or benefits of any kind, is securing (or attempting to secure) a favour from you or the Council.

Refer to Council's Acceptance of Gifts and Benefits Policy

Supporting example

- 1) If a Councillor is involved in the allocation of tenders for any work supplied to the Council, they must not accept any benefits from the tenderer as this may be expected or perceived to influence the decision making process.
- 2) If a Councillor is provided with tickets to the theatre or any form of corporate entertaining, then it should be declared in the Council Gift Register in keeping with associated policies.
- 3) Token gifts can be defined as table favours, mementoes, remembrances or other tokens bestowed at an official function and other gifts received as souvenirs, marks of courtesy or of a seasonal that have a minor value (eg. books, diaries, ties and scarves, pens, pins and badges, etc) and do not give rise to or create the appearance of a conflict of interest.

Standard of Conduct 7 – Relationships with the community, councillors and council staff.

Expectations of Councillors

Councillors must ensure that:

- a) Where appropriate, make sure stakeholders have an opportunity to be heard about decisions that affect them;
- b) They do not make allegations to or about other Councillors or members of the public which are defamatory, slanderous, derogatory or discriminatory;
- c) They behave in a manner that is free from discrimination, bullying or harassment;
- d) Comply with Council's policies and procedures relating to appropriate workplace behaviour including but not limited to discrimination, bullying and harassment;
- e) They listen to and respect each other's views in Council and committee meetings and any other proceedings of the Council, and make certain that issues, not personalities, are the focus of debate;
- f) They refrain from directing council staff, other than giving appropriate direction to the General Manager in the performance of the Council's functions by way of Council or committee resolution, or by the Mayor exercising his or her functions under Section 27(1(ba)) of the *Local Government Act*;
- g) They refrain from, in any public or private forum, directing or influencing, or attempting to direct or influence, any other member of the staff of the Council or a delegate of the Council, in the exercise of the functions of the member or delegate; and
- h) They refrain from contacting an employee of the Council unless in accordance with procedures governing the interaction of Councillors and Council employees that have been authorised by the General Manager.

Supporting examples

- 1) Councillors should show respect to all other Councillors, even if they hold different views and not try to change a view through intimidation or bullying.
- 2) Councillors should respect the impartiality and integrity of Council staff and behave towards them in a way that engenders mutual respect.
- 3) Councillors should treat all employees with courtesy and respect and observe any guidelines that the General Manager puts in place regarding contact with employees.
- 4) Councillors must not victimise another councillor for having made a complaint.
- 5) Councillors must not verbally attack another Councillor personally, only their views should be challenged in a rational and dignified manner.
- 6) When referring to other Councillors in a public forum, including electronic forms of communication, Councillors should be conscious of how their comments will be perceived. Councillors should ask themselves what a reasonable observer would think.

Standard of Conduct 8 – Representation of the Council

Expectations of Councillors

Councillors must ensure that:

- a) When giving information to the community, they accurately represent the policies and decisions of the Council;
- b) They do not speak on behalf of the Council unless they have been specifically authorised or delegated by the Mayor;
- c) They clearly indicate when they are putting forward personal views;
- d) They do not knowingly misrepresent information they have obtained in the course of their duties; and
- e) When representing Council on external bodies, they make efforts to clearly understand the basis of the appointment and be aware of the ethical and legal responsibilities attached to such appointment.

Supporting example

The Mayor is spokesperson of Council. This does not mean that councillors cannot express a particular view, however, Councillors must report on Council's policies and decisions accurately and clearly distinguish between their personal views and the official position of the Council.

Adoption of the Code of Conduct

This Code of Conduct was adopted by the Council on (insert date) and is due for review by Council within 12 months of the next Council ordinary election which is due to be held in October 2018

Date of Approval	
Source of Approval	Council Resolution No.:
Date of Commencement	
Source of Authority	S28E Local Government Act 1993 and R. 22A Local Government (General) Regulations 2005
Legislative Reference	S28E Local Government Act 1993 and R. 22A Local Government (General) Regulations 2005
Strategic Plan Reference	
Date of Review	
Previous Policies Withdrawn or Amended	This policy supersedes all other policies and Council resolutions in relation to policy and/or guidance with respect to the Code of Conduct for Councillors pursuant to the <i>Local Government Act 1993</i> .
Department Responsible for Implementation	
Department Responsible for Policy	
Publication of Policy	Members of the public may inspect this Code of Conduct at the Council offices, 6 Tarleton Street, Hamilton. Copies can be obtained free of charge. Alternatively, it can be accessed on Council's website www.centralhighlands.tas.gov.au

Appendix 1.

Code of Conduct (Elected Members) Policy

General Information about making a code of conduct complaint

How to make a complaint

Any person may make a complaint if he or she believes a Councillor or Alderman has breached their Council's Code of Conduct. Code of Conduct complaints must be submitted in writing to the Mayor (or Deputy Mayor if the complaint relates to the Mayor), and may use the 'Code of Conduct Complaint Form', which is designed to make it easier to make a complaint. Your complaint must provide details of the alleged failure to comply with the Code of Conduct; i.e., you should detail those sections of the Code of Conduct which you allege have been breached. The complaint must identify the respondent councillor (the person who is alleged to have breached the Code of Conduct) and the complainant (the person or persons laying the complaint). It must be lodged within 90 days of the alleged failure and be accompanied by the prescribed fee. The complainant must also provide contact details so that correspondence about the matter can be provided.

Will my complaint be confidential?

Yes. Under Section 22T of the *Local Government (General) Regulations 2005* the Mayor/Deputy Mayor or a member of the Code of Conduct Panel or Standards Panel must not disclose the identity of a complainant or a respondent councillor or any information relating to the complaint until a determination has been made and time for lodging an appeal has expired.

What happens after a complaint is lodged?

Council will acknowledge receipt of your complaint either verbally or in writing, and let you know as soon as possible if your complaint is accepted for further investigation. A Code of Conduct Panel may reject a complaint if:

- The complaint discloses that an offence or a crime may have been committed;
- The complaint is frivolous or vexatious; or
- The complaint does not relate to a failure to comply with a provision of the Code of Conduct.

Complaints are heard by the local Code of Conduct Panel within 90 days of the complaint being referred to the panel, unless both parties agree to mediation, or the matter is referred to the Local Government Association of Tasmania's Standards Panel.

Complaints may be referred to the Local Government Association's Standards Panel on request of the respondent Councillor, or if the local Code of Conduct Panel does not have the expertise to hear and determine the complaint. If the complaint is referred to the Standards Panel, the parties will be notified in writing. The complaint will be heard within 90 days of being referred to the Standards panel, unless both parties agree to mediation.

Your complaint will be upheld or dismissed by the relevant panel, with sanctions imposed if the complaint is upheld. Sanctions include a caution, a reprimand, an apology, or counselling/training. The Panel will provide a report to the Mayor (or Deputy Mayor), the respondent councillor and yourself. A summary report is also required to be tabled at the next available open meeting of council. Matters heard by the Code of Conduct Panel may also be appealed to the Standards Panel by either party. Matters heard by the Standards Panel may be appealed to the Supreme Court.

Appendix 2.

Code of conduct complaint form

INTRODUCTION

This form is designed to help you comply with the Local Government regulations in relation to making a Code of Conduct complaint. It is not compulsory that it accompany a complaint. It is suggested that this form is read in conjunction with the 'General information about making a complaint' fact sheet.

INSTRUCTIONS

If completing this form by hand, please use black or blue pen and print clearly. Send your completed form to the General Manager of the Council with the prescribed fee. If you require assistance completing this form please contact the Council to make arrangements.

CONTACT DETAILS (of person making the complaint)

Name:

Telephone (mobile):

Address (Residential):

Telephone (work):

Address (Postal):

Telephone (home):

SUMMARY OF COMPLAINT

Name of the Councillor who you believe has breached the Code of Conduct:

Provisions of the Code of Conduct that you believe have been breached:

Date(s) of incident(s):

Location(s) of incident(s):

DETAILS OF THE COMPLAINT (further information may be attached)

WITNESSES (include anyone with knowledge of what happened and is willing to provide a statement)

HAVE YOU PREVIOUSLY MADE A COMPLAINT ABOUT THIS MATTER?

YES ☐ NO ☐

If yes, when did you make the complaint?

DESIRED OUTCOME OF COMPLAINT

Please explain what you would like to happen as a result of lodging this complaint:

PLEASE SIGN AND DATE

SIGNATURE:

Date:

***Please remember to attach the prescribed fee**

16.6 GIFTS AND BENEFITS POLICY

As per the June Minutes, Council's Gifts and Benefits Policy has been updated as per the Local Government of Tasmania's template.

Recommendation:

Moved **Clr**

Seconded **Clr**

THAT Council adopt Policy No 2015 - Gifts and Benefits Policy



Draft Policy No 2015-40

Gifts and Benefits Policy

Responsible Officers: General Manager & Manager Finance & Administration

For Review By: General Manager & Manager Finance & Administration

Due Date: 30/10/2017

Signed by:

.....
Mayor

.....
Date

.....
General Manager

.....
Date

Adopted at Council Meeting:

[Signature]

PURPOSE

The purpose of this policy is to:

- Outline the obligations and responsibilities of Council's officials when dealing with offers of gifts or benefits.
- Assist Council officials make appropriate judgements in relation to gifts and benefits and therefore avoid being placed in a situation where they may become vulnerable to undue influence or threaten community confidence in the fairness, impartiality and integrity of the Council.
- Council officials are defined as Mayors, Councilors, Council staff (including staff engaged through an employment agency), Council committee members, volunteers and contractors.

SCOPE

The policy applies to all gifts and benefits offered to or received by all Council officials in their role as officers of the Council.

LEGISLATION

The particular legislation relevant to this policy is the Tasmanian *Local Government Act 1993*. Section 339A specifies penalties in relation to the misuse of office by councilors and employees; section 28E deals with the Code of Conduct for councilors and section 62 identifies the functions and powers of the general manager.

This policy should be read in conjunction with any other relevant State and Federal legislation.

APPLICATION

In a private context gifts and benefits are usually unsolicited and meant to convey a feeling on behalf of the giver such as gratitude. There is ordinarily no expectation of repayment. Gifts given in a private context are not the focus of this policy.

Gifts and benefits may also be offered to individuals in the course of business relationships. Such gifts and benefits are often given for commercial purposes and serve to create a feeling of obligation in the receiver. Gifts and benefits given in the course of business relationships is the focus of this policy.

The policy is to be applied in conjunction with provisions in the Councils Codes of Conduct and other relevant Council policies and procedures.

These policies and procedures include, but are not limited to:

- 2013-03 Fraud Control Policy.
- 2014-22 Customer Service Charter.
- 2015-38 Code of Conduct (Elected Members) Policy.
- 2015-39 Conduct of Conduct (Employees) Policy.

POLICY STATEMENT

1. General

Council officials at all times and in all circumstances must be seen to be fair, impartial and unbiased.

Council officials should actively discourage offers of gifts and benefits and must not solicit gifts or benefits.

Council officials must not take advantage of their official position to secure an unreasonable personal profit or advantage.

People doing business with the Council should be encouraged to understand that they do not need to give gifts or benefits to Council officials to get high quality service.

From time to time Council officials may be offered gifts or benefits. In some limited circumstances gifts and benefits may be accepted. Token gifts of nominal value may generally be received. Non – token gifts of significant value should not generally be accepted.

Council officials should at all times be aware of the wider situation in which an offer of a gift or benefit is being made. For example, Council officials should consider whether the donor is in or may be seeking to enter into a business relationship with Council or may be applying to Council in relation to the exercise of Councils functions.

Council officials must avoid situations that suggest that a person or body, through the provision of gifts or benefits is attempting to secure favourable treatment from Council.

When deciding whether to accept or decline a gift or benefit, consideration should be given to both the value of the gift or benefit and also the intent of the gift or benefit being offered.

2. Acceptable gifts and benefits

Gifts or benefits of a token nature at or below nominal value may generally be accepted by Council officials without disclosing details to the Manager Finance & Administration, General Manager or Mayor and without recording the details of the gift or benefit on the Gifts and Benefits Declaration Form or Register (attachment 1 and 2).

That said, Council officials who receive more than the specified number of token gifts of a nominal value from the same person or organisation, in a specified period must disclose that fact in the gifts and benefits register.

If a Council official has any doubt if a gift or benefit is token or of nominal value they should discuss it with the Manager Finance & Administration, General Manager or Mayor.

2.1.1. Token gifts and benefits

Gifts or benefits of a token nature do not create the appearance of a conflict of interest and include:

- Items with a company logo on them, ties, scarves, coasters, diaries, chocolates, flowers.

- Books given to individuals at functions, public occasions or in recognition of exceptional work done.
- Gifts of single bottles of reasonably priced alcohol given to individuals at functions, public occasions or in recognition of exceptional work done.
- Free or subsidised meals of a modest nature and/or beverages provided infrequently (and or reciprocally) that have been arranged for or in connection with the discussion of official business.
- Free meals of a modest nature and or beverages provided to Council officials who formally represent Council at work related events such as training, education sessions and workshops.
- Invitations to approved social functions organised by groups such as Council Committees and community organisations.

2.1.2. Nominal value

For the purpose of this policy the current nominal value limit is identified in section 11.

3. Non acceptable gifts and benefits

Accepting gifts of money is prohibited.

Council officials should generally not accept gifts or benefits that appear to be non-token in nature or more than of a nominal value.

If a gift or benefit of a non-token nature or above nominal value is offered and cannot reasonably be refused (as this action may cause embarrassment), the offer and receipt of the gift or benefit must be declared via completion of A Gifts and Benefits Declaration Form (at Attachment 1) and the details must be recorded on the Council Gift Register (at Attachment 2).

If a Council official refuses a gift or benefit because they believe that the gift was a deliberate attempt to receive “special treatment”, then such instances are to be reported to the Manager Finance and Administration, the General Manager or Mayor.

3.1.1. Non token gifts and benefits

Gifts or benefits of a non-token nature include:

- Free or discounted travel.
- Use of holiday homes.
- Tickets to major sporting events.
- Corporate hospitality at a corporate facility or sporting venue.
- Free training excursions.
- Access to confidential information.
- Discounted products for personal use.
- Goods and services provided via a determination in a Will.

At times a gift of a non-token nature may be given from one authority to another. Such gifts are often provided to a host authority. These gifts may be given as an expression of gratitude without obligation on the receiver to respond. The gratitude usually extends to the work of several people in the authority and therefore the gift is considered to be for the authority, not a particular individual.

3.1.2. Significant value

For the purpose of this policy a gift or benefit with significant value has a value above the specified nominal value limit.

4. Actual or perceived effect of the gift or benefit

Accepting gifts where a reasonable person could consider that there may be influence applied as a result of accepting the gift or benefit is prohibited. (gift of influence).

Where it is suspected that a gift or benefit has been offered for the purpose of influencing the behaviour of someone acting in their official capacity, the gift or benefit must be declined and the matter should be reported immediately to the Manager Finance & Administration, General Manager or Mayor.

5. Bribes

Council officials must not offer or seek a bribe. A person offered a bribe should refuse it and report the incident as soon as possible to the Manager Finance & Administration, General Manager or Mayor (in the case of Councilors). Council will take steps to report the matter to Police immediately.

Receiving a bribe is an offence under both the common law and Tasmanian Legislation.

6. Family members

Council officials must take all reasonable steps to ensure that immediate family members do not receive gifts or benefits of a non-token nature or gifts or benefits above the nominal value. Immediate family members include parents, spouses, children and siblings.

7. Records – Gifts and Benefits Registers

Council officials, who receive more than the specified number of token gifts or benefits near the nominal value limit from the same person or organisation, (cumulative gift) must disclose that fact on the Gifts and Benefits Declaration Form and Register (Attachment 1 and 2). The specified number is included in section 11.

If an official of the Council receives a non-token gift or benefit in circumstances where it cannot reasonably be refused or returned, the receipt of the gift or benefit should be disclosed and the details recorded on a Gifts and Benefits Declaration Form (at Attachment 1) and in the Gifts and Benefits Register (At attachment 2).

The Register will be available for public inspection.

The content of the Registers will be monitored by the Manager Finance & Administration, General Manager or Mayor on a regular basis (at least annually).

8. Disposal of gifts

The Manager Finance & Administration, General Manager or Mayor will determine whether a gift or benefit of a non-token nature should be disposed of.

There are options for the disposal of gifts that have been accepted because they could not reasonably be refused, but should not be retained by an individual. Examples of such circumstances where gifts or benefits may be received include:

- Gifts accepted for protocol or other reasons, where returning it would be inappropriate.
- Anonymous gifts (received through the mail or left without a return address)
- A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment.
- A gift or benefit of significant value provided to a Council official through a Will, where the relationship between the giver and recipient was essentially a council related business relationship.

Options for disposal include:

- Surrendering the gift to Council for retention.
- Distributing the gift or benefit amongst a selection of Council's officials - where a reasonable person would agree that the allocation was appropriate, (public perception).
- Donating the gift to an appropriate charity.

9. Breaches of Policy

All Council officials are obliged to comply with this policy and sanctions may be applied if the policy is breached.

Any person may report an alleged breach of this policy by an official of the Council to the General Manager or Mayor as appropriate who shall investigate any report received and take such action as is considered necessary.

If this policy has been breached, such action may include counselling, censure motions, disciplinary action (including termination of employment), the laying of charges and the taking of civil action.

10. Review process and endorsement

This policy, including the amounts and frequencies specified, may be varied by resolution of the Council. When varied, the amounts and frequencies that apply to the policy must be updated and included in section 11.

This policy should be reviewed as required, but at least every four years following the conduct of Local Government elections.

11. Detail of amounts and frequencies specified in the policy

For the purpose of this policy the current nominal value limit is (\$150.00).

Council officials who receive more than (three) nominal gifts of a token nature from the same person or organisation, in a six-month period must disclose that fact in the gifts and benefits register.

12. Definitions

Council official – Mayors, Councilors, Council staff (including staff engaged through an employment agency), Council Committee members, volunteers and contractors.

Gift – is usually a tangible item provided at no charge. Gifts may include, but are not limited to items such as cash, property (real or otherwise), goods and services made available at heavily discounted prices, alcohol, clothes, products, invitations to social functions and tickets to sporting, theatrical or music events.

Cumulative gift – a series of gifts of nominal value from the same person or organisation over a specified period which may have an aggregate value that is significant.

Gift of influence – a gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future.

Gift of gratitude – a gift offered to an individual or department in appreciation of performing specific tasks or for exemplary performance of duties. Gifts to staff who speak at official functions may be considered an example of gifts of gratitude.

Benefit – a non-tangible item which is believed to be of value to the receiver (i.e. preferential treatment such as queue jumping, access to confidential information and hospitality).

Hospitality – the provision of accommodation, meals, refreshments or other forms of entertainment.

Bribe – a gift or benefit given specifically for the purpose of winning favours or to influence the decision or behaviour of a Council official to benefit someone or something.

Cash – money or vouchers which are readily convertible.

Nominal value – is the monetary limit of the value of gifts or benefits that may be accepted (i.e. total value of gift or benefit received). A gift or benefit is of nominal value when it has no significant or lasting value.

Significant value – a gift or benefit that has a value above the nominal value limit.

Token - often mass produced (i.e. pens, calendars, ties or items with a company logo on them), offered in business situations to individuals. Usually have a value under the nominal value limit.

Non token – items that are of a more individual nature, with a value above the nominal value limit. Items may include, free or discounted travel; use of holiday homes; corporate hospitality at major sporting events; free training excursions; tickets to major events and access to confidential information.

Conflict of interest – any situation in which an individual or corporation (either private or government) is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.

Public perception – the perception of a fair-minded person in possession of the facts.

Gifts and Benefits Declaration Form – a form to be completed (Attachment 1), when an individual receives a gift or benefit of a non-token nature above the nominal limit or receives a series of token gifts or benefits in a specified time that may have significant aggregate value (Cumulative Gift).

Gifts and Benefits Register – a register maintained by Council of all declared gifts and benefits (Attachment 2).



Attachment 1

GIFTS AND BENEFITS DECLARATION FORM

Name.	
Department.	
Date gift offered .	
What is the gift?	
What is the dollar value (approximate) of the gift?	
Who is the gift from?	
Individual (provide name).	
Organisation (provide name).	
Where was the gift offered? (i.e. at a function, over the counter, through the mail, at a meeting.....)?	
Recipients relationship to the donor.	
Should the gift or benefit accepted or declined .	
If the gift was accepted, should it be retained by the employee or organisation?	
If the gift was retained by the organisation should it be disposed?	
Council Official's signature.	
Date.	
Responsible Officer (Supervisor, General Manager, Mayor) comments.	
Responsible Officer's name and signature.	
Office Use	
Date details recorded on Gifts and Benefits Register.	
Signature of Finance and Administration Officer who entered the details in the Gifts and Benefits Register.	



Attachment 2

GIFT AND BENEFITS REGISTER

This register shows reportable gifts and benefits that have been offered to and received by Council Officials for the financial year 2015-16.

The register includes instances where Council Officials have received more than the specified number of token gifts of a nominal value from the same person or organisation, in a specified period.

Date gift received	Description of gift or benefit	Value (\$)	Name of donor and organisation	Name of recipient	Reasons for accepting the gift	Disposal (Yes/No)	Name and signature of accountable officer



Reviewed by:

Manager Finance and Administration: /...../.....

General Manager: /...../.....

16.7 COMMUNITY GRANT APPLICATION – BOTHWELL DISTRICT HIGH SCHOOL

Bothwell District High School is seeking a community grant of \$1,000 to provide a student skills program. The Program objective is to subsidise the cost of TAFE chainsaw course for year 10 students. The BDHS states the project will benefit the community as it will give young people an accredited skill thus making them more employable.

For Decision

	CENTRAL HIGHLANDS COUNCIL COMMUNITY GRANTS PROGRAM APPLICATION FORM	Other Funded By:

Please ensure you have read and understand the Program Guidelines prior to completing this form.

1. APPLICATION & ORGANISATION DETAILS

Name of Project: *Student Skills Program*

Amount of Grant Requested: *\$1000*

Estimated Total Project Cost: *\$2000*

Applicant Organisation: *Bothwell District High School*

Contact Person's Name: *Roslyn McGinness / CHRISTINE TURNER*

Contact Details Address: *Patrick St, Bothwell, TAS 7030*

Phone: (Business hours) *03 62595518*

Mobile: *0407595738*

Fax: *62595610*

Email: *christine.turner@education.tas.gov.au*

Signature *[Signature]*

Name *CHRISTINE TURNER*

Position in Organisation *SBH*

Date *16/6/15*

What is the overall aim/purpose of the applying organisation?

Education / School

What is the membership of the organisation?

President

Secretary

Treasurer

Public Officer/s

2. ELIGIBILITY (see Community Grant Program Guidelines)**Is the organisation:**

- ☐ Representative of the interests of the Central Highlands Community
- ☒ Incorporated
- ☐ Not for Profit
- ☐ Unincorporated
- ☐ A Hall Committee

OR

- ☐ An individual community member

Have you previously received funding from the Central Highlands Council? (Please attached additional pages if required)

If yes;**Name of Project:****Date Grant received:****Amount of Grant:****3. PROJECT DETAILS**

Project Start Date: ongoing .

Project Completion Date: Dec 2015 .

Project Objectives: To subsidise cost of TAFE Chainsaw Course for our year 10 students .

4. COMMUNITY SUPPORT**What level of community support is there for this project?**

The community needs people with accredited skills to fill employment gaps.
Employers need employees with skills that meet WORK HEALTH & SAFETY ACT .

Does the project involve the community in the delivery of the project?

Yes any member of community are welcome to participate and obtain certificate for themselves at their cost.

How will the project benefit the community or provide a community resource?

The project will benefit the community as it will give our young people an accredited skill thus making them more employable.

5. COUNCIL SUPPORT

Are you requesting other Council support? E.g. parks, halls, telephones, fax, photocopying, computers, office accommodation, cleaning facilities, street closure.

If yes, please give details. NO

Are you requesting participation by Councillors or Council Staff?

If yes, please give details. NO

If your application is successful, how do you plan to acknowledge Council's contribution?

Via the school Newsletter.

6. FUTURE APPLICATIONS AND THE SUCCESS THIS PROJECT

Do you anticipate the organisation will apply for funding in future years?

Yes we do.

How will you monitor/evaluate the success of this project?

The success of the program will be monitored by what sort of employment our student undertake.

7. PROJECT BUDGET

Note: Amount from Council must not exceed half the project cost

Please provide a breakdown of the project expenditure and income:

Expenditure	Amount \$	Income	Amount \$
Capital		Guarantee	
Refurbishment		Government Grants	
Equipment		Trust/Foundations	
Premises		Donations from Business	
Vehicles		Special Funding	
Other:		Gifts in Kind	
Other:		Other:	
Subtotal		Other	
		Subtotal	
Revenue		Anticipated	
Salaries (including super)		Government Grants	
Short-term contract fees		Central Highlands Grant	
Running costs		Trust/Foundations	
Production of information PR materials		Donations from Businesses	
Training staff/volunteers		Special Fundraising	
Travel		Gifts in kind (details)	
Rent		Cash Reserves	
Reference materials		Other:	
Other:			
Subtotal		Subtotal	
TOTAL		TOTAL	

16.8 REQUEST FOR SPONSORSHIP

The Bothwell Licensed Anglers Association is seeking sponsorship for their Annual Dinner and Presentation Evening and the waiver of the cost of hall hire and P.A. use. Council has made an annual donation of \$200 towards this event since 2007 and also waived the hall and P.A. hire.

For Decision



BOTHWELL LICENSED ANGLERS CLUB
P.O. BOX 51, BOTHWELL 7030

PRESIDENT
 LEANNE DATLEN
 PH. 62 595 508

SECRETARY
 EMMA DATLEN
 PH. 0428 408 909

TREASURER
 DAVID DYSON
 PH. 62 595 699

The Central Highlands Council,
 Alexander Street,
 Bothwell 7030

To the General Manager,

On behalf of the Bothwell Licensed Anglers Association I am writing to ask if the Central Highlands Council would again like to be a sponsor for our Annual Dinner and Presentation Evening. This evening will be held on the 25th of July 2015 and we hope to have approximately 60 members, their families and official guests attending. On the evening of the dinner, our sponsors are mentioned when the prizes are presented, which also have tags with the sponsor's names on them. In the past we have been fortunate that the Mayor has been able to attend and present the Council's prizes. We also have a sponsorship list which goes to all our statewide members with our first newsletter.

We thank you for supporting our club last season and hope that you consider this again. Support such as yours makes our family orientated club and the presentation evening a success.

In the past the Council has also waived the cost of hall hire and P.A. use, this would also be appreciated if possible.

Yours sincerely,

L. Datlen

Leanne Datlen
 16th June 2015

CENTRAL HIGHLANDS COUNCIL COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please ensure you have read and understand the Program Guidelines prior to completing this form.

1. APPLICATION & ORGANISATION DETAILS

Name of Project: Bushwell Licensed Anglers Association Annual Dinner and Presentation Evening

Amount of Grant Requested: \$2000 for a Hall Hire

Estimated Total Project Cost: approx. \$3000.00 (including GST)

Applicant Organisation: Bushwell Licensed Anglers Association

Contact Person's Name: Leanne Dooten

Contact Details

Address: 100 Bushwell Rd, Bushwell TAS 7050

Phone: (Business hours) 04 941 505

Mobile: 0423 400 005 (Emma Dooten)

Fax:

Email:

Signature

Name Leanne Dooten

Position in Organisation President

Date 10/10/13

What is the overall aim/purpose of the applying organisation?

To promote the sport of fishing within a family orientated club to members and non-members of the community and beyond.

What is the membership of the organisation?

President Leanne Dooten

Secretary Emma Dooten

Treasurer David Dyson

Public Officer/s

2. ELIGIBILITY (see Community Grant Program Guidelines)**Is the organisation:**

- ☐ Representative of the interests of the Central Highlands Community
☐ Incorporated
☒ Not for Profit
☐ Unincorporated
☐ A Hall Committee

OR

- ☐ An individual community member

Have you previously received funding from the Central Highlands Council? (Please attached additional pages if required)

If yes;

Name of Project: Bentwood Licensed Anglers Association Annual Dinner and Presentation Evening 2014

Date Grant received: July 2014

Amount of Grant: \$200,000 + P.A. + Hall Hire.

3. PROJECT DETAILS

Project Start Date: Saturday 25th July 2015
(Set up Friday Night 24th July 2015)

Project Completion Date:
Saturday 25th July 2015

Project Objectives:

To stage an event where all members, their families and visiting official guests can congregate to dinner and celebrate the end of the fishing season with a dinner and presentation.

4. COMMUNITY SUPPORT**What level of community support is there for this project?**

We receive donations from Trophy Sponsors in kind support from the Council, Local caterers members and their families

Does the project involve the community in the delivery of the project?

Local caterers (Lions club)

How will the project benefit the community or provide a community resource?

It brings official guests, local and non-local members and their families to the Central Highlands.

5. COUNCIL SUPPORT

Are you requesting other Council support? E.g. parks, halls, telephones, fax, photocopying, computers, office accommodation, cleaning facilities, street closure.

If yes, please give details.

Hall hire

P.A. hire

Photocopying

Are you requesting participation by Councillors or Council Staff?

If yes, please give details.

Yes, the Mayor usually attends and a Councillor is our Patron.

If your application is successful, how do you plan to acknowledge Council's contribution?

The prizes bought with the Council's donation will have a tag with the Council named as sponsor. Sponsor lists are distributed on the night and with the Club's first newsletter. The Council is also thanked by the President at the beginning and end of the evening.

6. FUTURE APPLICATIONS AND THE SUCCESS THIS PROJECT

Do you anticipate the organisation will apply for funding in future years?

Unsure at this time.

How will you monitor/evaluate the success of this project?

Through local internet and our phone. We will always encourage customers to give feedback and return on the service and engagement of the company.

7. PROJECT BUDGET

Note: Amount from Council must not exceed half the project cost

Please provide a breakdown of the project expenditure and income:

Expenditure	Amount \$	Income	Amount \$
Capital		Guarantee	
Refurbishment		Government Grants	
Equipment		Trust/Foundations	
Premises	C.H.C. ?	Donations from Business	
Vehicles		Special Funding	
Other: (Table cloths ect)	Trophies/ Prizes Approx. \$1,500 - 2,000	Gifts in Kind	
Other:		Other:	
Subtotal	\$1,500 - 2,000 +	Other	
		Subtotal	
Revenue		Anticipated	
Salaries (including super)	Nil.	Government Grants	
Short-term contract fees	Nil	Central Highlands Grant	
Running costs		Trust/Foundations	
Production of information PR materials	Nil	Donations from Businesses	Approx \$645-
Training staff/volunteers	Nil	Special Fundraising	
Travel	Nil	Gifts in kind (details)	Approx \$1,000-- (Goods)
Rent	Nil.	Cash Reserves	
Reference materials		Other:	
Other:			
Subtotal		Subtotal	
TOTAL	Nil	TOTAL	\$1,645-

16.9 LOCAL GOVERNMENT AMENDMENT (CODE OF CONDUCT) BILL 2015 (SEPARATE ATTACHMENT)

Craig Farrell MLC is seeking comments on the attached Bill.

For Discussion

16.10 CONSERVATION COVENANTS IN THE CENTRAL HIGHLANDS MUNICIPALITY

Under the Nature Conservation Act 2002 there are 776 covenants registered on private land in Tasmania covering an area of 96,483 hectares. In the Central Highlands municipality there are 51 covenants covering a total of 20,764.4 hectares. Currently 16 of the 29 councils offer rebates (typically at \$5 per hectare with a minimum rebate of \$50 and a maximum rebate of \$500).

These Councils generally review their policy of their rebate scheme on a three year basis.

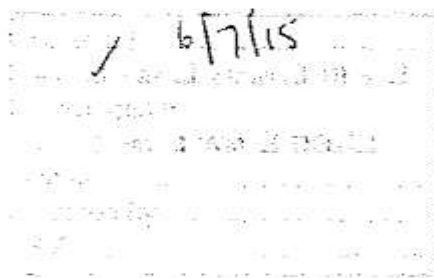
Council has considered this matter previously and not offered a rebate. If Council were to offer the same rebates, it would amount to \$18,490.00.

For Decision

Department of Primary Industries, Parks, Water & Environment
RESOURCE MANAGEMENT AND CONSERVATION



Ms Lyn Eyles
General Manager
Central Highlands Council



Private Land Conservation Program
Enquiries: Helen Crawford
Ph: 03 6165 4386
Email: Helen.Crawford@dpiawe.tas.gov.au

Dear Lyn

Re: Conservation Covenants in the Central Highlands Municipality

As at June 30th 2015, there were 776 conservation covenants registered on private land in Tasmania under the Nature Conservation Act 2002. They cover an area of 96,483 hectares. Most of these areas under covenant are perpetual in nature and contribute to the National Reserve System which protects significant natural values at the local, State and National level.

In the Central Highlands Municipality there are 51 of these covenants, covering a total of 20,764.4 hectares. The attached list documents these areas. The list is correct as at 30/06/2015. Conservation Covenants are a publicly accessible layer and can be viewed via the Department's web mapping application LISTmap via www.thelist.tas.gov.au. The relevant spatial data is available via <http://listdata.thelist.tas.gov.au/opendata> in the layer called LIST Private Reserves.

As you may be aware, rate rebates are provided to landowners of conservation covenants in sixteen of Tasmania's 29 Local Government Areas (typically at a rate of \$5 per hectare with a minimum rebate of \$50 and a maximum rebate of \$500). These councils generally review their policy on their rebate scheme on a three-year basis.

The rate rebate that these councils offer to landowners is a significant acknowledgement of the conservation land management undertaken by those landowners.

The Private Land Conservation Program (PLCP) has an ongoing commitment to these landowners. Our monitoring and stewardship team continues to provide management advice and other services to assist them with the management of the natural values for which these covenants were registered to protect.

If you require any further information about the PLCP, or the covenants in your municipality, please contact me on the number/email address provided above.

Yours sincerely,

Helen Crawford,
Coordinator, Conservation Agreements
2/07/2015

16.11 LGAT ANNUAL CONFERENCE MOTIONS (SEPARATE ATTACHMENTS)

The Mayor will require an indication from Councillors on how Council would like to vote for the following motions for the Annual General Meeting:

1 PRESIDENT'S REPORT

Decision Sought

That the President's report be received.

2 MINUTES OF 102ND ANNUAL GENERAL MEETING *

Decision Sought

That the Minutes of the 102nd Annual General Meeting, held 23 July, 2014 be confirmed.

3 FINANCIAL STATEMENTS TO 30 JUNE 2014 *

Decision Sought

That the Financial Statements for the period 1 July 2013 to 30 June 2014 be received and adopted.

4 PRESIDENT AND VICE PRESIDENT HONORARIUMS

Decision Sought

That the President's and Vice President's allowance for the period 1 July 2015 to 30 June 2016 be adjusted in accordance with the movement in the Wages Price Index.

5 SUBSCRIPTIONS 1 JULY 2015 TO 30 JUNE 2016 *

Decision Sought

That subscriptions be increased by 2.48% to meet the operating costs of the Association.

6 BUDGET FOR THE TWELVE MONTHS 1 JULY 2015 TO 30 JUNE 2016 *

Decision Sought

That the Meeting adopt the Budget as presented.

7.1 TERM OF OFFICE OF PRESIDENT

Council - Derwent Valley

Decision Sought

That the Local Government Association of Tasmania Rules 27 Regarding Term of Office of President, be amended that in the event that the President vacates office, the Vice President is to hold the position of President until the next election.

7.2 MOTION – VOTING ENTITLEMENTS *

Council – Derwent Valley

Decision Sought

That the Local Government Association of Tasmania Rules Regarding Conduct of General Meeting be amended by deleting from rule 16 voting by population categories and replacing it with one (1) vote per Council.

8 REPORTS FROM BOARD REPRESENTATIVES

Decision Sought

(a) That the reports from representatives on various bodies be received and noted.

(b) That Conference acknowledges the time and effort put in by all Association representatives on boards, working parties, advisory groups and committees etc.

The Mayor will require an indication from Councillors on how Council would like to vote for the following motions for the General Meeting:

1 MINUTES *

Decision Sought

That the Minutes of the meeting held on 30 April 2015, as circulated, be confirmed.

2 CONFIRMATION OF AGENDA & ORDER OF BUSINESS

That the agenda and order of business be confirmed.

3 BUSINESS ARISING ***Decision Sought**

That Members note the following information.

4 FOLLOW UP OF MOTIONS *

Contact Officer: Katrena Stephenson

Decision Sought

That the meeting note the report detailing progress of motions passed at previous meetings and not covered in Business Arising.

5 MONTHLY REPORTS TO COUNCILS ***Decision Sought**

That Members note the reports for January through to May 2015.

6 ITEMS FOR NOTING**6.1 POLICY AND LEGISLATION UPDATE ****

Contact Officer: Katrena Stephenson

Decision Sought

That Members note the following report.

6.2 FINANCIAL ASSISTANCE GRANTS (FAGS) STRATEGIC CAMPAIGN

Contact Officer: Katrena Stephenson

Decision Sought

That the Meeting note the activities being undertaken by all Associations, with the Australian Local Government Association (ALGA), in relation to the FAGs Strategic Campaign.

6.3 ELECTED MEMBER CENSUS *

Contact Officer: Katrena Stephenson

Decision Sought

That the Meeting note:

- a) The preliminary findings from the Elected Member Census.*
- b) That a full report will be tabled at the Meeting.*
- c) That the completion rate was disappointing and LGAT will be seeking feedback in future on ways to ensure a higher return rate for surveys.*

6.4 PLANNING REFORM *

Contact Officer: Katrena Stephenson

Decision Sought

That Members note the following report.

6.5 TASMANIAN LOCAL GOVERNMENT WORKFORCE REPORT

Contact Officer: Scott Blacklow

Decision Sought

That Members note the following report.

6.6 ELECTRICITY

Contact Officer: Kate Hiscock

Decision Sought

That Members note that LGAT coordinated a process for market based sectoral purchasing of energy for unmetered public lighting. This process was successful and has resulted in significant savings for members.

6.7 COMMUNITY SATISFACTION SURVEY

Contact Officer: Deborah Leisser

Decision Sought

That Members note that the State-wide Community Satisfaction Survey was conducted in May 2015

That Members note that Sam Paske, Chief Operations Director, Enterprise Marketing and Research Services (EMRS), will present the key findings relating to the survey at this meeting.

7 ITEMS FOR DECISION

7.1 LOCAL GOVERNMENT REFORM

Contact Officer: Katrena Stephenson

Decision Sought

That the Members discuss the difficulties being faced in identifying and finalising models and provide direction to LGAT on the areas of support required moving forward.

ITEM 7.2 LOCAL GOVERNMENT (CODE OF CONDUCT) AMENDMENT BILL

Contact Officer: Katrena Stephenson

Decision Sought

A: *That the Meeting agree that Mayors will write to MLCs in support of the Local Government (Code of Conduct) Bill, noting the significant consultation that has occurred with councils since 2010.*

B: *That the Meeting vote on the following recommendations (the recommendations relate to the numbered items in the background section):*

- 1. That the single Code of Conduct Panel be able to investigate, hear and determine code of conduct complaints.*
- 2. Provide for some flexibility for councils to expand upon core elements in the Regulated (Model) Code of Conduct.*
- 3. Only allow for complaints regarding incidents/matters that have happened in the preceding 90 days.*
- 4. That there continue to be a requirement to pay a fee to lodge a complaint, noting that the fee is reimbursed if the complaint is upheld.*
- 5. That there remain an ability to withdraw a complaint.*
- 6. That given the need to contain costs and to deal with complaints expeditiously, legal representation not be allowed in Standard Panel Hearings*
- 7. That the legislation allow for a Code of Conduct complaint to be submitted locally to the General Manager to check that proper procedure has been adopted before forwarding to the Standards Panel.*
- 8. That the one month suspension sanction be changed to allow for up to three months suspension in order to offer and effective deterrent for bad behaviour.*
- 9. That the holding of an AGM is optional, to be determined by Council.*
- 10. That the Council be able, through a majority vote, to direct the General Manager to provide complete information (not redacted or removed) that the General Manager has withheld on the basis of deeming it private and confidential information relating to a person.*

8 GOVERNANCE

8.1 MOTION – COUNCIL CUSTOMER SERVICE CHARTER

Council – Dorset

Decision Sought

To alter section 339F (4) Local Government Act 1993 from requiring a council to review its customer service charter at least once every 2 years to within 12 months after a council election.

8.2 MOTION – ADMINISTRATION OF GENERAL MANAGERS ROLL

Council – Hobart City

Decision Sought

That the Local Government Association of Tasmania urge the State Government to support the transfer of the administration of the General Manager's Roll to the Tasmanian Electoral Commission.

8.3 MOTION – ELIGIBILITY FOR INCLUSION ON GENERAL MANAGERS ROLL

Council – Hobart City

Decision Sought

The Local Government Association of Tasmania urge the State Government to review the eligibility for inclusion on the General Manager's Roll to better capture all citizens, inclusive of refugees and permanent residents living in a local government area.

8.4 MOTION – COMPULSORY LOCAL GOVERNMENT ELECTIONS

Council – Hobart City

Decision Sought

The Local Government Association urge the State Government to consider making Local Government elections compulsory and that voting take place at the ballot box.

8.5 MOTION – DISCLOSURE OF CANDIDATES POLITICAL DONATIONS

Council – Hobart City

Decision Sought

The Local Government Association of Tasmania urge the State Government to support the expansion of the Local Government Act and Regulations to require candidates to disclose political donations.

8.6 MOTION – ELECTED MEMBER TRAINING

Council – Derwent Valley

Decision Sought

That all Councillors as a requirement of being elected to Council are to within six months of being elected undertake training courses in the following areas:

- 1. Meeting Procedure*
- 2. Planning*

8.7 MOTION - ELECTION OF MAYOR & DEPUTY MAYOR

Council – Derwent Valley

Decision Sought

That the Local Government Association of Tasmania request a change to the Local Government Act 1993 for the conduct of Local Government Elections by allowing the Mayor and Deputy Mayor to be elected by Council.

8.8 MOTION – COMPOSITION OF LEGISLATIVE COUNCIL

Council – Derwent Valley

Decision Sought

That the Local Government Association of Tasmania pursue on behalf of Local Government the option that the role of the Legislative Council (House of Review) be undertaken by the Mayors of the 29 Council in Tasmania.

8.9 MOTION – CONSTITUTIONAL RECOGNITION

Council – Northern Midlands

Decision Sought

That the Local Government Association make representation to the Prime Minister requesting a referendum to facilitate the recognition of Local Government in the Australian Constitution.

9 PUBLIC POLICY – GENERAL

9.1 MOTION – LAND HANDBACKS AND DUAL NAMING

Council – Circular Head

Decision Sought

- 1. Member Councils of LGAT recommend that the State Government does not proceed with land handback within Tasmania, but proclaims STATE RESERVES, for significant, valued aboriginal heritage and cultural areas;*
- 2. LGAT recommends that the State Government or the Nomenclature Board do not proceed with any dual naming of towns or lands without firstly being endorsed via a Motion from the appropriate Council.*

9.2 MOTION – REVIEW OF SOUTHERN TASMANIAN COUNCIL AUTHORITY (STCA)

Council – Derwent Valley

Decision Sought

That the Local Government Association of Tasmania request the Local Government Board to undertake a full review of the STCA Governance and Service Delivery report undertaken by the Expert panel Chaired by Jude Monroe.

9.3 MOTION – DETERMINATION OF THE ROLES OF THE LEVELS OF GOVERNMENT

Council – Northern Midlands

Decision Sought

That the Local Government Association make representation to the relevant Australian Government Ministers seeking support for the development of a consistent basis for determining whether a particular function is best carried out by Local, State or Federal Government.

10 ADMINISTRATION

10.1 MOTION – RECORDING OF VOTING AT LGAT MEETINGS

Council – Derwent Valley

Decision Sought

That the Local Government Association of Tasmania ensure that the vote of each Council is recorded in the Minutes including the number of votes cast by each Council and details of any proxy votes exercised.

10.2 MOTION – VIDEO CONFERENCING AT GENERAL MEETINGS

Council – Derwent Valley

Decision Sought

That the Local Government Association of Tasmania consider changes to the Rules of the Association to allow for General Meetings by skype video conferencing to the three regional locations.

11 FINANCE

11.1 MOTION – RATES ON COMMERCIAL DEVELOPMENT IN EXEMPT AREAS

Council – Huon Valley

Decision Sought

That the Local Government Association of Tasmania request the State Government to review Section 87 of the Local Government Act 1993 to make commercial development in the exempt areas in sub-section (1) subject to the payment of general rates, special rates or averaged area rates and be specifically excluded from the exemption.

11.2 MOTION – PAYMENT OF RATES ON ALL STATE OWNED LAND

Council – Break O'Day

Decision Sought

That LGAT asks the State Government to pay rates on all State owned land, including National Parks, Reserves, Conservation Areas, etc.

11.3 MOTION – REVIEW OF FINANCIAL RELATIONSHIP WITH STATE GOVERNMENT

Council – Derwent Valley

Decision Sought

That the Local Government Association request the State Government under its current review of the role of Local Government, undertake a review of the financial relationship between State and Local Government.

11.4 MOTION – TRAILS & BIKEWAYS FUNDING PROGRAM

Council – Northern Midlands

Decision Sought

That LGAT lobby the Minister for Infrastructure, Hon. Rene Hidding, advocating for the reinstatement of a State Government trails and bikeways funding program, the development of an inventory of what work is still required to fill in the many gaps in the network of trails and pathways, and the establishment of a permanent fund that will meet the growing demand now apparent in cycling tourism and in the use of bicycles for sport and leisure.

12 INFRASTRUCTURE AND SERVICES

12.1 MOTION – RESPONSIBILITY FOR FORESTRY AND PARKS & WILDLIFE ROADS

Council – Huon Valley

Decision Sought

That the Local Government Association of Tasmania lobby the State Government to make a decision as to which of its Departments will be responsible for all Forestry Tasmania and Parks and Wildlife Service Roads throughout the State, determine a priority maintenance programme for these roads in conjunction with the relevant Council, provide sufficient budget funds to undertake the maintenance programs and undertake the work immediately.

14 ENVIRONMENT

14.1 MOTION – TRAWLERS TARGETING SMALL PELAGIC FISHERIES (SPF)

Council – Break O'Day

Decision Sought

That LGAT lobby the major State and Federal political parties seeking a cessation in the use of super trawlers and industrial factory trawlers operating in Australian waters targeting small pelagic fisheries (SPF), pending an assessment of the impact of these activities on the biomass of the fisheries being targeted in Australia's Exclusive Economic Zone (EEZ).

16 ANIMAL CONTROL

16.1 MOTION – DOG CONTROL ACT

Council – Southern Midlands

Decision Sought

That the Local Government Association of Tasmania, through either a separate working group or through referral to the Animal Management Officers Group, undertake a review of the provisions contained within the Dog Control Act 2000 relating to the declaration (and subsequent management) of dangerous dogs, with the aim of identifying a more practical, timely, and cost effective process for dealing with dangerous dogs.

17 COMMUNITY & SOCIAL DEVELOPMENT

17.1 MOTION – FUNDING FOR ARTS INITIATIVES

Council – Launceston City

Decision Sought

That the Local Government Association of Tasmania make urgent approaches to both the Australian Government and the State Government respectfully seeking assurances that recent federal funding changes to arts initiatives will not adversely impact upon or disadvantage key local arts groups from convening viable arts activities and events across the State.

16.12 REQUEST FOR USE OF ROOM FOR SENIORS WEEK NOT FOR PROFIT EVENT

Katie Clifton an independent consultant for a company 'Close to My Heart' is interested in holding a not for profit event for Seniors Week in the Bothwell area. She aims to encourage people to attend and make a couple of cards or learn new skills. A small fee of \$5 will be charged to cover the cost of the paper used. She will not be charging for her time and skills, travelling or for use of her inks, blocks, pens, markers, tools and embellishments. Katie is seeking a small room to hold this event.

Recommendation:

Moved **Clr**

Seconded **Clr**

THAT Katie Clifton be granted use of the Bothwell supper room at no charge to hold paperCraft and Scrapbooking for seniors during Seniors Week.

Lyn Eyles

From: Casey Bryant
Sent: Wednesday, 1 July 2015 8:13 AM
To: Lyn Eyles
Subject: FW: Senior's Week

From: katie taylor [mailto:vintage_lily@live.com.au]
Sent: Wednesday, 1 July 2015 6:49 AM
To: Council
Subject: Senior's Week

Good Morning,

My name is Katie Clifton and I am writing to you in regards to Seniors Week; 12th - 18th October.

I am from Bagdad and am an independent Consultant for a company called Close To My Heart, who specialise in PaperCraft and Scrapbooking.

I am interested in holding a not for profit event for Seniors Week in the Bothwell area and was hoping you may have some facility (I don't mind if it is small ☺) available for me to use, perhaps at a discounted price? As I previously mentioned, the event is not for profit, so any costs involved would come out of my own pocket. This event would also be advertised in the Mercury as part of a group of events we are holding.

I will be encouraging people to come and make a couple of cards and perhaps learn some new skills or re-kindle some old ones at the same time. It will be the first time I have held an event for Seniors Week and I am really looking forward to it.

I hope I haven't rambled on too much, and look forward to hearing back from you.

Kind Regards,

Katie Clifton

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2015.0.6037 / Virus Database: 4365/10125 - Release Date: 06/29/15

16.13 REQUEST FOR ASSISTANCE

Paula Tarsitano from Overdownunder has written requesting Council support to host an event at Derwent Bridge and Ouse to support mother Sandra Moran raise awareness of suicide prevention after having lost her 22 year old son to suicide in April 2014. Sandra will be riding her motorbike around Australia to discuss her story publicly in the hope of reducing the stigma of depression and suicide. Paula will be following and supporting her mission and showcasing in-house productions on anti-bullying, depression and suicide prevention education on the Overdownunder mobile outdoor cinema.

For Consideration

Adam Wilson

From: Lyn Eyles
Sent: Thursday, 9 July 2015 3:36 PM
To: Adam Wilson
Subject: Fwd: Community support for Suicide Prevention

Sent from my iPhone

Begin forwarded message:

From: Paula Tarisanto <paula@overdownunder.com.au>
Date: 9 July 2015 2:32:18 pm AEST
To: Lyn Eyles <LEyles@centralhighlands.tas.gov.au>
Subject: Community support for Suicide Prevention
Reply-To: "paula@overdownunder.com.au" <paula@overdownunder.com.au>

I'm writing to request the assistance from your community to help host an event at a local venue to support mother Sandra Moran raise awareness of suicide prevention after having lost her 22 year old son to suicide in April 2014. Sandra will be travelling around Australia on her motorbike from August 1, 2015 to discuss her story publicly in the hope to reduce the stigma of depression and suicide.

We are following and supporting her mission and showcasing in-house productions on anti-bullying, depression and suicide prevention education on the Overdownunder mobile outdoor cinema in a bid to help her share her story and talk openly about suicide and mental health issues in the broader community.

When: Thursday 12th November 2015, Derwent Bridge and Ouse

The stopover will give us an opportunity to hand out information, refuel, raise funds to contribute to Sandra's mission and just as importantly, help us communicate with the public through media.

The Press Release is located here: www.overdownunder.com.au/jaiesjourney
 The Detailed Itinerary is located here: www.overdownunder.com.au/jaiesjourneyitinerary

It is hoped that you could contact local media (using the above press release link) to help promote Sandra's arrival there to assist in this campaign.

We are waiting instructions on a suitable venue to stop at and are open to your suggestions and input.

If you feel you could be of assistance, I look forward to your reply.

Paula Tarsitano
 Admin
 03 8488-6998
 0414 205-344
paula@overdownunder.com.au
www.overdownunder.com.au



[Home](#) [The Project](#) [ODU Media](#) [Sponsors](#) [Volunteer](#) [Contact us](#)

103/11

Australian Suicide Toll

Today's Toll

1,320

Thu Jul 9, 2015

[Read more...](#)

Overdownunder Radio

We have our own podcast talking about our core message. You can join in the conversation, share, learn, educate and inspire.



Jaie's Journey



On April 1 2014, Jaie Moran sadly and suddenly took his life. It was 2 days after his 22nd birthday, survived by his fiancée Jade and 8 month old daughter Poppy.

Jaie's mother (Sandra) having lost her youngest of 3 has made it her mission to help others by talking about the risks of suicide and other emotional/mental health issues which are largely taboo in many communities.

Sandra plans to travel more than 36,000 k's meeting people from more than 300 towns nationally including Tasmania, riding her motorbike to table a topic that is not being helped by sweeping it under the carpet.

The Australian suicide toll is greater than that of the road toll but gets significantly less attention and funding to reduce it comparatively.

Overdownunder is supporting Sandra in her journey showcasing the productions film productions on bullying, depression and suicide on our outdoor mobile cinema.

Overdownunder also plans to launch its new SmartPhone Personal Services App at the commencement of 'Jaie's Journey', designed to help those in need and provide resources at peoples fingertips that might otherwise be struggling, especially in remote and rural areas.

[Click here for the detailed therapy](#)

Support the social media campaign [here](#) [http://www.facebook.com/overdownunder](#)

If you would like to get in touch and support Jaie's Journey in one of the towns, [click here](#)

Download the Town Support document to fill out and send back to the admin team [click here](#)

If you would like to support Sandra on her journey, [click here](#)

CONTRIBUTE



In the Media

Prints

The Sydney May 21, 2014
 Melbourne Daily Mail 19/20/15
 The Weekend Herald 11/10/15

Radio

TV

SOS SmartPhone App

We currently have a smartphone app in development and you can pre-order at an earlybird price



[Read More...](#)

Newsletter

Subscribe here for up to the minute happenings to the project and news

Name

E-mail

16.14 NOTICE OF MOTION – PICNIC TABLE IN FRONT OF NEW VISITORS LINK

Clr Cassidy has given notice that he intends to move the following motion at this meeting:

That the picnic table be relocated to a more appropriate location and definitely not within photographic (perspective) lone-of-sight of either historic building and the grass replaced.

Clr Cassidy advised that he has received a telephone call from members of the Historical Society about their dissatisfaction about the location of the modern picnic table and concrete pad upon which it is installed, in front of the Golf Museum facility and strategically placed in the way of photographs of these two historic and heritage listed buildings. Is this consistent with heritage provisions of the CHC Planning Scheme and Heritage Conservation and Heritage Provisions? This picnic table and concrete pad compromises the value of such an important and central heritage site and is not consistent with the surrounding heritage landscape.

Does it adequately consider adverse social impacts and adverse reactions by tourists?

The picnic table and concrete pad were not specifically addressed in the approved plans and a “Captain’s Call” was made to install it in its present location, without due consideration for the aforementioned.

In any approved plans or, plans that go forward in the future, we must ensure that no undisclosed (premeditated or otherwise) modifications are implemented, after the plan has been approved without due consideration and process of the Council Planner, Planning Committee, and Central Highlands Council. Therefore, I would like to move a second motion to address this situation, as well.

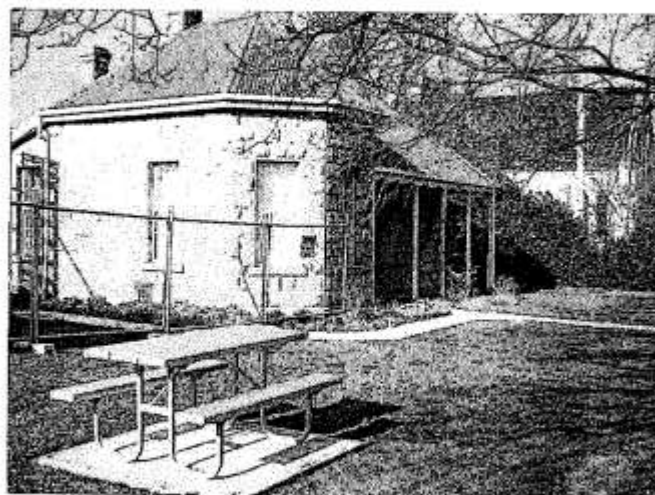
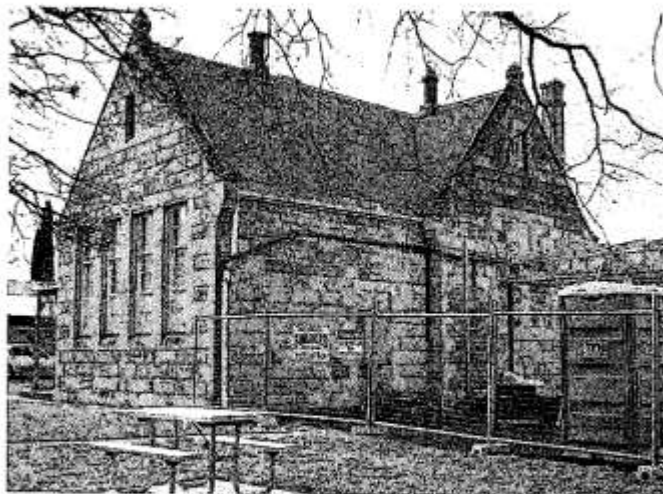
Comments

Council staff have advised that the previous location of the seating and concrete pad was between the two buildings approximately 17 metres to the rear of this new location.

It is located near a propped new entry path to the Visitors Link and in the shade of the tree.

This was a staff decision to move it to this location and the seating did not form part of any development application.

For Decision



16.15 RECOMMENDATION FROM INDEPENDENT LIVING UNITS COMMITTEE

At the Independent Living units Committee it was resolved that the following recommendation be made to Council:

That the committee recommends putting forward to the July Council Meeting the quote to install a heat pump in Unit 2 Bothwell.

The quote received was \$3,179.00 GST inclusive. This is the only unit at Bothwell without a heat pump.

Recommendation:

Moved Clr

Seconded Clr

THAT Council purchase a heat pump for Unit 2 Independent Living Units Bothwell for the quoted price of \$3,179.00 GST inclusive.

16.16 RECOMMENDATION FROM ILU COMMITTEE RE ELECTRIC HEATER INSTALLATION

At the Independent Living units Committee it was resolved that the following recommendation be made to Council:
That permission be granted for Mrs Val Hanna to install a wall mounted electric heater at her own cost subject to it being left as a permanent fixture.

Recommendation:

Moved Clr

Seconded Clr

THAT permission be granted for Mrs Valerie Hanna to install a wall mounted electric heater at her own cost subject to it being left as a permanent fixture.

16.17 LAKE MEADOWBANK SUB-COMMITTEE PROPOSAL

The Lake Meadowbank Sub-Committee (Clr's Bailey, Allwright and Triffitt) has requested that Council discuss the possibility of it calling for expressions of interest from tourism operators to develop, and run tourism infrastructure and possibly a lake tour from a jointly owned camping ground at Dunrobin, on the lakes of the western shore.

The sub-committee has provided the following attachments:

- (a) A letter submitted for Council approval to send to the ALCT to help develop guidelines that an operator would need to follow in order to present the indigenous history of the area;
- (b) Copy of letter previously authorised and sent to Hydro (last year). The Mayor and Clr Allwright saw the Hydro and received in principle support.
- (c) A map as a reminder of the area in question

For Discussion**Summary:**

The Central Highlands Council is considering calling for expressions of interest from tourism operators to develop, and run, tourism infrastructure and possibly a tour on Lake Meadowbank from a jointly owned camping ground, just north of Dunrobin Bridge, on its western shore.

Background:

For at least 40,000 years Aboriginal Tasmanians have inhabited Tasmania, including the middle reaches of the Derwent River that was flooded in the early 1960's to create Lake Meadowbank. This area was home to family groups of the Big River Tribe who have left a rich archaeological record that includes rock art (Megs Mitt) as well as countless artefact scatters amongst the numerous rock shelters that are recorded.

Similar Tourism Models

On a recent tour of the Kimberly's, and Northern Territory it was observed that many of the tourist activities were conducted on public, or indigenous owned land, mainly by private operators with local council providing basic services, such as rubbish collection. The most prominent example is the Katherine Gorge Tour, which is a joint venture between the owners the local indigenous corporation, who get employment opportunities, the NT Parks & Wildlife Service, who get income to supplement environmental programs as well as the private operator who hopefully makes a profit and spends it locally.

Other examples include the Victoria River tour, which could be on private pastoral lease country and the operation of the Lake Argyle Tours, as well as smaller operations such as the Mt Barnett Indigenous Corporation, on the Gibb River Rd, that provides a shop, and camping facilities run by private operators. All these tours and operations operate seasonally in the dry.

Proposal

The council sees that Lake Meadowbank is an easily accessible engineering feat that has largely gone unnoticed by the large numbers of paying tourists that travel the district. A lake tour, although only seasonal, could offer fishing, as well as history (Indigenous, as well as European) and land use details (agriculture, power generation, water skiing, camping and holiday shacks).

It's envisaged that there might be some economic opportunities for neighbouring land owners to, for example, provide "farm" meals and stopovers as well as potential opportunities for Aboriginal Tasmanians to present their cultural history to interested tourists.

The Aboriginal Land Council (ALCT) is a statutory body established under the Aboriginal Land Act (1995); whilst holding title to a number of returned land titles, including Gowan Brae in our own Central Highlands community, has also shown interest in helping develop indigenous tourism.

The Central Highlands Council recognises the importance of "all party involvement", which include ALCT, Hydro Tas as well as a number of private land owners. Therefore the CHC seeks the support of the ALCT to help develop guidelines that a potential tourist operator would need to follow in order to present the indigenous cultural history of the area.

Central Highlands Council sub-committee: Jim Allwright, Tony Bailey, Lou Triffitt

PROPOSAL TO HYDRO TAS

Summary

Central Highlands Council seeks Hydro Tas support for its intention to seek expressions of interest from tourism operators to develop, and run, tourism infrastructure and possibly a tour on Lake Meadowbank from a jointly owned camping ground, just north of Dunrobin Bridge, on its western shore.

Background

The Tasmanian Government is keen to attract private capital to further develop Tasmania's economy, and in particular sees tourism as a growth industry (*pers comm Rita Warriner Tourism Tas*, 17/06/14)

The Central Highlands Council also wishes to see tourism grow within its municipal area (*council tourism committee meeting*, 05/06/14), particularly since the demise of the forestry industry over the last few years.

Central Highlands tourism visitor numbers

The most recent Tasmanian Visitor survey indicated that Tasmania attracted one million visitors to the state in the 12 months to May, of which 15% indicated that they used caravan parks, tents or cabins on public land.

The survey also identified that 144 000 tourists travelled the Rivers Run Tourist Route, as well as 60 000 through Bothwell and another 140 000 through Derwent Bridge, although there was no break-up as to whether tourists included their Rivers Run trip with that through either Bothwell, or Derwent Bridge. An interesting statistic from the survey indicated that of the visitors to Bothwell and Derwent Bridge, 22 800 and 43 000 respectively, passed through but didn't stop.

Council and Local Position

The council and local tourism operators are keen to tap into the growing tourism numbers with the view to getting them to at least stop, or ideally stop for longer, and see that extra attractions are essential to that aim.

Similar Tourism Models

On a recent tour of the Kimberly's, and Northern Territory it was observed that many of the tourist activities were conducted on public, or indigenous owned land, mainly by private operators with local council providing basic services, such as rubbish collection. The most prominent example is the Katherine Gorge Tour, which is a joint venture between the local indigenous corporation, who get employment opportunities, the NT Parks & Wildlife Service, who get income to supplement environmental programs as well as the private operator who hopefully makes a profit and spends it locally.

Other examples include the Victoria River tour, which could be on private pastoral lease country and the operation of the Lake Argyle Tours, as well as smaller operations such as the Mt Barnett Indigenous Corporation, on the Gibb River Rd, that provides a shop, and camping facilities run by private operators. All these tours and operations operate seasonally in the dry.

Proposed Model

The Central Highlands Council partly own, and maintain, a free public camp ground (see map), with basic toilet facilities, bordering Hydro land adjacent to Meadowbank and is considering seeking tour operators interested in developing a tour on Meadowbank Lake, as well as the supporting infrastructure, to contribute to its aim to further develop tourism in the Central Highlands.

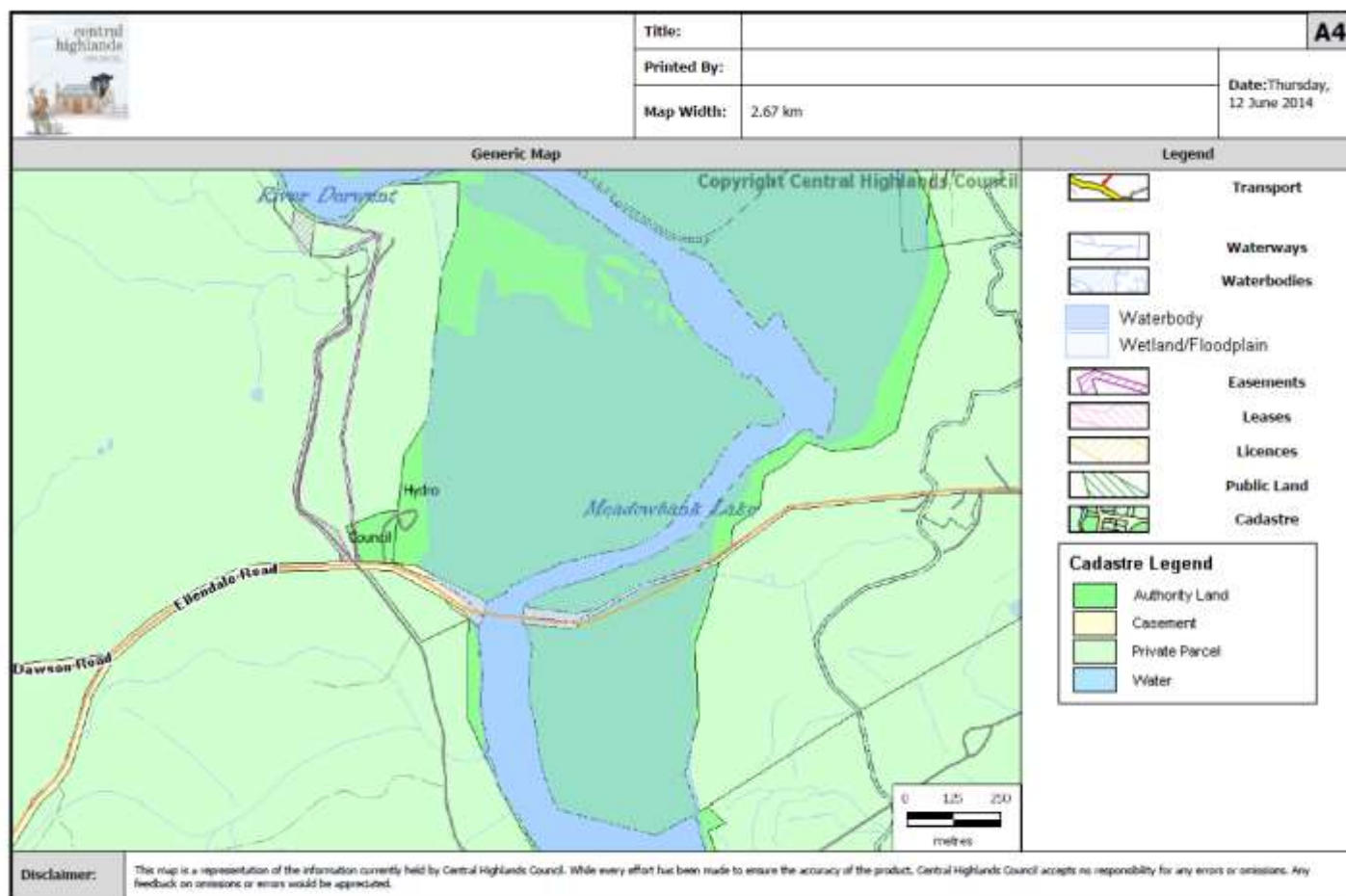
The council sees that the lake is an easily accessible engineering feat that has largely gone unnoticed by the large numbers of paying tourists that travel the district. A lake tour, although only seasonal, could offer fishing, as well as most likely, history (Indigenous, as well as European) and land use details (agriculture, power generation, water skiing, camping and holiday shacks).

It's envisaged that there might be some economic opportunities for neighbouring land owners to, for example, provide "farm" meals and stopovers as well as potential opportunities for aboriginal descendants to explain their culture, particularly in relation to the rock art that is on the western shore.

Acknowledgements

The Central Highlands Council acknowledges that Lake Meadowbank is a Hydro owned asset, and that it ultimately is responsible for the safety of all users, any impacts that might influence water quality as well as other environmental indicators.

The council is therefore seeking Hydro comment, and help in drafting guidelines (safety & environmental) for its potential Lake Meadowbank tourism program.



16.18 INDEPENDENT LIVING UNITS COMMITTEE RECOMMENDATION

The Independent Living Units Committee has met this morning to discuss applicants for the High Street residence and independent living unit at Bothwell.

Recommendations will be presented to Council.

16.19 LGAT – PROCUREMENT – DATA COLLECTION & SPEND MAPPING PROJECT AND NATIONAL PROCUREMENT NETWORK

LGAT is interested in working in partnership with members and the State Government to engage an independent specialist procurement organisation to collect accounts payable data and chart of account data from Councils, develop spend maps according to purchase categories and sub categories by location and undertake procurement capability assessment. The intent is that the information be collected by the consultant direct from participating councils. The consultant will then collate results and make them available to participants via an interactive online mapping and data analysis program – which may be used to inform effective procurement practice.

Action required

LGAT is seeking members agreement to support further work by LGAT to explore options to engage a consultant on a shared funding basis.

Details of options and costs will be provided for members' consideration and approval when available.

Council currently purchases plant and machinery through the National Procurement Network.

For Discussion

Item 1 - LGAT – Procurement – data collection and spend mapping project

In order to be able to understand clearly the status of procurement strategy and practice across the local government sector in Tasmania a coordinated collection of relevant detailed procurement related data is an important first step.

Project objective

LGAT is interested in working in partnership with members and State Government to engage an independent specialist procurement organisation (consultant) to collect accounts payable data and chart of accounts data from councils, develop spend maps according to purchase categories and sub categories by location and undertake procurement capability assessment.

The purpose of the project is to provide access to information on a state-wide, regional or individual council basis that would allow the development of sector wide strategies focussed on areas of greatest potential benefit. Strategies that effectively aggregate demand and reduce costs, but also assist in enhancing local and regional economic activity and development.

The intent is that the information be collected by the consultant direct from participating councils. The consultant will then collate results and make them available to participants via an interactive online mapping and data analysis program – which may be used to inform effective procurement practice. Arc Blue consultants demonstrated such a program at the Freycinet General Managers Workshop.

This approach has been employed by a large number of councils across other States and Territories and has led to significant savings and service improvements.

Action required

Members agree to support further work by LGAT to explore options to engage a consultant on a shared funding basis.

Details of options and costs will be provided for members' consideration and approval when available.

Context

Benefit of effective procurement strategy and practice

Over recent years the importance of procurement and effective procurement practices has been a focus of significant attention. Effective procurement is a key enabler of strategic objectives particularly in the current reform environment as Councils work to identify ways to reduce costs, improve services and cut costs for business.

A report prepared by Ernst and Young *The Victorian Local Government Procurement Strategy (2008)* still provides valuable insight into how procurement practices can be improved in the public sector. Effective procurement practices can lead to:

- Lower costs through leverage of total spend, standardisation, demand management and improved supplier management
- Improved services from suppliers, resulting in better outcomes for the community and staff
- Increased transparency of expenditure and supplier performance
- Responsiveness to environmental and sustainability issues

Essential procurement activities

Traditionally procurement has often been seen simply as a purchasing function. The value of procurement functions in a broader sense is now well recognised. Procurement activities can be grouped into 4 main areas.

1. Business case
2. Sourcing
3. Purchasing
4. Contract management

Environmental scan

The key findings of the *The Victorian Local Government Procurement Strategy (2008)* appear worthy of further consideration in the current Tasmanian Local Government environment.

The findings as identified in the report, were essentially:

- The local government sector spends significant resources on goods and services -- largely in common categories of spend as the business of local councils is similar, regardless of geography or size
- Some councils had initiated good procurement practices in areas such as fleet management, waste disposal and some engineering works -- but these were limited in number and scale
- An assessment of procurement capability across the sector revealed a self assessed "low/medium -- only" level of capability, with higher levels of maturity in metropolitan compared to regional councils
- The major areas of spend are roads and associated infrastructure. Facilities and building, construction and maintenance, waste management and plant and equipment
- There was quite a varied approach by like councils to the use of suppliers within common categories and little evidence of coordinated acquisition of vendor services
- A number of categories were characterised by a small number of significant players -- yet councils appeared to remain uncoordinated in their approach in acquiring the services of these vendors
- Many councils saw procurement as a way of supporting local business and fostering economic development, particularly in regional areas. Aggregating demand for selected categories of external expenditure can assist local economic activity and

reduce procurement costs if designed properly and embedded in procurement policies and category strategies

- After undertaking category specific analysis and considering existing procurement practices, the adoption of better practice procurement across the sector were assessed as having the potential to yield savings in the order of 6.6% and 13% on spend per annum. Significant even at the lower end of the scale.

Data collection – early stage strategy

In order to be able to understand clearly the status of procurement strategy and practice across the local government sector in Tasmania collection of relevant data is an important first step.

Detailed data that could inform future effective activity is not currently readily available in a format that supports a coordinated strategic approach.

LGAT is interested in coordinating a process to collect accounts payable data and chart of accounts data from various councils, develop spend maps according to purchase categories and sub categories by location and undertake procurement capability assessment.

Potential approach for Tasmania following/in conjunction with data collection and analysis

In Victoria, the estimated magnitude of financial savings resulted justified a comprehensive procurement strategy. Four broad stages of an implementation roadmap were proposed:

1. Awareness raising
2. Setting foundations
3. Creating sector wide collaboration
4. Move to sector transformation

Such an approach in Tasmania would also seem reasonable to explore further – but is not the particular focus of this project

Item 2 - LGAT Procurement - Contracts available to Tasmanian Councils through the National Procurement Network (NPN) and recent purchases by Councils through the NPN.

Action required

Note the councils that have purchased through contracts available through the NPN – attachment 1

Encourage purchase of goods through the NPN.

The National Procurement Network

The National Procurement Network was established in 2005. The NPN is an informal non registered group that operates under a Memorandum of Understanding. LGAT is a member of this network.

The NPN connects procurement services offered by Local Government Associations in States and Territories in Australia to provide national programs where it is beneficial to combine the purchasing power of councils Australia wide. The effect is to deliver savings in time and cost to member councils.

The NPN comprises the following member organisations and their business units:

- Local Government Association of Tasmania
- Local Buy Pty Ltd – a wholly owned company of the Local Government Association of Queensland
- MAV Procurement – the business arm of the Municipal Association of Victoria
- LGA Procurement – a business arm of the Local Government Association of South Australia
- Local Government Procurement Pty Ltd – a wholly owned company of the Local Government Association of New South Wales
- Western Australian Local Government Association
- Local Government Association of Northern Territory

While member organisations that have limited procurement resources (Tasmania and the Northern Territory) are an integral part of the NPN, they rely on larger States to play a lead role in securing and managing supplier arrangements. For example Local Buy in Qld is the lead agent for the fleet contracts Tasmanian Councils access regularly.

The NPN has collaborated on a number of successful **contracts that are available to Tasmanian Councils.**

- Earth moving and material handling equipment
- Road and bridge making equipment
- Trucks, vans and omnibuses

- Small plant and equipment - tractors, tele - handlers, mowers, blowers, vacuums, chippers, chainsaws, mulchers, work utility, all terrain vehicles and small engine equipment.
- Mobile Garbage Bins, industrial containers and bins and static compactors
- Tyres, tubes and batteries
- Motor vehicles
- Fuel, oils and lubricants
- Telecommunications
- Office and stationery supplies, work wear and protective apparel.
- Corporate wardrobe

Tasmanian Councils that are purchasing goods through the NPN are gaining significant advantage. Costs to advertise are cut, the purchase process is efficient and considerable savings can be made when purchasing quality items, locally. The number of Councils using the NPN continues to grow as the benefits of purchasing through this system are realised.

Detail of Councils purchasing goods through the National Procurement Network over the past 6 months is shown in Attachment 1.

Councils are able to access the NPN contracts through *Vendor Panel*. Details about how to access Vendor Panel may be found on the Procurement, *Vendor Panel* – online Request for Quotation (RFQ) system page on the LGAT Extranet.

16.20 DECREASED SERVICES IN HAMILTON

Clr Triffitt has requested that Council discuss the decreased services in Hamilton and has provided the following information:

The locals have limited access to Australia Post services with decreased hours. Access to the daily Mercury is also limited and has taken away a paper run opportunity from some of our local youth.

Clr Triffitt will address these issues in more detail at the Council meeting.

16.21 COMMUNITY GRANT REQUEST

The Bothwell Exercise Group has submitted a community grant application for \$2,500 to continue the “Keep Moving to Keep Improving” exercise program held in Bothwell and conducted by a qualified physical trainer offering individualised exercise treatment programs in a supportive environment. The program caters for people of all ages and backgrounds to share physical activity in a group with a qualified trainer in a supportive environment and also nurtures members’ mental and emotional wellbeing.

An evaluation report from the grant provided last year is attached.

For Decision



CENTRAL HIGHLANDS COUNCIL COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please ensure you have read and understand the Program Guidelines prior to completing this form.

1. APPLICATION & ORGANISATION DETAILS

Name of Project:

Bothwell Exercise Group (BEG): *"Keep Moving to Keep Improving"*

Amount of Grant Requested: \$2500 (10 week program)

Estimated Total Project Cost: \$12000

Applicant Organisation: Bothwell Exercise Group (BEG)

Contact Person's Name: Jill Bignell

Contact Details

Address: 189 Dennistoun Road, Bothwell, Tasmania

Phone: 03/62595678

Mobile: 0428216780

Email: jillbignell@bigpond.com

Signature: *Please see hard copy*

Name: Jill Bignell

Position in Organisation: BEG Group Member

Date: 13 July 2015

What is the overall aim/purpose of the applying organisation?

The purpose of the Bothwell Exercise Group (BEG) is to use physical activity to promote physical, mental and emotional wellbeing in our isolated, rural community.

What is the membership of the organisation? 29 members

President - Nil

Secretary - Nil

Treasurer – Central Highlands Council kindly administers BEG finances

2. ELIGIBILITY *(see Community Grant Program Guidelines)***Is the organisation:**

- ✓ Representative of the interests of the Central Highlands Community - Incorporated
- ✓ Not for Profit
- ✓ Unincorporated
- A Hall Committee

OR

- ☐ An individual community member

Have you previously received funding from the Central Highlands Council? *(Please attached additional pages if required)*

If yes:**Name of Project:**

Bothwell Exercise

Group (BEG)**Date Grant received:**

August 2014

Amount Grant: \$1000**3. PROJECT DETAILS****Project Start Date:**

January 2014 (An outcome of the CHC initiative "Come Alive and Thrive")

Project Completion Date: Ongoing**Project Objectives:**

The purpose of the Bothwell Exercise Group (BEG) is to use regular physical activity to promote physical, mental and emotional wellbeing in our isolated, rural community.

4. COMMUNITY SUPPORT**What level of community support is there for this project?**

There are 29 listed members of the group. The average weekly attendance has increased from between 8 – 12 in 2014 to 14 -18 participants including four members aged between 70 and 90.

Health professionals in the community recommend BEG to clients and

Primary Rural Health has supported the group financially (\$2000).

Does the project involve the community in the delivery of the project?

Yes. Community members actively co-ordinate, administer, publicise and fundraise for the project.

How will the project benefit the community or provide a community resource?

The community has on-going access to a qualified physical trainer offering individualised exercise treatment programs in a supportive environment in their local area instead of travelling to Hobart, Launceston or Oatlands. Members of the community now have a different way to manage chronic illness in their local environment in conjunction with other health professionals such as the local doctor.

Importantly, BEG provides a much-needed opportunity for social inclusion. BEG nurtures people of all ages and social backgrounds who are socially-isolated and coping with traumatic events that continue to impact on how they live their daily lives. The BEG survey results indicate that BEG has a positive impact on people's physical and mental wellbeing. What BEG offers has been lacking in our community. BEG provides a most successful local solution.

BEG was approached by Tasmania Medicare Local to trial a pilot program called "strength2strength" for rural and remote communities. The purpose of the program is to encourage people to become active in a fun and supportive way. BEG instructor Paul Hamilton ran an eight week program and collected both pre and post program assessment data which is being processed in July/August. He was paid to administer and deliver the exercise treatment program by Tasmania Medicare Local Clinical Services North. He was able to cater for a wide range of individuals from a super-fit young woman to a 90 year old lady who exercises while sitting on a chair. It is hoped that we will receive further financial support to continue this program.

5. COUNCIL SUPPORT

Are you requesting other Council support? E.g. parks, halls, telephones, fax, photocopying, computers, office accommodation, cleaning facilities, street closure.

If yes, please give details.

The CHC has generously supported BEG with administrative assistance for financial management, photocopying and free use of the Bothwell Town Hall. The CHC has responded promptly to maintenance issues such as a faulty ceiling fan during the hot summer weather. The CHC also provided \$1000 in 2014 towards continuing the program. Sustainability is a pressing concern for members of BEG.

Are you requesting participation by Councillors or Council Staff? If yes, please give details.

We request the continuation of the previous support kindly given by

the CHC staff to continue into the 2015/2016 Financial Year.

BEG would like to thank the CHC for the wonderful support afforded by Admin Officers Casey Bryant, Kathy Bradburn, Jodie Hill and Jo Housego. They are always friendly, helpful, efficient and professional in the way they carry out tasks on our behalf.

All Councillors and Council Staff are encouraged to join our workouts!

If your application is successful, how do you plan to acknowledge Council's contribution?

BEG has an online presence with a Facebook page to share information and an email distribution list to keep members informed of upcoming fundraising activities and news of successful grants. All publicity materials such as posters and grant applications will acknowledge the CHC.

6. FUTURE APPLICATIONS AND THE SUCCESS THIS PROJECT

Do you anticipate the organisation will apply for funding in future years?

BEG would encourage the CHC to consider funding our program into the future because we provide a much-needed opportunity for people of all ages and backgrounds to share physical activity in a group with a qualified trainer in a supportive environment. Just as importantly, it also nurtures members' mental and emotional wellbeing.

Rural Alive and Well report that women in rural areas are committing suicide at twice the rate of men. This is a disturbing and surprising statistic. While BEG is not exclusively for women we would welcome more men. We currently have one active male participant who is improving his workplace fitness level and comes along to support his wife.

Our survey of participants showed a concern about the sustainability of our funding model which is based on fundraising, donations from local organisations and individuals; as well as applying for grants. Many people rely on BEG to keep them motivated to be physically active and to engage with others socially. They might not see many other people aside from family members for the rest of the week.

Another class on Thursdays would be welcomed and well-supported. One person commented on the survey that there is a need:

- *To keep BEG going. It is so important to all our members, mentally and [for the] physical side*

How will you monitor/evaluate the success of this project?

A survey is completed annually to measure the two main purposes of BEG.

These are:

1. Physical fitness health outcomes (data and anecdotal evidence)
2. Mental / Emotional health outcomes (data and anecdotal evidence)

The survey for the Financial Year 2014/15 was completed by 14 members. (In order to differentiate the data results from the personal comments the latter are shown in italics.)

1. Fitness Outcomes

- 14 participants indicated an improvement in balance, strength, flexibility, cardiovascular function and energy levels
- 11 had decreased aches and pain
- 11 now participate in other forms of physical activity
- 10 reported improved co-ordination skills
- *BEG has given me incentive and motivation to do extra exercise on my own (running and walking) as I am feeling so much better*
- *Balance and flexibility noticeably improved and has increased my everyday functionality*
- *Going to exercises and being part of a group gives me the impetus to do more [physical activity]*

2. Mental / Emotional Health (Wellbeing) Outcomes:

- Most people gave consistently high scores of between 6 and 10 for feeling
 - more connected to others,
 - supported in a friendly environment,
 - more self-confident,
 - sharper mentally,
 - looking and feeling better, and
 - being valued members of BEG
- Three participants travel from Ouse, St. Patrick's Plains and Arthur's Lake; as well as others travelling return distances of 6,9,14 and 40 km.
- 10 helped with volunteering at community events as part of BEG
- 14 appreciated the funding support by the various community groups and organisations
- 13 made new friends and 13 strengthened old friendships

- 12 felt less socially isolated than they did before and enjoyed the social aspect of a cup of tea after working out
- *Helps me get out of the house. Helps when you feel a bit down. You always feel heaps better*
- *Feeling much better about everyday challenges. Being able to share life's problems with everyone, friendship is a must, can lean on one another*
- *It has helped me to cope with loss in my family and feel part of a wonderful group*
- *Regularly attending a session of physical activity has improved my mental wellbeing. I love the fun-filled atmosphere*
- *Really feel that this class has contributed to an increase in the community's social inclusion*
- *I feel it's not all about my fitness, it is the interaction with others which makes exercising much more enjoyable*
- *Makes me get up and be with other people and join in with physical activity*
- *Very good*
- *Improving*
- *Feel more confident, [a] social and supportive group of people*
- *BEG is looked forward to every week – Paul makes it enjoyable and challenging to everyone regardless of age and physical ability*
- *It has improved considerably*
- *Only just started. Looking forward to the benefit physically, socially and emotionally*

Explanatory Note on BUDGET

I have attempted to use the form provided but I should have sought assistance to fill it out.

In summary our financial position is this:

INCOME

Weekly participation fee of \$5.00	3036.00
Donations from local organisations	2810.00
Donations from individuals	520.00
Grant from Rural Primary Health	2000.00
Fundraising efforts	4664.80
Central Highlands Council	1000.00
TOTAL:	\$14030.80

EXPENDITURE

Invoices from Paul Hamilton as of August 2014 = \$5703.61

BALANCE held in CHC trust account for BEG = \$8327.19

*Payment for the "strength2strength" program was made by Tasmania Medicare Local to Paul Hamilton directly to reduce CHC staff time.

7. PROJECT BUDGET

Note: Amount from Council must not exceed half the project cost

Please provide a breakdown of the project expenditure and income:			
Expenditure	Amount \$	Income	Amount \$
Capital		Guarantee	
		Government Grants – Primary Rural Health	2000.00
Refurbishment		Trust/Foundations	
Equipment		Donations from Business	
Premises		Special Funding	
Vehicles		Central Highlands Council	1000.00
		Gifts in Kind	
Other:		St. Luke's Uniting Church (catering items inc. consumables)	
		St. Michael's Church (venue)	
		Other: Weekly \$5 payment by BEG members	3036.00
Other:		Other: Local organisations	2810.00
Subtotal		Other: Individual donations	520.00
		Other: Fundraising (catering at Bothwell Cattle Sale & Speed Shear; Spin-In Information Booth, Melbourne Cup Luncheon, raffles)	4664.80
		Subtotal	14030.80
Revenue		Anticipated	
Salaries (including super) Paul Hamilton "All About Fitness" \$1200 for 48 weeks a year at \$250 a session including travelling	12000.00	Government Grants	
Short-term contract fees		Central Highlands Grant (10 week program)	2500.00
Running costs		Trust/Foundations	
Production of information PR materials		Donations from Businesses	
Training staff/volunteers		Special Fundraising (catering)	3000.00
Travel	Included in salary payment	Gifts in kind (details)	

Rent		Cash Reserves	8327.19
Reference materials		Other: Weekly fee of \$5	3000.00
Other:			
Subtotal	12000.00	Subtotal	16872.19
TOTAL	12000.00	TOTAL	



CENTRAL HIGHLANDS COUNCIL COMMUNITY GRANTS PROGRAM EVALUATION REPORT

1. GRANT DETAILS

Name of Project: Bothwell Exercise Group (BEG)

Grant Amount from Central Highlands Council: \$1000

Start Date: 26 August 2014

Completion Date: On-going

2. RECIPIENT DETAILS

Applicant Organisation: Bothwell Exercise Group

Contact Person's Name: Jill Bignell

Phone (Business Hours): 03 / 6259 5678

Mobile: 0428 216 780

Fax:

Email: jillbignell@bigpond.com

3. CERTIFICATION

To be signed by the Chair, President or Chief Executive of the Organisation.

I certify that the attached project summary provides a true and fair record of the undertaking and outcomes of this project.

Name: Jill Bignell

Position in Organisation: BEG Group Member

Signature: *Please see hardcopy*

Date: 16 June 2015

4. Project Summary

* You may choose to attach a separate project report, but it must address the questions included in this form.

* Please attach any material developed as part of your project, e.g. media coverage or publicity, flyers, brochures etc.

Briefly describe your project and its outcomes

The purpose of the Bothwell Exercise Group (BEG) is to use physical activity to promote physical, mental and emotional wellbeing in our isolated, rural community.

How did the community benefit or provide a community resource?

The community has on-going access to a qualified physical trainer offering individualised exercise treatment programs in a supportive environment. This affords community members with an opportunity to manage chronic illnesses in conjunction with other health professionals.

Importantly, BEG provides a much-needed opportunity for social inclusion; nurturing people of all ages and social background who are socially-isolated and coping with traumatic events that continue to impact on how they live their daily lives. With BEG the community now has a chance to mix with other community members in a socially inclusive environment. Our survey results indicate that BEG has a positive impact on people's physical and mental wellbeing. What BEG offers has been lacking in our community and BEG manifestly provides a successful local solution.

How many people participated in your project?

There are 29 people who have attended BEG sessions. The weekly average has increased from 12 to 17 in the past six months. Reasons for non-attendance include illness, medical appointments, operations, family commitments, travel and work commitments. It is pleasing to see members return after recovering from operations and enjoying exercising and socialising again.

How many volunteers worked on your project?

26 members of the group work in a voluntary capacity to make the project a success.

Did you learn anything new or unexpected during the implementation of the project?

One outcome we are especially proud of is the support we offer people who are experiencing grief and recovering from traumatic experiences. Many health professionals and community members have commented on this very worthwhile focus. A large number of BEG members were involved in the award-winning "Lift the Lid" initiative and as such are committed to using BEG to continue to make a difference to emotional wellbeing through regular, physical activity followed by a cuppa and a supportive chat after our workouts.

An outstanding outcome has been the commitment shown by members to the sustainability of BEG through fundraising efforts. There is a Fundraising Events Calendar for planning opportunities to be involved in various community events to raise much-needed funds to put BEG on a sustainable footing. Comments from a recent survey indicate that participants derive much benefit and support from these sessions.

A recent survey of participants showed that 11 people have participated in other forms of physical exercise since joining BEG.

Have any future plans arisen from the project?

Future strategies include giving back to our community and beyond by:

1. Encouraging participation in other local activities such as the Bothwell Heart Foundation Walking Group, Aqua Aerobics (summer only) and the newly-formed Netball group;
2. Participation in fundraising events such as the walk for Breast Cancer to support community members;
3. Strengthening links with the award winning "Lift the Lid" initiative;
4. Actively promoting BEG and increasing the number of participants; especially those with chronic illnesses such as asthma, arthritis, pain management issues;
5. Participate in a pilot program called "strength2strength" which is an initiative of the Department of Health and Human Services to provide exercise treatment programs in rural and remote areas.

How has Council's contribution to the project been acknowledged?

The CHC has been acknowledged in posters placed in local businesses and mentioned to influential persons such as journalists and health professionals. BEG now has a Facebook for sharing information and an email distribution list.

5. STATEMENT OF INCOME & EXPENDITURE

Actual Income		Actual Expenditure	
		Item	Total Cost
Project Income/income earned through the project	\$2,050 Weekly participation fee of \$5.00	Qualified instructor Paul Hamilton "All About Fitness" ABN 39 585 819 481	\$11,000.00 per calendar year
Organisations contribution, including volunteer staff <i>Give Details</i>	\$2,810 CWA, Tourism Association Melton Mowbray Rodeo Committee, Bothwell Football Club		
Donations or in-kind support <i>Give details</i>	\$800 Private individuals		
Sponsorship	Nil		
Central Highlands Council Community Grant	\$1,000		
Other Grants <i>Give details</i>	\$2000 (April 2015) Primary Rural Health		
Other Income <i>Give details</i>	\$3715.80 BEG FUNDRAISING at community events (catering at Bothwell Cattle Sale & Speed Shear; Spin-In Information Booth, Melbourne Cup Luncheon, Seasonal raffles)		
TOTAL:	\$11,575.80	TOTAL:	\$11,000.00

*Please attach a copy of receipts that demonstrate proper expenditure of the grant.
Please see hardcopy of Transaction sheet provided by Central Highland's Council

To be signed by your organisation's Treasurer or independent Auditor.

I certify that the above Statement of Income and Expenditure provides a true and fair record of this project.

Name: Mrs. Casey Bryant

Position in Organisation: Senior Administrative Officer, Central Highlands Council

Signature: _____ **Date:** _____

16.22 GRETNA CRICKET CLUB – REQUEST FOR FINANCIAL ASSISTANCE

Attached is a letter from the Gretna Cricket Club seeking financial assistance from Council to replace the existing synthetic on the centre wicket of the Gretna War Memorial Oval.

Total replacement cost is \$3,045.00. An allowance has been made in the 2015 / 16 budget for a synthetic cricket pitch at Bothwell.

For Decision



GRETNA CRICKET CLUB INC.



PREMIERSHIPS

GRETNA I: 1932-33, 1933-34, 1934-35, 1938-39, 1939-40, 1952-53, 1953-54, 1964-65, 1967-68, 1968-69, 1975-76, 1976-77, 1980-81, 1981-82, 1983-84, 1989-90, 1992-93, 1994-95, 1997-98, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08

GRETNA II: 1977-78, 1988-89, 1989-90, 1999-2000

LIFE MEMBERS

COL PLOUGHMAN, LES CUNNINGHAM, BADEN GEARD, GEOFF JARVIS, ALAN NICHOLS, ROBERT BUTLER,
PETER RAINBIRD, DAVID SMITH, JOEY HACK, MICHAEL BROWNING, PAUL JARVIS,
CHERYL RAINBIRD, GLENN BLACKWELL, PAUL RAINBIRD, TIM LOWE, MATHEW BURNS

Game Record Holders: *Gretna I* Joey Hack 380, *Gretna II* Paul Rainbird 226, *Total* Joey Hack 397

Secretary

Wade Gleeson
320 Back River Road
Magra TAS 7140
Home: 6261 2079
Mobile: 0429 704 677
wadegleeson@live.com.au

President

Peter Rainbird
195 Gordon River Rd
Macquarie Plains TAS 7140
Home: 6286 1297
Mobile: 0407 873 215

Treasurer

Glenn Blackwell
PO Box 714
New Norfolk TAS 7140
Home: 6286 1466
Mobile: 0427 798 482
glenn.blackwell@aad.gov.au

15th July 2015

Dear Mayor and Councilors.

I write to you on behalf of the Gretna Cricket Club seeking funding for a new synthetic on the centre wicket at the Gretna War Memorial Oval.

With not much wear left on the existing synthetic, we will need to replace it before the next cricket season begins (October). I ask if council could assist with funding for this project.

The costing of the project would be \$3,045.00 which consists of the following -

The Centre Wicket requires 28 metres of the PP Tournament at \$70.00 per metre,
3 Pot's of glue at \$195.00 each and freight costs of \$500.

Please see Attachment which is for a quote received from the Cricket Centre. It contains a combined total price for the practice nets (project completed) as well as the centre wicket.

Any funds from outside the club for this project would be a much added bonus.

Of recent times, the club has completed three major projects. One of those being the installation of a new irrigation system for the oval of which will make a huge difference in many ways and we thank the council for your funding assistance with this, it is much appreciated.

Along with installing the new irrigation system the club has also installed a new 6mx6m colour bond shed to store our mower of which we have undertaken a full maintenance overhaul on, costing the club around \$2000.

All these projects have been completed by our dedicated members of the club, but a couple of months ago the club had a set back financially when the clubhouse was broken into which resulted in over \$3,000 worth of damages and

stolen goods.

This loss could well have been spent on a future project such as a new synthetic, but with the 2015/16 season fast approaching this would not be possible as we will have affiliations fees etc to pay for our two senior and two junior teams.

If council can assist with funding for a new synthetic, it would help out considerably.
Also attached for your viewing is a copy of the club's strategic plan.

I look forward to hearing from you in the near future.

Yours faithfully,

Wade Gleeson
Club Secretary &
Junior Development Officer.



ABN:92082367075

Brisbane - Head Office

30 Crosby Road ALBION Q 4010
 PO Box 234 ALBION Q 4010
 Ph: 07 32623166 Fax 07 38622619
 FREECALL: 1800 HOWZAT (469 928) FREE FAX: 1800 242 427
 Visit our online shop @ www.cricketcentre.com.au

Quotation**9 CRICKET SPECIALIST LOCATIONS**

BRISBANE - ALBION Ph: 07 3262 3166

BRISBANE - UNDERWOOD Ph: 07 3808 2669

NORTH SYDNEY Ph: 02 9954 6881

SYDNEY - ROSEBERY Ph: 1800 469928

CANBERRA Ph: 02 6239 3299

MELBOURNE - CITY Ph: 03 9329 8611

MELBOURNE - CLAYTON Ph: 03 9558 6600

ADELAIDE Ph: 1800 469928

HOBART Ph: 03 6272 1933

Date
 31/07/14

Quote For:
 GRETNA CRICKET CLUB
 320 Back River Road
 MAGRA 7140

Quote Number
 10575
Quoted By
 MATTB

Customer Code **Customer Reference** **Description**
 GR7140CC

Item Code	Loc	Item Description	Qty	Price	Amount
PPT715	H	PP TOURNAMENT NON DIRECT 1.83M WIDE / LM	28	70.00	1,960.00
PPT702	H	PP CLASSIC LEAGUE 1.83M WIDE / L METRE	49	60.00	2,940.00
FRE	H	Freight	1	1050.00	1,050.00

Thankyou for the opportunity to quote on your cricket needs, we acknowledge your support to the local community.

This Quotation is Valid up to the
 Expiry Date: 28/08/14

Total Includes GST of
 540.90

Total
5,950.00



ABN:92082367075

Brisbane - Head Office

30 Crosby Road ALBION Q 4010

PO Box 234 ALBION Q 4010

Ph: 07 32623166 Fax 07 38622619

FREECALL: 1800 HOWZAT (469 928) FREE FAX: 1800 242 427

Visit our online shop @ www.cricketcentre.com.au**Quotation****9 CRICKET SPECIALIST LOCATIONS****Date**

31/07/14

BRISBANE - ALBION Ph: 07 3262 3166

MELBOURNE - CITY Ph: 03 9329 8611

BRISBANE - UNDERWOOD Ph: 07 3808 2669

MELBOURNE - CLAYTON Ph: 03 9558 6600

NORTH SYDNEY Ph: 02 9954 6881

ADELAIDE Ph: 1800 469928

SYDNEY - ROSEBERY Ph: 1800 469928

HOBART Ph: 03 6272 1933

CANBERRA Ph: 02 6239 3299

Quote For:

GRETNA CRICKET CLUB

320 Back River Road

MAGRA 7140

Quote Number

10574

Quoted By

MATTB

Customer Code

GR7140CC

Customer Reference**Description**

Item Code	Loc	Item Description	Qty	Price	Amount
PPT715	H	PP TOURNAMENT NON DIRECT 1.83M WIDE / LM	28	70.00	1,960.00
PPT702	H	PP CLASSIC LEAGUE 1.83M WIDE / L METRE	49	60.00	2,940.00
PPT707	H	20LT DRUM OF ADHESIVE	6	195.00	1,170.00
FRE	H	Freight	1	1500.00	1,500.00

Thankyou for the opportunity to quote on your cricket needs, we acknowledge your support to the local community.

This Quotation is Valid up to the
Expiry Date: 28/08/14

Total Includes GST of
688.17

Total
7,570.00

GREтна CRICKET CLUB INC.



Strategic Plan 2014-15 and beyond

Introduction and overview

This Strategic Plan updates Gretna Cricket Club's direction through 2014-15 season and beyond. The changing demographics of our membership and the local community demands a more businesslike outlook to its cricket and general operations and commitment to delivering its benefits to the wider community, especially those who are financially or socially disadvantaged.

About the Club

The Gretna Cricket Club was established back in the late 1800's. Our home ground and clubrooms are located at the Sports and Recreational Ground in Gretna and has been for all of its existence. Gretna competes in the Southern Cricket Association in the greater Hobart area.

The Gretna Cricket Club's primary purpose is to provide a healthy, safe and friendly environment for those who enjoy playing the game of cricket. To build on the best in our players and supporters by investing in quality coaching, playing and training equipment and facilities, representing the strengths and diversity of the local community. Our success is founded on respect for the values of the game and high standards of sportsmanship, club management and financial sustainability.

As the average age of our membership is younger than ever before, we need to understand and address the sporting and social needs of our membership base.

Past Performance

On Field

The Gretna Cricket Club has achieved 29 known Premierships. Since the introduction of juniors in 2010/11 season they have also experienced strong success on the field. The club had spent a majority of its existence playing in the Derwent Valley Cricket Association which became defunct after the 2007/08 season. The club has now migrated successfully into the Southern Cricket Association, against well-established, foundation suburban-based clubs. The club has since been a regular participant in finals across all the grades and won the 4th Grade Premiership last season.

Off Field

Gretna Cricket Club maintains an excellent social environment and culture that is welcoming to all and indeed part of its longevity and success over many years.

Financially, the club is in a position of relative financial security. It has adapted to a range of changing socio-economic factors impacting on players and members. In summary, the club has done remarkably well to find a balance of affordability for members and remain in a position of financial security. The recent pro-active work from committee members has enabled the 'game of cricket' to remain affordable by seeking ongoing financial support from community businesses. This has also provided the club with the capacity to strategically invest in infrastructure and equipment upgrades and to support our long term sustainability. The club recognises a need to invest a portion of club available finances to ensure the successful accomplishment of the initiatives set out in this strategic plan.

Current Position

We are beginning to see the start of junior cricketer's progress into the senior ranks and we are retaining members as a result. It is likely that the coming season will see the club have a record amount of playing members in its history, creating challenging issues with existing infrastructure. The club was in a position to nominate a 3rd senior team last season, but as a result of the demand on the current facilities a decision was made not to proceed.

However, it is a strong goal of the club to maintain and build on current infrastructure and facilities, with the assistance of local council support and grants programs. The club is excited and determined to overcome the various challenges and put itself in the best position to take advantage of these strengths and continue to create a platform for sustainable growth and success into the future.

The club recognises that a Strategic Plan would be invaluable in identifying what challenges are ahead and to consider action plans. Overall, the club realises that it needs to be clear on its purpose as a cricket club, what it stands for and what it wants to achieve, both on field and off field.

The Strategic Plan identifies to all stakeholders the direction the club intends to take over the next five years and will be used to focus the energies of the committee and members over this period.

For a long period of time the club has continued to operate season-to-season and due to the efforts of club members has remained relatively successful on this basis. However, the club is under no illusion that such a structure restricts the ability to look ahead much further than any current or upcoming season. With a great mix of dedicated people within the club, loyal sponsorship base and an exciting level of talent within the youth membership, the club is confident that by setting clearly defined and realistic goals the club will be able to create a solid platform for growth and sustained success into the future.

Strategic Themes

This strategic Plan is underpinned by five major strategic themes.

1. Proud of our History – Creating our Future
2. Youth Development
3. Breeding a Culture of Success
4. Social and Community Involvement
5. Quality Administration



1. Proud of our History – Creating our Future

The Gretna Cricket Club's present board and members are proud of the history that has been generated by the past generations and excited by what the future brings.

Purpose Statement

To provide a healthy, safe and friendly environment for all members to enjoy playing the game of cricket whilst maintaining our heritage culture.

Vision

To be the Cricket Club of choice, through on and off field success and social inclusion

The club aims to ensure that the Gretna Sports and Recreational Ground receive favourable comments from visiting teams and umpires. We aim to provide members with the best quality playing conditions, practice nets and training equipment as practically possible.

2. Youth Development

The Gretna Cricket Club understands the importance of its role to provide a safe and healthy sporting environment for the youth of the Derwent Valley and Central Highlands area. With a demographic that is rapidly changing from older adult members to younger junior members the focus on encouraging participation and skill development is becoming an area of high focus within the club.

We need to continue to embrace our responsibility to promote fun, healthy well being, teamwork and discipline through the sport of cricket. We also need to ensure that we are able to address the changing social needs of our younger members in order to encourage friendships and hopefully a longer term commitment from them.

The newly formed Cricket Operations Sub-Committee and the Social and Junior Sub-Committee all have responsibilities to ensure that adequate time and resources are spent to successfully achieve the results required to meet this strategic theme.

3. Breeding a Culture of Success

On-field success is the result of:

- Attracting and retaining talented/skilful cricketers
- Successful development of youth
- Adherence to discipline and specific behaviours of individuals within a team setting and club environment.

The Club is mindful of a need to attract and retain talented cricketers which promotes the skill development and enjoyment of others who play amongst them. We also need to encourage the development of all players to satisfy their desire to continually improve themselves.

Success should not be purely the result of a desire to win but instead the by-product of skill and behavioural development. Therefore, our strategy is not to breed a desire to win but instead to breed a "culture of success".

The Team Selection Committee are to ensure that designated resources will be able to guide the club toward achieving results related to this strategic theme.

4. Social and Community Involvement

The committee and members of the Gretna Cricket Club believe they have a responsibility to promote the sporting and social benefits of the club to those in our community who are financially or otherwise disadvantaged.

In this strategic plan we aim to measure the success of our club against our ability to provide a range of cricketing and social projects aimed at delivering fun,

friendship and healthy wellbeing to those who feel that they are unable to participate in the club because of financial or other difficulties. Mobile cricket coaching clinics, free use of sporting equipment and full subsidisation of membership for those who decide to come to play at the club are amongst some of the key initiatives underpinning this strategic theme.

The club needs to seek the ongoing support from the Central Highlands Council and local schools to more accurately identify the target segments.

A Social and Junior Sub-Committee has been formed to allow designated time and resources to guide the club toward achieving results related to this strategic theme.

5. Quality Administration

The Gretna Cricket Club has previously been able to satisfactorily meet its financial and secretarial obligations through sound administrative practices in previous years. There is now, however, a greater need to obtain significant operating revenue through sponsorships and grants to enable the club to fulfil its objectives under this strategic plan.

Although there is no legal necessity for the club to remain incorporated whilst being associated with the Southern Cricket Association, as a not-for-profit club, the benefits of remaining incorporated are understood. These include:

- having club members protected, to a certain extent, from being sued individually if someone is injured while involved in activities run by the club;
- Improving the club's fundraising ability and eligibility for grants; and
- Having the Club financials audited annually.

A more businesslike approach to the management of club finances, marketing and promotion is required to meet the escalating costs to deliver sound outcomes for all members and to be able to support the disadvantaged in our community. It is also the desire of the committee to ensure that we are able to operate with enough capacity to continually re-invest into improving the social benefits associated with club membership. This will be achieved through targeted spending to modernise club equipment to provide a more interactive and stimulating environment.

The Administration Sub-Committee has been formed to allow designated time and resources to guide the club toward achievement of the related strategic theme.

Sub Committees

The members of the Gretna Cricket Club understands the significant challenges the club faces over the next year and beyond in its attempts to significantly improve its on and off field performance. To ensure that we are able to dedicate the required time and resources to successfully achieve this plans strategic initiatives, the club committee has introduced three sub-committees for the 2014/15 season which are:

1. Cricket Operations Sub-Committee

2. Social and Junior Sub-Committee

3. Administration Sub-Committee

Each of the sub-committee charters have been specifically developed to ensure the success of this strategic plan.

Strategic Initiatives

Strategic Theme	Initiative	Measurement
Proud of our History, Creating our Future	1. Promote and maintain our proud heritage and values for what the club stands for.	Create a social newsletter, sent out the beginning of each month that supports our heritage including a segment from the past. Continue to build on the Statistical database that is already well advanced. Continue to maintain the personalised numbering system for new playing members into the club and advertise the system on playing uniforms. Investigate the option for creating our own Website that will promote the history of the club. Continue to update the Honour Board. Communicate with Life Members and past players on upcoming social events
	2. Ensure that the Gretna Sports and Recreational Ground receives favourable comments from visiting teams and umpires	Maintain regular liaison with the Central Highlands Council to ensure that they are aware of our requirements. Support maintenance of the Gretna Sports and Recreational Ground and Facilities. Organise Annual working bee before the commencement of the season. As part of the redevelopment plan, carry out 2 of the 3 stages required to install a new irrigation system for the oval. Investigate the options for purchasing a new mower.

	<p>3. Gretna Cricket Club to host finals games of regional cricket.</p> <p>4. Practice Nets and Training equipment is kept at a high standard.</p>	<p>In conjunction with the Central Highlands Council, create an achievable redevelopment plan for the Sports and Recreational Ground and Facilities. Apply for at least 2 Sporting and Community Grants to assist in the cost of the modifications to meet SCA requirements.</p> <p>**Urgent upgrade of the synthetic surface in the training nets.</p>
Youth Development	<p>1. The provision of specialised coaching for junior cricketers</p> <p>2. Social Development for all junior cricketers</p> <p>3. The provision of quality cricket equipment including all safety equipment for junior players.</p> <p>4. To migrate junior cricketers into senior teams.</p> <p>5. Promote and Support Community Programs that encourage participation in sport and help build the profile of cricket</p>	<p>Work with Cricket Tasmania to organise at least 2 Junior Training sessions with specialist coaches The junior coaches all must complete 1st Level coaching courses.</p> <p>Provision of targeted events calendar providing junior players and their families the opportunity to socialise in a friendly, safe and responsible atmosphere.</p> <p>Quality safety equipment including all safety equipment is readily available for junior cricketers in all age brackets.</p> <p>To have 2 players make their senior debut in 2014-15 season</p> <p>Assist the Milo in2 Cricket program ran by Glenora District High School. Organise and fund the end of program BBQ for participants, hosted at the GCC Facilities.</p>

Breeding a Culture of Success	<ol style="list-style-type: none"> 1. Improving the capability of Cricket Teams 2. Successful coaching and development of senior cricketers 3. On field (training and match day) behavioural expectations 4. On field success 	<p>Developing the skill level of existing players. Recruitment of at least 2 high calibre players.</p> <p>Provide Coaching courses for at least 3 club playing members that are willing to step up and lead training drills.</p> <p>Development of a 'Code of Conduct' relating to on-field behavioural expectations for players. Selecting team captains who will enforce the clubs 'Code of Conduct' on match days.</p> <p>At least 1 senior premiership in 2014/15 season.</p>
Social and Community Involvement	<ol style="list-style-type: none"> 1. Cricket Coaching clinics targeted at disadvantaged youth within the Derwent Valley and Central Highlands regions 2. Increase the awareness of local cricket 3. Organise Social Events Calendar focusing on family enjoyment. The club will have a strong social program with the objective of regularly gathering past and 	<p>Provide at least 2 cricket coaching clinics</p> <p>Advertise and hold a registration day for juniors. Create a social newsletter sent out the beginning of each month detailing upcoming games and events. Utilise social media to give updates on match results and social events. Investigate the option for creating our own Website.</p> <p>Social sub-committee to organise an events calendar prior to the season. Include events such as Christmas Party, Sponsors day and Golf Day All members to encourage Family and friends to attend social</p>

	present to games and other social events.	functions.
Quality Administration	<ol style="list-style-type: none"> 1. Revenue increase through sponsorships 2. Successful Grant applications 3. Relationship development with the Central Highlands Council 4. Develop a charter of responsibilities for each sub-committee. 5. Increased social benefits associated with club membership and family orientated interests. 6. Club Constitution and Strategy to reviewed annually 	<p>Increase sponsorship revenue by 10% compared to 2014/15 Season</p> <p>Apply for at least 2 Sporting and Community Grants</p> <p>Participate in Council meetings where appropriate. Work with the Council to create a long term Redevelopment Plan for the Gretna Sports and Recreation Ground and its Facilities.</p> <p>Development and implementation of Sub Committees prior to the beginning of the season.</p> <p>The purchase of at least one capital item targeted at increasing the level of member satisfaction.</p> <p>Two Committee members to be nominated to review each document and recommend updates and changes.</p>

17.0 SUPPLEMENTARY AGENDA ITEMS

Moved **Clr**

Seconded **Clr**

THAT Council consider the matters on the Supplementary Agenda.

18.0 CLOSURE
