



# AGENDA ATTACHMENTS

16<sup>TH</sup> APRIL 2019

ORDINARY COUNCIL MEETING  
BOTHWELL COUNCIL CHAMBERS

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# Central Highlands Council

## Draft MINUTES – ORDINARY MEETING – 19<sup>th</sup> March 2019

**Minutes of an Open Ordinary Meeting of Central Highlands Council held at Hamilton Council Chambers, on Tuesday 19<sup>th</sup> March 2019, commencing at 9am.**

### 1.0 OPENING

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

Mayor L Triffitt opened the meeting at 9.00am.

### 2.0 PRESENT

Mayor L Triffitt, Deputy Mayor J Allwright, Cllr A Archer (Arrived at 9.15am), Cllr A Bailey (left the meeting at 12.45pm), Cllr S Bowden (Arrived at 9.15am), Cllr A Campbell, Cllr R Cassidy, Cllr J A Honner, Cllr J Poore, Mr Adam Wilson (Acting General Manager) and Mrs Michaela Herbert (Minutes Secretary).

### 3.0 APOLOGIES

NIL

### 4.0 PECUNIARY INTEREST DECLARATIONS

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

Acting General Manager Adam Wilson Closed Session Item 4

Cllr A Bailey Closed Session Item 2

Mayor L Triffitt 16.12 MOTOR POOL VEHICLE ALLOCATION POLICY NO. 2017-48

### 5.0 CLOSED SESSION OF THE MEETING

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

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

**Moved:** Cllr J Honner

**Seconded:** Cllr A Campbell

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

Item Number	Matter	Outcome
1	Confirmation of the Closed Meeting Minutes of the meeting held on 19 February 2019	Minutes were confirmed

2	Councillor Request	Matter was discussed and noted
3	Letter from Ratepayer	Letter was discussed
4	Legal Representation	Matter was discussed and noted
5	Consideration of Matters for Disclosure to the Public	Matters were considered

**CARRIED BY ABSOLUTE MAJORITY**

**FOR the Motion:**

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

*Mrs Michaela Herbert left the meeting at 9.05am.*

*The Mayor adjourned the closed session on the meeting at 10.25am to be resumed following the end of the public meeting agenda.*

**OPEN MEETING TO PUBLIC**

The meeting opened to the public at 10.38am.

**6.0 DEPUTATIONS**

NIL

**6.1 PUBLIC QUESTION TIME**

NIL

**7.0 MAYORAL COMMITMENTS**

8<sup>th</sup> February 2019 TFS Meeting Miena  
9<sup>th</sup> February 2019 Business of Council  
Telemeeting with Fire Recovery  
12<sup>th</sup> February 2019 Planning Committee Meeting – Bothwell  
TasWater Update  
Recovery Meeting  
Meeting with Minister Michael Ferguson  
13<sup>th</sup> February 2019 Meeting with Premier Will Hodgeman  
Bushfire Recovery Co-Ordinator Meeting with Premier Will Hodgeman – Bronte Park  
Bushfire Recovery Co-Ordinator Meeting with Premier Will Hodgeman- Bradys Lake  
14<sup>th</sup> February 2019 Business of Council  
15<sup>th</sup> February 2019 Business of Council  
17<sup>th</sup> February 2019 Business of Council  
18<sup>th</sup> February 2019 STCA Meeting – Hobart  
19<sup>th</sup> February 2019 Council Meeting – Bothwell  
20<sup>th</sup> February 2019 Hobart Town First Settlers Function  
21<sup>st</sup> February 2019 Business of Council  
22<sup>nd</sup> February 2019 Reading Representations for the Lake  
23<sup>rd</sup> February 2019 LGAT Planning Workshop – Hobart  
Reading representations  
24<sup>th</sup> February 2019 business of Council  
Reading of representations



25 <sup>th</sup> February 2019	ABC Radio interview
26 <sup>th</sup> February 2019	Special Meeting of Council – Bothwell
27 <sup>th</sup> February 2019	Meeting with State Growth- with GM
28 <sup>th</sup> February 2019	Open Field Day Hemp Farm – Bothwell Meeting with SpinIn Committee ABC Interview
1 <sup>st</sup> March 2019	SpinIn Meeting with Steve Martin with GM – Hamilton
2 <sup>nd</sup> March 2019	Hamilton Agricultural Society Show
4 <sup>th</sup> March 2019	Business of Council Bushfire recovery Meeting Meeting with Bec McKenny
5 <sup>th</sup> March 2019	Cabinet meeting at Miena
6 <sup>th</sup> March 2019	Meeting with Ami Lockett from DPAC and General Manager
7 <sup>th</sup> March 2019	Business of Council
8 <sup>th</sup> March 2019	First Blade stop- Bothwell
9 <sup>th</sup> March 2019	Lake Crescent Shack Owners Meeting
10 <sup>th</sup> March 2019	Great Lake Shack Owners Meeting
12 <sup>th</sup> March 2019	State Growth Commission Meeting with the Acting General Manager
13 <sup>th</sup> March 2019	Meeting with CWA Ladies

## NOTED

### 7.1 COUNCILLOR COMMITMENTS

#### Clr R Cassidy

17<sup>th</sup> January 2019 (receipt of DA 2018/50) to 28 February 2019 -  
Time spent on Wild Drake Development Application 2018/50 reading it and doing research into various aspects and components pertinent to it, making phone calls, then fielding emails and phone calls after the decision was made.

4 <sup>th</sup> February 2019	Planning Workshop Bothwell
12 <sup>th</sup> February 2019	Planning Committee
19 <sup>th</sup> February 2019	Ordinary Council Meeting - Bothwell
21 <sup>st</sup> February 2019	reading Special Agenda and reading DA 2018/50 a third time against Acceptable Solutions/Performance Criteria/
23 <sup>rd</sup> February 2019	Planning Authority Conference - Hobart
24 <sup>th</sup> February 2019	Preparation for presentation of my findings at Special Council Meeting
25 <sup>th</sup> February 2019	Preparation for presentation of my findings at Special Council Meeting
26 <sup>th</sup> February 2019	Special Council Meeting - Bothwell
5 <sup>th</sup> March 2019	Regional Cabinet Meeting - Miena (Dep. Premier Rockliff/other Ministers, Mayor, et al)
12 <sup>th</sup> March 2019	Planning Committee

#### Clr A Bailey

22 <sup>nd</sup> January 2019	Fire Meeting Update – Bothwell
27 <sup>th</sup> January 2019	Fire Meeting Update – Bothwell
31 <sup>st</sup> January 2019	Fire Meeting Update – Bothwell
4 <sup>th</sup> February 2019	Planning Meeting – Bothwell
19 <sup>th</sup> February 2019	Council Meeting – Bothwell
26 <sup>th</sup> February 2019	Special Council Meeting – Bothwell
5 <sup>th</sup> March 2019	Regional Cabinet Meeting Miena

#### Clr J Honner

19 <sup>th</sup> February 2019	Ordinary Council Meeting
26 <sup>th</sup> February 2019	Special Council Meeting
28 <sup>th</sup> February 2019	Church Meeting with Archdeacon Dane Courtney
4 <sup>th</sup> March 2019	Drinks and Nibbles Liberal party GLCC
5 <sup>th</sup> March 2019	Meet and Greet with Liberal Party GLCC
10 <sup>th</sup> March 2019	Shack Owners Meeting - Great Lake

**Clr J Poore**

19 <sup>th</sup> February 2019	Council Meeting Bothwell
23 <sup>rd</sup> February 2019	LGAT Planning Workshop Hobart
25 <sup>th</sup> February 2019	Audit Panel Meeting Hamilton
26 <sup>th</sup> February 2019	Special Council Meeting Bothwell
12 <sup>th</sup> March 2019	Planning Meeting Bothwell

**Clr A Campbell**

19 <sup>th</sup> February 2019	Ordinary Council Meeting
26 <sup>th</sup> February 2019	Special Council Meeting
28 <sup>th</sup> February 2019	Bothwell School Visit to inspect "Blue Man" -Spin in project
12 <sup>th</sup> March 2019	Meeting at Bothwell Council Chambers to discuss Hobart Pathology options with Councillor Poore. Meeting with Deputy Mayor Allwright, Clr Archer and Clr Bowden to discuss Bushfire review and plan.

**NOTED****7.2 GENERAL MANAGER'S COMMITMENTS**

18 <sup>th</sup> February 2019	STCA Meeting
19 <sup>th</sup> February 2019	Council Meeting
21 <sup>st</sup> February 2019	Meeting Jen Newman RDA Tasmania
25 <sup>th</sup> February 2019	Audit Panel Meeting
26 <sup>th</sup> February 2019	Special Council Meeting
27 <sup>th</sup> February 2019	Teleconference with Mayor and State Growth re bus services
1 <sup>st</sup> March 2018	Opening SpinIn Meeting Senator Steve martin
4 <sup>th</sup> March 2019	Meeting Alex Heroys DST Meeting Carol Owen Social Recovery Director Bushfires Meeting Veterans Memorial Centre
5 <sup>th</sup> March 2019	Regional Cabinet Meeting Miena
6 <sup>th</sup> March 2019	Meeting Ami Lockett DPAC Meeting Mayor & Tassal

**NOTED****7.3 ACTING GENRAL MANAGER'S COMMITMENTS**

19 <sup>th</sup> February 2019	Council Meeting
25 <sup>th</sup> February 2019	Audit Panel Meeting
26 <sup>th</sup> February 2019	Special Council Meeting
27 <sup>th</sup> February 2019	Miena Recovery Hub Day
28 <sup>th</sup> February 2019	Bronte Park Recovery Hub Day
2 <sup>nd</sup> March 2019	Hamilton Show Recovery Hub Day
4 <sup>th</sup> March 2019	Western Wilds meeting Alex Heroys DST Social Recovery Bushfires Meeting Carol Owen
6 <sup>th</sup> March 2019	Bushfire Recovery Social Work Planning Meeting
12 <sup>th</sup> March 2019	Community Recovery Business Grants Meeting with Shaun Willie

**NOTED****8.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD****NIL****8.1 FUTURE WORKSHOPS****NIL**

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## 9.0 MAYORAL ANNOUNCEMENTS

The Mayor advised that she received a letter from Taswater regarding an update on the relocation of the pond at Hamilton. This letter was discussed further in the meeting.

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## 10.0 MINUTES

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### 10.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

**Moved:** Clr J Honner

**Seconded:** Clr A Bailey

**THAT** the Draft Minutes of the Open Council Meeting of Council held on Tuesday 19<sup>th</sup> February 2019 be received.

**CARRIED**

**FOR the Motion:**

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

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### 10.2 CONFIRMATION OF MINUTES ORDINARY MEETING

**Moved:** Clr J Poore

**Seconded:** Clr J Honner

**THAT** the Minutes of the Open Council Meeting of Council held on Tuesday 19<sup>th</sup> February 2019 be confirmed.

**CARRIED**

**FOR the Motion:**

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

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### 10.3 RECEIVAL DRAFT MINUTES SPECIAL MEETING

**Moved:** Clr R Cassidy

**Seconded:** Clr J Honner

**THAT** the Draft Minutes of the Open Special Meeting of Council held on Tuesday 26<sup>th</sup> February 2019 be received.

**CARRIED**

**FOR the Motion:**

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

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### 10.4 CONFIRMATION OF MINUTES SPECIAL MEETING

**RESOLVED THAT** the confirmation of the Minutes of the Open Special Meeting of Council held on Tuesday 26<sup>th</sup> February 2019 be deferred until the Ordinary Meeting of Council held on the 16<sup>th</sup> of April 2019.

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## 10.5 RECEIVAL DRAFT MINUTES AUDIT PANEL MEETING

**Moved:** Clr J Poore

**Seconded:** Deputy Mayor J Allwright

**THAT** the Draft Minutes of the Audit Panel meeting held on Monday 25<sup>th</sup> of February 2019 be received.

**CARRIED**

**FOR the Motion:**

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

## 10.6 RECEIVAL DRAFT MINUTES CENTRAL HIGHLANDS VISITORS CENTRE COMMITTEE MEETING

**Moved:** Clr J Poore

**Seconded:** Clr R Cassidy

**THAT** the Draft Minutes of the Central Highlands Visitors Centre Committee meeting held on Thursday 14<sup>th</sup> February 2019 be received.

**CARRIED**

**FOR the Motion:**

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

## 10.7 RECIEVAL DRAFT MINUTES PLANNING COMMITTEE MEETING

**Moved:** Deputy Mayor J Allwright

**Seconded:** Clr J Poore

**THAT** the Draft Minutes of the Planning Committee Meeting held on Tuesday 12<sup>th</sup> March 2019 be received.

**CARRIED**

**FOR the Motion:**

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

## 11.0 BUSINESS ARISING

14.2	Request Long Term Stay Caravan Park – letter sent
14.3	Request Long Term Stay Caravan Park – letter sent
18.1	Request Long Term Stay Caravan Park – letter sent
14.4	IFC advised of Councils decision
15.1	Mayor to write letter
16.1	Tree removal to be undertaken
16.2	Spinin Committee advised of Councils decision
16.3.	Letter sent to Mrs Herlihy
16.8	Letter and cheque forwarded
16.9	Clrs Allwright, Archer & Bowden to meet re info on bushfires
16.10	Policy discussed at Audit Panel meeting
16.11	Boundary adjustment being organised

### NOTED

## 12.0 DERWENT CATCHMENT PROJECT REPORT

**Moved:** Clr J Honner

**Seconded:** Clr A Bailey

**THAT** the Derwent Catchment Project report be received.

**CARRIED**

**FOR the Motion:**

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

## 13.0 FINANCE REPORT

**Moved:** Deputy Mayor J Allwright

**Seconded:** Clr A Bailey

**THAT** the Finance Report be received.

**CARRIED**

**FOR the Motion:**

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

## 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 A Bailey

**Seconded:** Clr S Bowden

**THAT** the Development & Environmental Services Report be received.

**CARRIED**

**FOR the Motion:**

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

*Mr Graham Rogers (Manager of Development & Environmental Services) entered the meeting at 10.47am.*

#### **14.1 DA2018/11: RESOURCE DEVELOPMENT (AQUACULTURE) – DRUM FILTER UPGRADE TO HATCHERY: 289 WAYATINAH ROAD, WAYATINAH**

**Moved:** Deputy Mayor J Allwright

**Seconded:** Clr J Poore

The proposal is assessed to substantially comply with the requirements of the Central Highlands Interim Planning Scheme 2015 and so in accordance with section 57 of the Land Use Planning and Approvals Act 1993, the Planning Authority is recommended to approve the application for Resource development (Aquaculture) – Drum Filter Upgrade to Hatchery at 289 Wayatinah Road, Wayatinah.

#### **Recommended 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.
- 3) The person responsible for the activity must comply with the conditions contained in the Environmental Licence No 9839/1 issued by the EPA pursuant to Section 42Q(3) of the Environmental Management and Pollution Control Act 1994.

##### **Services**

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

##### **Construction Amenity**

- 5) The development must only be carried out between the following hours unless otherwise approved by the Council's Manager of Development and Environmental Services:  
Monday to Friday 7:00 a.m. to 6:00 p.m.  
Saturday 8:00 a.m. to 6:00 p.m.  
Sunday and State-wide public holidays 10:00 a.m. to 6:00 p.m.
- 6) All works associated with the development of the land shall be carried out in such a manner so as not to unreasonably cause injury to, or prejudice or affect the amenity, function and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of:
  - a. Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, waste water, waste products, grit or otherwise.
  - b. The transportation of materials, goods and commodities to and from the land.
  - c. Obstruction of any public roadway or highway.
  - d. Appearance of any building, works or materials.
  - e. Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the site in an approved manner. No burning of such materials on site will be permitted unless approved in writing by the Council's Manager of Development and Environmental Services.
- 7) The developer must make good and/or clean any road surface or other element damaged or soiled by the development to the satisfaction of the Council's Manager of Works and Technical Services.

#### **The following advice applies to this permit:**

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

**CARRIED**

#### **FOR the Motion:**

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

## 14.2 DA2018/12: RESOURCE DEVELOPMENT (AQUACULTURE) – DRUM FILTER UPGRADE TO HATCHERY: 675 FLORENTINE ROAD, FLORENTINE

**Moved:** Deputy Mayor J Allwright

**Seconded:** Cllr J Poore

The proposal is assessed to substantially comply with the requirements of the Central Highlands Interim Planning Scheme 2015 and so in accordance with section 57 of the Land Use Planning and Approvals Act 1993, the Planning Authority is recommended to approve the application for Resource development (Aquaculture) – Drum Filter Upgrade to Hatchery at 675 Florentine Road, Florentine.

### **Recommended 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.
- 3)

The person responsible for the activity must comply with the conditions contained in the Environmental Licence No 9840/1 issued by the EPA pursuant to Section 42Q(3) of the Environmental Management and Pollution Control Act 1994.

#### **Services**

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

#### **Construction Amenity**

- 5) The development must only be carried out between the following hours unless otherwise approved by the Council's Manager of Development and Environmental Services:  
Monday to Friday 7:00 a.m. to 6:00 p.m.  
Saturday 8:00 a.m. to 6:00 p.m.  
Sunday and State-wide public holidays 10:00 a.m. to 6:00 p.m.
- 6) All works associated with the development of the land shall be carried out in such a manner so as not to unreasonably cause injury to, or prejudice or affect the amenity, function and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of:
  - a. Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, waste water, waste products, grit or otherwise.
  - b. The transportation of materials, goods and commodities to and from the land.
  - c. Obstruction of any public roadway or highway.
  - d. Appearance of any building, works or materials.
  - e. Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the site in an approved manner. No burning of such materials on site will be permitted unless approved in writing by the Council's Manager of Development and Environmental Services.
- 7) The developer must make good and/or clean any road surface or other element damaged or soiled by the development to the satisfaction of the Council's Manager of Works and Technical Services.

#### **The following advice applies to this permit:**

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

**CARRIED**

#### **FOR the Motion:**

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

### 14.3 PROGRESS OF PLANNING SCHEME REFORM: UPDATE ON THE PROGRESS OF THE TASMANIA PLANNING SCHEME AND PREPARATION OF CENTRAL HIGHLANDS LOCAL PROVISIONS SCHEDULE (MARCH 2019)

#### **MOTION 1:**

**Moved:** Clr J Honner

**Seconded:** Clr A Campbell

**THAT** the information be received.

**CARRIED**

#### **FOR the Motion:**

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

#### **MOTION 2:**

**Moved:** Clr A Archer

**Seconded:** Clr A Bailey

**THAT** the DES Manager is to ask the Meander Valley Council Planning Officer, Jo Oliver, to run a workshop for Councillors on the requirements and processes of drafting the Central Highlands Local Provision Scheme in conjunction with Southern Midlands Council Planners.

**CARRIED**

#### **FOR the Motion:**

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

### 14.4 BOTHWELL CARAVAN PARK – REQUEST FOR LONG TERM STAY

**Moved:** Clr R Cassidy

**Seconded:** Deputy Mayor J Allwright

**THAT** Council review the 2013-07 Council Camping Ground Facilities Policy for the April Council Meeting with legal input. Any comments that Councillors have need to be forwarded to the General Manager.

**CARRIED**

#### **FOR the Motion:**

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

### 14.5 DES BRIEFING REPORT

#### **PLANNING PERMITS ISSUED UNDER DELEGATION**

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

#### **NO PERMIT REQUIRED**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2019 / 00008	B T Duck	240 Bradys Lake Road, Bradys Lake	Dwelling Addition
2019 / 00009	Friend & Edwards Lawyers	22 Berry Drive, Miena	Adhesion Order
2019 / 00010	L Dell	24 Pauciflora Drive, London Lakes	Dwelling



2019 / 00012	Timothy Mead	219 Bradys Lake Road, Bradys Lake	Outbuilding (Replace Existing)
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**PERMITTED USE**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2019 / 00007	Bronte Park Pty Ltd	378 Marlborough Road, Bronte Park	Visitor Accommodation (Temporary Workers Accommodation)

**NOTED**


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*Mr Graham Rogers left the meeting at 11.25am*

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**15.0 WORKS & SERVICES****Moved:** Clr R Cassidy**Seconded:** Clr A Bailey**THAT** the Works & Services Report be received.**CARRIED****FOR the Motion:**

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

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*Mr Jason Branch (Manager of Works & Services) entered the meeting at 11.26am.*

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**15.1 PATHWAYS TASMANIA BICYCLE RIDE****Moved:** Clr J Honner**Seconded:** Clr A Bailey**THAT** Council allows the use of Ellendale Road to Pathways Tasmania for their annual freedom ride on March the 30<sup>th</sup>.**CARRIED****FOR the Motion:**

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

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**15.2 COMMUNITY ROAD SAFETY GRANTS****Moved:** Clr J Honner**Seconded:** Clr A Bailey**THAT** Council apply for a Community Road Safety Grant to fund a second VMS Board, signage for the School Area and signage for unfenced rural roads.**CARRIED****FOR the Motion:**

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

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### 15.3 BR 493 SHANNON RIVER BRIDGE HUNTERSTON ROAD

**Moved:** Clr R Cassidy

**Seconded:** Clr S Bowden

**THAT:**

- (a) If abutments are certified then Council move forward to this year's budget the replacement of the bridge of the Shannon River. Council have AusSpan replace with new single lane and single span concrete and kerb \$115,000 ex GST
- (b) If abutments cannot be certified then Council will go to tender for the whole replacement for a new concrete bridge over the Shannon River.

**CARRIED**

**FOR the Motion:**

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

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*Mr Jason Branch left the meeting at 11.50am.*

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### 16.0 ADMINISTRATION

#### 16.1 TABLED PETITION

**Moved:** Clr J Poore

**Seconded:** Clr S Bowden

**THAT** Council take no action on the petition received and advise Ms Turner accordingly.

**CARRIED**

**FOR the Motion:**

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

#### 16.2 COMMUNITY GRANT APPLICATION - HAMILTON STREET LIBRARY

**Moved:** Clr J Poore

**Seconded:** Clr A Bailey

**THAT** Council provide a community grant of \$750.00 towards the establishment of the Hamilton Street Library.

**CARRIED**

**FOR the Motion:**

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

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### 16.3 HIGHLANDS BUSHFEST 2019

**Moved:** Clr J Honner

**Seconded:** Clr A Campbell

**THAT** to enable staff to begin preparations for Highlands Bushfest 2019, Council confirm:

- (a) Highlands Bushfest 2019 will be held on 23 & 24 November 2019; and
- (b) funds will be allocated in the 2019/20 budget for the event.

**CARRIED 8 / 1**

**FOR the Motion:**

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

**AGAINST the Motion:**

Clr R Cassidy

### 16.4 REQUEST FOR WAIVING OF FEES FOR HAMILTON HALL HIRE

**Moved:** Clr J Honner

**Seconded:** Clr J Poore

**THAT** Council waive the Hamilton Hall hire fees for the trivia night to fundraise for Rural Aid being organised by Mrs Sally Downie on Saturday, 30 March 2019.

**CARRIED**

**FOR the Motion:**

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

### 16.5 MUNICIPAL TOUR BY COUNCILLORS

**Moved:** Clr J Poore

**Seconded:** Clr A Campbell

**THAT** Council undertake a tour of the municipal area prior to budget deliberations.

**CARRIED**

**FOR the Motion:**

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

### 16.6 MOTIONS FROM AUDIT PANEL

**Moved:** Clr A Archer

**Seconded:** Clr A Bailey

**THAT** this item be deferred until the April Council Meeting.

**CARRIED**

**FOR the Motion:**

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

## 16.7 FLY FISHING CHAMPIONSHIPS

**Moved:** Clr R Cassidy

**Seconded:** Clr A Bailey

**THAT** Council approve the funding of \$6,200.00 in the 19/20 Budget for sponsorship of the World Fly Fishing Championship of 2019 and that the sponsorship be paid to the Central Highlands Lakes Community Association.

**CARRIED 8 / 1**

**FOR the Motion:**

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

**AGAINST the Motion:**

Deputy Mayor J Allwright

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*Clr J Poore left the meeting at 12.07pm.*

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## 16.8 REVIEW OF AKS FOREST SOLUTIONS FOREST MANAGEMENT PLAN

**Moved:** Deputy Mayor J Allwright

**Seconded:** Clr A Bailey

**THAT** any feedback on the AKS Forest Solutions Pty Ltd Forest Management Plan be provided to the General Manager by Friday the 29 March 2019 so the General Manager can lodge the submission.

**CARRIED**

**FOR the Motion:**

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

## 16.9 TASWATER HAMILTON SEWAGE TREATMENT PLANT RELOCATION

**NOTED**

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*Clr J Poore returned to the meeting at 12.10pm.*

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## 16.10 LETTER FOR SERVICE TO THE COMMUNITY

**Moved:** Clr R Cassidy

**Seconded:** Clr A Bailey

**THAT** a letter of appreciation be sent to Tasmanian Police Commissioner Darren Hine to thank Constable Cooper for his service in the municipality.

**CARRIED**

**FOR the Motion:**

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

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## 16.11 BAN PLASTIC FAST-FOOD CONTAINERS AND STRAWS FROM BUSINESSES IN CENTRAL HIGHLANDS

**Moved:** Clr R Cassidy

**Seconded:** Clr A Bailey

**THAT** Council send a letter to LGAT supporting that Council will move towards supporting the ban plastic fast-food containers and straws from businesses in the Central Highlands.

**CARRIED**

### **FOR the Motion:**

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

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*Mayor L Triffitt provided an overview for item 16.12 and declared an interest.  
Deputy Mayor J Allwright took the position as Chairperson at 12.28pm.*

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## 16.12 MOTOR POOL VEHICLE ALLOCATION POLICY NO. 2017-48

**Moved:** Clr R Cassidy

**Seconded:** Clr A Bailey

### **THAT:**

- (a) Council assign a Council vehicle to the Mayor's Position as per Category A of the 2013-05 Use of Council Vehicles Policy, and;
- (b) Council discuss another pool car in budget deliberations.

**CARRIED 8 / 1**

### **FOR the Motion:**

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

### **AGAINST the Motion:**

Clr A Archer

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*Mayor L Triffitt resumed the meeting as Chairperson at 12.42pm.*

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*Clr A Bailey left the meeting 12.45pm.  
The meeting was adjourned at 12.43pm for lunch and resumed at 1.17pm.*

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## 16.13 NATIONAL FAMILIES WEEK 15 – 21 MAY

**RESOLVED THAT** Council write to Jennifer Horsfield (Office Manager of Families Australia) and Elaine Herlihy to suggest that they work together and organise a National Families Week Morning Tea in conjunction with the launch of the Hamilton Street Library.

## 16.14 ANZAC DAY SERVICES

**RESOLVED THAT** the following Councillors assist with the preparation for the following Anzac Day Services and be appointed as emcees for the service:

Gretna Dawn Service - Mayor L Triffitt, Clr A Bailey and Clr R Cassidy.

Hamilton 11.00am Service - Clr Allwright and Clr Poore.

Bothwell 11.00am Service - Mayor L Triffitt, Clr A Campbell and Clr J Honner.

## 16.15 COMMUNITY GRANTS PROGRAM – CAMPDRAFTING TASMANIA

**Moved:** Clr J Honner

**Seconded:** Clr J Poore

**THAT** a donation of \$300.00 be made towards the Campdrafting Tasmanian Championships.

**CARRIED 7 / 1**

**FOR the Motion:**

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

**AGAINST the Motion:**

Clr R Cassidy

## 16.16 COMMUNITY GRANTS PROGRAM – COMMUNITY GARDEN OUSE

**Moved:** Clr R Cassidy

**Seconded:** Clr A Archer

**THAT** Council provide a community grant of \$500.00 so they can increase the number of garden beds which will in turn provide the community with more fresh vegetables.

**CARRIED 6 / 2**

**FOR the Motion:**

Mayor L Triffitt, Clr A Archer, Clr S Bowden, Clr A Campbell, Clr R Cassidy and Clr J Poore.

**AGAINST the Motion:**

Deputy Mayor J Allwright and Clr J Honner

## 16.17 HATCH - CENTRAL HIGHLANDS FOOD CONNECT PROJECT

**MOTION 1:**

**Moved:** Clr A Campbell

**Seconded:** Clr R Cassidy

**THAT:**

- (a) Council relocate the Community Car to the Hamilton Works Depot.
- (b) Council allow the Meal Delivery program access to the community at no charge until the end of the financial year, and;
- (c) Council write to users in the Bothwell area and inform them that the car will still be available for them to use upon request.

**CARRIED**

**FOR the Motion:**

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

**MOTION 2:**

**Moved:** Clr J Poore

**Seconded:** Clr S Bowden

**THAT** Council provide in-kind admin support of up to 3 hours per week until the end of 2019 Financial Year or until other funds become available.

**CARRIED**

**FOR the Motion:**

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

## 16.18 TRANSFER OF LOT 1 ELIZABETH STREET BOTHWELL TO TASWATER - BOTHWELL WATER PUMP STATION

**Moved:** Clr J Poore

**Seconded:** Clr J Honner

**THAT** Council defer this item to the April Council Meeting held on the 16<sup>th</sup> of April 2019.

**CARRIED**

### **FOR the Motion:**

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

## 16.19 THANK YOU EVENT – CENTRAL HIGHLANDS MIENA SATURDAY 13 APRIL

**NOTED**

## 16.20 RECENT BUSHFIRES CENTRAL HIGHLANDS

**NOTED**

## 16.21 PATHOLOGY SERVICES IN BOTHWELL

**Moved:** Clr J Poore

**Seconded:** Clr A Campbell

**THAT** Council make an official request to Hobart Pathology that they have a representative work out of the Bothwell Medical Centre two mornings a week to provide services to local residents.

**CARRIED**

### **FOR the Motion:**

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

## 17.0 SUPPLEMENTARY AGENDA ITEMS

**RESOLVED THAT** Council consider the matters on the Supplementary Agenda.

## 17.1 LOCAL GOVERNMENT ASSOCIATION OF TASMANIA – 2019 GENERAL MANAGEMENT COMMITTEE ELECTION

**Moved:** Deputy Mayor J Allwright

**Seconded:** Clr A Campbell

**THAT** Mayor L Triffitt be nominated as a committee member for the Local Government Association of Tasmania – 2019 General Management Committee Election.

**CARRIED**

### **FOR the Motion:**

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

## 17.2 CARP MANAGEMENT PROGRAM - LAKE SORELL

### NOTED

*Mayor L Triffitt recessed the meeting at 2.15pm and resumed at 2.25pm  
Mr Adam Wilson left the meeting at 2.15pm.  
Mrs Michaela Herbert left the meeting at 2.27pm.*

### RESUME CLOSED SESSION OF THE MEETING

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

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

**Moved:** Clr R Cassidy

**Seconded:** Clr J Poore

**THAT** pursuant to *Regulation 15 (1) of the Local Government (Meeting Procedures) Regulations 2015*, Council, by absolute majority, resolve to resume the adjourned closed session meeting.

**CARRIED BY ABSOLUTE MAJORITY**

### **FOR the Motion:**

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

### MOTION OUT OF CLOSED SESSION

**Moved:** Clr S Bowden

**Seconded:** Clr A Campbell

**THAT** the Council:

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

Item Number	Matter	Outcome
1	Confirmation of the Closed Meeting Minutes of the meeting held on 19 January 2019	Minutes were confirmed
2	Councillor Request	Matter was discussed and noted
3	Letter from Ratepayer	Letter was discussed
4	Legal Representation	Matter was discussed and noted
5	Councillor Request	Matter was discussed and noted
6	Consideration of Matters for Disclosure to the Public	Matters were considered

**CARRIED BY ABSOLUTE MAJORITY**

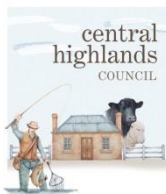
### **FOR the Motion:**

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

## 18.0 CLOSURE

Mayor L Triffitt closed the meeting at 2.50pm.





# Central Highlands Council

## Draft MINUTES – SPECIAL MEETING – 26<sup>th</sup> February 2019

**Minutes of an Open Special Meeting of Central Highlands Council held at Bothwell Town Hall, on Tuesday 26<sup>th</sup> February 2019, commencing at 10.40am.**

### 1.0 OPENING

The Mayor advises the meeting and members of the public that all Ordinary and Special Council Meetings, not including Closed Sessions, are audio recorded and published on Council's Website. The Mayor also advises that members of the public are not permitted to make audio recordings of Council meetings.

Mayor L Triffitt opened the meeting at 10.40am.

### 2.0 PRESENT

Mayor L Triffitt, Deputy Mayor J Allwright, Cllr A Archer, Cllr A Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J A Honner, Cllr J Poore, Mrs Lyn Eyles (General Manager), Mr Adam Wilson (Deputy General Manager), Ms Jacqui Tyson (Contract Planner), Mrs Michaela Herbert (Minutes Secretary), Mrs Kathy Bradburn (Minutes Secretary) and a large group of people were present in the gallery.

### 3.0 APOLOGIES

NIL

### 4.0 PECUNIARY INTEREST DECLARATIONS

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

NIL

### 5.0 COUNCIL ACTING AS A PLANNING AUTHORITY

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.

## 5.1 PUBLIC COMMENTS AND /OR QUESTIONS ON THE DEVELOPMENT APPLICATION

### Procedures for Public Comments and/or Questions for the Special Meeting of Council to be held on 26<sup>th</sup> February 2019 as adopted by Council at its meeting held on 19 February 2019

Speakers should follow the procedure detailed below.

#### Public Comments and/or Questions Procedures for Special Meeting of Council

1. Only those people that have:
  - (a) Initiated the planning decision under the Land Use Planning and Approvals Act 1993 (Act) ("Applicant"); or
  - (b) The owner of the land subject to the planning decision ("Owner"); or
  - (c) made a representation within the statutory notice period in relation to a planning decision ("Representor")

will be entitled to speak at the meeting.
2. Prior to the commencement of the Meeting a person who wishes to address the Meeting must:
  - 2.1 Notify the Council in writing by close of business on the Friday prior to the meeting of the person's intention to address the Meeting, including the following detail:
    - (a) Identify whether the person is the Applicant or a Representor;
    - (b) If a Representor, the date the person made a representation in respect to the planning decision; and
    - (c) the relevant planning decision by the Council allocated number, or by reference to the land to which it relates (eg, by certificate of title, PID or address);
    - (d) the question or topic on which the person wishes to speak.
  - 2.2 Notify the Chairperson of his or her arrival prior to the commencement of the meeting.
3. If a person has complied with the procedure in 2, the person will be entitled to speak at the meeting.
4. The Chairperson will determine the order of speakers.
5. All people entitled to speak will be given equal opportunity to speak.
6. Each person will be limited to 3 minutes unless otherwise allowed by the Chairperson.
7. A person may make a statement only or ask questions that are directed through the Chairperson.
8. A person may not direct questions to staff members unless directed through the Chairperson. The Chairperson may ask staff members to answer any question.
9. The Council is under no obligation to answer questions. Questions may be taken on notice. Council may answer such questions at its discretion.
10. Councillors may ask questions of the person speaking or seek clarification at the discretion of the Chairperson.
11. The Applicant may be given notice of a person's intention to speak. The Applicant will be given an opportunity to speak in reply up to a maximum of 20 minutes at the conclusion of all verbal submissions by representors.

12. No debate or argument is permitted at any time.
13. Members of the gallery must not interject while another party is speaking.

**Weight to be given to verbal representations made at the Meetings in planning decisions**

Council is under no obligation to consider or to give any weight to any oral submission or questions made at this Meeting.

Council is under no obligation to give reasons if it chooses not to rely upon or give weight to a verbal representation made.

The hearing of an oral submission at this Meeting by Council does not take any weight or precedence over the written application and representations made.

**NOTED**

## **5.2 DA2018/50: VISITOR ACCOMMODATION (STANDING CAMP): HALLS ISLAND, LAKE MALBENA, WALLS OF JERUSALEM NATIONAL PARK**

The following people registered to speak in accordance with the Public Comments and/or Questions Procedures for Special Meeting of Council and a brief summary of their comments are provided below:

**John Campbell:**

Main concerns were that the application was non-compliant in particular clauses 29.1 to 29.4 with the Central Highlands Interim Planning Scheme 2015. He also had concerns about the number of flights and the noise from the helicopter.

**Dr David Young represented Tasmanian Fly Tyers Club Inc.:**

Tasmanian Fly Tyers Inc. have two shacks with 105 members, 15 of these members are Central Highlands Shack Owners. They want to keep the experience of the Western Lakes unique and are against the reliance on helicopters.

**Tom Allen represented Wilderness Society Tasmania Inc.:**

Wilderness Society Tasmania Inc. are concerned that there are 8 breaches of the Central Highlands Interim Planning Scheme 2015.

**Senator Nick McKim represented the Tasmanian Greens:**

Stated the RAA has no statutory basis and should not be accepted by Council and questioned the classification of a standing camp.

**Clinton Garratt:**

Has been a full time outdoor guide for five years and believed there was no openness on the lease or re-zoning of Lake Malbena/Halls Island.

**Jarrah Vercoe:**

Had concerns regarding the setbacks in the planning scheme and the performance criteria, the stormwater, the vegetation and bushfires.

**Fred Duncan:**

Had concerns regarding not receiving a Fire Management Plan with there being many highly flammable species.

**Robyn Lewis:**

Has had a family connection to the Western Lakes since the 1800's and has a background in tourism. She has concerns of the noise from the helicopters and the welfare of wildlife and people from low flying helicopters.

**Nicholas Sawyer represented Tasmanian National Parks Association:**

Noted that they are conservationists and not the Parks and Wildlife Service. He was concerned regarding the RAA that was provided and state it was a mistake to class the Development as a level three where as it should have been a level four with public consultation. He was also concerned about grey water.

**Patricia Jane Wilson:**

Had concerns that the development doesn't meet the Central Highlands Interim Planning Scheme 2015.

**Dr Neil Smith:**

Concerned about the quantity of stormwater that will be generated and that the development is not within the World Heritage Management Plan. He believed that the Planner had given too much weight to the Parks and Wildlife Service assessment. There are also concerns regarding the new tracks that would be formed and that the buildings proposed are not a standing camp.

**Dr David Young:**

Concerns that the development didn't comply with 29.1 of Planning Scheme and that the Self-reliant Recreation Zone only allows standing camps and not huts. Independent advice should to be sought on the classification of the buildings.

**Richard Romaszko:**

Concerned that the State Government process isn't complete and that the use of helicopters does not comply with the zoning.

**Bill Tomalin:**

Is a teacher and has taken students to the Western Lakes for many years including Halls Island for walking expeditions. He is concerned that rules have been broken, bent and changed to allow this development to happen.

**Kate Johnston representing Tasmanian wilderness Guides Association:**

Members of the newly formed Tasmanian Wilderness Guides Association have views regarding developments in World Heritage Areas and believe they need to be preserved. They feel the development application lacks information regarding stormwater/rain water and that Council should not base their decision on the development already receiving State and Federal Approval.

**Vica Bailey, Independent candidate for Nelson:**

Concerned that the application did not comply with the World Heritage Management Plan. He was also concerned that the proposed buildings were not standing camps and the impact of helicopter flights.

**Hans-Joachim Mueller:**

Is opposed the commercial helicopter access to the area and wants to protect the values of the wilderness.

**Angela Triffitt:**

Concerned that the flight routes were not clear in the development application, no bushfire management plan was submitted, eagles nests in the area and was concerned that some information on the documents was blacked out and unable to be read. Ms Triffitt also declared that she was the Mayors daughter but in no way influenced the decision.

**Jane Malecky:**

Was concerned about the noise of the helicopters, wedge tail eagle nests and the increased fire risk on the island. She believes that we need to keep the wilderness wild.

**Heather Sculthorpe representing the Tasmanian Aboriginal Council:**

The use of private developments on public land should not be allowed, they object to the development due to be processes and secret dealings with the application. They are very concerned regarding the erosion of wilderness values and possible impacts on Aboriginal cultural values. She reminded Councillors that it's okay to stand up and say no to the application.

**Rodney Dillon representing Aboriginal Heritage Centre:**

Is the chair of the Statutory Advisory Council and they believe their concerns have been ignored by the State and Federal Government. They believe that their concerns have not been weighted and that the process has been flawed and that no adequate Aboriginal assessment had been undertaken.

**Brett Smith representing Fishers and Walkers Against Helicopter Access Tasmania Facebook Page:**

The Facebook page has over 800 followers that are very concerned regarding helicopter access and pleaded with Council to reject the application to keep the wilderness values.

**Jennifer Smith:**

Stated that other levels of Government have not followed process and believes that Council have been pushed into a corner. She is concerned that the application does not meeting the Planning Scheme and will deter people from the area.

*The meeting was adjourned at 12.15pm for lunch and resumed at 12.50pm.*

**Daniel Hackett, Applicant**

Daniel Hackett is the director of Wild Drake and with his wife, has 40 years combined experience in the tourism industry. They developed the first ever standing camp in the Western Lakes at Lake Ina and want to treat the World Heritage Area more sensitively. Daniel spoke briefly on previous processes by other levels of Government and stated that both Councils Planning report and his independent planner, Frazer Reid, indicate compliance with Council's Planning Scheme. He also stated that there will be continued work with Aboriginal communities and that they work closely with the Tasmanian Museum and Art Gallery to preserve the history of the area.

**Jacqui Tyson, Contract Planner:**

Gave an overview of the proposal and advised that Visitor Accommodation in the Environmental Management Zone is a permitted use. She acknowledged the concerns raised by many on the process of the State and Federal Governments but advised that this is not relevant to the Planning Scheme.

**Councillors were given an opportunity to direct any questions to Daniel Hackett regarding the Development Application.****Mayor L Triffitt asked the following questions:**

- Do you intend to develop any type of trail or track to access any Aboriginal Heritage in the area whether it be on Halls Island or off Halls Island, if no, what exactly are you referring to when you state that that cultural interpretation is a planned activity? (pages 3 of 54 in the PWS RAS)
- Why are the three pages of community consultation with in PWS RAA totally blacked out?
- Why did you not provide the leases within your application documents? What is the length of both leases? As I understand one is in your name and the other in the name of Wild Drake.

**Daniel Hackett then responded to the Mayor's questions (brief description):**

- *The first question was answered in two parts: first part being no there will not be other tracks/trails built on the island and; as for other off island activities are yet to be assessed and yet to be approved but there will be public consultation. He also stated that there will be consultation and involvement from Aboriginal communities.*
- *These pages have been in the public domain for over a year. They were blanked out for privacy reasons with fear of retribution if they were publically named.*
- *All documents provided is what can and can't be done with in the lease of the land. Believed that it was commercial confidence and that information didn't need to be provided and if it was asked of any other business they would probably give you the same answer and not provide the other information.*

**Mayor L Triffitt responded (brief description):**

- Are the documents you have supplied within the application, those that were approved by Crown on the 3<sup>rd</sup> of August 2018, has there been any change in design or materials, or any changes to flight paths since then?

**Daniel Hackett responded to the Mayor's questions (brief description):**

- *There are no changes to the helicopter routes and maybe minor of an edition of one step to the design which will be 900mm wide but that is all.*

**Mayor L Triffitt:**

- As noted within the PWS RAA, you state that unanticipated discovery plan will be developed and implemented to cover scenarios where Aboriginal heritage may be discovered on the construction site. It is known that this plan was not a part of the application papers but have you completed this UPD as stated in March 2015?

**Daniel Hackett then responded to the Mayor's questions (brief description):**

- *Mentioned that it was not a plan that they had to create and that it is actually created and given to them.*
- *He also stated that a tree was found that has some Aboriginal contractions and Aboriginal heritage were notified of this.*
- *Cultural surveys will also be undertaken of potential walking locations and Halls Island to prevent damage to any sites found.*

**Mayor L Triffitt:**

- There are further parts of the report that are blocked out, again can you tell the Planning Authority why?

**Daniel Hackett then responded to the Mayor's questions (brief description):**

- *Again stated this was for privacy reasons as they are the locations of sensitive Aboriginal cultural sites.*

**Mayor L Triffitt:**

- Based on the information it appears that the helipad and some of the proposed tracks cast through areas of listed threatened native vegetation community, it appears that these areas were not surveyed as part of the on ground assessment by North Barker. No information has been provided in the documents regarding the size or form of these structures. (PWS RAA page 40 of 54) Proposed Tracks of Halls Island, can you explain that please?

**Daniel Hackett then responded to the Mayor's question (brief description):**

- The helicopter landing sites in the general area there has been a full flora and fauna assessment provided by North Barker.

**Miss Angela Triffitt, through the Chair, asked the following Question (brief Description):**

- Stated that she was quite confused with Mr Hackett's response to the Mayors question in that the building of the huts will not unearth the ground.
- The architectural designs that she had actually seen have a kenset footing system that does indeed unearth the ground which would also be against the PWS Standing Camp Policy of 2006, but believes that goes against what Mr Hackett had previously stated.

**Mayor L Triffitt then asked Mr Hackett to respond to the question asked by Ms Triffitt (brief description):**

- *Mr Hackett stated that as with any bushwalking tent with pegs, there will be some kenset bolts that will be put into the sheet rock and that doesn't involve removal of great lots of soil or anything that might be high on the aboriginal cultural point at the point of inserting them.*

**Deputy Mayor J Allwright asked the following question:**

- There is discussion around the privatisation of you managing the visitation, but just as a matter of clarification, there's no attempt to try and manage the visitation of the Shoreline?

**Daniel Hackett then responded to Deputy Mayor's question (brief description):**

- *Mr Hackett then clarified that there is an identifiable area to which they are responsible for and if something happened in that space then they would be responsible so it needs to be definable. Halls Island has very little area where you are able to pitch a tent and camp.*
- *Still want people to use and experience the hut.*

**Deputy Mayor J Allwright:**

- Given the interest this had generated, a flood of people may want to walk there, who is responsible for the damage that they might do? For example the Shoreline?

***Daniel Hackett then responded to Deputy Mayor's question (brief description):***

- Informed that obviously it is an issue but as that is not a part of the lease area, it will be someone else who will deal with it.

**Clr J Poore, Clr S Bowden, Clr A Campbell and Clr R Cassidy all provided statements regarding the position that Council is in with this development application.**

**MOTION 1:**

**Moved:** Deputy Mayor J Allwright

**Seconded:** Clr J Poore

The proposal is assessed to substantially comply with the requirements of the Central Highlands Interim Planning Scheme 2015 and so in accordance with Section 57 of the *Land Use Planning and Approvals Act 1993*, the Planning Authority is recommended to approve the Development Application for use and development of Visitor accommodation in the form of a Standing Camp at Halls Island, Lake Malbena.

**Recommended Conditions:****General**

- 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.
- 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.

**Approved Use**

- The site is to be used for the purposes detailed within the approved documents only, that is; Visitor accommodation and ancillary activities. It must not be used for other purposes without the prior written consent of Council.
- The Helicopter Landing Site is approved as ancillary to the Visitor accommodation use only and must only be used for purposes associated with that use i.e. construction, guest transfers to and from the visitor accommodation, servicing and emergencies. Helicopters and the Helicopter Landing Site must not be used for any other purpose and must altogether cease if the Visitor accommodation use ends.

**Rehabilitation**

- If the Visitor accommodation use ceases for any reason all approved buildings and structures must be removed from the site and the site must be rehabilitated to avoid environmental degradation such as erosion, to the satisfaction of the Council's General Manager.

**External finishes**

- The external building materials and finishes associated with the development are to be of types and colours that are sympathetic to the natural environment as detailed in the approved plans and shall be to the satisfaction of the Council's General Manager.
- All external metal building surfaces must be clad in non-reflective pre-coated metal sheeting or painted to the satisfaction of the Council's General Manager.

**Services**

- All stormwater from the roofs of the proposed development must be captured for re-use onsite with water from overflows to be dispersed to avoid any concentrated or diverted discharge that may cause unnatural erosion. Such water must not be directly discharged to Lake Malbena. All such works must be to the satisfaction of Councils Plumbing Inspector.
- All wastewater from the proposed development must be captured in sealed tanks and removed from the site for disposal at an approved facility outside the Tasmanian Wilderness World Heritage Area, to the satisfaction of Councils General Manager.

### Operations and Management Plans

10) Before any work commences the following documents must be submitted to the satisfaction of Councils General Manager:

- Reserve Activity Assessment approval including any conditions;
- Operations Manual;
- Construction Environmental Management Plan;
- Weed and Hygiene Plan;
- Indigenous Heritage Management Plan;
- Species and Communities of Significance Plan;
- Fire Management Plan
- Customised Fly Neighbourly Advice Impact Mitigation and Avoidance Prescription Plan;
- Wilderness Characteristics Management Plan;
- Soil and Water Management Plan; and
- Emergency Management Plan

### Construction Amenity

11) The development must only be carried out between the following hours unless otherwise approved by the Council's Manager of Development and Environmental Services:

Monday to Friday 7:00 a.m. to 6:00 p.m.

Saturday 8:00 a.m. to 6:00 p.m.

Sunday and State-wide public holidays 10:00 a.m. to 6:00 p.m.

12) All works associated with the development of the land shall be carried out in such a manner so as not to unreasonably cause injury to, or prejudice or affect the amenity, function and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of:

- a. Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, waste water, waste products, grit or otherwise.
- b. The transportation of materials, goods and commodities to and from the land.
- c. Appearance of any building, works or materials.
- d. Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the site in an approved manner. No burning of such materials on site is permitted.

### The following advice applies to this permit:

- a) This permit does not imply that any other approval required under any other legislation has been granted.
- b) The use and development must not commence until all other approvals have been obtained.
- c) Construction and site works must not commence until any necessary approval has been issued in accordance with the *Building Act 2016*.
- d) The Soil and Water Management Plan shall be prepared in accordance with the guidelines Soil and Water Management on Building and Construction Sites, by the Derwent Estuary Programme and NRM South, the State Policy for Water Quality Management 1997.
- e) The issue of this permit does not ensure compliance with the provisions of the Aboriginal Heritage Act 1975. If any suspected Aboriginal heritage items are located during construction the provisions of the Act must be complied with.
- f) The issue of this permit does not ensure compliance with the provisions of the Threatened Species Protection Act 1995, Nature Conservation Act 2002 or the Commonwealth Environmental Protection and Biodiversity Protection Act 1999.
- g) Any signage associated with the use located on the land may require further pre-approvals from Council.

**MOTION LOST 3 / 6**

### **FOR the Motion:**

Deputy Mayor J Allwright, Clr S Bowden, and Clr J Poore.

### **AGAINST the Motion:**

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



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**MOTION 2:**

**Moved:** Cllr A Archer

**Seconded:** Cllr J Honner

In accordance with Section 57 of the Land Use Planning and Approvals Act 1993 and the Central Highlands Interim Planning Scheme 2015, the Planning Authority REFUSE the Development Application for use and development of Visitor accommodation in the form of a Standing Camp at Halls Island, Lake Malbena.

**CARRIED 6 / 3**

**FOR the Motion:**

Mayor L Triffitt, Cllr A Archer, Cllr A Bailey, Cllr A Campbell, Cllr R Cassidy and Cllr J Honner.

**AGAINST the Motion:**

Deputy Mayor J Allwright, Cllr S Bowden, and Cllr J Poore.

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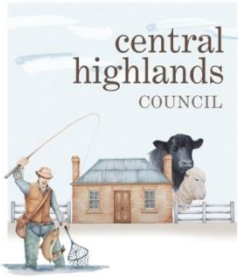
*Mayor L Triffitt thanked everyone who had put so much effort and work into the development application. She also thanked the Councillors, Council Staff and everyone involved that made the meeting happen.*

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**6.0 CLOSURE**

Mayor L Triffitt closed the meeting at 2.05pm.

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**MINUTES OF THE BOTHWELL FOOTBALL CLUB &  
COMMUNITY CENTRE MANAGEMENT COMMITTEE  
MEETING HELD AT THE BOTHWELL COUNCIL CHAMBERS  
AT 6.30PM ON TUESDAY 26<sup>TH</sup> MARCH 2019**

**1.0 PRESENT**

Clr Honner (Chairperson), Clr Bailey, M White (Bothwell Cricket Club), J Eyles (Bothwell Cricket Club), B Jones (Bothwell Football Club), T Brazendale (Proxy Bothwell Football Club), J Miller (Community Representative) & B White (Exercise Wellness Group)

**IN ATTENDANCE**

A Wilson (Deputy General Manager) and K Bradburn (Minutes Secretary)

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**2.0 APOLOGIES**

G Rogers (Manager DES), L Costello (Bothwell Tourism Association) and P Hughes (Bothwell Tourism Association)

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**3.0 CONFIRMATION OF MINUTES**

Moved **J Eyles**

Seconded **Clr Bailey**

**THAT** the Draft Minutes of the Bothwell Football Club & Community Centre Management Committee Meeting of Council held on Tuesday 02<sup>nd</sup> October 2018 be confirmed.

***Carried***

**FOR the Motion:**

Clr Honner, Clr Bailey, M White, J Eyles, B Jones, T Brazendale, J Miller & B White.

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**4.0 KITCHEN FACILITIES UPDATE**

A Wilson provided an update from G Rogers on works undertaken to date. The only thing that needs to be completed is the installation of the grease trap and Council has sufficient funds remaining in the 2018/2019 Budget to complete these works.

A Wilson stated that a stainless steel front will need to be installed on the bench facing out into the community centre to close it off. The Cricket Club advised that they would be undertaking this work.

The following items were discussed:

**Grease Trap**

- Needs to have a driveable lid as this area is used to drop off supplies.
- Quote obtained by the Cricket Club is considerable less than Council's quotes. Copy of quote to be provided to G Rogers for input.

### **Kitchen Works**

- Is there going to be stainless steel behind cooking area? Cricket Club to obtain a quote for this.
- Drink fridge to stay where it is with a power point to be installed. Another fridge will be purchased by the Cricket Club to go in the alcove.
- Concern that the kitchen area is open. Some members thought that a wall and pull down roller window was going to be installed to close this area off. Currently have trouble with children accessing the area.

### **RECOMMENDATION**

Moved **Clr Bailey**

Seconded **T Brazendale**

**THAT** Council investigate a cheaper option for the installation of the grease trap; and

**THAT** Council consider closing off the kitchen with any remaining funds.

***Carried***

### **FOR the Motion:**

Clr Honner, Clr Bailey, M White, J Eyles, B Jones, T Brazendale, J Miller & B White.

- Location of new doorway to the toilets is not in a good position as you look straight into the men's toilets when entering. There was also concern that wheelchairs may not be able to manoeuvre through the doorway.
- New entrance to toilets needs a "toilet" sign.
- Are the benches going to be fixed to the wall? If not there needs to be a seal around the sink where there is a gap.

### **Update from Cricket Club**

B White advised that \$22,000 has been spent with the remaining funds to be spent on a fridge and freezer. Pots and Pans could then be purchase if there are any remaining funds.

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## **5.0 INCIDENT – 13<sup>TH</sup> FEBRUARY 2019**

A Wilson advised that an incident of a vehicle speeding out of the Recreation Ground on the evening of the 13<sup>th</sup> February 2019 was reported to Council. This was referred to Tasmania Police.

**Noted**

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## **6.0 OTHER BUSINESS**

### **Resignation of Committee Member**

Clr Honner advised that Mrs J Bignell (Exercise Wellness Group) has tendered her resignation from the Committee and asked if the group would like to nominate a new member. B White to follow up.

### **Incidents**

A Wilson advised that he was aware that there was an incident at the site at the weekend and asked that all incidents be reported to Council Works & Services Manager.

*T Brazendale to obtain some details from the incident on the weekend to provide to Council.*

### **First Aid Kit**

#### **RECOMMENDATION**

Moved **Clr Bailey**

Seconded **T Brazendale**

**THAT** a First Aid Kit be installed in the kitchen at the Bothwell Football Club and Community Centre.

***Carried***

#### **FOR the Motion:**

Clr Honner, Clr Bailey, M White, J Eyles, B Jones, T Brazendale, J Miller & B White.

### **Fly Screens**

Fly screens may need to be installed on the windows at a later stage.

### **Switchboard Key**

K Bradburn advised that the switchboard is now locked as it is outside and that Council would look at options for locating the key at the site, possible in a lock box in the storeroom behind the bar as access to the switchboard may be required out of hours.

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#### **7.0 NEXT MEETING**

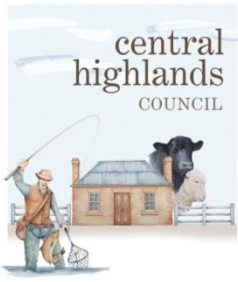
Date for the next meeting to be advised once the grease trap has been installed & kitchen facilities completed.

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#### **8.0 CLOSURE**

There being no further business Clr Honner thanked everyone for attending and closed the meeting at 7.10pm.

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**MINUTES OF THE PLANNING COMMITTEE MEETING  
OF THE CENTRAL HIGHLANDS COUNCIL HELD  
IN THE BOTHWELL COUNCIL CHAMBERS  
AT 9.00AM ON TUESDAY 9<sup>th</sup> APRIL 2019**

Under the Meeting Procedures Regulations 2015 if the Chairperson is absent from a Committee Meeting, the councillors present who are members of that Council Committee are to elect one of their members present to be chairperson of that meeting.

Moved **Clr Poore**

Seconded **Clr Bailey**

**THAT** Mayor Triffitt chair the meeting in the absence of the Chair, Deputy Mayor Allwright.

***Carried***

**For the Motion:** Mayor Triffitt, Clr Cassidy, Clr Poore & Clr Bailey

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*Mayor Triffitt took the position as Chairperson*

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**1.0 PRESENT**

Mayor Triffitt (Chairperson), Clr Cassidy, Clr Poore & Clr Bailey

**IN ATTENDANCE**

Mr G Rogers (Manager DES), Ms J Tyson (Planning Officer) & Mrs K Bradburn (Minutes Secretary)

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**2.0 APOLOGIES**

Deputy Mayor Allwright

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**3.0 PECUNIARY INTEREST DECLARATIONS**

In accordance with Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015, the Chairman 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.

**Item 6.0** - Clr Cassidy advised that he has had some discussions with the landowners son with regards to some possible future work for his sea plane business.

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#### 4.0 CONFIRMATION OF MINUTES

Moved **Clr Poore**

Seconded **Clr Cassidy**

**THAT** the Draft Minutes of the Planning Committee Meeting of Council held on Tuesday 12<sup>th</sup> March 2019 to be confirmed.

***Carried***

**For the Motion:** Mayor Triffitt, Clr Cassidy, Clr Poore & Clr Bailey

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#### 5.0 QUESTION TIME & DEPUTATIONS

Nil

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#### 6.0 DA2019/11 : SUBDIVISION (REORGANISATION OF BOUNDARIES) AND DWELLING : 584 MEADOWBANK ROAD, MEADOWBANK

##### **Report by**

Jacqui Tyson (Senior Planning Officer)

##### **Applicant**

C Ellis

##### **Owner**

G & S Ellis Holdings P/L

##### **Discretions**

**26.3.1** Use standard – sensitive use (dwelling)

**26.5.2** Reorganisation of boundaries

##### **Proposal**

The proposal is for the reorganisation of the boundaries of two existing titles that are part of the Meadowbank farm and winery and construction of a new dwelling on the resultant Lot 1.

The existing titles involved in the application are described as follows:

- CT37631/1 – approximately 110ha, vacant pasture and vineyard
- CT37631/2 – approximately 470ha, developed with a dwelling (Meadowbank Homestead), sheds, pasture, vineyards and a salmon farm.

Under the proposal the existing boundary between CT37631/1 and 2 will be moved north, transferring approximately 15.5ha to create Lot 1 as shown on the plans, with an area of 124.6ha. The boundary reorganisation allows for the development of a dwelling on Lot 1.

The proposed dwelling is single storey with a maximum height of 6m above natural ground level. The dwelling will contain four bedrooms, open plan living spaces, study, bathroom, laundry, courtyard and carport. The dwelling will be clad in a mix of sandstone, shiplap timber wall cladding, CSR barestone wall cladding and zincalume roof.

The dwelling is to be located 50m south of the new boundary and 235m from the eastern boundary to the Derwent River. A new driveway will be constructed to provide access from Meadowbank Road.

Subdivision and a new dwelling are Discretionary use and development in the Rural Resource Zone. i

### **Subject site and Locality.**

The subject land is part of the Meadowbank Homestead property, used for a mix of farming, aquaculture and viticulture.

The property is located on the western bank of the Derwent River, just south of Lake Meadowbank and the Meadowbank Dam and Power Station.

The locality is largely characterised by farm land, much of which is irrigated. The site and surrounding land is zoned Rural Resource, with the Environmental Management Zone along the Derwent River.



**Fig 1.** Location and zoning of the subject land (marked by blue stars) in the Rural Resource zone, the Environmental Management Zone (green) along the Derwent River and dam and power station in the Utilites zone (yellow). (Source: LISTmap)



**Fig 2.** Aerial photo of the subject land and surrounding area (Source: LISTmap)

### **Exemptions**

Nil

### **Special Provisions**

Nil

### **Rural Resource Zone - Use standards**

#### **26.3.1 Sensitive Use (including residential use)**

To ensure sensitive use does not unreasonably convert agricultural land or conflict with or fetter non-sensitive use.

<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
<b>A1</b>  A sensitive use is for a home based business or an extension or replacement of an existing dwelling or existing ancillary dwelling, or for home-based child care in	<b>P1</b>  A sensitive use must not unreasonably convert agricultural land or conflict with or fetter non-sensitive use on adjoining land having regard to all of the following:	The proposal includes a new dwelling, which is assessed against the Performance Criteria.  The proposed single dwelling does not unreasonably convert and is not expected



accordance with a licence under the Child Care Act 2001.	<p>(a) the characteristics of the proposed sensitive use;</p> <p>(b) the characteristics of the existing or likely non-sensitive use on adjoining land;</p> <p>(c) setback to site boundaries and separation distance between the proposed sensitive use and existing or likely non-sensitive use on adjoining land;</p> <p>(d) any characteristics of the site and adjoining land that would buffer the proposed sensitive use from the adverse impacts on residential amenity from existing or likely non-sensitive use.</p>	<p>to conflict with agricultural use of adjoining land.</p> <p>The dwelling is to be occupied by family members that are employed by Meadowbank vineyard.</p> <p>The dwelling has been setback 50m from the proposed boundary.</p> <p>The adjoining land is in the same ownership and the property will continue to be operated as one entity.</p>
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#### **Rural Resource Zone - Development standards**

The subject land is located in the Rural Resource Zone. The proposal must satisfy the requirements of the following development standards:

<b>26.4.1 Building Height</b>		
To ensure that building height contributes positively to the rural landscape and does not result in unreasonable impact on residential amenity of land.		
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
<p><b>A1</b></p> <p>Building height must be no more than:</p> <p>8.5 m if for a residential use.</p> <p>10 m otherwise.</p>	<p><b>P2</b></p> <p>Building height must satisfy all of the following:</p> <p>(a) be consistent with any Desired Future Character Statements provided for the area;</p> <p>(b) be sufficient to prevent</p>	<p>The height of the dwelling is less than 8.5m complying with the Acceptable Solution.</p>

	<p>unreasonable adverse impacts on residential amenity on adjoining lots by overlooking and loss of privacy;</p> <p>(c) if for a non-residential use, the height is necessary for that use.</p>	
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#### 26.4.2 Setback

To minimise land use conflict and fettering of use of rural land from residential use, maintain desirable characteristics of the rural landscape and protect environmental values in adjoining land zoned Environmental Management.

Acceptable Solutions	Performance Criteria	OFFICER COMMENT
<p><b>A1</b></p> <p>Building setback from frontage must be no less than:</p> <p>20 m.</p>	<p><b>P2</b></p> <p>Building setback from frontages must maintain the desirable characteristics of the surrounding landscape and protect the amenity of adjoining lots, having regard to all of the following:</p> <p>(a) the topography of the site;</p> <p>(b) the size and shape of the site;</p> <p>(c) the prevailing setbacks of existing buildings on nearby lots;</p> <p>(d) the location of existing buildings on the site;</p> <p>(e) the proposed colours and external materials of the building;</p> <p>(f) the visual impact of the building when viewed from an adjoining road;</p> <p>(g) retention of vegetation.</p>	<p>The dwelling will be setback more than 20m from the frontage complying with the Acceptable Solution.</p>
<p><b>A2</b></p> <p>Building setback from side and rear boundaries must be no less than:</p>	<p><b>P2</b></p> <p>Building setback from side and rear boundaries must maintain the character of the surrounding rural landscape,</p>	<p>The dwelling will be setback 50m from the new boundary, complying with the Acceptable Solution.</p>

50 m.	<p>having regard to all of the following:</p> <p>(a) the topography of the site;</p> <p>(b) the size and shape of the site;</p> <p>(c) the location of existing buildings on the site;</p> <p>(d) the proposed colours and external materials of the building;</p> <p>(e) visual impact on skylines and prominent ridgelines;</p> <p>(f) impact on native vegetation.</p>	
<p><b>A3</b> Building setback for buildings for sensitive use must comply with all of the following:</p> <p>(a) be sufficient to provide a separation distance from a plantation forest, Private Timber Reserve or State Forest of 100 m;</p> <p>(b) be sufficient to provide a separation distance from land zoned Significant Agriculture of 200 m.</p>	<p><b>P3</b> Building setback for buildings for sensitive use (including residential use) must prevent conflict or fettering of primary industry uses on adjoining land, having regard to all of the following:</p> <p>(a) the topography of the site;</p> <p>(b) the prevailing setbacks of existing buildings on nearby lots;</p> <p>(c) the location of existing buildings on the site;</p> <p>(d) retention of vegetation;</p> <p>(e) the zoning of adjoining and immediately opposite land;</p> <p>(f) the existing use on adjoining and immediately opposite sites;</p> <p>(g) the nature, frequency and intensity of</p>	<p>The site does not adjoin a Private Timber Reserve, State Forest or land zoned Significant Agriculture.</p>

	<p>emissions produced by primary industry uses on adjoining and immediately opposite lots;</p> <p>(h) any proposed attenuation measures;</p> <p>(i) any buffers created by natural or other features.</p>	
<p><b>A4</b></p> <p>Buildings and works must be setback from land zoned Environmental Management no less than:</p> <p>100 m.</p>	<p><b>P4</b></p> <p>Buildings and works must be setback from land zoned Environmental Management to minimise unreasonable impact from development on environmental values, having regard to all of the following:</p> <p>(a) the size of the site;</p> <p>(b) the potential for the spread of weeds or soil pathogens;</p> <p>(c) the potential for contamination or sedimentation from water runoff;</p> <p>(d) any alternatives for development.</p>	<p>The dwelling will be setback more than 100m from the boundary with the Environmental Management Zone, complying with the Acceptable Solution.</p>

#### **Rural Resource Zone - Development standards for subdivision**

The subject land is located in the Rural Resource Zone. The proposal must satisfy the requirements of the following development standards, relevant to subdivisions:

<b>26.5.2 Reorganisation of Boundaries</b>		
To promote the consolidation of rural resource land and to allow for the rearrangement of existing titles, where appropriate, to provide for a better division of land.		
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
<p><b>A1</b></p> <p>A lot is for public open space, a riparian or littoral reserve or utilities.</p>	<p><b>P1</b></p> <p>The reorganisation of boundaries must satisfy all of the following:</p> <p>(a) all existing lots are adjoining or separated only by a road;</p>	<p>The proposal must be assessed against the Performance Criteria P1 as the subdivision is not for public open space, utilities or a reserve..</p> <p>(a) Complies – the existing lots are adjoining.</p>

	<p>(b) no existing lot was formally a crown reserved road or other reserved land;</p> <p>(c) provide for the sustainable commercial operation of the land by either:</p> <p>(i) encompassing all or most of the agricultural land and key agricultural infrastructure (including the primary dwelling) in one lot, the 'primary agricultural lot', as demonstrated by a whole farm management plan,</p> <p>(ii) encompassing an existing or proposed non-agricultural rural resource use in one lot;</p> <p>(d) if a lot contains an existing dwelling, setbacks to new boundaries satisfy clause 26.4.2;</p> <p>(e) if containing a dwelling, other than the primary dwelling, the dwelling is surplus to rural resource requirements of the primary agricultural lot;</p> <p>(f) a new vacant lot must:</p> <p>(i) contain land surplus to rural resource requirements of the primary agricultural lot;</p> <p>(ii) contain a building area capable of accommodating residential development satisfying clauses 26.4.2 and</p>	<p>(b) Complies – none of the lots were a crown reserved road or other reserved land.</p> <p>(c) Complies The proposal will not impact the sustainable operation of the land as a farm and vineyard.</p> <p>(d) Setbacks to the existing dwelling will be greater than 50m in accordance with the requirements of 26.4.2.</p> <p>(e) Lot 1 is currently vacant, the purpose of the boundary reorganisation is to allow for development of a dwelling in the chosen location.</p> <p>(f) Lot 1 contains a suitable building area complying with setbacks, as demonstrated by the accompanying proposal for a dwelling.  The land in Lot 1 will continue to be used as part of the mixed farming operation.  There will be no significant increase in demand for public infrastructure or</p>
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	<p>26.4.3.</p> <p>(iii) not result in a significant increase in demand for public infrastructure or services;</p> <p>(g) all new lots must comply the following:</p> <p>(i) be no less than 1ha in size;</p> <p>(ii) have a frontage of no less than 6m;</p> <p>(iii) be serviced by safe vehicular access arrangements;</p> <p>(h) be consistent with any Local Area Objectives or Desired Future Character Statements provided for the area.</p>	<p>services created by the proposal.</p> <p>(g) (i) Complies - The smallest lot will be over 120ha.</p> <p>(ii) All lots will have frontage to Meadowbank Road in accordance with the requirements.</p> <p>(iii) Lot 1 will be provided with a new access and the existing access will serve the balance of the land.</p> <p>(h) There are no Local Area Objectives or Desired Future Character Statements in the Rural Resource zone.</p>
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## **Codes**

### ***E1.0 Bushfire Prone Areas Code:***

The Bushfire Prone Areas Code applies to development for subdivision.

A Bushfire Management Report has been provided with the application to demonstrate compliance with the applicable standards of the Code.

### ***E5.0 Road and Railway Assets Code:***

The proposal includes construction of a new driveway from Meadowbank Road.

The location is suitable and the access can be constructed in accordance with the requirements of the Code.

### ***E6.0 Parking and Access Code:***

This Code applies to all use and development.

The proposal includes parking and construction of a suitable access, complying with all applicable standards.

### ***E7.0 Stormwater Management Code:***

This Code applies to all use and development.

In this case stormwater from the proposed dwelling can be disposed of onsite to satisfy the Code standards.

### **Representations**

The proposal was advertised for the statutory 14 days period from 13<sup>th</sup> March 2019 until 27<sup>th</sup> March 2019. No representations were received.

### **Conclusion**

The proposal for a subdivision (boundary reorganisation) and development of a new dwelling at 584 Meadowbank Road, Meadowbank is assessed to comply with the applicable standards of the Rural Resource Zone and the relevant codes of the *Central Highlands Interim Planning Scheme 2015* as outlined in the body of this report.

The proposal was advertised for public comment and no representations were received.

It is recommended that the application be approved, subject to conditions.

### **Recommendation**

Moved **Clr Poore**

Seconded **Clr Bailey**

**THAT** the proposal is assessed to substantially comply with the requirements of the Central Highlands Interim Planning Scheme 2015 and so in accordance with section 57 of the Land Use Planning and Approvals Act 1993, The planning authority is recommended to approve the application for a reorganisation of the boundaries of CT37631/1 and CT37631/2 and development of a single dwelling at 584 Meadowbank Road, Meadowbank.

### **Recommended Conditions**

#### *General*

- 1) The subdivision layout or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.
- 2) This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this permit unless, as the applicant and the only person with a right of appeal, you notify Council in writing that you propose to commence the use or development before this date, in accordance with Section 53 of the Land Use Planning and Approvals Act 1993.

#### *Exterior finishes*

- 3) All external metal building surfaces must be clad in non-reflective pre-coated metal sheeting or painted to the satisfaction of the Manager Development Services.

#### *Stormwater*

- 4) Drainage from the proposed development must be retained on site or drain to a legal discharge point to the satisfaction of Council's General Manager and in accordance with any requirements of the Building Act 2016.

### *Services*

- 5) 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*

- 6) The vehicle access from the carriageway of the road onto the subject land must be located and constructed using a gravel pavement in accordance with the construction and sight distance standards shown on standard drawings SD 1012 and SD 1009 prepared by the IPWE Aust. (Tasmania Division) and to the satisfaction of Council's Manager of Works and Technical Services. The works including are to be modified to suit the conditions.
- 7) The areas set-aside for parking, access and vehicle manoeuvring:
  - a. Must provide for a vehicle to enter and leave the site in a forward direction.
  - b. The driveway access must be located over existing tracks or along natural contours to reduce visual impact through excavation and filling and erosion from water run-off.
  - c. Have an all-weather pavement constructed and surfaced to the satisfaction of Council's Manager of Works and Technical Services.
  - d. Incorporate suitable drainage to avoid erosion and run-off.

### *Subdivision*

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

### *Final plan*

- 9) A final approved plan of survey and schedule of easements as necessary, together with one copy, must be submitted to Council for sealing. The final approved plan of survey must be substantially the same as the endorsed plan of subdivision and must be prepared in accordance with the requirements of the Recorder of Titles.
- 10) A fee of \$160.00, or as otherwise determined in accordance with Council's adopted fee schedule, must be paid to Council for the sealing of the final approved plan of survey.
- 11) 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.
- 12) 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.

### *Construction Amenity*

- 13) The development must only be carried out between the following hours unless otherwise approved by the Council's Manager of Development and Environmental Services:  
Monday to Friday 7:00 a.m. to 6:00 p.m.  
Saturday 8:00 a.m. to 6:00 p.m.  
Sunday and State-wide public holidays 10:00 a.m. to 6:00 p.m.



- 14) All works associated with the development of the land shall be carried out in such a manner so as not to unreasonably cause injury to, or prejudice or affect the amenity, function and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of:
- a. Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, waste water, waste products, grit or otherwise.
  - b. The transportation of materials, goods and commodities to and from the land.
  - c. Obstruction of any public roadway or highway.
  - d. Appearance of any building, works or materials.
  - e. Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the site in an approved manner. No burning of such materials on site will be permitted unless approved in writing by the Council's Manager of Development and Environmental Services.
- 15) The developer must make good and/or clean any road surface or other element damaged or soiled by the development to the satisfaction of the Council's Manager of Works and Technical Services.

**The following advice applies to this permit:**

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

**Carried**

**For the Motion:** Mayor Triffitt, Cllr Cassidy, Cllr Poore & Cllr Bailey

---

*Cllr Bowden entered the meeting at 9.10am.  
Mr D Cundall entered the meeting at 9.12 am.*

---

## **7.0 OTHER BUSINESS**

Mayor Triffitt suggested that the Senior Planning Officer provide both an approved and refused option for future recommendations for Planning Applications.

J Tyson advised that a standard proforma could be used but the Planning Authority would need to add any grounds to the recommendation if they are going against the Planning Officers recommendation.

### **Recommendation**

Moved **Cllr Cassidy**

Seconded **Cllr Poore**

THAT the recommendation for all future Planning Applications include an approve and refuse option.

**Carried**

**For the Motion:** Mayor Triffitt, Cllr Cassidy, Cllr Poore & Cllr Bailey

*Clr Honner entered the meeting at 9.14am*

---

## **8.0 CLOSURE**

There being no further business the meeting closed at 9.15am

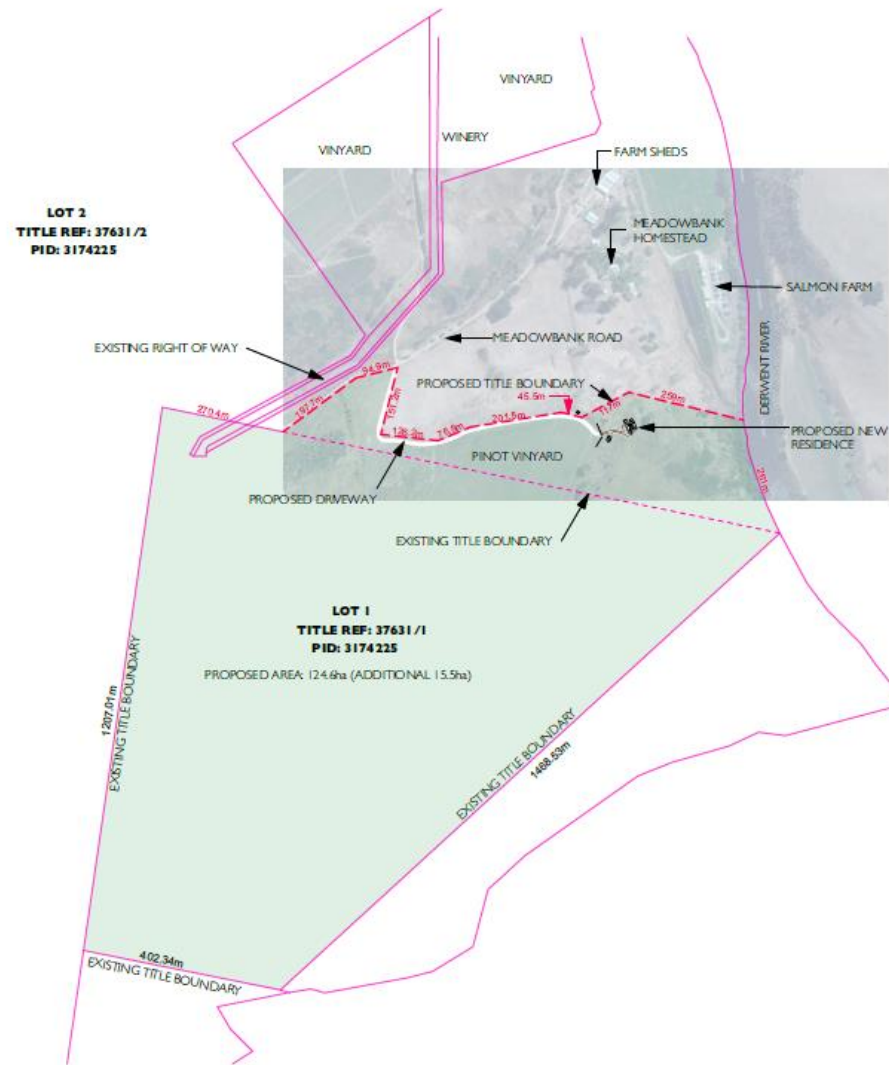
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DRAFT





TITLE PLAN scale 1:10000 @ A3



M&A DEANE - NEW RESIDENCE | MEADOWBANK, DERWENT VALLEY

NOT FOR CONSTRUCTION - DO NOT SCALE OFF DRAWINGS

DESIGN DEVELOPMENT NOV/2018

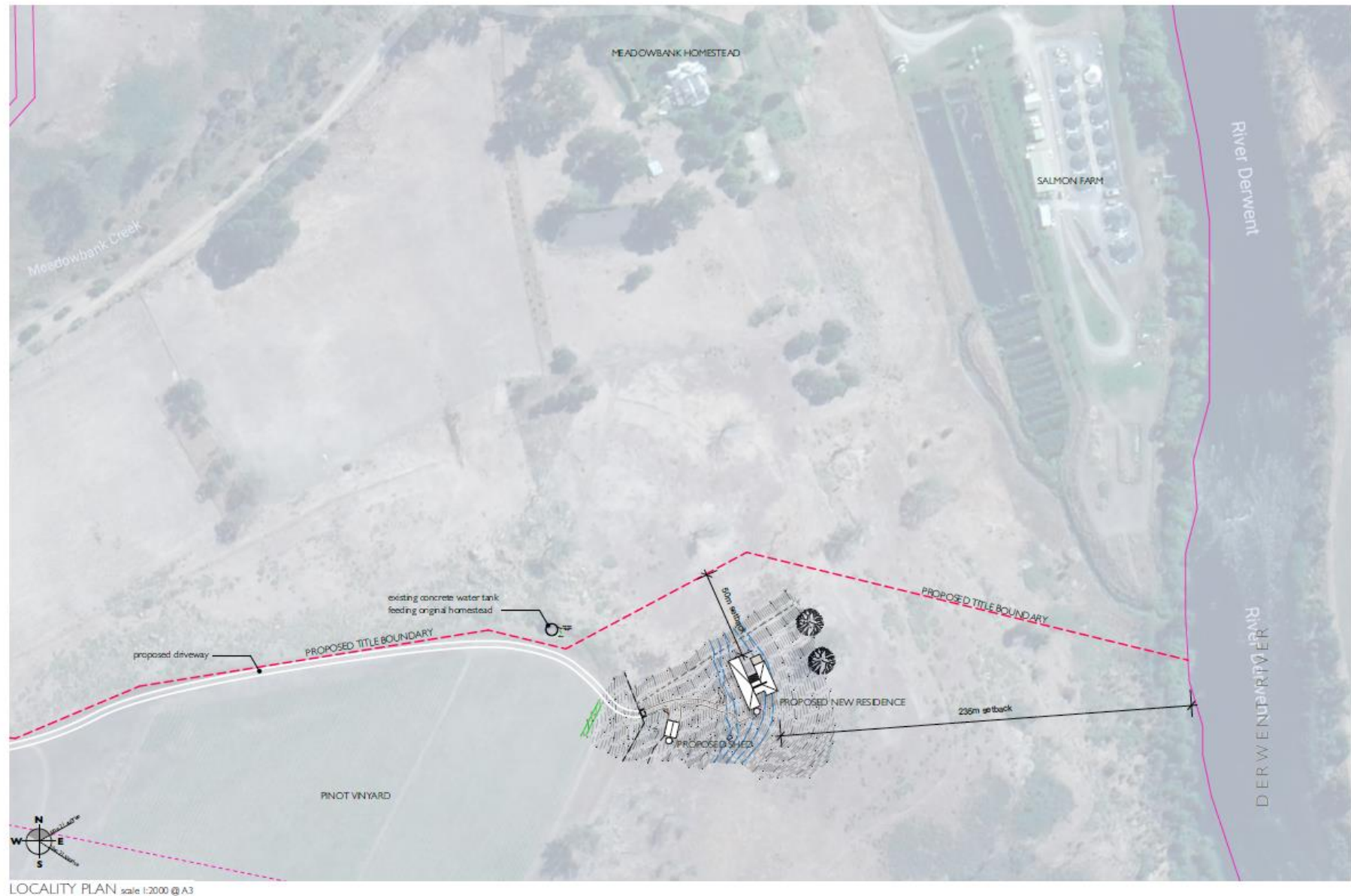
CHARLIE ELLIS ARCHITECTURE

BA Env.Des B.Arch Registered Architect (TAS)

16 Meredith Crescent South Launceston, Tas 7249

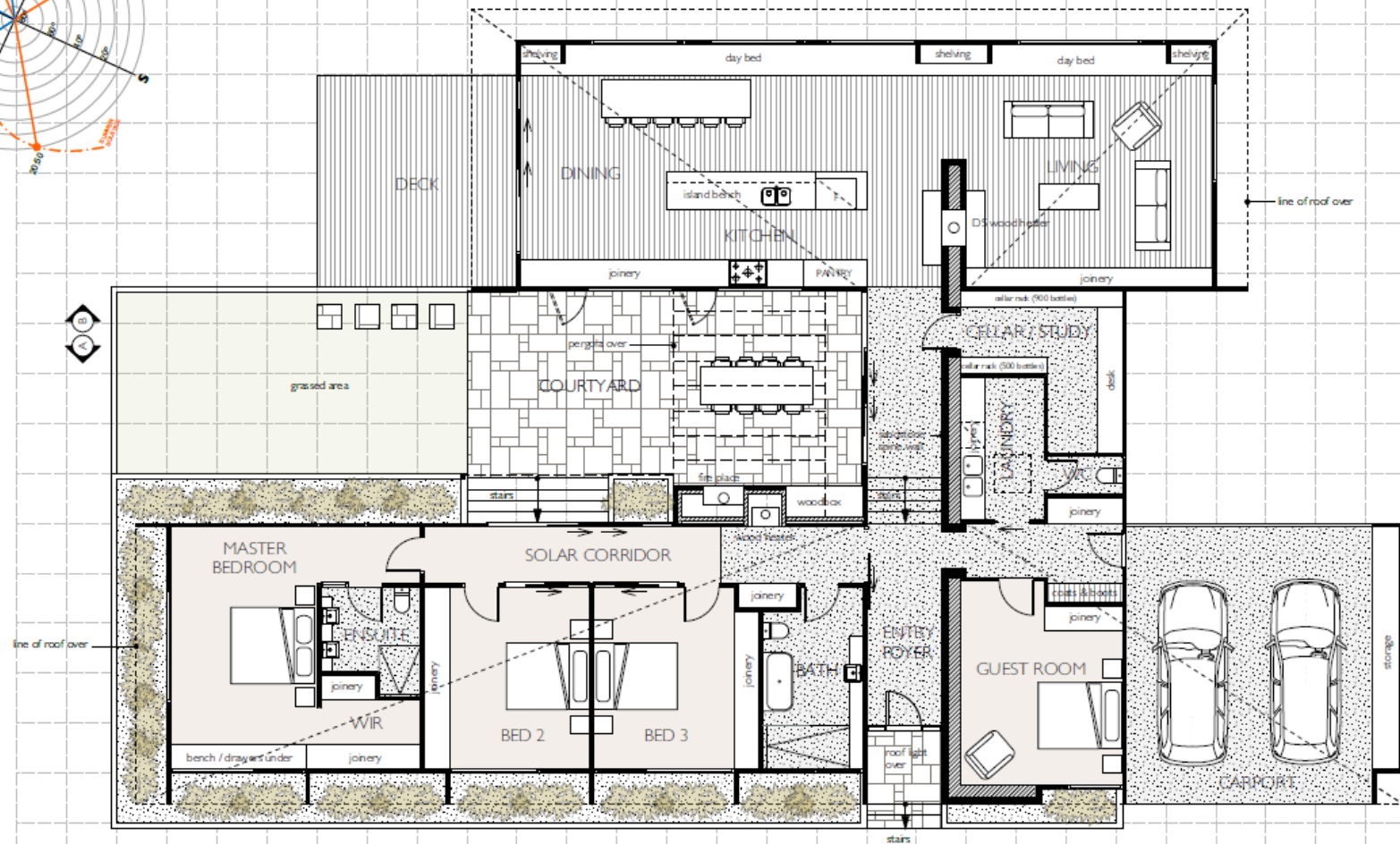
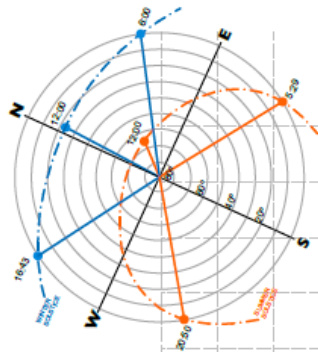
0407355489

ce@charlieellisarchitecture.com









FLOOR PLAN scale 1:100 @ A3... 1200 GRID

M&A DEANE - NEW RESIDENCE | MEADOWBANK, DERWENT VALLEY

NOT FOR CONSTRUCTION - DO NOT SCALE OFF DRAWINGS

DESIGN DEVELOPMENT NOV/2018

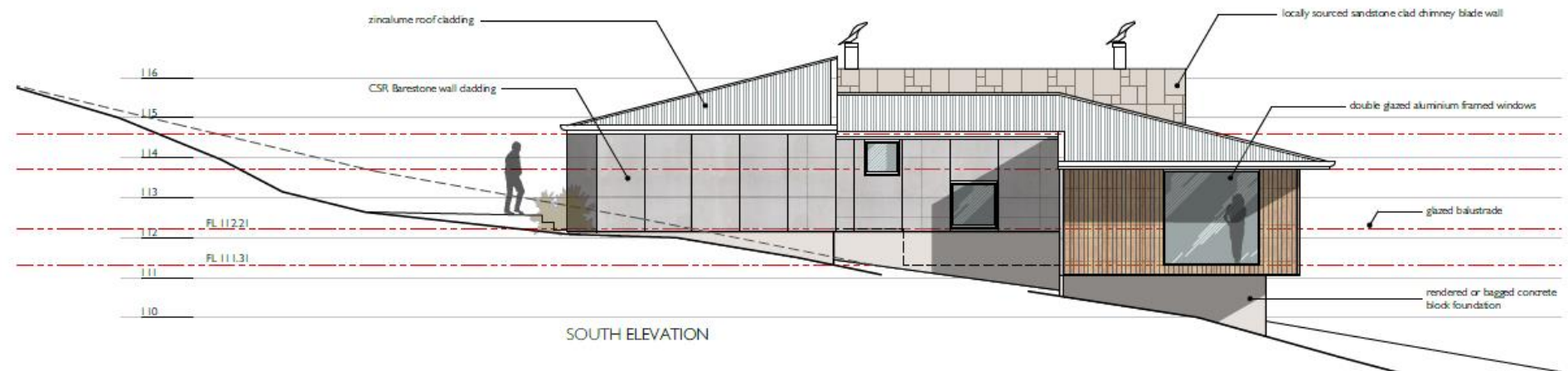
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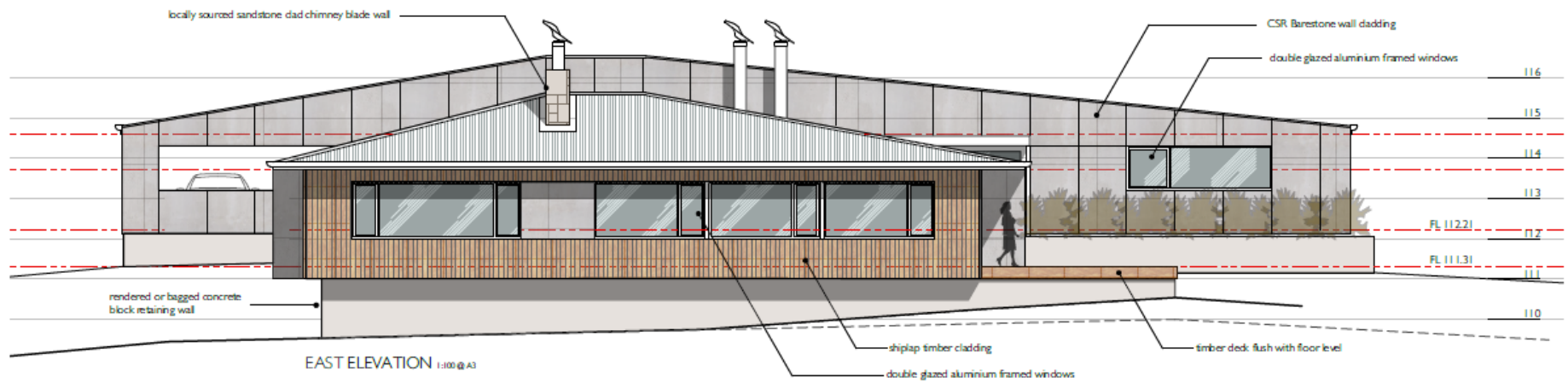
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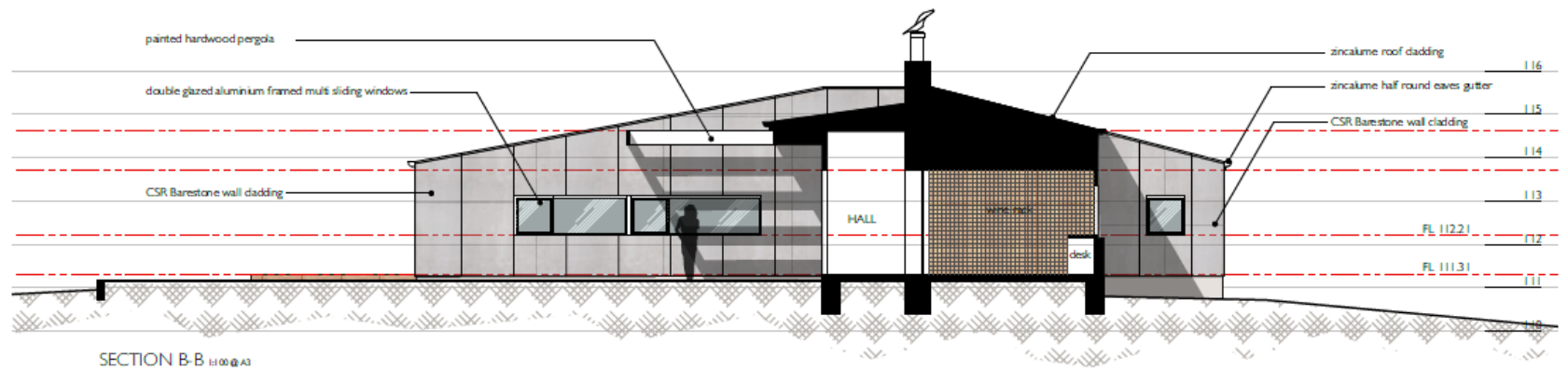
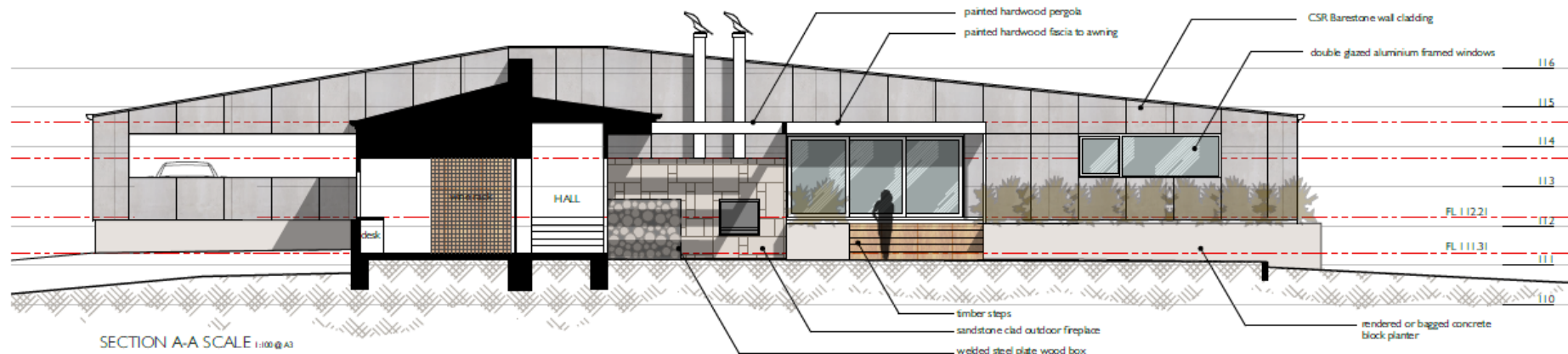
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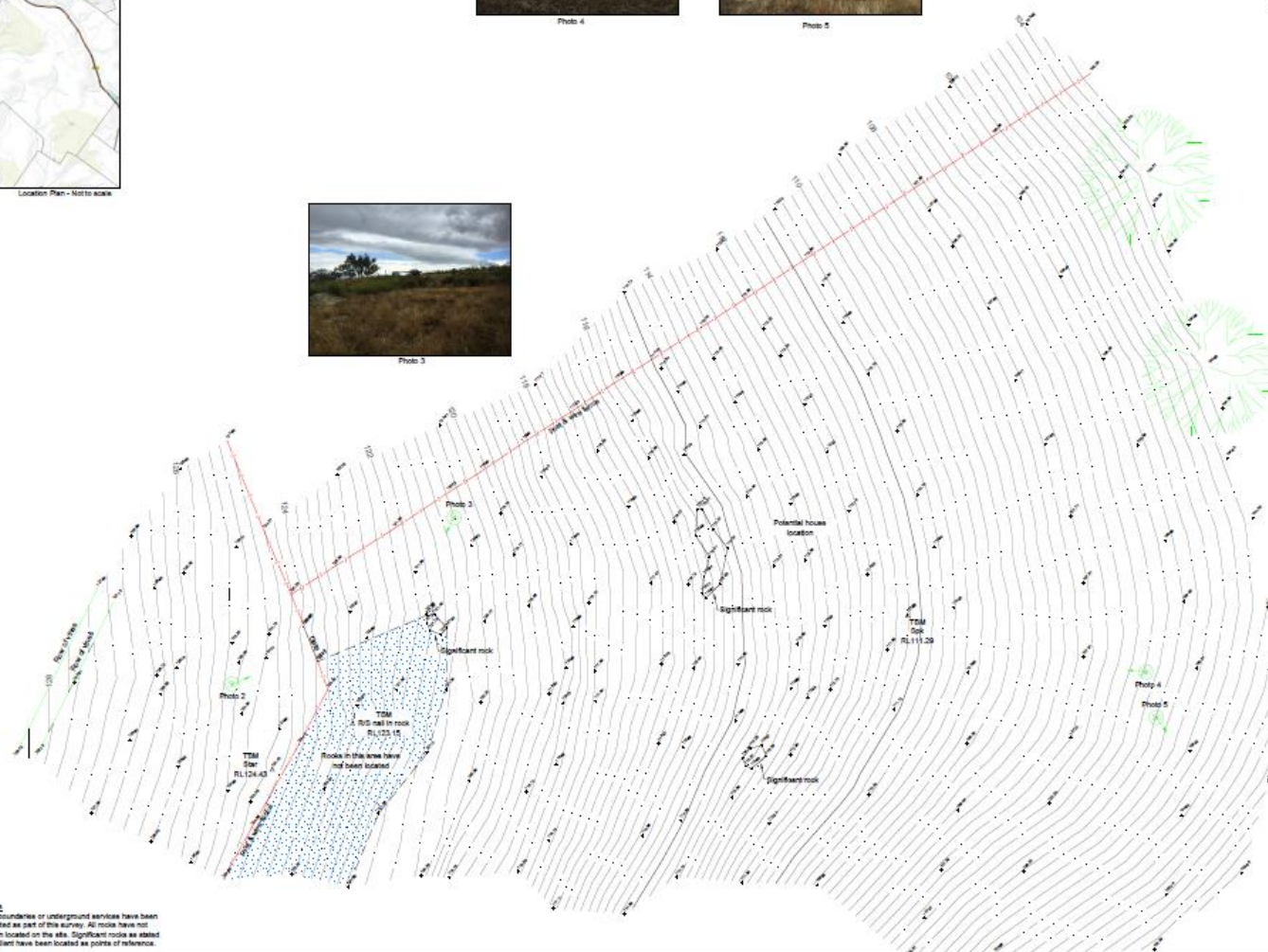
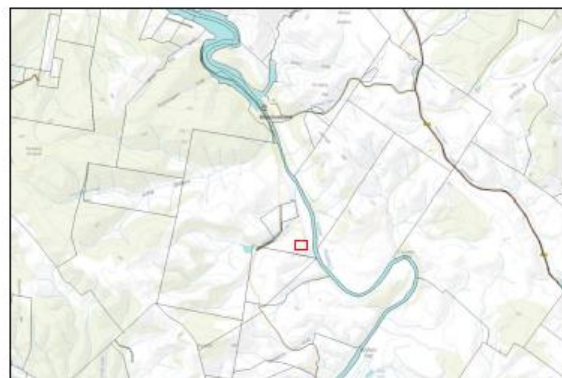
NOT FOR CONSTRUCTION - DO NOT SCALE OFF DRAWINGS

DESIGN DEVELOPMENT NOV/2018

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0407355489  
ellisarchitecture@bigpond.com





NOTES:-

The title boundaries have not been shown on this plan and were not verified or marked at the time of the survey.

Services shown have been located where possible by field survey. Where services are not visible on-site, they have been approximated only from the DGD asset information provided by the relevant authority. Prior to any demolition, excavation or construction on the site, the relevant authority should be contacted for possible location of further underground services and detailed locations of all services.

**Notes**

E				
D				
C				
B				
A	EMAILED TO CLIENT	AMD	14-03-2018	AMD
REV	AMENDMENTS	DRAWN	DATE	APPRO



UNIT 1, 2 KENNEDY DRIVE  
CAMBRIDGE 7170  
PHONE: (03) 6248 5898  
EMAIL: [admin@rbsurveyors.com](mailto:admin@rbsurveyors.com)  
WEB: [www.rbsurveyors.com](http://www.rbsurveyors.com)

### CONTOUR & DETAIL PLAN

Contour Interval: 0.250m	Reference: DEANEAO1 1000-01
Date: 24-02-2018	Horizontal Datum: MGA
Scale: 1:250 (A1) 1:500 (A3)	Vertical Datum: AHD per GPS

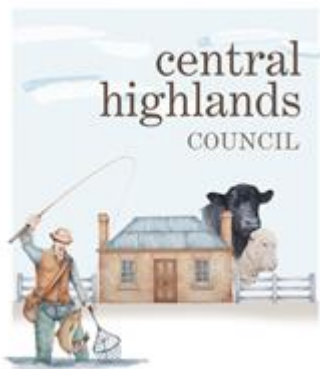


## **7.0 OTHER BUSINESS**

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## **8.0 CLOSURE**

---



**Policy No. 2013- 07**

## **Council Camping Ground Facilities Policy**

Document:	Start Date: 16 April 2019	Page Reference:
Council Camping Ground Facilities Policy	Review Date: 16 April 2022	Page 1 of 6

## Introduction

This policy has been prepared to address the management of Council owned camping facilities in the Central Highlands.

## Use of Camping Facilities

### (a) Short Term Stays

Camping facilities are provided for short term stays only and subject to the following maximum night stays:

Bothwell Camping Facility:	No more than seven (7) nights (be they consecutive or not) in any calendar month.
Hamilton Camping Facility:	No more than three (3) nights (be they consecutive or not) in any calendar month.

### (b) Longer Term Stays

Longer Term Stays will only be considered by Council:

- From people employed in the Central Highlands municipal area upon a formal written request and supported by a letter from that person's employer. The request is to specifically state the dates for which the longer term stay is required and must not exceed the maximum period allowed in this policy.
- From current Central Highlands residents experiencing housing difficulties.

**Longer Term Stays will only be granted for a maximum period of up to 3 months in any 12 month period**

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Council Camping Ground Facilities Policy	Review Date: 16 April 2022	Page 2 of 6

## **Fees**

Council will review its fees for camping facilities at least annually:

When setting fees, Council will ensure that all direct and indirect costs are included together with a rate of return to Council;

Fees will be set for powered and un-powered sites.

## **Terms and Conditions for Use of Camping Facilities**

The attached Terms & Conditions of Use (Appendix A) will be displayed at Council Camping Facilities.

## **Duly Authorised Council Officer**

The Development & Environmental Services Manager is the duly authorised Council Officer with the powers of eviction.

## **Review**

This policy will be reviewed every 3 years

Document:	Start Date: 16 April 2019	Page Reference:
Council Camping Ground Facilities Policy	Review Date: 16 April 2022	Page <b>3</b> of <b>6</b>



## APPENDIX A

### TERMS AND CONDITIONS FOR USE OF COUNCIL CAMPING FACILITIES

#### Payment of Fees

Fees must be paid in advance and your receipt displayed on your vehicle/motorhome dashboard.

Fees are payable at the following places:

- Bothwell
  - Council Offices, Alexander Street, Bothwell
  - Bothwell Garage, Patrick Street, Bothwell
- Hamilton
  - Council Offices, Tarleton Street, Hamilton
  - By deposit into receptacle near public conveniences

#### Duration of Stays

Bothwell Camping Facility:	No more than seven (7) nights (be they consecutive or not) in any calendar month.
Hamilton Camping Facility:	No more than three (3) nights (be they consecutive or not) in any calendar month.

#### Noise/Behaviour

To enable all campers to enjoy their stay:

- Noise, intoxication, bad language, physical or verbal abuse to any guest, visitor, member of the public or Council staff, or any other offensive behaviour will not be tolerated. This type of behaviour will result in the camper being evicted from the site.
- All noise audible from the next closest site must cease between 9pm and 7am.
- Campers are responsible for the behaviour of visitors to their site
- The use of generators is prohibited at the Council Camping Facilities at Bothwell

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Council Camping Ground Facilities Policy	Review Date: 16 April 2022	Page 4 of 6

- The use of generators is prohibited between the hours of 9 pm. and 7 am. at the Council Camping Facilities at Hamilton

### **Fire Safety**

Fires are strictly prohibited at Council camping facilities

### **Rubbish**

General campsite waste only is to be placed in bins provided.

### **Amenities/Ablutions**

- Use showers sensibly with due regard to fellow campers and any water restrictions.
- Cooking and dishwashing is not permitted in amenity areas.
- Children must be accompanied to showers/toilets by an adult

### **Laundry Facilities**

Laundry facilities (washing machine and dryer) are available at both sites:

- Bothwell Camping Ground – a key is provided when you pay your fee
- Hamilton Camping Ground – a key to the laundry facilities is available by paying a refundable deposit at the Hamilton Council Offices

### **Discharge of Liquid**

Discharge of sullage or grey-water onto the site or into any waterway is prohibited. Facilities are available at this site for disposal of sullage and grey water.

### **Pets**

**Dogs** are allowed but must be restrained and under the effective control of the owner. The dog owner is to ensure that all faeces from the dog is removed and disposed of responsibly.

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Council Camping Ground Facilities Policy	Review Date: 16 April 2022	Page <b>5</b> of <b>6</b>

## Other

- No washing of vehicles, motorhomes or caravans is permitted at camping sites
- No washing of pets or their bedding is allowed in the amenities block

## Use of Laundry and Shower Facilities by Non-Campers

Laundry and shower facilities may be used by non-campers on the following conditions:

### ***Bothwell Camping Ground:***

- Key to be picked up from the Bothwell Council Office
- Refundable bond of \$5.00 per key
- Payment of \$10.00 for the use of the laundry facilities
- Payment of \$3 per person per shower
- Key to be returned promptly to the Bothwell Office

### ***Hamilton Camping Ground***

- Key to be picked up from the Hamilton Council Office
- Refundable bond of \$5.00 per key
- Laundry & Showers are coin operated
- Key to be returned promptly to the Hamilton Office

## Breach of Terms & Conditions

Without prejudice to any other rights that Council may have, if you contravene any of the Terms & Conditions as outlined in Appendix A, Council or an Authorised Person may:

- (i) Refuse you entry to the camping grounds;
- (ii) Eject you from the camping grounds

Council reserves the right to take legal action for recovery of costs for any damage to Council property.

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Council Camping Ground Facilities Policy	Review Date: 16 April 2022	Page 6 of 6

# CENTRAL HIGHLANDS COUNCIL



## Long Term Financial Plan and Strategy 2018/19 to 2028/29

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## **Executive Summary**

### **Introduction:**

The Central Highlands of Tasmania is one of the most beautiful and unique natural areas in the world. It covers a total area of 8,010 square kilometres (11.6% of the State) and makes a significant and increasing contribution to the economic wealth of Tasmania. Our region supports a large and diverse agriculture industry and a significant livestock industry including meat and dairy production and contains in excess of 15% of the states sheep and lambs. Our horticulture sector produces grapes, stone fruit and berries, and together with the forest industry, power production, trout fishing, tourism and recreation makes our area a diverse rural location.

The Financial Plan 2018/19 to 2028/29 is a 10 year rolling plan for the management of council's finances from 2018 to 2029. It is not intended to be static, but will be reviewed annually as part of the annual planning process and updated to reflect changing circumstances.

The Financial Plan has been developed to assist council in adopting a budget within a longer term prudent financial framework. The key objective of council's financial plan is financial sustainability in the medium to long term, while linking to council's objectives as specified in its Strategic Management Plan. The Plan is a guideline for future action and encourages council to take into consideration the future impact that decisions made today may have on council's long-term sustainability.

### **Vision:**

Our vision is for the Central Highlands to provide residents and visitors opportunities to participate in and enjoy a vibrant local economy, rewarding community life, cultural heritage and a natural environment that is world class.

### **Mission:**

Our mission is to provide the leadership; management and action needed to ensure local government and other services are provided to meet the social, economic and environmental needs of the present day community, whilst trying to ensure the best possible outcomes for future generations.

### **Goals:**

Our goals are:

- To promote and facilitate the long term, sustainable use and protection of the area's valuable heritage, natural resources and environment in balance with the need for a vibrant economy generating local employment opportunities.
- All Central Highlands residents and ratepayers to have access to a road network and other essential property and community services that meet the reasonable economic, health and social needs of the community.
- Local government services and facilities to represent value for money and the optimum use and performance of Council's assets and resources.
- Effective consultation with local residents and business operators and representation of their needs to appropriate authorities.

### Key Statistics:

The following table provides a snapshot of the Central Highlands Council:

Area (sq. km)	8010
Population (est.)	2141
Number of Electors	2582
Number of Residential Properties	2194
Total Rates Levied	3,606,569
Total Recurrent Income (2017/18)	6,635,602
Number of FTE's	27

### Strategic Planning Framework:

The LTFP is an important part of Council's overall financial management framework. The following table illustrates how Council's LTFP fits into Council's overall financial management framework.





## **Current Financial Performance and Position:**

After several years of operating deficits, council has now attained three years of positive results from 2015/16 to 2017/18. Allowing an operational deficit to continue into the long term would have ultimately jeopardised the adequate funding of capital expenditure and Council's capacity to maintain and replace existing community assets.

Based on current service levels, Council is intending to maintain a positive result into the future.

Council has curtailed capital expenditure for new assets, instead focusing on the renewal and rehabilitation of existing assets. Council aims to maintain its infrastructure and assets at an acceptable standard. This involves developing and integrating long-term infrastructure and asset management plans with the LTFP to provide for the continued investment in maintenance, renewal and replacement of asset stock.

## **Long Term Asset Management Plan:**

Infrastructure and Asset Management Plans have been developed to ensure that Council continues to provide effective and comprehensive management of its infrastructure asset portfolios. The Asset Management Plans are separate documents to the LTFP.

The asset management plans indicate that over the next 10 years Council should be spending between \$2.0M and \$2.2M per annum on asset capital renewal. An annual capital works program of around \$2.1M would maintain Council's current infrastructure at a good standard. The projected level of capital expenditure for the renewal and rehabilitation of infrastructure assets is consistent with Council's 10 year capital works program.

## **Long Term Financial Plan Overview:**

Council's underlying operating surplus before capital related income is estimated to improve from \$89k in 2017/18 to an underlying surplus of \$197k in 2028/29.

The 2018/19 budgeted overall net surplus of \$209k should continue to improve each year thereafter.

## **Planning Assumptions:**

The base for the preparation of the LTFP is the Annual Estimates for 2018/19 with one off or non-recurring events adjusted for.



The planning assumptions used in the development of the LTFP are summarised below:

Inflation has not been factored into any future amounts.

Revenue Category	Comments
Rates and Levies	Increase of 3% above inflation for 2019/20, 2% above inflation for 3 years 2020/21 to 2022/23. Then in line with CPI
Rates Growth	Annual increase of 0.2%
User charges	To be increased in line with CPI

### Operating Revenues:

This section analyses projected revenues of Council from 2018/19 to 2028/29. The table shows summarised movements in Council's key revenue streams over the ten year period.

Revenue Type	2018/19 '000	2023/24 '000	2028/29 '000
Rates and Levies	\$3,607	\$3,896	\$3,927
User Charges & Statutory Fees	\$239	\$239	\$239
Grants Operating	\$2,318	\$2,318	\$2,318
Other Revenue	\$240	\$240	\$240
Interest & Dividends	\$252	\$267	\$280
<b>Total Operating Revenue</b>	<b>\$6,656</b>	<b>\$6,960</b>	<b>\$7,004</b>
Grants - Capital	\$209	\$471	\$471
<b>Total Revenue</b>	<b>\$6,865</b>	<b>\$7,431</b>	<b>\$7,475</b>

### Rates and Levies:

The LTFP assumes the general rate will increase of 3% above inflation for 2019/20, 2% above inflation for 3 years 2020/21 to 2022/23. Then in line with CPI.

The LTFP assumes a 0.2% annual increase in rate revenue through growth and development resulting in an increase in rateable properties. The number of new lots being created from subdivisions increases steadily most years and it is felt that a 0.2% increase in rates through growth is reasonable.

Garbage collection and recycling charges are estimated to also increase at CPI.

The fire levy that Council collects on behalf of the Tasmanian Fire Commission is offset by an identical increase in the related expenditure payment.

### User Charges and Statutory Fees:

User charges relate to the recovery of service delivery costs through the charging of fees to users of Council's services. These include the hire of halls, recreation ground hire, pool fees, cemetery charges etc. The key principle in setting user fees has been to ensure that increases approximate CPI increase or market levels.

Statutory fees and fines relate mainly to those levied in accordance with legislative requirements. They include building fees, planning fees, health related fees and dog registrations.

The LTFP assumes an increase in user charges and statutory fees consistent with the CPI.

### **Grants – Operating:**

Operating Grants are funds received from both the State and Federal Government for the purpose of delivering Council services.

The main source of grant revenue is from the State Grants Commission (SGC) in the form of Financial Assistance Grants (FAG). Council has little control over the level of FAG's received with changes likely to occur as a result of a change in population or distribution methodologies.

It is unlikely that there will be any increase in grants, or provision of new grants above CPI.

### **Other Revenue:**

Other Council revenue includes:

- Government rate remission reimbursements
- Private works income
- Motor tax reimbursement
- Salary and other reimbursements

### **Interest and Dividends:**

Estimated interest income over the ten year period is derived from Council's expected cash position at the end of each financial year using an estimated market rate of 2.25%.

As part owner of the Tasmanian Water and Sewerage Corporation, Council is entitled to a dividend after priority dividends, in proportion to its contributed assets. It is expected that the level of dividends will increase steadily over the life of this plan.

### **Grants Capital:**

Capital Grants include all monies received from State, Federal and Community sources for the purposes of funding the capital works program. The LTFP reflects the Commonwealth's Roads to Recovery funding.

Any additional capital funding will not impact on the underlying operating result as the funds will be expended on new capital projects.

### **Non Cash Contributions and Net Gain from Sale of Assets:**

Non Cash contributions are made up of assets donated to Council from property developers in the form of infrastructure (roads etc.) where at the completion of the development Council assumes responsibility for maintaining and replacing the infrastructure. As developer contributions are non-cash and capital in nature they do not affect the underlying operating result and have therefore been excluded from the LTFP.

Should Council dispose of any property during the ten year period, this would be considered as additional revenue.

### **Operating Expenditure:**

This section analyses the expected expenditure of Council from 2018/19 to 2028/29. The table summarises the movements in Council's key expenditure items over the ten year period.

<b>Expenditure Type</b>	<b>2018/19 '000</b>	<b>2023/24 '000</b>	<b>2028/29 '000</b>
Depreciation	\$2,116	\$2,209	\$2,268
Employee Costs	\$1,789	\$1,789	\$1,789
Materials and Contracts	\$1,376	\$1,376	\$1,376
Other Expenses	\$1,375	\$1,374	\$1,374
<b>Total Operating Expenditure</b>	<b>\$6,656</b>	<b>\$6,748</b>	<b>\$6,807</b>

### **Depreciation:**

Depreciation is an accounting measure which allocates the value of assets over their useful lives.

Council's infrastructure assets are held at depreciated replacement cost to ensure adequate provision for renewal of existing infrastructure through depreciation expense. The amount to be spent on asset renewal in any given year is determined by Councils long term asset management plan.

### **Employee Costs:**

Employee costs include all salaries and wages and all employment related expenses including payroll tax, employer superannuation, leave entitlements, fringe benefit tax,

workers compensation insurance and professional development. These costs are expected to increase in line with CPI.

The LTFP assumes that staff numbers are maintained at the 2018/19 levels.

#### **Materials and Contracts, Other Expenses:**

Materials and contracts include the purchase of consumables, payments to contractors for the provision of services, insurances and utility costs. Utility costs relate to telecommunications, water, sewerage, and electricity.

Council aims to maintain the level of growth in materials and contracts expenditure to CPI increases.

The 0.2 percent growth in rates through increased rateable properties is not expected to have a significant impact on expenditure. It is reasonable to assume that new subdivisions would require minimal maintenance over the period of this LTFP.

#### **Levies to State Government:**

Levies to state government include land tax and state fire levies. State fire levies are collected on behalf of the State Fire Commission. These funds are paid directly to the State Fire Commission and Council has no control over the levies.

#### **Analysis of Estimated Cash Flow:**

This section analyses the projected cash flows from the operating, investing and financing activities of Council from 2018/2019 to 2028/2029. The cash flow from operating activities is a key factor in determining the level of capital expenditure that can be sustained without using existing cash reserves.

The analysis is based on the three main categories of cash flows:

1. Operating activities – refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works.
2. Investing activities – refers to cash generated or used in the enhancement or creation of infrastructure or other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment.
3. Financing activities – refers to cash generated or used in the financing of Council functions and includes borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayments for the year.

	<b>2018/19 '000</b>	<b>2023/24 '000</b>	<b>2028/29 '000</b>
Net Cash Flow from Operating Activities	\$2,116	\$2,421	\$2,465
Net Cash Flow used in Investing Activities	(\$2,479)	(\$2,320)	(\$2,243)
Net (Decrease)/Increase in Cash Held	(\$363)	\$101	\$222
Cash at End of Year	\$8,545	\$8,431	\$9,140

### **Analysis of Estimated Financial Position:**

This section analyses the projected movements in assets, liabilities and equity from 2018/2019 to 2028/2029.

	<b>2018/19 '000</b>	<b>2023/24 '000</b>	<b>2028/29 '000</b>
Total Current Assets	\$8,858	\$8,643	\$9,453
Total Non-Current Assets	\$91,739	\$95,288	\$98,788
Total Current Liabilities	\$1,468	\$1,468	\$1,467
Total non-Current Liabilities	\$86	\$86	\$86
Net Assets	\$99,043	\$102,377	\$106,688

### **Current Assets and Non-Current Assets:**

Current assets comprise cash, investments and receivables. Current assets are estimated to increase from \$8,858k in 2018/2019 to \$9,453k in 2028/2029. The increase in cash can be attributed to long lived assets such as bridges, buildings etc. that will not be replaced in the timespan of this plan but will need replacing in later years.

Non-Current assets primarily include Land and Buildings, Plant and Vehicles, Furniture and Equipment, Infrastructure, Computers and Intangibles.

### **Current Liabilities and Non-Current Liabilities:**

Liabilities include creditors, employee provisions and other liabilities.

The balance of payables is difficult to predict due to the timing of capital works. It has been predicted that the level of staffing will remain reasonably static and that leave balances will remain relatively constant.

All other liabilities are expected to remain stable.

## Key Financial Indicators:

### Underlying Surplus Ratio:

The underlying Surplus ratio expresses operating revenue over operating expenditure as a percentage. A result greater than 1% indicates a surplus, the larger the surplus the stronger the result and therefore stronger assessment of sustainability. A negative result indicates a deficit which cannot be sustained in the long term.

As evident from the table below, the underlying surplus ratio is currently below the benchmark of 1% which indicates that Council is not fully funding its depreciation expense at present but will be in the future.

	2018/19 '000	2023/24 '000	2028/29 '000
Total Operating Revenue	\$6,656	\$6,960	\$7,004
Total Operating Expenditure	\$6,655	\$6,748	\$6,807
Ratio	0.0	3.0	2.8

### Net Financial Liabilities:

This measure shows whether Council's total liabilities can be met by its liquid assets. An excess of total liabilities over liquid assets means that, if all liabilities fell due at once, additional revenue would be needed to fund the shortfall. Council is well positioned due to cash reserves.

	2018/19 '000	2023/24 '000	2028/29 '000
Liquid Assets	\$8,808	\$8,593	\$9,404
Total Liabilities	\$1,554	\$1,554	\$1,554
Net Financial Liabilities	\$7,254	\$7,039	\$7,850

### Net Financial Liabilities Ratio:

This ratio indicates the net financial obligations of Council compared to its recurrent income. Target is 0% to (50%). Council is well above target due to cash reserves.

	2018/19 '000	2023/24 '000	2028/29 '000
Net Financial Liabilities	\$7,254	\$7,039	\$7,850
Recurrent Income	\$6,656	\$6,960	\$7,005
Ratio	109%	101%	112%

**Asset Renewal Funding Ratio:**

This ratio is calculated in relation to each asset class included in the long-term strategic asset management plan of Council.

<b>Roads and Bridges</b>	<b>2018/19 '000</b>	<b>2023/24 '000</b>	<b>2028/29 '000</b>
Projected capital funding outlays	\$906	\$1,540	\$1,520
Projected capital expenditure funding	\$906	\$1,540	\$1,520
Ratio	100%	100%	100%

Projected capital funding outlays are the value of projected funding outlays for an asset identified in Council's long-term financial plan.

Projected capital expenditure funding is the value of projected capital expenditure funding for an asset identified in Council's long-term strategic asset management plan.

**Sensitivity Analysis:**

The assumptions related to revenue streams and expenditure line items may have a significant impact on the long term forecast result of Council.

**Materials & Contracts:**

The level of Materials & Contracts expenditure is likely be the most subjective and have the greatest potential to impact on the LTFP.

The analysis below demonstrates the impact of changing annual increase in materials & contracts assumption in the LTFP by 1% above inflation.

	<b>2018/19 '000</b>	<b>2023/24 '000</b>	<b>2028/29 '000</b>
Annual Variance	\$14	\$14	\$14
Accum Variance	\$14	\$83	\$151

Over a 10 year period the Council would have generated \$151k less cash as a result of a 1.0% increase in materials & contracts above inflation.

<b>APPENDIX A - STATEMENT OF COMPREHENSIVE INCOME</b>												
	Actual 2017/18	Budget 2018/19	LTFP 2019/20	LTFP 2020/21	LTFP 2021/22	LTFP 2022/23	LTFP 2023/24	LTFP 2024/25	LTFP 2025/26	LTFP 2026/27	LTFP 2027/28	LTFP 2028/29
<b>Revenue</b>												
Rates	2,691,103	2,792,800	2,882,170	2,945,577	3,010,380	3,076,608	3,082,762	3,088,927	3,095,105	3,101,295	3,107,498	3,113,713
Waste Management	567,630	597,561	597,561	597,561	597,561	597,561	597,561	597,561	597,561	597,561	597,561	597,561
Fire Service Levies	214,641	216,208	216,208	216,208	216,208	216,208	216,208	216,208	216,208	216,208	216,208	216,208
<b>Total Rates &amp; Fire Levies</b>	<b>3,473,374</b>	<b>3,606,569</b>	<b>3,695,939</b>	<b>3,759,346</b>	<b>3,824,149</b>	<b>3,890,377</b>	<b>3,896,531</b>	<b>3,902,696</b>	<b>3,908,874</b>	<b>3,915,064</b>	<b>3,921,267</b>	<b>3,927,482</b>
Grants	2,339,529	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505
User Charges	304,250	238,500	238,500	238,500	238,500	238,500	238,500	238,500	238,500	238,500	238,500	238,500
Interest Earned	186,803	150,000	169,763	175,589	154,623	159,685	166,104	168,700	176,566	168,639	175,860	180,956
Dividends TasWater	153,484	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000
Other Reimbursements/Revenue	399,410	240,034	240,034	240,034	240,034	240,034	240,034	240,034	240,034	240,034	240,034	240,034
<b>Total Revenue</b>	<b>6,856,850</b>	<b>6,655,608</b>	<b>6,764,741</b>	<b>6,833,974</b>	<b>6,877,811</b>	<b>6,949,101</b>	<b>6,961,674</b>	<b>6,970,435</b>	<b>6,984,479</b>	<b>6,982,742</b>	<b>6,996,165</b>	<b>7,007,477</b>
<b>Expenses</b>												
Materials & Contracts	1,570,342	1,375,766	1,375,766	1,375,766	1,375,766	1,375,766	1,375,766	1,375,766	1,375,766	1,375,766	1,375,766	1,375,766
Employee Costs	1,825,969	1,788,651	1,788,651	1,788,651	1,788,651	1,788,651	1,788,651	1,788,651	1,788,651	1,788,651	1,788,651	1,788,651
Other	1,271,697	1,374,973	1,374,973	1,374,973	1,374,973	1,374,973	1,374,973	1,374,973	1,374,973	1,374,973	1,374,973	1,374,973
<b>Total Expenses</b>	<b>4,668,008</b>	<b>4,539,390</b>	<b>4,539,390</b>	<b>4,539,390</b>	<b>4,539,390</b>	<b>4,539,390</b>	<b>4,539,390</b>	<b>4,539,390</b>	<b>4,539,390</b>	<b>4,539,390</b>	<b>4,539,390</b>	<b>4,539,390</b>
<b>Net Operating Surplus (Deficit) before Dep'n &amp; Finance Costs</b>	<b>2,188,842</b>	<b>2,116,218</b>	<b>2,225,351</b>	<b>2,294,584</b>	<b>2,338,421</b>	<b>2,409,711</b>	<b>2,422,284</b>	<b>2,431,045</b>	<b>2,445,089</b>	<b>2,443,352</b>	<b>2,456,775</b>	<b>2,468,087</b>
Depreciation & Amortisation	2,099,464	2,116,000	2,159,900	2,169,326	2,190,232	2,199,658	2,209,084	2,220,510	2,229,936	2,247,412	2,256,838	2,268,064
<b>Net Operating Surplus (Deficit)</b>	<b>89,378</b>	<b>218</b>	<b>65,451</b>	<b>125,258</b>	<b>148,189</b>	<b>210,053</b>	<b>213,200</b>	<b>210,535</b>	<b>215,153</b>	<b>195,940</b>	<b>199,937</b>	<b>200,023</b>
Capital Grants and Other	602,563	209,198	471,300	471,300	471,300	471,300	471,300	471,300	471,300	471,300	471,300	471,300
<b>NET SURPLUS (DEFICIT)</b>	<b>691,941</b>	<b>209,416</b>	<b>536,751</b>	<b>596,558</b>	<b>619,489</b>	<b>681,353</b>	<b>684,500</b>	<b>681,835</b>	<b>686,453</b>	<b>667,240</b>	<b>671,237</b>	<b>671,323</b>



## APPENDIX B - STATEMENT OF FINANCIAL POSITION

	Actual 2017/18	Budget 2018/19	LTFP 2019/20	LTFP 2020/21	LTFP 2021/22	LTFP 2022/23	LTFP 2023/24	LTFP 2024/25	LTFP 2025/26	LTFP 2026/27	LTFP 2027/28	LTFP 2028/29
<b>Current Assets</b>												
Cash & Investments	10,099,069	8,545,026	8,803,955	7,872,117	8,097,116	8,382,405	8,382,405	8,497,767	8,495,057	8,815,987	9,042,491	9,280,305
Receivables	263,363	263,363	263,363	263,363	263,363	263,363	263,363	263,363	263,363	263,363	263,363	263,363
Other	49,745	49,745	49,745	49,745	49,745	49,745	49,745	49,745	49,745	49,745	49,745	49,745
<b>Total Current Assets</b>	<b>10,412,177</b>	<b>8,858,134</b>	<b>9,117,063</b>	<b>8,185,225</b>	<b>8,410,224</b>	<b>8,695,513</b>	<b>8,695,513</b>	<b>8,810,875</b>	<b>8,808,165</b>	<b>9,129,095</b>	<b>9,355,599</b>	<b>9,593,413</b>
<b>Non-Current Assets</b>												
Land & Buildings	9,459,526	9,717,423	9,809,367	9,901,311	9,993,255	10,085,199	10,177,143	10,269,087	10,361,031	10,452,975	10,544,919	10,536,713
Plant & Equipment	2,481,492	2,470,444	2,479,731	2,447,238	2,428,745	2,417,252	2,406,759	2,396,266	2,404,773	2,413,280	2,401,787	2,410,294
Infrastructure	71,247,302	71,523,245	72,165,511	72,793,077	73,420,643	74,048,209	74,675,775	75,303,341	75,930,907	76,558,473	77,186,039	77,813,605
Tas Water	8,028,075	8,028,075	8,028,075	8,028,075	8,028,075	8,028,075	8,028,075	8,028,075	8,028,075	8,028,075	8,028,075	8,028,075
<b>Total Non-Current Assets</b>	<b>91,216,395</b>	<b>91,739,187</b>	<b>92,482,684</b>	<b>93,169,701</b>	<b>93,870,718</b>	<b>94,578,735</b>	<b>95,287,752</b>	<b>95,996,769</b>	<b>96,724,786</b>	<b>97,452,803</b>	<b>98,160,820</b>	<b>98,788,687</b>
<b>TOTAL ASSETS</b>	<b>101,628,572</b>	<b>100,597,321</b>	<b>101,599,747</b>	<b>101,354,926</b>	<b>102,280,942</b>	<b>103,274,248</b>	<b>103,983,265</b>	<b>104,807,644</b>	<b>105,532,951</b>	<b>106,581,898</b>	<b>107,516,419</b>	<b>108,382,100</b>
<b>Current Liabilities</b>												
Creditors	646,318	646,318	646,318	646,318	646,318	646,318	646,318	646,318	646,318	646,318	646,318	646,318
Provisions	696,823	696,823	696,823	696,823	696,823	696,823	696,823	696,823	696,823	696,823	696,823	696,823
Other	124,487	124,487	124,487	124,487	124,487	124,487	124,487	124,487	124,487	124,487	124,487	124,487
<b>Total Current Liabilities</b>	<b>1,467,628</b>	<b>1,467,628</b>	<b>1,467,628</b>	<b>1,467,628</b>	<b>1,467,628</b>	<b>1,467,628</b>	<b>1,467,628</b>	<b>1,467,628</b>	<b>1,467,628</b>	<b>1,467,628</b>	<b>1,467,628</b>	<b>1,467,628</b>
<b>Non-Current Liabilities</b>												
Provisions	86,262	86,262	86,262	86,262	86,262	86,262	86,262	86,262	86,262	86,262	86,262	86,262
<b>Total Non-Current Liabilities</b>	<b>86,262</b>	<b>86,262</b>	<b>86,262</b>	<b>86,262</b>	<b>86,262</b>	<b>86,262</b>	<b>86,262</b>	<b>86,262</b>	<b>86,262</b>	<b>86,262</b>	<b>86,262</b>	<b>86,262</b>
<b>TOTAL LIABILITIES</b>	<b>1,553,890</b>	<b>1,553,890</b>	<b>1,553,890</b>	<b>1,553,890</b>	<b>1,553,890</b>	<b>1,553,890</b>	<b>1,553,890</b>	<b>1,553,890</b>	<b>1,553,890</b>	<b>1,553,890</b>	<b>1,553,890</b>	<b>1,553,890</b>
<b>NET ASSETS</b>	<b>100,074,682</b>	<b>99,043,431</b>	<b>100,045,857</b>	<b>99,801,036</b>	<b>100,727,052</b>	<b>101,720,358</b>	<b>102,429,375</b>	<b>103,253,754</b>	<b>103,979,061</b>	<b>105,028,008</b>	<b>105,962,529</b>	<b>106,828,210</b>
<b>EQUITY</b>												
Asset Revaluation Reserves	66,522,350	66,522,350	66,522,350	66,522,350	66,522,350	66,522,350	66,522,350	66,522,350	66,522,350	66,522,350	66,522,350	66,522,350
Other Reserves	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634
Accumulated Surplus	32,021,698	30,990,447	31,992,873	31,748,052	32,674,068	33,667,374	34,376,391	35,200,770	35,926,077	36,975,024	37,909,545	38,775,226
<b>TOTAL EQUITY</b>	<b>100,074,682</b>	<b>99,043,431</b>	<b>100,045,857</b>	<b>99,801,036</b>	<b>100,727,052</b>	<b>101,720,358</b>	<b>102,429,375</b>	<b>103,253,754</b>	<b>103,979,061</b>	<b>105,028,008</b>	<b>105,962,529</b>	<b>106,828,210</b>

<b>APPENDIX C - STATEMENT OF CASH FLOWS</b>												
	Actual 2017/18	Budget 2018/19	LTFP 2019/20	LTFP 2020/21	LTFP 2021/22	LTFP 2022/23	LTFP 2023/24	LTFP 2024/25	LTFP 2025/26	LTFP 2026/27	LTFP 2027/28	LTFP 2028/29
<b>CASH FLOWS FROM OPERATING</b>												
Receipts from ratepayers & Users	4,315,623	4,085,103	4,174,473	4,237,880	4,302,683	4,368,911	4,375,065	4,381,230	4,387,408	4,393,598	4,399,801	4,406,016
Payments to Suppliers & Staff	(4,620,458)	(4,539,390)	(4,539,390)	(4,539,390)	(4,539,390)	(4,539,390)	(4,539,390)	(4,539,390)	(4,539,390)	(4,539,390)	(4,539,390)	(4,539,390)
Receipts from Government- Operating	2,339,529	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505	2,318,505
Interest	178,701	150,000	169,763	175,589	154,623	159,685	166,104	168,700	176,566	168,639	175,860	180,956
TasWater Dividends	153,484	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000
<b>Net Cash Flow from Operating Activities</b>	<b>2,366,879</b>	<b>2,116,218</b>	<b>2,225,351</b>	<b>2,294,584</b>	<b>2,338,421</b>	<b>2,409,711</b>	<b>2,422,284</b>	<b>2,431,045</b>	<b>2,445,089</b>	<b>2,443,352</b>	<b>2,456,775</b>	<b>2,468,087</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>												
Receipts from Government - Capital	611,721	194,198	471,300	471,300	471,300	471,300	471,300	471,300	471,300	471,300	471,300	471,300
Proceeds from Sale of Assets	207,959	7,350	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Purchase/construction of Assets	(2,703,720)	(2,680,712)	(2,457,722)	(3,717,722)	(2,604,722)	(2,615,722)	(2,798,222)	(2,572,722)	(3,288,722)	(2,613,722)	(2,721,572)	(2,721,572)
Repayment of loans	26,136											
<b>Net Cash Flow used in Investing Activities</b>	<b>(1,857,904)</b>	<b>(2,479,164)</b>	<b>(1,966,422)</b>	<b>(3,226,422)</b>	<b>(2,113,422)</b>	<b>(2,124,422)</b>	<b>(2,306,922)</b>	<b>(2,081,422)</b>	<b>(2,797,422)</b>	<b>(2,122,422)</b>	<b>(2,230,272)</b>	<b>(2,230,272)</b>
<b>NET (DECREASE) /INCREASE IN CASH HELD</b>	<b>508,975</b>	<b>(362,946)</b>	<b>258,929</b>	<b>(931,838)</b>	<b>224,999</b>	<b>285,289</b>	<b>115,362</b>	<b>349,623</b>	<b>(352,333)</b>	<b>320,930</b>	<b>226,503</b>	<b>237,815</b>
Cash at the Beginning of the Year	9,590,094	10,099,069	8,545,026	8,803,955	7,872,117	8,097,116	8,382,405	8,497,767	8,847,390	8,495,057	8,815,987	9,042,491
Less FAGs received in advance		(-1,191,097)										
<b>CASH AT END OF YEAR</b>	<b>10,099,069</b>	<b>8,545,026</b>	<b>8,803,955</b>	<b>7,872,117</b>	<b>8,097,116</b>	<b>8,382,405</b>	<b>8,497,767</b>	<b>8,847,390</b>	<b>8,495,057</b>	<b>8,815,987</b>	<b>9,042,491</b>	<b>9,280,305</b>
Reserves (Restricted funds)	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634
<b>UNRESTRICTED CASH AT YEAR END</b>	<b>8,568,435</b>	<b>7,014,392</b>	<b>7,273,321</b>	<b>6,341,483</b>	<b>6,566,482</b>	<b>6,851,771</b>	<b>6,967,133</b>	<b>7,316,756</b>	<b>6,964,423</b>	<b>7,285,353</b>	<b>7,511,857</b>	<b>7,749,671</b>

	APPENDIX D - ASSET RENEWAL/NEW												
	Actual	Actual	Budget	LTFP	LTFP	LTFP	LTFP	LTFP	LTFP	LTFP	LTFP	LTFP	LTFP
Capex	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Roads - renewal	1,182,961	1,182,961	906,000	1,340,000	1,340,000	1,340,000	1,340,000	1,340,000	1,340,000	1,340,000	1,340,000	1,340,000	1,340,000
Roads- new	356,929	356,929	920,000	471,300	471,300	471,300	471,300	471,300	471,300	471,300	471,300	471,300	471,300
Bridges	15,679	15,679	45,000	100,000	1,148,000	-	-	200,000	-	805,000		180,000	180,000
Land & Buildings	366,103	366,103	200,150	200,150	200,150	200,150	200,150	200,150	200,150	200,150	200,150	100,000	100,000
Stormwater, Drainage	39,633	39,633	150,000										
P&E	591,911	591,911	208,510	137,000	335,000	363,000	373,000	273,000	311,000	222,000	372,000	380,000	380,000
F&F, Computers	30,445	30,445	50,780	9,000	23,000	30,000	31,000	31,000	50,000	50,000	30,000	50,000	50,000
Other Infrastructure	120,059	120,059	200,272	200,272	200,272	200,272	200,272	200,272	200,272	200,272	200,272	200,272	200,272
Municipal Reval			-					82,500					
<b>Total Capex</b>	<b>2,703,720</b>	<b>2,703,720</b>	<b>2,680,712</b>	<b>2,457,722</b>	<b>3,717,722</b>	<b>2,604,722</b>	<b>2,615,722</b>	<b>2,798,222</b>	<b>2,572,722</b>	<b>3,288,722</b>	<b>2,613,722</b>	<b>2,721,572</b>	<b>2,721,572</b>
<b>Depreciation</b>													
Roads- renewal	1,317,855	1,317,855	1,317,855	1,317,855	1,317,855	1,317,855	1,317,855	1,317,855	1,317,855	1,317,855	1,317,855	1,317,855	1,317,855
Roads - New	-	-	22,036	40,436	49,862	59,288	68,714	78,140	87,566	96,992	106,418	115,844	125,270
Bridges	204,659	204,659	204,659	204,659	204,659	216,139	216,139	216,139	218,139	218,139	226,189	226,189	227,989
Land & Buildings	108,206	108,206	108,206	108,206	108,206	108,206	108,206	108,206	108,206	108,206	108,206	108,206	108,206
Stormwater, Drainage	16,003	16,003	16,003	17,503	17,503	17,503	17,503	17,503	17,503	17,503	17,503	17,503	17,503
P&E	323,097	323,097	323,097	347,097	347,097	347,097	347,097	347,097	347,097	347,097	347,097	347,097	347,097
F&F, Computers	41,493	41,493	41,493	41,493	41,493	41,493	41,493	41,493	41,493	41,493	41,493	41,493	41,493
Other Infrastructure	66,151	66,151	66,151	66,151	66,151	66,151	66,151	66,151	66,151	66,151	66,151	66,151	66,151
Municipal Reval amortisation	22,000	22,000	16,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500
<b>Total Depreciation</b>	<b>2,099,464</b>	<b>2,099,464</b>	<b>2,116,000</b>	<b>2,159,900</b>	<b>2,169,326</b>	<b>2,190,232</b>	<b>2,199,658</b>	<b>2,209,084</b>	<b>2,220,510</b>	<b>2,229,936</b>	<b>2,247,412</b>	<b>2,256,838</b>	<b>2,268,064</b>



# STRATEGIC PLAN 2015–2024



Central Highlands





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# INTRODUCTION

## Introduction

The Central Highlands of Tasmania is one of the most beautiful and unique natural areas in the world. It covers a total area of 8,010 square kilometres (11.6% of the State) and makes a significant and increasing contribution to the economic wealth of Tasmania. Our region supports a large and diverse agriculture industry and a significant livestock industry including meat and dairy production and contains in excess of 15% of the state's sheep and lambs. Our horticulture sector produces grapes, stone fruit and berries, and together with the forestry industry, power production, trout fishing, tourism and recreation makes our area a diverse rural location.

This Strategic Plan identifies key issues affecting the municipality and provides direction and strategies for the Central Highlands Council to continue to manage the assets (including natural, human, social, physical and organisational assets) and deliver services for our area for the ten-year period from 2015 to 2024.

The Plan is a dynamic document that sets out goals, strategies and programs for Council and the community and serves as a benchmark by which progress can be judged.

It is intended that regular minor reviews of the document will be conducted annually from its adoption to ensure currency.

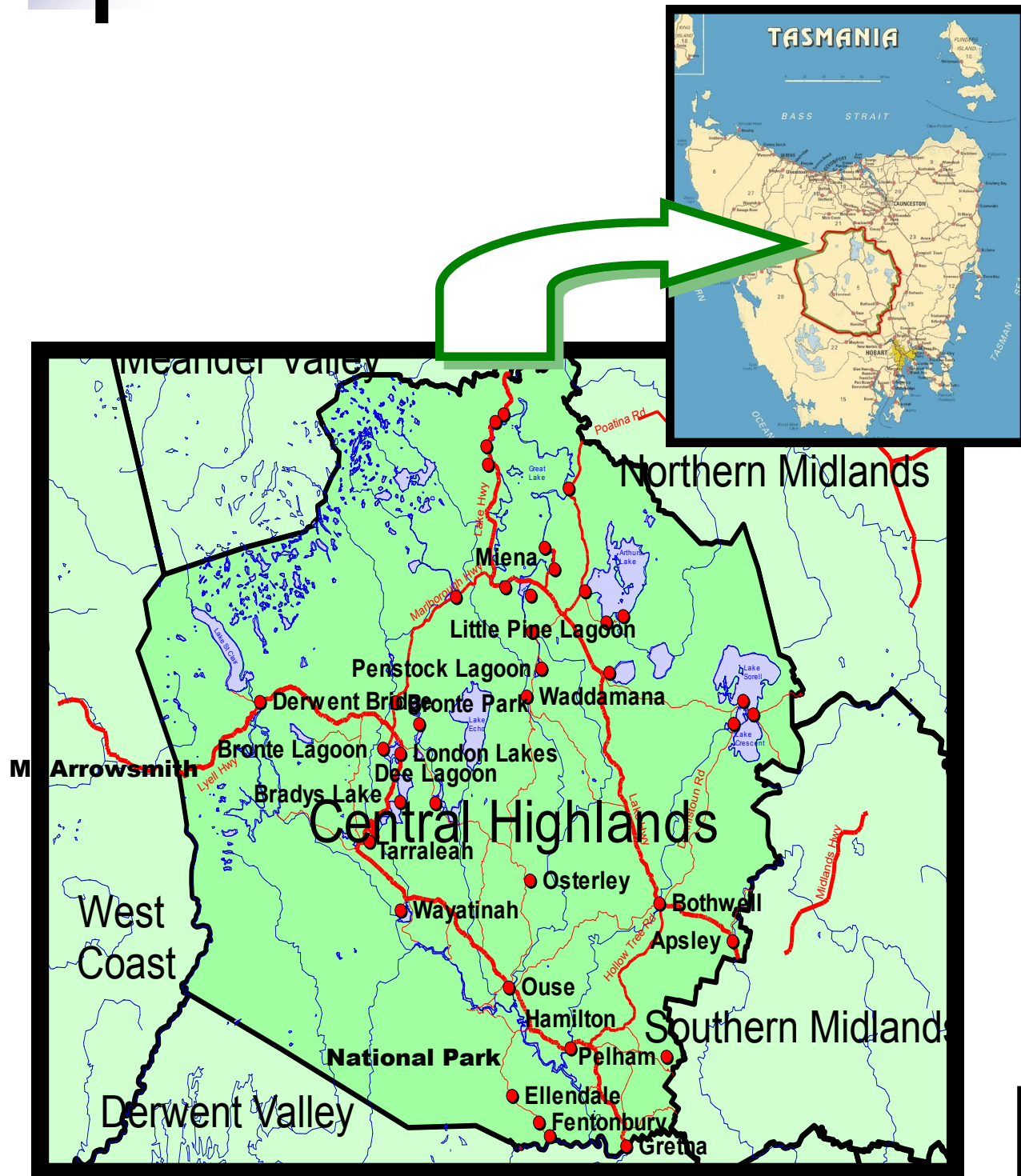
This Plan has been prepared for formal consideration by the community in accordance with the *Local Government Act, 1993*, which states "A Council is to prepare a strategic plan for its municipal area".



*Lake Meadowbank*

# MAP OF THE CENTRAL HIGHLANDS

(Not to Scale)



## COMMUNITY STATISTICS

*The following statistics are provided from the 2016 Census Data*

### POPULATION

Male 1,141      Female 998      Total 2141

The median age of people in the Central Highlands was 50 years. Children 0-14 years made up 16.2% of the population and people aged 65 years and over made up 23.6% of the population.

Aboriginal and/or Torres Strait Islander people made up 5.3% of the population.

### EMPLOYMENT

897 people, aged 15 years and over, reported being in the labour force in the week before Census night. Of these 53.6% were employed full time, 30.9% were employed part-time and 8.0% were unemployed. Of the employed people in Central Highlands, 19.9% worked in Sheep and Beef Cattle Farming, 3.5% worked in accommodation and 3.9% in local government administration.

The most common occupations included managers 23.7%, Labourers 21.4%, Technicians and Trade Workers 15.1%, Community and Personal Service Workers 9.4% and Machinery Operators and Drivers 9.2%.

### EDUCATION

In the Central Highlands, 24.5% of people were attending an educational institution. Of these, 31.9% were in primary school, 15.4% in secondary school and 9.9% in a tertiary or technical institution.

Of people aged 15 years and over in Central Highlands, 9.1% reported having completed Year 12 as their highest level of educational attainment, 16.1% had completed a Certificate III or IV and 5.9% had completed an Advanced Diploma or Diploma.

### FAMILIES

Of the families in the Central Highlands 31.1% were couple families with children, 54.6% were couple families without children and 12.4% were one parent families.

In the Central Highlands, of all households, 60.6% were family households, 35.1% were single person households and 4.3% were group households

34.7% of households had a weekly household income of less than \$650 and 3% of households had a weekly income of more than \$3,000.

The median weekly income for people aged 15 years and over was \$467.

### DWELLINGS

36.3 % (891) of private dwellings were occupied and 63.7% (1,561) of private dwellings were unoccupied on census night. Of the occupied private dwellings, 4.0% had 1 bedroom, 23.4% had two bedrooms and 49.4% had 3 bedrooms. The average household size was 2.1 people.





# STRATEGIC DIRECTION

## 1. Vision

To provide residents and visitors opportunities to participate in and enjoy a vibrant local economy, rewarding community life, cultural heritage and a natural environment that is world class.

## 2. Mission

Provide leadership to ensure that local government and other services are provided to satisfy the social, economic and environmental needs of the present day community, whilst endeavouring to ensure the best possible outcomes for future generations.

## 3. Goals

1. Community Building—Build capacity to enhance community spirit and sense of wellbeing
2. Infrastructure and Facilities—Manage Council's physical assets in an efficient and effective manner
3. Financial Sustainability—Manage Council's finances and assets to ensure the long term viability and sustainability of Council
4. Natural Environment—Encourage responsible management of the natural resources and assets in the Central Highlands
5. Economic Development—Encourage economic viability within the municipal area
6. Governance and Leadership—Provide governance and leadership in an open, transparent, accountable and responsible manner in the best interests of our Community.

*Australasian Golf Museum*



## STRATEGIES - GOAL 1

### Goal 1 Community Well-Being

Build capacity to enhance community spirit and sense of wellbeing

#### Strategies

- 1.1 Continue to upgrade existing public open spaces and sporting facilities and encourage community use
- 1.2 Advocate for improved health, education, transport and other government and non-government services within the Central Highlands
- 1.3 Continue to strengthen partnerships with all tiers of government
- 1.4 Support and encourage social and community events within the Central Highlands
- 1.5 Provide support to community organisations and groups
- 1.6 Foster and develop an inclusive and engaged community with a strong sense of ownership of its area
- 1.7 Foster and support youth activities in the Central Highlands

*Bothwell Medical Centre*



## STRATEGIES - GOAL 2

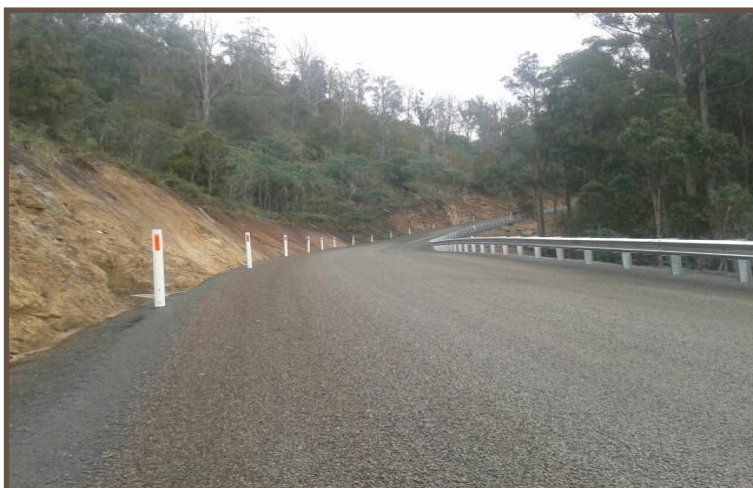
### Goal 2 Infrastructure and Facilities

Manage Council's physical assets in an efficient and effective manner

#### Strategies

- 2.1 Develop and implement a 10 year Asset Management Plan for all classes of assets
- 2.2 Continue to lobby at regional and state levels to improve transport and infrastructure
- 2.3 Seek external funding to assist with upgrading of existing infrastructure and funding of new infrastructure and facilities
- 2.4 Ensure that the standard of existing assets and services are maintained in a cost effective manner

Pelham Tier Diversion



## STRATEGIES - GOAL 3

### Goal 3 Financial Sustainability

Manage Council's finances and assets to ensure long term viability and sustainability of Council

#### Strategies

- 3.1 Manage finances and assets in a transparent way to allow the maximisation of resources to provide efficient and consistent delivery of services
- 3.2 Review annually, Councils Long Term Financial Management Plan and Council's Long Term Asset Management Plan
- 3.3 Where efficiency gains can be identified, resource share services with other local government councils
- 3.4 Endeavour to, and continue to lobby for, an increase in the level of grant income
- 3.5 Encourage development to expand Council's rate base
- 3.6 Identify revenue streams that could complement/substitute for existing resources
- 3.7 Develop and maintain sound risk management processes



*Power & lights upgrade at Bothwell Recreation Ground*



## STRATEGIES - GOAL 4

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### **Goal 4     Natural Environment**

Encourage responsible management of the natural resources and assets in the Central Highlands.

#### **Strategies**

- 4.1 Continue to fund and support the Derwent Catchment Project
- 4.2 Continue with existing waste minimisation and recycling opportunities
- 4.3 Promote the reduce, reuse, recycle, recover message
- 4.4 Continue the program of weed reduction in the Central Highlands
- 4.5 Ensure the Central Highlands Emergency Management Plan is reviewed regularly to enable preparedness for natural events and emergencies
- 4.6 Strive to provide a clean and healthy environment
- 4.7 Support and assist practical programs that address existing environmental problems and improve the environment

### Goal 5 Economic Development

Encourage economic viability within the municipality

#### Strategies

- 5.1 Encourage expansion in the business sector and opening of new market opportunities
- 5.2 Support the implementation of the Southern Highlands Irrigation Scheme
- 5.3 Continue with the Highlands Tasmania and Bushfest branding
- 5.4 Encourage the establishment of alternative industries to support job creation and increase permanent residents
- 5.5 Promote our area's tourism opportunities, destinations and events
- 5.6 Support existing businesses to continue to grow and prosper
- 5.7 Develop partnerships with State Government, industry and regional bodies to promote economic and employment opportunities
- 5.8 Work with the community to further develop tourism in the area



*Highlands Bushfest 2014*

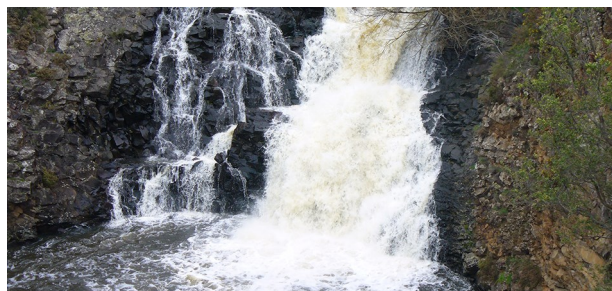
## STRATEGIES - GOAL 6

### Goal 6 Governance and Leadership

Provide governance and leadership in an open, transparent, accountable and responsible manner in the best interests of our community

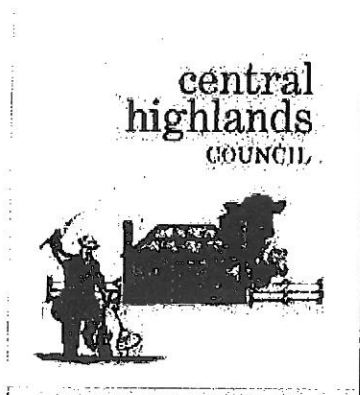
#### Strategies

- 6.1 Ensure Council fulfils its legislative and governance responsibilities and its decision making is supported by sustainable policies and procedures
- 6.2 Ensure that Council members have the resources and skills development opportunities to effectively fulfil their responsibilities
- 6.3 Ensure appropriate management of risk associated with Council's operations and activities
- 6.4 Provide a supportive culture that promotes the well-being of staff and encourages staff development and continuous learning
- 6.5 Provide advocacy on behalf of the community and actively engage government and other organisations in the pursuit of community priorities
- 6.6 Consider Council's strategic direction in relation to resource sharing with neighbouring councils and opportunities for mutual benefit
- 6.7 Support and encourage community participation and engagement
- 6.8 Ensure that customers receive quality responses that are prompt, accurate and fair
- 6.9 Council decision making will be always made in open council except where legislative or legal requirements determine otherwise.



*Tarraleah Falls*





ATTACHMENT 6.1

APPLICATION TO HIRE COUNCIL SPORTSGROUNDS AND FACILITIES

Applicant... The Salvation Army  
*Full Name, Sporting Club or Business Name, Individual (as applicable)*

Address... 115 Central Avenue, Derwent Park

I/We have received, read and understand the conditions of hire, and hereby undertake to comply with all conditions, regulations and charges relative to the hire of the:

Recreation Ground Ellendale

for the purpose of:

Pop up Playground

**CASUAL HIRE:**

Period of Hire: From 17/4/19 To 17/4/19

Time required: From 10 am/pm To 2 pm



**SEASONAL HIRE:**

N/A

Period of Hire: From ...../...../..... To ...../...../.....

Weekly Training Sessions: Week Days...../...../.....

Training Time Spans: From .....am/pm To .....am/pm

Pre-Season Games: ...../...../..... ...../...../.....  
...../...../..... ...../...../.....  
...../...../..... ...../...../.....

Rostered Games: ...../...../..... ...../...../.....  
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Do you intend having liquor at the function?

☐ Yes ☒ No

Has a copy of Licensing Board correspondence been provided?

☐ Yes ☐ No ☒ NA

Has a copy of the liquor licence been provided?

☐ Yes ☐ No ☒ NA

Have copies of Certificates of Currency been provided?

☒ Yes ☐ No ☐ NA

Do you intend to sell or handle food?

☐ Yes ☒ No

Have you registered with Council as a Food Business?

☐ Yes ☐ No ☒ NA

Name of Person Responsible for Serving of Alcohol

.....

If sportsgrounds or facilities equipment is being requested for hire, please enter requirements in the table below. Upon return of the equipment, please complete the table. Please note that losses and breakages will be deducted from your bond, if applicable. Excess charges will be invoiced.

ITEMS HIRED												
REQUIRED												
RETURNED												
BROKEN OR LOST												

#### COMPLIANCE WITH CONDITIONS OF USE OF COUNCIL POLICY

The above-named Applicant acknowledges having received and read a copy of the Central Highlands Council Policy 2013-17 Use of Council Sporting Facilities which is attached to this document and agrees to be bound by and comply with the said Policy in every respect. The Applicant further undertakes to be responsible for ensuring that all individuals or groups using

the allocated Council sportsground or facility or part thereof at the times and days allocated for the Applicant shall comply with the conditions in the Policy.

#### **INSURANCE**

Commercial applicants further agree to take out and keep current during the period of the hiring of the Council hall or part thereof, Public Liability, Professional Indemnity and Product Liability insurance policies as applicable in a form approved by the Council. These policies are to be in the joint names of the Council and the Organisation insuring, for a minimum sum of ten million dollars, the Council and the Applicant against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Applicant or both arising out of or in relation to the use of the council sporting facility or part thereof.

#### **INDEMNITY**

The Applicant further agrees to Indemnify and keep Indemnified and to Hold Harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to functions held at the hired facilities.

#### **CERTIFICATE OF CURRENCY**

Commercial applicants are required to produce copies of Certificates of Currency from their insurer which confirms that Public Liability, Professional Indemnity and Product Liability insurance policies as applicable are in force for the duration of the function to be held at the hired facilities. The policies are to contain the following provisions:

1. The policies must be for a minimum of \$10 million and must be in the joint names of the Applicant and the Central Highlands Council.
2. The insurance policies should contain a standard cross liability clause.

Copies of Certificates of Currency confirming the period and amount of cover and showing the Central Highlands Council as a joint insured, must be produced and will form part of the Agreement.

**PERMITTED HOURS/DAYS OF USE**

The Applicant agrees that the permitted hours of use shall be only those times and days allocated for the Applicant and confirmed in writing by Council.


APPLICANT'S POSITION IN THE ORGANISATION: Administration Coordinator

(Preferably President or Secretary)

ADDRESS: 115 Central Ave Derwent Park

TELEPHONE: Business 62288419 Private..... Mobile.....

EMAIL: joeast@aus.salvationarmy.org



Applicant's signature

8/4/19

Date

APPLICANT'S POSITION IN THE ORGANISATION:.....

(Preferably President or Secretary)

ADDRESS:.....

TELEPHONE: Business.....Private.....Mobile.....

EMAIL:.....

.....

...../...../.....

Applicant's signature

Date

**COUNCIL USE ONLY**

Has a copy of photo identification been supplied?

☐ Yes

☐ No

Type of photo identification supplied:.....

Reference number of photo identification:.....

Acceptance or rejection of application:

☐ Accepted

☐ Rejected

.....

...../...../.....

Senior Council Officer's Signature

Date

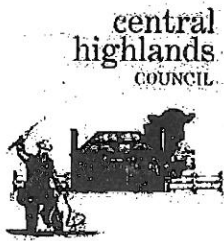


## **ATTACHMENT 6.2**

### **SCHEDULE OF FEES**

**HIRE CHARGES:** Hire Charges set under Section 205 of the Local Government Act 1993.  
Adopted by Council at its meeting held on 21 June 2016.

<b>SPORTING CLUBS</b>	Seasonal Hire	\$250.00
<b>OTHER USERS</b>	Daily/Weekend	\$250.00
<b>PART USE OF FACILITIES</b>	Daily/Weekend	\$100.00
<b>BOND</b>	To be negotiated with General Manager	
<b>POWER USAGE</b>	To be negotiated with General Manager	
<b>FURNITURE &amp; EQUIPMENT HIRE</b>	To be negotiated with General Manager	



## ATTACHMENT 6.4

### HIRE AGREEMENT

This Hire Agreement between Central Highlands Council and

.....  
as detailed in the enclosed approved Application to Hire Council Sportsgrounds and Facilities  
has been accepted by both parties as at the date signed and sealed below:

REPRESENTATIVE'S NAME & POSITION IN THE ORGANISATION:.....

(Preferably President or Secretary)

ADDRESS:.....

TELEPHONE: Business.....Private.....Mobile.....

EMAIL:.....

...../...../.....

Representatives signature

Date

REPRESENTATIVE'S NAME & POSITION IN THE ORGANISATION:.....

(Preferably President or Secretary)

ADDRESS:.....

TELEPHONE: Business.....Private.....Mobile.....

EMAIL:.....

...../...../.....

Representatives signature

Date

**CENTRAL HIGHLANDS COUNCIL REPRESENTATIVES:**

.....

Mayor

...../...../.....

Date

.....

General Manager

...../...../.....

Date



The Salvation Army  
99 Railway Road  
Blackburn VIC 3130

# Certificate of Currency

**Date of Issue** 29 June 2018

**In our capacity as Insurance Brokers to The Salvation Army we hereby certify that the under mentioned insurance policy is current.**

**Policy Type**

Public and Products Liability

**Insured**

1. The Salvation Army Australia Southern Territory and/or The Salvation Army Australia Eastern Territory and/or The Salvation Army (Victoria) Property Trust and/or The Salvation Army (Tasmania) Property Trust and/or The Salvation Army (South Australia) Property Trust and/or The Salvation Army (Western Australia) Property Trust and/or The Salvation Army (Northern Territory) Property Trust and/or The Salvation Army (New South Wales) Property Trust atf the Social Work and/or The Salvation Army (New South Wales) Property Trust atf the General Work and/or The Salvation Army (Queensland) Property Trust atf the Social Work and/or The Salvation Army (Queensland) Property Trust atf the General Work and/or The Salvation Army (Queensland) Property Trust and/or The Salvation Army (New South Wales) Property Trust and/or The Salvation Army Southern Territory Social Work and/or The Salvation Army Southern Territory General Work and/or The Salvation Army Eastern Territory Social Work and/or The Salvation Army Eastern Territory General Work and/or Salvos Legal (Humanitarian) Limited/Courtyard Legal T/as Salvos Legal Humanitarian and/or Salvos Legal Limited and/or The Salvation Army (Australia) Self Denial Fund (For Overseas Aid) and/or The Salvation Army Oasis Youth Support Network Foundation and/or Salvos Youth Foundation and/or The Salvation Army Community Housing Service t/a Salvos Housing and/or The Salvation Army Education Foundation and/or associated trusts and/or associated strata titles and/or unincorporated associations and their members and/or related companies and/or subsidiary companies (including those acquired or incorporated during the period of insurance), including others as may be defined in the policy.

The Department of Workplace Relations and/or The Department of Education, Employment and Workplace Relations for their respective rights and interest in accordance with all Employment Services Contracts and/or Employment Services Funding Deeds.

2. Members, Cadets, Officers, Lay Workers and Retired Officers of The Salvation Army as defined in 1 above who are living in accommodation provided by The Salvation Army Southern and Eastern Territories for their respective rights and interests.

3. All authorized Hirers of The Salvation Army Australia Eastern Territory premises or facilities, principally in New South Wales, Queensland and the Australian Capital Territory.

**Insurer**

Ansvar Insurance Limited

**Policy Number(s)**

77018

**Further Information**

Should you have any queries, please contact us. Our details are set out in the top right side of this document.

This certificate is a summary of cover only. Please refer to the Policy Wording and Schedule for its full terms and conditions.

**Important notes**

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- This certificate does not:
  - represent an insurance contract or confer rights to the recipient; or
  - amend, extend or alter the Policy.

<b>Period of Insurance</b>	1/07/2018 - 1/07/2019
<b>Interest Insured</b>	<p>Insured's legal liability to pay compensation in respect of:</p> <p>a) personal injury b) damage to property c) advertising injury</p> <p>Occurring within the Geographical Limits during the Period of Insurance as a result of an Occurrence happening in connection with the Insured's Business.</p>
<b>Limits of Liability</b>	\$20,000,000 any one occurrence and in the aggregate during the Period of Insurance arising out of Insured's Products
<b>Geographical Limit</b>	Anywhere in the world except the United States of America and Canada

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#### Further Information

Should you have any queries, please contact us. Our details are set out in the top right side of this document.

This certificate is a summary of cover only. Please refer to the Policy Wording and Schedule for its full terms and conditions.

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  - represent an insurance contract or confer rights to the recipient; or
  - amend, extend or alter the Policy.



**NOTICE OF MEETING**  
**SOUTHERN TASMANIAN COUNCILS AUTHORITY**

---

**Date**            **Monday 18 March 2019**  
**Time**            **12.00pm**  
**Location**       **Lord Mayor's Court Room, Town Hall, Hobart**

---

**Notice to:**    **Brighton Council – Mayor Tony Foster and Mr Ron Sanderson**  
                  **Central Highlands Council – Mayor Loueen Triffitt and Ms Lyn Eyles**  
                  **Clarence City Council – Mayor Doug Chipman and Mr Andrew Paul**  
                  **Derwent Valley Council – Mayor Ben Shaw and Mr Greg Winton**  
                  **Glamorgan/Spring Bay Council – Mayor Debbie Wisby and Mr David Metcalf**  
                  **Glenorchy City Council – Mayor Kristie Johnston and Mr Tony McMullen**  
                  **Hobart City Council – Lord Mayor Anna Reynolds and Mr Nick Heath**  
                  **Huon Valley Council – Mayor Bec Enders and Mr Emilio Reale**  
                  **Kingborough Council – Mayor Dean Winter and Mr Gary Arnold**  
                  **Sorell Council – Mayor Kerry Vincent and Mr Robert Higgins**  
                  **Southern Midlands Council – Mayor Alex Green and Mr Tim Kirkwood**  
                  **Tasman Council – Mayor Kelly Spaulding and Ms Kim Hossack**

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**I confirm that a meeting of the Board of the Southern Tasmanian Councils Authority will be held on 18 March 2019**

**I would appreciate it if you could advise Fiona Cleary by return email ([clearyf@hobartcity.com.au](mailto:clearyf@hobartcity.com.au)) if you will not be able to attend or your Council will not be represented at the meeting**

**Anna Reynolds**  
**CHAIR – SOUTHERN TASMANIAN COUNCILS AUTHORITY**

**13 March 2019**



## **Agenda Items**

- 1. Welcome and apologies**
- 2. Confirmation of the minutes of the ordinary meeting of the Southern Tasmanian Councils Authority held on 18 February 2019**
- 3. Matters Arising**
- 4. STCA Financial Analysis and Future Options**
- 5. Garage Sale Trail 2019 – Regional Approach**
- 6. Other business**



## **1. WELCOME AND APOLOGIES**



**2. CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETINGS OF THE SOUTHERN TASMANIAN COUNCILS AUTHORITY HELD ON 18 FEBRUARY 2019**

**Purpose**

To confirm the minutes from the STCA meeting held on 18 February 2019.



**SOUTHERN TASMANIAN COUNCILS AUTHORITY  
DRAFT MINUTES**

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**Minutes of a meeting of the Southern Tasmanian Councils Authority held on  
18 February 2019 commencing at 11.00am in the Lord Mayor's Court Room, Town  
Hall, Hobart**

---

**Present:**

- Brighton Council – Mayor Tony Foster and Mr Ron Sanderson**
- Central Highlands Council – Mayor Loueen Triffitt and Ms Lyn Eyles**
- Clarence City Council – Mayor Doug Chipman and Mr Andrew Paul**
- Derwent Valley Council – Mayor Ben Shaw**
- Glamorgan/Spring Bay Council – Mayor Debbie Wisby**
- Glenorchy City Council – Mayor Kristie Johnston and Mr Tony McMullen**
- Hobart City Council – Lord Mayor Anna Reynolds and Mr Nick Heath**
- Huon Valley Council – Mayor Bec Enders and Mr Emilio Reale**
- Kingborough Council – Mayor Dean Winter and Mr Gary Arnold**
- Sorell Council – Mayor Kerry Vincent and Mr Robert Higgins**
- Southern Midlands Council – Mayor Alex Green and Mr Tim Kirkwood**
- Tasman Council – Mayor Kelly Spaulding**

**Apologies:**

- Derwent Valley Council – Mr Greg Winton**
- Glamorgan/Spring Bay Council – Mr David Metcalf**
- Tasman Council – Ms Kim Hossack**

**1. Welcome and apologies**

The Chair opened the meeting and 11.05am and welcomed members to the meeting with apologies for the meeting being noted and listed above.

**2. Confirmation of the minutes of the ordinary meeting of the Southern Tasmanian Councils Authority held on 19 November 2018**

**RECOMMENDATION**

***That the minutes of the ordinary meeting of the Southern Tasmanian Councils Authority (STCA) Board Meeting held on 19 November 2018 be confirmed as a true record of that meeting.***

***Moved: Mayor Triffitt***

***Seconded: Mayor Foster***

**CARRIED**

**3. Matters Arising**

Nil

**4. Future of the Southern Tasmanian Councils Authority**

The Lord Mayor and Mr Heath provided the Board with an overview of the options presented in the discussion paper, namely:

- Retain STCA in its current format or increase subscriptions to enable a secretariat and policy arm to be established;
- Southern Regional Councils Authority continue alongside new Metropolitan Councils Greater Hobart Committee;
- Disband STCA with key regional initiatives to continue and quarterly networking.

Mr Heath also outlined a proposed process for next steps following today's Board meeting, noting that the decision to wind-up the STCA requires the support of a majority of members.

The Board discussed the various options with the following recommendation being put to the membership:

**Recommendation**

***That the STCA continue in its current format with:***

- ***2019/20 secretariat support being funded out of reserves;***
- ***2019/20 member subscriptions being set at nil;***
- ***Waste Strategy South and the Regional Climate Change Initiative continue for a further 12 months, subject to appropriate due diligence.***

***A report be provided to the Board prior to 31 March 2019 on proposed 2019/20 STCA actions and what advocacy role it can play for the Southern region.***



**CARRIED**

**5. STCA Financial Report period ending 31 December 2018**

The financial report for the period ending 31 December 2018 was presented to the Board.

***Recommendation***

***The Board noted the financial report for the period ending 31 December 2018.***

***Moved: Mayor Vincent***

***Seconded: Mayor Enders***

**CARRIED**

**6. STCA Governance and Audit Committee Update**

Mayor Vincent indicated that the main item which was discussed at the Governance and Audit Committee meeting was the future options discussion paper.

The Board endorsed the Governance and Audit Committee members, who are:

Mayor Vincent (Chair)

Mayor Chipman

Mayor Green

Mayor Enders

***Recommendation***

***The Board noted the Governance and Audit Committee update and endorsed the Committee membership of Mayors Vincent, Chipman, Green and Enders.***

**CARRIED**

**7. Other Business**

Mayor Winter raised the issue of a future Federal Election and what topics the STCA could advocate for in the lead up to the election. It was agreed that members could forward topics to Ms Cleary to compile and for presentation to the next Board meeting to be scheduled prior to the end of March 2019.

Meeting closed at 12.40pm

### **3. MATTERS ARISING**

#### **4. STCA FINANCIAL ANALYSIS AND FUTURE OPTIONS**

##### **Purpose**

The purpose of this report is to present to the Board a discussion paper providing financial analysis and options for the continued operation of the Southern Tasmanian Councils Authority.

##### **Background**

The Board at its 18 March 2019 meeting resolved as follows:

***That the STCA continue in its current format with:***

- ***2019/20 secretariat support being funded out of reserves;***
- ***2019/20 member subscriptions being set at nil;***
- ***Waste Strategy South and the Regional Climate Change Initiative continue for a further 12 months, subject to appropriate due diligence.***

***A report be provided to the Board prior to 31 March 2019 on proposed 2019/20 STCA actions and what advocacy role it can play for the Southern region.***

## Introduction

The Board will recall at its 18 January 2019 meeting a discussion paper was provided which presented three future operating options for consideration. These options were:

- Retain in current format or increase subscriptions to enable a secretariat and policy arm to be established;
- New model for growth – Southern Regional Councils Authority continues alongside new Metropolitan Councils Greater Hobart Committee, and
- Disband with key regional initiatives to continue and quarterly networking

A summary of the discussion from that meeting is attached (**attachment A**) with the Board resolving as follows:

**That the STCA continue in its current format with:**

- **2019/20 secretariat support being funded out of reserves;**
- **2019/20 member subscriptions being set at nil;**
- **Waste Strategy South and the Regional Climate Change Initiative continue for a further 12 months, subject to appropriate due diligence.**

**A report be provided to the Board prior to 31 March 2019 on proposed 2019/20 STCA actions and what advocacy role it can play for the Southern region.**

The following financial analysis has been undertaken and is provided

	YTD Actual February 2019	Estimated Movement March to June 2019	Estimated Result as at June 30 2019	Annual Budget 2019	Estimated Budget Savings at June 30 2019
<b>Expenses</b>					
Administration	(9,914)	(25,900)	(35,814)	(44,350)	8,536
Climate Change Adaptation Project	(20,967)	(60,000)	(80,967)	(120,000)	39,033
Waste Strategy South	(21,671)	(34,475)	(56,147)	(211,800)	155,653
Regional Planning Initiative	(42,493)		(42,493)	0	(42,493)
	<b>(95,046)</b>	<b>(120,375)</b>	<b>(215,421)</b>	<b>(376,150)</b>	<b>160,729</b>
<b>Revenue/Cash Reserves Brought Forward</b>					
Administration	356,248		356,248	356,248	0
Climate Change Adaptation Project	151,272		151,272	151,272	0
Climate Change Communication Project	23,090		23,090	23,090	0
Waste Strategy South	52,428		52,428	52,428	0
Regional Planning Initiative	67,500		67,500	67,500	0
	<b>650,538</b>	<b>0</b>	<b>650,538</b>	<b>650,538</b>	<b>0</b>
<b>Net Operating</b>	<b>555,492</b>	<b>(120,375)</b>	<b>435,117</b>	<b>274,388</b>	<b>160,729</b>

Further detail on the expenditure items listed above is provided here.

### **Administration**

The total amount expended to February 2019 is **\$9,914 out of an 18/19 budget allocation of \$44,350.**

Costs will continue to be incurred for the remainder of 18/19 including \$400 per month to be costed to licences and website development (\$1,600); approximately \$220/meeting in catering costs for any future meetings as well as secretariat costs for any administrative work undertaken until the end of the financial year (\$3,500).

Audit fees (\$5,360) and City of Hobart financial support is yet to be invoiced (approximately \$15,000).

On the basis of the above, it is anticipated that the total amount expended on operating expenses at 30 June 2019 will be approximately \$35,814.

### **Climate Change Adaptation Project (Regional Climate Change Initiative)**

The total amount expended to the end of February 2019 is **\$20,967 out of an 18/19 budget allocation of \$120,000.**

Tender processes have commenced for the projects identified to be undertaken in 18/19. These projects are Regional Climate Change Strategy (\$40,000 allocation), Regional Coastal Hazards Strategy (\$40,000 allocation) and Regional and Municipal Climate Profiles (\$40,000 allocation)

It is anticipated that approximately \$80,967 will be expended on these projects by 30 June 2019.

### **Waste Strategy South**

The total amount expended to the end of February 2019 is **\$21,671 out of an 18/19 budget allocation of \$211,800**

There will be a further expense of \$17,475 which relates to the consultancy work undertaken by Resonance Consulting along with expenditure relating to the Communications MOU with the \$30,000 expected to be fully expended; almost \$13,000 has been spent to date on the Communications MOU (this is a project which involves the north and north west waste groups and its purpose is to spread waste messages via education and promotion).

Given this it is assumed that the total amount expended for Waste Strategy South projects and activities at 30 June 2019 will be approximately \$57,000.

It should be noted that when the Communications MOU was signed and projects planned for 18/19 it was done with a view that the work would be undertaken over 2 financial years. Given this the Board will need to keep in mind that a further allocation of \$30,000 may be required for 19/20 in order for the communications plan activities to take place.

### **Regional Planning Initiative (State Government Grant)**

The total amount expended to the end of February 2019 is **\$42,493 from the remaining funds available of \$67,500 of the State Government grant.**

The full grant amount was \$100,000, members are reminded that there was approximately \$32,500 was spent in the previous financial year.

All current projects have been completed, however, it is anticipated that there will be further work to do once the Local Planning Schedules are in the hearing process at which time the agricultural and rural zone and scenic protection consultants who have already completed work as part of this project may be needed to assist councils.

### **Summary**

In undertaking the analysis of the STCAs operating expenses, Waste Strategy South and the Regional Climate Change Initiative, it is anticipated that the STCA will have expended approximately **\$215,421 out of an annual budget of \$376,150 which will result in additional carry forwards of \$160,729.**

**This results in an expected carry forward of unspent funds of \$435,117.**

**For 2019/20 it should be noted that the following amounts will be required to be funded out of the net operating surplus:**

- **Administration Support (\$30,000)**
- **Climate Change Adaptation Project (Regional Climate Change Initiative) – to complete projects commenced in 2018/19 (\$39,033) and quarantined monies provided by City of Hobart and other Councils which are contributions to the Climate Change Adaptation Project (\$174,362)**
- **Waste Strategy South Communications MOU (\$30,000) – 2 year agreement with other waste groups**
- **Regional Planning Initiative (\$25,007) – conditional grant from the State Government**

**This totals approximately \$298,402 leaving approximately \$136,715 available for 2019/20.**

### **Options**

Given the above, the Board, in moving forward, may wish to consider these options:

#### **Option 1 - No subscriptions levied for 2019/20**

If the STCA was to operate with no Council subscriptions being paid in 2019/20, it would effectively be funding its operations from reserves.

If the STCA is to continue to operate, it would need to fund the following out of whatever monies are left at the end of June 2019:

- **Administrative Support (City of Hobart administrative and financial assistance; website support; catering and audit fees) estimated at \$30,000. It should be noted that the City of Hobart would seek to reduce the amount it charges the STCA for financial assistance by \$5,000 (yearly amount would be \$10,000) based on current service levels.**

- Waste Strategy South (Communications MOU with other Waste Groups) estimated at \$30,000.
- Regional Climate Change Initiative (\$39,033) – to complete projects commenced in 2018/19 and quarantined monies (\$174,362).
- Regional Planning Initiative (\$25,007) – conditional grant from the State Government

It is proposed that this option would need be required to be reviewed in 12 months time.

### **Option 2 - A 50 per cent reduction in subscriptions**

The STCA may wish to apply a 50 per cent reduction across current Council subscriptions.

This would result in \$35,000 in income to supplement whatever monies are left at the end of June 2019.

If the STCA was to continue to operate and this funding arrangement was to apply, the following would be required to be funded:

- Administrative Support (City of Hobart administrative and financial assistance; website support; catering and audit fees) estimated at \$30,000. It should be noted that the City of Hobart would seek to reduce the amount it charges the STCA for financial assistance by \$5,000 (yearly amount would be \$10,000) based on current service levels
- Waste Strategy South (Communications MOU with other Waste Groups) estimated at \$30,000
- Regional Climate Change Initiative (\$39,033) – to complete projects commenced in 2018/19 along with quarantined monies (\$174,362)
- Regional Planning Initiative (\$25,007) – conditional grant from the State Government

Under this model, the STCA may also wish to undertake one project of regional significance if there was sufficient money and an appropriate project to support.

### **Option 3 - Maintenance of current STCA subscriptions**

The STCA may wish to maintain subscriptions at their current level (with a CPI increase).

Under this model, \$73,000 in income would be generated to supplement whatever monies are left at the end of June 2019.

If the STCA was to continue to operate and this funding arrangement was to apply, the following would be required to be funded:

- Administrative Support (City of Hobart administrative and financial assistance; website support; catering and audit fees) estimated at \$30,000. It should be noted that the City of Hobart would seek to reduce the amount it charges the STCA for financial assistance by \$5,000 (yearly amount would be \$10,000) based on current service levels.
- Waste Strategy South (Communications MOU with other Waste Groups) estimated at \$30,000.
- Regional Climate Change Initiative (\$39,033) – to complete projects commenced in 2018/19 and quarantined monies (\$174,362)
- Regional Planning Initiative (\$25,007) – conditional grant from the State Government

Under this model, the STCA may also wish to undertake two projects of regional significance if there was sufficient money and appropriate projects to support.

#### **Option 4 - Even distribution of subscriptions**

The STCA may wish to request Councils pay an agreed figure (say \$5,000) which would apply evenly to all Councils.

Under this model, \$60,000 in income would be generated to supplement whatever monies are left at the end of June 2019.

If the STCA was to continue to operate and this funding arrangement was to apply, the following would be required to be funded:

- Administrative Support (City of Hobart administrative and financial assistance; website support; catering and audit fees) estimated at \$30,000. It should be noted that the City of Hobart would seek to reduce the amount it charges the STCA for financial assistance by \$5,000 (yearly amount would be \$10,000).
- Waste Strategy South (Communications MOU with other Waste Groups) estimated at \$30,000.
- Regional Climate Change Initiative (\$39,033) – to complete projects commenced in 2018/19 and quarantined monies (\$174,362)
- Regional Planning Initiative (\$25,007) – conditional grant from the State Government

Under this model, the STCA may also wish to undertake two projects of regional significance if there was sufficient money and an appropriate project to support.



**STCA Discussion  
18 February 2019**

Key points raised:

**Voting system**

- Consensus versus proportional voting which would require a change to the STCA Rules.
- Matching voting to financial commitment
- Concern around larger councils having a larger say
- Equal subscriptions for all members
- No subscriptions

**City Deal/Greater Hobart Act**

- Discussion around the resourcing of the City Deal/Greater Hobart Act, including the financial implications for the metropolitan councils.
- Greater Hobart Act provides for the involvement of adjunct councils (consultative role)

**STCA financials**

- If the current level of support is provided to STCA projects, the STCA would run out of money based on the current rate of subscriptions.
- What would the subscriptions need to be to continue to support STCA projects at the current level?
- Can we minimise cost and still be effective?

**Membership to STCA**

- Kingborough, Glenorchy City and Clarence City Councils all have notices of motion in relation to their membership to the STCA. It was noted that the Hobart City Deal has not been the catalyst for the consideration of withdrawing from the STCA.
- Regional partnerships – SERDA is useful.
- Australian and Tasmanian Governments only want to deal with one body.

**Other Issues**

- Projects aren't producing results
- Members carry council agendas not regional agendas
- Southern region should be a united region
- Outputs are more important than subscriptions and voting
- What are the benefits for the community?
- Need to measure outcomes
- Don't need a JA if the STCA is just focused on projects and programs
- Advocacy body on regional issues
- Some projects need a regional approach
- Effective advocacy for the region



**5. GARAGE SALE TRAIL 2019 – REGIONAL APPROACH**

Information in relation to this item will be tabled at the meeting.

**6. OTHER BUSINESS**



## **SOUTHERN TASMANIAN COUNCILS AUTHORITY DRAFT MINUTES**

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**Minutes of a special meeting of the Southern Tasmanian Councils Authority held on  
18 March 2019 commencing at 12.00pm in the Lord Mayor's Court Room, Town Hall,  
Hobart**

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**Present:**

- Brighton Council – Mayor Tony Foster and Mr James Dryburgh**
- Central Highlands Council – Mr Adam Wilson**
- Clarence City Council – Mayor Doug Chipman and Mr Andrew Paul**
- Derwent Valley Council – Mayor Ben Shaw**
- Glamorgan/Spring Bay Council – Mayor Debbie Wisby**
- Glenorchy City Council – Mayor Kristie Johnston and Mr Tony McMullen**
- Hobart City Council – Lord Mayor Anna Reynolds and Mr Nick Heath**
- Huon Valley Council – Mayor Bec Enders and Mr Emilio Reale**
- Sorell Council – Mayor Kerry Vincent and Mr Robert Higgins**
- Southern Midlands Council – Mayor Alex Green and Mr Tim Kirkwood**
- Tasman Council – Ms Kim Hossack**

**Apologies:**

- Brighton Council – Mr Ron Sanderson**
- Central Highlands Council – Mayor Loueen Triffitt and Ms Lyn Eyles**
- Derwent Valley Council – Mr Greg Winton**
- Glamorgan/Spring Bay Council – Mr Daniel Smee**
- Kingborough Council – Mayor Dean Winter and Mr Gary Arnold**
- Tasman Council – Mayor Kelly Spaulding**

**1. Welcome and apologies**

The Chair opened the meeting at 12.07pm and welcomed members to the meeting with apologies for the meeting being noted and listed above.

**2. Confirmation of the minutes of the ordinary meeting of the Southern Tasmanian Councils Authority held on 18 February 2019**

**RECOMMENDATION**

*That the minutes of the ordinary meeting of the Southern Tasmanian Councils Authority (STCA) Board Meeting held on 18 February 2019 be confirmed as a true record of that meeting.*

*Moved: Mayor Green*

*Seconded: Mayor Enders*

**CARRIED**

**3. Matters Arising**

Nil

**4. STCA Financial Analysis and Future Options**

Mr Heath provided the Board with an overview of the information for discussion at today's meeting, including:

- Financial analysis as requested at the 18 February 2019 meeting;
- Options relating to the quantum of member subscriptions for 2019/20.

The Board discussed the options with the following recommendation being supported by members:

- *Waste Strategy South and the Regional Climate Change Initiative continue for a further 12 months (at an estimated cost of \$243,395);*
- *2019/20 secretariat support be funded out of reserves (at an estimated cost of \$30,000);*
- *2019/20 members subscriptions be set at nil.*

*The Board noted that based on the financial analysis undertaken that it is anticipated that there will be approximately \$136,715 in funds available for 2020/21 given the 2019/20 financial commitments for administrative support, Regional Climate Change Initiative, Waste Strategy South and the Regional Planning Initiative.*

***A Mayor's workshop be convened in mid-May 2019 to discuss ongoing regional collaboration, the role of the STCA after June 2020 and that this be supported by a communications strategy. Councils are to provide key priorities for regional collaboration for discussion at the workshop to the secretariat by end of April.***

***Moved: Mayor Chipman***

***Seconded: Mayor Vincent***

**CARRIED**

**5. Garage Sale Trail 2019 – Regional Approach**

The STCA Board discussed the Garage Sale Trail information which was tabled at the meeting and discussed the item.

***Recommendation***

***The Board agreed in principle to ongoing support for the Garage Sale Trail, subject to the General Manager of the City of Hobart meeting with the Garage Sale Trail Co-Founder for the purposes of providing a proposal which is to be considered at the Mayor's workshop in late May.***

***It was noted that any financial support provided to the Garage Sale Trail would impact on the anticipated 2020/21 end of year result.***

***Moved: Mayor Wisby***

***Seconded: Mayor Enders***

**CARRIED**

Meeting closed at 12.40pm

The STCA Board met on Monday 18 March 2019 in response to its recommendation made on 18 February that

- 2019/20 secretariat support being funded out of reserves;
- 2019/20 member subscriptions being set at nil;
- Waste Strategy South and the Regional Climate Change Initiative continue for a further 12 months, subject to appropriate due diligence.
- A report be provided to the Board prior to 31 March 2019 on proposed 2019/20 STCA actions and what advocacy role it can play for the Southern region.

The Board discussed the paper provided in response to the above resolution and reaffirmed its recommendation from the February meeting, namely:

- Waste Strategy South and the Regional Climate Change Initiative continue for a further 12 months (at an estimated cost of \$243,395);
- 2019/20 secretariat support be funded out of reserves (at an estimated cost of \$30,000);
- 2019/20 members subscriptions be set at nil.

The Board noted that based on the financial analysis undertaken that it is anticipated that there will be approximately \$136,715 in funds available for 2020/21 given the 2019/20 financial commitments for administrative support, Regional Climate Change Initiative, Waste Strategy South and the Regional Planning Initiative.

A Mayor's workshop be convened in mid-May 2019 to discuss ongoing regional collaboration, the role of the STCA after June 2020 and that this be supported by a communications strategy. Councils are to provide key priorities for regional collaboration for discussion at the workshop to the secretariat by end of April.

### **Garage Sale Trail**

The STCA Board discussed the Garage Sale Trail information circulated and agreed in principle to ongoing support for the Garage Sale Trail, subject to the General Manager of the City of Hobart meeting with the Garage Sale Trail Co-Founder for the purposes of providing a proposal which is to be considered at the Mayor's workshop in late May.

It was noted that any financial support provided to the Garage Sale Trail would impact on the anticipated 2020/21 end of year result.



## **Policy No. 2017- 46**

### **Related Party Disclosures Policy**

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## Acknowledgements

This Policy uses, with permission, material developed by the Queensland Government (Department of Infrastructure, Local Government and Planning).

It has been developed through a working group comprising representatives from the Tasmanian Audit Office, the Local Government Division of the Department of Premier and Cabinet, Clarence City Council and the Local Government Association of Tasmania.

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## Scope

This policy outlines what is expected of elected members and staff of Council in relation to Australian Accounting Standard AASB 124 *Related Party Disclosures* (AASB 124).

Specifically, the policy outlines the disclosure requirements under AASB 124 of Key Management Personnel (KMP), which includes elected members. It also outlines the procedures Council will follow to collect, store, manage and report on related party relationships, transactions and commitments.

Under the *Local Government Act 1993* and the *Audit Act 2008* all local governments in Tasmania must produce annual financial statements that comply with Australian Accounting Standards.

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## Summary of the Standard

From 1 July 2016, local governments (councils) must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.

The objective of the Standard is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties are likely to include the Mayor, Councillors, General Manager, Senior Executives, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

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## Key terms

Term	Meaning
Arm's length terms	Terms between the parties that are reasonable in the circumstances of the transaction that would result from: <ul style="list-style-type: none"> <li>• neither party bearing the other any special duty or obligation, and</li> <li>• the parties being unrelated and uninfluenced by the other, and</li> <li>• each party having acted in its own interest.</li> </ul>
Close Family Member	Family members of Key Management Personnel (KMP) who may be expected to influence, or be influenced by, that person in their dealings with the entity. This includes, but is not limited to, that person's spouse or domestic partner; and the children and dependents of that person or that person's spouse or domestic partner.
Control of an entity	You control an entity if you have: <ol style="list-style-type: none"> <li>a) power over the entity;</li> <li>b) exposure, or rights, to variable returns from involvement with the entity; and</li> <li>c) the ability to use your power over the entity to affect the amount of your returns.</li> </ol>
Declaration by KMP	An annual declaration of close family members and entities that the KMP or their close family members control or jointly control, as per Appendix 1, updated during the year as necessary.
Entities controlled by KMPs	Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs. You control an entity if you have: <ul style="list-style-type: none"> <li>• power over the entity;</li> <li>• exposure, or rights, to variable returns from involvement with the entity; and</li> <li>• the ability to use your power over the entity to affect the amount of your returns.</li> </ul>
Entities related to Council	Entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council.
Joint control of an entity	To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key Management Personnel (KMP)	Persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. In the council context this includes the Mayor, all Aldermen or Councillors, the General Manager and Senior Council Officers as outlined in the policy.
KMP Compensation	All employee benefits. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes: <ol style="list-style-type: none"> <li>a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current</li> </ol>

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	<p>employees;</p> <p>b) post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;</p> <p>c) other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation;</p> <p>d) termination benefits; and</p> <p>e) share-based payment.</p>
Materiality	<p>Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.</p> <p>Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.</p>
Ordinary Citizen Transactions (OCTs)	Transactions that an ordinary citizen would undertake with Council are usually not material to related party disclosure requirements. OCTs do not apply if the terms and conditions are different to those offered to the general public.
Related Party of Council	People and entities, such as companies, trusts and associations, can be related parties of Council. Most commonly these will be entities related to Council, KMP of Council (including elected members), close family members of KMP and entities that are controlled or jointly controlled by KMP or their close family members.
Related Party Transaction	A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

## Links to other legislation and Australian Accounting Standards

There is overlap between the requirements of AASB 124 and the interest provisions in the *Local Government Act 1993* (LGA). Beyond the provisions of AASB 124 the LGA requires certain disclosures. Council will make these disclosures separately where not adequately covered by AASB 124 disclosures.

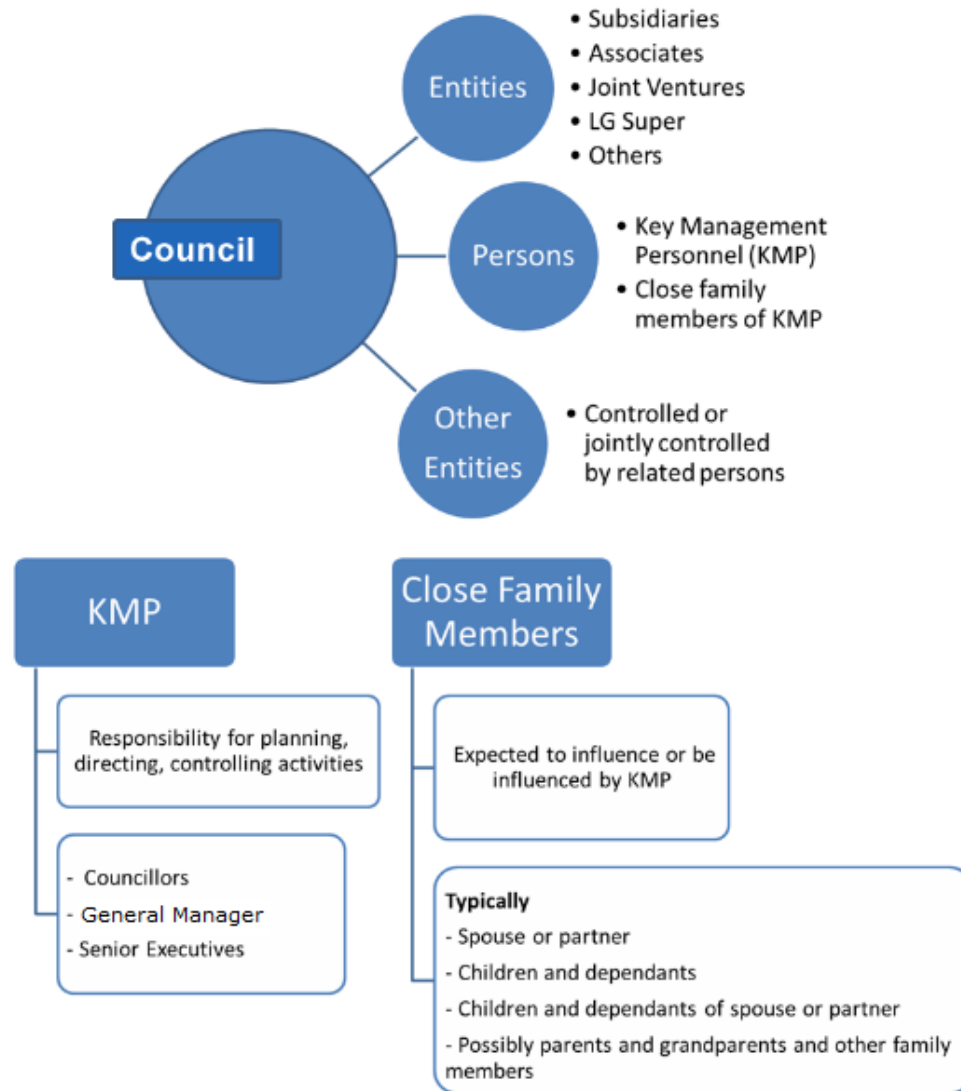
Other legislation referred to in this policy include the *Audit Act 2008*, *Archives Act 1983*, *Privacy Act 1988*, *Personal Information Protection Act 2004* (PIP Act) and *Right to Information Act 2009*.

Other Australian Accounting Standards referred to in this policy include AASB 10 *Consolidated Financial Statements*; AASB 11 *Joint Arrangements*; AASB 128 *Investments in Associates and Joint Ventures*.

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## Identifying Related Parties

The following diagram gives an overview of common related parties that a council will have:



1. The General Manager will establish, review and maintain a list of Key Management Personnel for Council.

Key Management Personnel (KMP) for council are:

- the Mayor
- all Aldermen/Councillors
- the General Manager
- Deputy General Manager
- Development & Environmental Services Manager
- Works & Services Manager

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2. Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by that KMP or their close family members and which are likely to have transactions with Council (Appendix 1).
3. For the purpose of this Policy, Close Family Members includes:
  - that person's children and spouse or domestic partner;
  - children of that person's spouse or domestic partner; and
  - dependents of that person or of that person's spouse or domestic partner.
  - Parent, grandparent, sibling and cousins of that person or that person's spouse

**Example for Guidance (Son of CFO employed by Council)**

*Sunny Shire Council has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Chief Financial Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.*

*Paul has been identified as a KMP of Council, which makes him a related party.*

*George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.*

**Example for Guidance (Cousin of Mayor)**

*The Mayor of Happy Shire Council (Shelley) has lived in the Shire her whole life. In fact her family has been in the area for over five generations.*

*Shelley's cousin Mavis, owns and operates the local newsagent through a company Happy News Pty Ltd, in which she owns 100% of the shares. Shelley and Mavis have always been close and regularly socialise together.*

*Shelley has been identified as a KMP of Council. From these facts it would appear that Mavis is a close family member of Shelley because she would be expected to influence, or be influenced by, that person in her dealings with Council*

*Both Mavis and the company she controls, Happy News Pty Ltd would therefore be related parties of Council. Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.*

4. It is the responsibility of General Manager to seek a declaration upon a change of KMP.
5. All KMPs will be asked to provide their declarations by 1 July each year covering the forthcoming financial year. In addition, an updated declaration for the previous financial year will also be provided.
6. It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.

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## 7. REGISTER OF RELATED PARTY TRANSACTIONS

### 7.1. Maintain a Register

The General Manager or Responsible Accounting Officer is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

### 7.2. Contents of Register

The contents of the register of related party transactions must detail for each related party transaction:

- a) the description of the related party transaction;
- b) the name of the related party;
- c) the nature of the related party's relationship with Council;
- d) whether the notified related party transaction is existing or potential;
- e) a description of the transactional documents the subject of the related party transaction.

The General Manager or Responsible Accounting Officer is responsible for ensuring that the information is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124.

7. Council will use the declarations of KMP to establish a list of related parties for the purposes of identifying transactions and reporting under AASB 124.
8. Updates will be provided to KMP and Council staff periodically on changes arising from amendments to Australian Accounting Standards, applicable legislation or policy and procedural requirements.

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## Council Entities and Subsidiaries

For the purpose of this policy, entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council. Council will need to identify transactions with these entities and may need to make extra disclosure about them in Council's financial statements.

When assessing whether Council has control or joint control over an entity, Council will need to consider AASB 10 *Consolidated Financial Statements* and AASB 11 *Joint Arrangements*. AASB 128 *Investments in Associates and Joint Ventures* details the criteria for determining whether Council has significant influence over an entity.

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**Example for Guidance (Company that is a related party of Council)**

*Sunny Regional Council (SRC) owns 90% of the shares in Sunny Regional Development Pty Ltd (the company).*

*SRC has assessed that it has control over the company. The company is therefore a related party of SRC because SRC controls it.*

*SRC produces consolidated financial statements which include both a parent entity column and consolidated entity column. In these statements all individually significant transactions between SRC and the company will need to be disclosed. For other transactions that are collectively, but not individually, significant SRC will need to disclose a qualitative and quantitative indication of their extent.*

*SRC must also disclose the nature of its relationship with the company.*

## **Entities Controlled (or jointly controlled) by KMP or their close family members**

- 1. KMP will exercise their best judgement in identifying related parties.**
- 2. KMP, including elected members, will carefully assess the information and examples following before declaring, or not declaring, an entity over which they, or a close member of the family, have control or joint control.**

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

When assessing whether or not a KMP or close member of their family controls, or jointly controls, an entity, Council will need to refer to AASB 10 *Consolidated Financial Statements* and AASB 11 *Investments in Associates and Joint Ventures*.

**Example for Guidance**

*Mayor is the President of a local football club.*

*The Mayor of Sunny Shire Council is the President of League Heroes Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.*

*From these facts it would appear that the Mayor does not control or jointly control the football club so it will not be a related party of Council just because the Mayor is the president of the club.*

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**Example for Guidance (Joint control)**

*Fred is the Mayor of Sunny Shire Council and owns 50 per cent of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50 per cent of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.*

*Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.*

*Fred will need to include the company on his related party declaration.*

## **Related party disclosures by Council**

**1. Each year Council will declare the following related party transactions:**

- 1.1. Transactions with Council subsidiaries, by transaction type.
- 1.2. KMP compensation, including:
  - short-term employee benefits;
  - post-employment benefits;
  - long-term benefits; and
  - termination benefits.
- 1.3. Transactions with other related parties, including:
  - purchases or sales of goods (finished or unfinished);
  - purchases or sales of property and other assets;
  - rendering or receiving of services;
  - leases;
  - transfers of research and development;
  - transfers under licence agreements;
  - transfers under finance arrangements (including loans and equity contributions in cash or in kind);
  - provision of guarantees or collateral;
  - commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised); and
  - settlement of liabilities on behalf of the entity, or by the entity on behalf of that related party.

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1.4. Transactions of a similar nature will be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of a related party transaction on the financial statements of council, having regard to the following criteria:

- the nature of the related party transaction
- the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council)
- whether the transaction is carried out on non-arm's length terms
- whether the nature of the transaction is outside normal day-to-day business operations.

1.5. Outstanding balances in relation to transactions with related parties, including:

- Entities controlled by KMPs; and
- Bad or doubtful debts in respect of amounts owed by related parties.

1.6. Non-monetary transactions such as use of facilities, peppercorn rents.

**2. If a KMP or close associate is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes. Feedback must be provided within 7 days.**

**3. Council will not capture Ordinary Citizen Transactions (OCTs) with related parties. Nor will Council disclose non-material transactions.**

**4. For the purpose of this Policy, example of OCTs are:**

<b>Examples of OCTs</b>
Using a council's public swimming pool after paying the normal fee
Parking fees at rates available to the general public
Attending council functions that are open to the public
Fines on normal terms and conditions
Paying rates and utility charges
Dog registration
<b>Examples of transactions that are NOT OCTs</b>
Purchases or sales of property
Leases
Transfers under finance arrangements (eg. Loans)
Settlement of liabilities
Infrastructure charges or contributions
Purchase of goods and services, regardless of conditions
Employee expenses of close family members of KMP

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The list of OCTs will be reviewed periodically with updates provided to KMP.

**5. The General Manager will assess the materiality of the related party transactions that have been captured prior to disclosure.**

Council does not have to disclose transactions that are not material. In determining materiality, the size and nature of the transaction individually and collectively will be considered and assessment will be made in consultation with the Audit Office.

**6. In making disclosures in the annual financial statements Council will include:**

6.1 Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them.

6.2 KMP compensation in total and for each of the following categories:

- short-term employee benefits;
- post-employment benefits;
- other long-term benefits; and
- termination benefits.

6.3 Where related party transactions have occurred:

- the nature of the related party relationship; and
- information about the transactions, outstanding balances and commitments, including terms and conditions.

6.4 Separate disclosure in aggregate for each category of related party transactions.

Note: Transactions that are individually significant, either because of their amount or nature, are included in the aggregate disclosure but also need to be disclosed separately.

6.5 The types of transactions disclosed such as:

- purchases or sales of goods;
- purchases or sales of property and other assets or rendering or receiving property and other assets or rendering or receiving goods;
- rendering or receiving of services;
- leases;
- guarantees given or received;
- commitments;

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- loans and settlements of liabilities;
- expense recognised during the period in respect of bad debts; and
- provision for doubtful debts relating to outstanding balances.

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## Privacy and right to information

Council must comply with the requirements of the *Archives Act 1983* (Tasmania), *Privacy Act 1988* (Commonwealth), *Personal Information Protection Act 2004* (Tasmania) and *Right to Information 2009* (Tasmania) in the collection, storage, management, disclosure and reporting of information.

A declaration statement from KMP is incorporated into the *Declaration of Related Party Transactions Form* (Appendix 1) to enable the disclosure and reporting of information in accordance with AASB 124. A Related Party Information Collection Notice will be provided to KMP and included in their Declarations (Appendix 2).

### **Guidance note:**

*In accordance with the PIP Act, Council cannot use personal information for purposes other than the reason it is collected, and unique identifiers cannot be assigned to an individual unless necessary to carry out required functions efficiently.*

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## Dispute resolution

Disputes will be managed by referral to Council's Audit Panel for determination.

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## Adoption of the Related Party Disclosures Policy

This policy was reviewed by Council on 16 April 2019 and is due for review by Council by 31 March 2021.

Date of Approval	5 December 2017
Source of Approval	Council Minutes December 2017
Date of Commencement	5 December 2017
Strategic Plan Reference	
Date Reviewed	16 April 2019
Source of Approval	Council Minutes April 2019
Date of Commencement	16 April 2019
Source of Authority	S28E LGA
Next Review Date	31 March 2021
Previous Policies Withdrawn or Amended	This policy supersedes all other related party disclosure policies and Council resolutions in relation to related party disclosures as required by AASB 124
Department Responsible for Implementation	Administration & Corporate Services
Department Responsible for Policy	Administration & Corporate Services
Publication of Policy	Members of the public may inspect this policy at the Hamilton and Bothwell Council Offices. Copies can be obtained free of charge. Alternatively, it can be accessed on Council's website <a href="http://www.centralhighlands.tas.gov.au">www.centralhighlands.tas.gov.au</a>

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## Appendix 1 – Declaration of Related Party Transactions and Consent Form

### Related Party Declaration by Key Management Personnel

Name of Key Management Person:

Position of Key Management Person:

KMP/Close Family Member Name	Relationship with KMP	Entities over which the close family member has sole or joint control	Nature of likely transactions with Council or Council entities

Name of Entity over which the KMP has control	Relationship with KMP	Nature of likely transactions with Council or Council entities

I declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members having had, or likely to have, transactions with Council. I make this declaration after reading Council's policy which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members" and that this applies to the current financial year and the forthcoming financial year.

I permit the General Manager to access the register of interests of me and persons related to me and to use the information for the purposes specified in Council's Related Party Disclosures Policy.

Declared at \_\_\_\_\_ on the \_\_\_\_\_

Signature of KMP:

In accordance with Council's *Privacy Policy*, your information, and the information of others, is protected by law, including the *Privacy Act 1988* and the *Personal Information Protection Act 2004*.

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## Appendix 2 –Related Party Information Collection Notice



### CENTRAL HIGHLANDS COUNCIL

#### Collection Notice

#### Related party transactions disclosure by Key Management Personnel

From 1 July 2016, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures*.

#### Purpose of collection, use and disclosure of related party information

The reason for disclosure of related party transactions is to ensure that Council's financial statements contain the information necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties are likely to include the Mayor, councillors, General Manager, senior executives, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

A related party transaction must be disclosed in Council's financial statements if the transaction is material. Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.

Prior to disclosure, the General Manager will assess the materiality of related party transactions that have been captured, and, if deemed material, will disclose in its financial statements the nature of the related party relationship and information about the transaction. Disclosure in the financial statements may be in aggregate form and/or may be made separately, depending on the nature and materiality of the transaction.

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## **Related Party Transactions Declaration by Key Management Personnel**

Key management personnel (KMP) are the persons who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include the Mayor, councillors, General Manager and senior executives. In order to comply with AASB 124, Council has adopted a policy that requires all KMP to declare any existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual *Related Party Declaration* in the approved form, by 1 July each year, and update the Declaration should they become aware of any change, error or omission. KMPs must exercise their best judgement in identifying related parties when declaring, or not declaring, entities over which they, or a close member of their family, have control or joint control.

### **How will the information captured in the Declaration be used?**

Council will use the declarations of KMPs to establish a list of related parties of Council for the purposes of identifying transactions and reporting under AASB 124. If a KMP or close family member is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes.

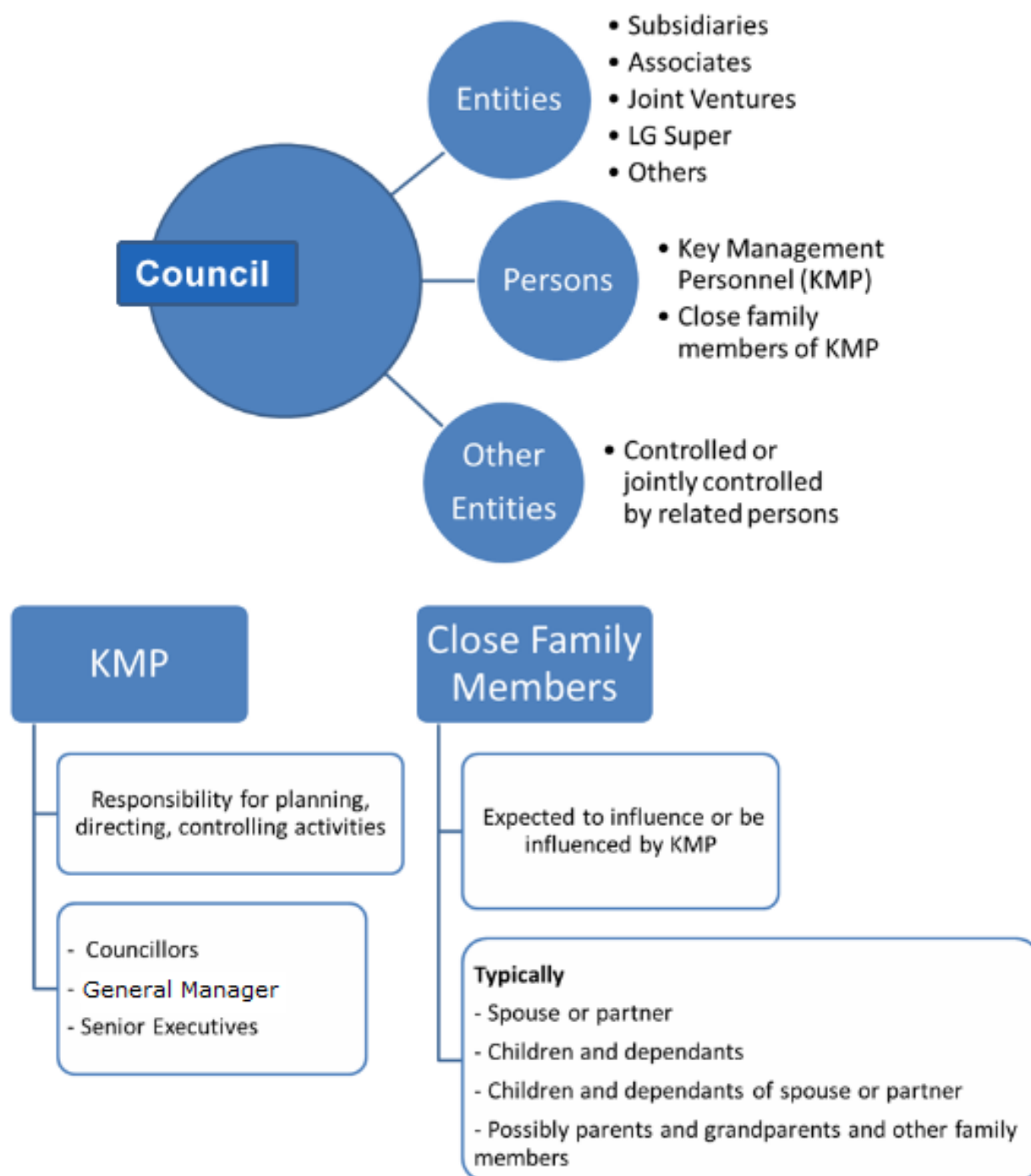
### **Who are related parties?**

People and entities, such as companies, trusts and associations, can be related parties of Council.

The diagram on the next page gives an overview of common related parties that a council will have.

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The following diagram gives an overview of common related parties that a council will have:



For related party transaction disclosures under AASB 124, the related party relationship must be disclosed for both the KMP and their close family members, even if the same related party entity is held jointly or in common by them. This is separate and in addition to Council's register of interests which is required under the *Local Government Act 1993*.

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Under AASB 124, those persons who are prescribed as definitely being close family members of a KMP include:

- that person's children and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependents of that person or that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

**What is an entity that I, or my close family members, control or jointly control?**

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

You control an entity if you have:

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

You jointly control an entity if there is a contractually agreed sharing of control of the entity. Joint control exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some instances, it may not be easy to determine whether or not you, or your close family members, control or jointly control an entity. If you are unsure and require further clarification, you should contact the General Manager for a confidential discussion.

*For more information about Council's disclosure requirements under AASB 124 Related Party Transactions, please refer to the Council's Related Party Disclosures Policy, which can be found at <http://centralhighlands.tas.gov.au/council/council-policies/>*

*All information collected by Council is in accordance with Council's Privacy (Personal Information) Policy and is protected by law, including the Privacy Act 1988 and the Personal Information Protection Act 2004. Council's Privacy (Personal Information) Policy can be found at <http://centralhighlands.tas.gov.au/council/council-policies/>*

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## **Policy No. 2013- 05**

# **Use of Council Vehicles Policy**

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### **1. Purpose.**

The purpose of this policy is to ensure that Council maintains a suitable fleet of vehicles that contributes positively and effectively to the work performance of the Central Highlands Council.

### **2. Legislative Requirements, Regulations and Associated Council Policies, Procedures and Guidelines.**

This policy should be read in conjunction with applicable, appropriate and associated Legislative Requirements, Regulations, Council Policies, Procedures and Guidelines. These include but are not limited to:

- The Local Government Act 1993;
- Local Government (General) Regulations 2015 (SR2015, No. 37);
- Risk Management Policy and Strategy;
- Staff Induction Procedures;
- Duty Statements (Job Descriptions, etc.);
- Delegations of Authority;
- Policy 2015-06 Tendering and Procurement Policy.

### **3. Glossary of Terms.**

#### **3.1 This Policy**

2013-05 Use of Council Vehicles Policy April 2019.

#### **3.2 Council**

Central Highlands Council.

#### **3.3 Contractor**

A contractor is defined as a person or organisation, external to Council, engaged under a contract for service (other than as an employee) to provide specified services to Council. A Contractor generally works under the supervision of a Council Manager to provide services which are not readily available in the Council.

#### **3.4 Procurement**

The entire process by which all resources are obtained by Council, including planning, design, standards determination, specification, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.

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Further guidance on Council's tendering processes are contained in Policy 2015-06, Tendering and procurement Policy, especially sections 3.9 – Tenders, 3.10 Standing Tenders and 3.11 Multiple Use Registers.

### 3.5 Tendering and Procurement Thresholds

There are a number of tendering and procurement thresholds that require different levels of involvement in planning and executing the purchase. The following table refers to the thresholds and summarises what purchasing method Council utilises based on the total dollar value of the purchase.

Procurement Value	Minimum Requirement	
<b>Under \$5,000</b>	One verbal quotation where applicable.  Council Purchase Order where appropriate.	Orders over \$1,000 to be authorised by applicable Manager
<b>\$5,001 to \$10,000</b>	Two verbal quotations, one of which to be from a local business, if applicable.  Council Purchase Order where appropriate.	To be authorised by applicable Manager.
<b>\$10,001 to \$30,000</b>	Two written quotations, one of which to be from a local business, if applicable.  Council Purchase Order where appropriate.	To be recommended by applicable Manager and authorised by <b>Deputy General Manager</b> or General Manager.
<b>\$30,001 to \$99,999</b>	Three written quotations, one of which to be from a local business, if applicable.  Council Purchase Order where appropriate.	To be recommended by applicable Manager and authorised by <b>Deputy General Manager</b> or General Manager.
<b>\$100,000 up to \$249,999</b>	Council will, where it considers it beneficial or desirable, advertise each tender at a minimum in the local regional newspaper.  Other advertising may be utilised as considered appropriate. To be advertised on the Council	Contracts to be awarded and signed by the General Manager after acceptance and approval by Council.

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	Website.  Council to seek at least one tender from a local business, if applicable.	
<b>\$250,000 or over</b>	Council must advertise each tender at a minimum in the local regional newspaper and advertise on the Council website.	Contracts to be awarded and signed by the General Manager after acceptance and approval by Council.

### 3.6 Confidentiality

Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.

### 3.7 Sensitive Information and Conflicts of Interest

Council employees, contractors, sub-contractors, consultants and elected members are reminded that the best interests of the Council are fundamental and are to be served at all times. Notifications of conflicts of interest (actual and perceived) are to be advised and recorded as early as possible. Disclosure of sensitive and confidential information, including prices, terms and conditions are strictly commercial in confidence and their unauthorised disclosure, particularly with a motive to provide personal financial gains or benefits is contrary to the principles of ethical behaviour and may result in dismissal, prosecution or other sanctions.

### 3.8 Disposals and Trade-Ins

The disposal or trade-in of obsolete assets (including motor vehicles) is an area that can be open to criticism and one in which the possibility of unethical behaviour can be perceived and needs to be controlled with guidelines and processes that will prevent or lessen unfounded criticism or claims. All disposals, write-offs, cannibalisation and trade-ins are to be considered on a case by case basis and are to be authorised by the General Manager and recorded in a Disposals Register.

Disposals of assets of considerable value or high interest items will be subject to disposal either through a tender process or be traded-in as part of the procurement deal, whichever is the most cost-effective to Council.

### 3.9 Disposal of Vehicles to Staff, Contractors, Sub-Contractors, Consultants and Elected Members.

Subject to the terms, conditions and provisions contained within this Policy and 2015-06 Tendering and Procurement Policy, staff, contractors, sub-contractors, consultants and elected members are not excluded from tendering or applying for the purchase of items to be disposed of.

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#### 4. Policy Statement.

The General Manager will determine vehicle requirements, allocations, types, categories of use, models, colours and accessories applicable to employees and/or positions, taking into consideration industry and market trends and whole of life costing. Advice will be sought from the Works Manager as appropriate and approval is to be obtained from the Plant Committee prior to the procurement of the vehicle.

In determining vehicle allocations and vehicle use a flexible approach to the changeover of Council's vehicle fleet will be observed with due consideration being given to the make and model of vehicles and the kilometres travelled, to ensure the most cost effective outcome for Council at any given time.

#### 5. Acquisition and Disposal.

The Central Highlands Council will apply a structured test based on four key sustainability principles when acquiring and disposing of motor vehicles:

<b>Economic Criteria</b>	Whole of life costs shall be estimated from best available data and highest preference shall be given to the vehicle with the lowest optimised whole of life cost.
<b>Functional Criteria</b>	Highest preference shall be given to the vehicle that best fits the functional requirements of the position for which the vehicle is being acquired.
<b>Social Criteria</b>	Highest preference shall be given to vehicles that confirm a responsible, accountable image compatible with Council's values.
<b>Environmental Criteria</b>	A recognition of the CO2 emissions allocated to the vehicle.

#### 6. Council Pool Vehicle.

##### Provision of Council Pool Vehicle

A vehicle has been provided by Council as a pool vehicle and is housed at Hamilton.

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## **Authorised Users**

### **(a) Council administration staff**

Council administration staff are authorised to use the pool vehicle for Council business.

### **(b) Council Environmental Health Officer**

The Environmental Health Officer is authorised to use the pool vehicle for Environmental Health Officer duties.

### **(c) Councillors**

Councillors are authorised to use the pool vehicle to undertake duties/business associated with the discharge of their function as Councillor.

Limited private use is available where the Councillor has private commitments immediately before or after conducting council business.

## **Bookings**

Bookings for the pool vehicle are to be made through the Hamilton office.

Where the vehicle is required outside of normal business hours, arrangements for pick up and return of vehicle are to be made with the Hamilton office staff.

## **Vehicle Log Book**

A vehicle log book is provided for the recording of the following details:

- The dates on which the journey began and ended
- The odometer readings at the start and end of each journey
- The kilometres travelled
- The purpose of the journey

Where any part of the journey was for private business, it is to be noted in the log book.

## **7. Home Garaging.**

All Council vehicles that are not private use are to be garaged at a Council Depot. The Works and Services Manager or the General Manager has authority to approve the home garaging of a Council vehicle when it is required to go directly to a job.

Home garaging includes private use by the Mayor or an employee who occupies a position or is employed in a capacity, which by nature of the specialist employment supervisory or management responsibility necessitates immediate access to a vehicle or vehicles after hours on a frequent basis.

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## 8. Public Visibility.

The Mayor's and General Manager's vehicles are not required to have a Council logo displayed.

All other Council vehicles are to display the appropriate Central Highlands Council logo during normal working hours. Logos are to be permanently fixed to all vehicles except that Departmental Managers' vehicles may be fitted with magnetic logos.

No other decals or signage are to be displayed or attached to the vehicle unless written permission has been obtained from the General Manager.

## 9. Categories of Use.

There are 5 distinct categories of use relating to Council owned motor vehicles. As discussed in Section 4, the General Manager will negotiate the appropriate category of use with applicable employees. The Mayor's vehicle is a Category A as per Council motion 16.12 of the March 2019 Ordinary Council Meeting Minutes.

The 5 categories are:

**Category A**                      **Up to a maximum 10,000 kilometres per annum private use of the vehicle within Tasmania.**

This includes private use during annual and sick leave, providing that:

- To be approved by the General Manager.
- Fuel costs during annual and sick leave are to be met by the employee.
- Private use for periods of sick leave exceeding 2 weeks per year requires Council approval.

**Category B**                      **Up to a maximum 5,000 kilometres per annum private use of the vehicle within Tasmania.**

This includes private use during annual leave, providing that:

- To be approved by the General Manager.
- Fuel costs for all private use are to be met by the employee.
- This category may include a weekly fee determined by Council from time to time.

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**Category C****Occasional private use of vehicles.**

To be considered on a case by case basis within the following criteria:

- To be submitted for approval by the General Manager or Works Manager.
- This category will incur a per kilometre charge as per the Local Government Industry Award 2010 (currently \$0.78 per kilometre)

**Category D****Use of vehicles and plant during the course of employment, including commuting use.**

No private usage apart from specific authority for commuting purposes:

- To be approved by the General Manager.
- No fees or reimbursements are required.

**Category E****Unique conditions.**

Special conditions relating to motor vehicle usage contained in contractual arrangements, conditions of employment or employee contracts:

- To be approved by the General Manager.

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## 10. Agreement for use of Council Vehicles

1. Name
2. Position
3. Address
4. **Category of Use (Delete as appropriate)**

**Category A   Category B   Category C   Category D   Category E   Category F**

5. I hereby acknowledge that I am permitted to use a Council vehicle in accordance with the conditions as set out in the category description detailed in Section 8 of this Policy.
6. The vehicle may only be driven by an Authorised Employee of the Council holding a current Tasmanian drivers licence. However, in the event of an emergency, the vehicle may be driven by a person holding an open licence authorised by the employee.
7. In the event of the Employee's drivers licence becoming invalid or cancelled for any reason, this agreement shall be void and the Employee is no longer entitled to drive a Council vehicle.
8. An Employee convicted of drink-driving in a Council vehicle and whose licence to drive is consequently endorsed may lose the right to drive a Council vehicle.
9. In the event of an accident involving a Council vehicle, the Employee must inform the General Manager as soon as practicable.
10. If home garaged, the vehicle is to be brought onto the job every normal Council working day for which the employee is required to work and be used for all organisational duties.
11. Any service difficulty or fault should be reported to the Council's Works Manager or Supervisor who will arrange periodic workshop servicing, maintenance and any repairs necessary.
12. All employees to whom vehicles are allocated are responsible for the care of their vehicle, including interior and exterior cleaning and checking that normal running items such as fuel, lubricant, radiator and battery are checked and duly attended to. It is an expectation that Category A and B users will attend to these functions during their own time.

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13. Modifications (including the fitting of towbars) cannot be made to the vehicle without the approval of the Mayor and General Manager.
14. The vehicle will not be used to compete in any car rally, competition or for any illegal purpose.
15. The agreement may be terminated by either party on three months' notice or as mutually agreed, but will otherwise cease on termination of employment with Council.
16. Failure to comply with the terms of this policy may result in termination of this agreement.
17. Fuel cost for private use is to be met by the employee in accordance with the designated category provisions.
18. A vehicle log book is to be kept which clearly records private, commuting and work use of the vehicle.
19. For every kilometre of private use exceeding the stated maximum for the category (5,000 or 10,000 kilometres per annum) a rate per kilometre will be agreed upon.
20. Council Logo is to be displayed prominently on both sides of the vehicle at all times during working hours in accordance with the terms outlined under Section 7 of this policy - Public Visibility.
21. I agree to be bound by and adhere to these conditions of the use of a vehicle.

Signed\_\_\_\_\_

Date\_\_\_\_\_

Signed\_\_\_\_\_

Date\_\_\_\_\_

**General Manager**

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Final

# **Regulatory impact statement: Proposed by-law on single-use plastic take-away food packaging**

4 DECEMBER 2018

PREPARED FOR  
City of Hobart



*City of* **HOBART**

Report title	Regulatory impact statement: Proposed by-law on single-use plastic take-away food packaging
Client	City of Hobart
Status	Final
Author	Cathy van der Zee
Reviewer	Christine Wardle
Project number	P1004
Report date	4 December 2018
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Copyright	City of Hobart/Blue Environment

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## Abbreviations and glossary

DoEE	Department of the Environment and Energy
RIS	Regulatory Impact Statement
UNEP	United Nations Environment Programme
WEF	World Economic Forum

# 1. Purpose and process of a regulatory impact statement

When a council seeks to make a new by-law or a significant amendment to an existing by-law, the *Local Government Act 1993* requires a regulatory impact statement (RIS) be prepared.

The preparation of a RIS is a rigorous process aimed at analysing the most efficient and effective options available to address a particular issue and avoiding unnecessary regulation.

A RIS is required to identify whether the benefits of regulation outweigh the costs of a restriction on competition or an impact on business imposed by the by-law. It requires an assessment of direct and indirect social, economic and environmental impacts of the proposed by-law and alternatives considered.

A RIS should also briefly detail its purpose and the statutory context in which it operates to help the general public understand the function and role.

Once the RIS has been prepared, the council must submit it to the Director of Local Government for assessment. If the Director is satisfied the RIS meets the statutory requirements, a certificate will be issued and the council may then commence the public consultation process.

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Copies are available on request or on the City of Hobart website.

## 2. Objectives

### Context

There is growing concern about the pervasive use of single-use plastics in Australia, including the impact of plastics entering marine ecosystems and its effect on human health and the environment. The concern is further driven by the low recycling rate of plastics and the impact of recent Chinese import restrictions on the viability of recycling plastics.

Plastics are made from organic polymers including petrochemicals, cellulose, coal, natural gas and salt. The World Economic Forum (WEF) estimates that over 90% of plastics produced are derived from virgin fossil feedstocks, representing around 6% of global oil consumption (WEF 2016). To produce plastics, the polymers are mixed with a blend of plasticisers, stabilisers, pigments and potentially other impurities. The growth in use of plastics in recent decades has been exponential, with global production increasing from an estimated 15 million tonnes in 1964 to around 311 million tonnes by 2014; this is expected to double again in 20 years and almost quadruple by 2050 (WEF 2016). The 2016 Senate inquiry into marine plastic pollution (Commonwealth of Australia 2016) estimated that in 2012-13 Australia consumed around 1.5 million tonnes of plastics (or around 65 kg per person), of which around 37% was single-use disposable packaging.

While the amount of plastics entering the environment is not known, the 2016 Senate inquiry into marine plastic pollution in Australia (Commonwealth of Australia 2016) noted the estimates of a range of studies:

- a 2005 United Nations Environment Programme (UNEP) report which estimated 6.4 million tonnes of litter entered marine environments each year, with over 13,000 pieces of plastic floating on every square km of ocean surface
- a 2014 study which estimated ocean surface water contained 5 trillion plastic pieces
- a 2015 study which estimated between 4.8 and 12.7 million tonnes entered the ocean in 2010, most of which was single-use plastics
- a 2016 WEF study estimating over 150 million tonnes of plastic waste was in the ocean, and which was forecast to grow to 250 million tonnes in 2025.

Most takeaway food packaging is made from polypropylene (plastic type 5), which is known to be susceptible to oxidation and ultraviolet degradation. In the natural environment this degradation can lead to small plastic particles (or microplastics) entering waterways and oceans, where they can be mistaken for food and ingested by birds, fish and other marine animals. Other single-use plastic items such as cutlery, straws, balloons, etc. can result in similar outcomes.

The lethal effects of plastic ingestion by marine and birdlife have been widely reported by the media, however the impacts on human health are less well understood. Studies have shown that humans can ingest microplastics through the consumption of seafood, although this may depend on the size of the plastic particles. Recent research (Commonwealth of Australia 2016) indicates that some microplastics may enter the circulatory system and be stored in the body for a long time.

The large surface area to volume ratio of microplastics also allows accumulation of significant quantities of chemicals and bacteria. Therefore when microplastics are ingested by marine life, and in turn consumed by humans, it is not only plastics that are of concern. It is believed that ingested microplastics in humans may result in cellular and tissue disruptions and act as delivery mechanisms for chemicals (such as bisphenol-A) which are endocrine disruptors and potentially carcinogenic.

The recovery and recycling of single-use plastic packaging at its end-of-life shows limited success in Australia. The Department of the Environment and Energy (DoEE) released the *2016-17 Australian Plastics Recycling Survey* (DoEE 2018), which showed the 2016-17 national recycling rate for all plastics was 11.8%; for polypropylene, the estimated recycling rate was lower at around 10%. The report notes that local reprocessing in Australia of recovered plastics has been flat from 2015-16, and export for reprocessing has fallen by 20%. Specific figures for takeaway food packaging and for Tasmanian plastics in total are not available.

Large volumes of takeaway food are consumed in public areas, and the disposal of waste from this activity generates a significant load on the environment. Councils bear the cost of cleaning up this waste in the first instance through the management of public waste bins. Even where this infrastructure exists, however, a great deal of takeaway food packaging ends up as litter. Despite efforts to manage urban litter with gross pollutant traps and street sweeping activities, takeaway food and beverage packaging accounts for 17% of litter nationally and by quantity represents the second largest category of litter behind cigarette butts (Keep Australia Beautiful 2016-17 National Litter Index). Keep Australia Beautiful's 2016-17 litter count also found that the amount of litter in Tasmania increased by 6% compared to the previous year.

Many stakeholders are therefore of the view that avoiding the use of plastic would provide significant environmental, health and cost benefits. This has driven the recent European Union directive on banning the use (from 2021) of single-use plastics including food containers, beverage containers and lids, cotton buds, cutlery, straws and stirrers, balloons and their sticks, cigarette filters, wipes, packets and wrappers, and fishing gear. Australian Commonwealth and State Environment Ministers have also agreed to a national target of 100% of Australian packaging being recyclable, compostable or reusable by 2025.

The City of Hobart has a legislated responsibility (under the *Local Government Act 1993*) to provide for the health, safety and welfare of the community. It is also bound by the *Environmental Management and Pollution Control Act 1994*, the *Litter Act 2007* and other national regulations to protect the environment and prevent adverse risks arising from litter and the disposal of waste. The City of Hobart is therefore obligated to act where harmful environmental impacts are known to occur.

In 2003 Coles Bay became the first town in Australia to stop using plastic shopping bags. This small local initiative grew into a national movement, now embodied in legislation in most Australian states (including the *Tasmanian Plastic Shopping Bags Ban Act 2013*). The City of Hobart's proposal to ban single-use plastic food packaging, through advocacy with the Tasmanian Government and implementation of a targeted by-law, is another example of local efforts which are expected to spread widely as local and state governments move to meet the national 2025 target for 100% recyclable, compostable or reusable packaging.

### Objectives of the by-law

The City of Hobart seeks to address the distribution of single-use, petroleum-based plastic packaging from takeaway food outlets.

The proposed by-law is intended to minimise the harm and risks to the environment and human health from the use of single-use plastics in takeaway food packaging. This aligns with growing consumer expectations concerning environmental sustainability.

In eliminating the use of non-compostable single-use plastic food packaging, retailers will be required to cease supply of unnecessary items or supply takeaway food in packaging that meets the criteria of Australian Standard AS 4736-2006 *Biodegradable plastics—Biodegradable plastics suitable for composting and other microbial treatment*.

The by-law encompasses the packaging in which takeaway food is supplied to consumers at the point of sale. It includes items such as plates, cups and lids, straws and sachets for sauces and condiments – where these are supplied in rigid plastic (cling wrap is not included).

The objectives of the by-law are set out in Table 1, together with the means of achieving them.

*Table 1 Objectives of the by-law*

	Objectives	Means to achieve them
1	To minimise the exposure of community and the environment to the risks and harm associated with single-use plastic in takeaway food packaging	Single-use plastic packaging will be prohibited from use in supplying takeaway food to customers, and avoided or replaced with materials such as paper/cardboard and bioplastics which present lower risks to human health and the environment.
2	To reduce the overall quantity of plastic litter arising from takeaway food retailing, and its long-term impacts	Where takeaway food packaging escapes capture by council services such as public litter bins and street-sweeping, its long-term impact on the environment and biodiversity will be diminished by a higher rate of decomposition in the natural environment, as any single-use plastic will need to be compostable or biodegradable.
3	To provide a stimulus for the development and uptake of innovative and sustainable takeaway food packaging solutions	In establishing a new standard for takeaway food packaging, the by-law will boost demand and long-term market opportunities for innovation in takeaway food packaging.
4	To align the practices of takeaway food retailers with growing community concern regarding the risks of single-use plastic in everyday life	The by-law will result in a tangible and significant reduction in single-use plastic in takeaway food packaging, addressing growing community expectations.

### 3. Impact on business and restriction of competition

#### Business impacts

In minimising the environmental harm of single-use plastic in takeaway food packaging, the single-use plastics by-law will help align the practices of takeaway food businesses with growing consumer sentiment concerning single-use plastic. Consultation undertaken by the City of Hobart indicates consumers would welcome a reduction in single-use plastic and support businesses doing so.

Once the by-law comes into effect all takeaway food retailers will need to comply with its provisions and penalties will apply for non-compliance. The City of Hobart will provide support to affected food retailers in managing the transition to compliance.

Food retailers will need to ensure their packaging suppliers can certify the biodegradability of their packaging in accordance with Australian Standard AS 4736-2006 *Biodegradable plastics—Biodegradable plastics suitable for composting and other microbial treatment*. Current Tasmanian packaging suppliers include compostable products among their range, so the impact is not considered to be significant. The by-law is also expected to stimulate the development of new packaging products and solutions; one such supplier of reusable takeaway containers in Tasmania has already emerged.

The by-law also applies to cups, cup lids, utensils, straws and condiment sachets; where appropriate arrangements are not already in place, some retailers may need to:

- ensure cups, cup lids and utensils are biodegradable (in line with Australian Standard AS 4736-2006 *Biodegradable plastics—Biodegradable plastics suitable for composting and other microbial treatment*)
- cease providing straws or provide reusable straws for sale
- purchase condiments in bulk and provide to consumers via dispensers.

These arrangements are either already implemented by Tasmanian food retailers or being introduced by other retailers across Australia.

The impacts of the by-law on Hobart businesses will differ but could include the following:

- Franchised businesses may be bound by packaging supply agreements negotiated by parent companies on a national or international basis. Some international franchises are known to be more responsive than others in changing established practices to meet local conditions; consequently some takeaway food retailers may find it challenging to comply with the by-law.
- Businesses who have recently received packaging orders may need to dispose of existing supplies and re-stock with compostable packaging. Where this imposes a significant cost-burden, a phased introduction may lessen the financial impact.
- Small food retailers may be able to respond more quickly to the by-law provisions than large retailers (particularly national or international businesses). Conversely larger retailers may be better able to absorb any cost increases (where applicable) in packaging than smaller retailers. The relative impact on both small and large retailers may depend on the type and availability of suitable packaging that is used.
- Food retailers within the City of Hobart may receive more community support than retailers in adjoining municipalities, particularly where this is reinforced by advertising. This could translate into increased patronage and turnover.
- Suppliers of compostable packaging may be initially challenged to meet the demand of all takeaway food retailers for their product. Packaging suppliers may need to grow their local businesses to fill orders and meet on-going demand.

Investigations by the City of Hobart show that one third of Hobart's approximately 300 takeaway food retailers already supply compostable takeaway packaging items on a voluntary basis. Given community support for this initiative, there may currently be market pressure for the remaining retailers to introduce compostable packaging in order to meet customer preferences.

### Restriction on competition

The by-law will apply to all takeaway food retailers in the City of Hobart and no significant restrictions on competitive conduct are considered likely.



The by-law will restrict the market entry of plastic packaging suppliers to the food retailing industry, although there will be opportunities for entry by new suppliers of biodegradable packaging and reusable items (such as food containers and straws). As most existing suppliers to the Tasmanian market provide biodegradable packaging, the net effect is not considered significant.

### Costs and benefits

In some cases the cost of packaging compliant with the by-law is cheaper than non-compliant packaging, and businesses would save money by shifting to biodegradable packaging. Where there is a cost increase, this is relatively small. Based on Tasmanian packaging supplier price lists, the cost to food retailers of transitioning from single-use plastic to biodegradable food packaging may involve an increase of around 8-12 cents per unit, to a total cost of around 25-30 cents per unit (for average size food containers). The unit cost of biodegradable cups and cup lids is around 6-12 cents and 4-5 cents respectively (subject to size), while biodegradable cutlery is lower at around 1-5 cents per unit. This is within the additional 5% which surveys have shown the majority of the community is prepared to pay for sustainable packaging.

The cost of managing single-use plastic throughout its life-cycle is more significant. With only around 10% of food packaging being recycled (DoEE 2018), approximately 90% is treated as waste and disposed either to landfill or to the environment as litter. As food is taken away from the point of purchase, food retailers generally do not manage the waste packaging as part of their waste management collection. In most cases, the cost of management is borne by the City of Hobart (and ultimately ratepayers) either through domestic kerbside or public bin collections, or the clean-up of litter. Costs are also borne by public and non-profit organisations involved in clean-up activities on land, waterways and oceans.

Where it is separated from the residual waste stream, compostable packaging (and the food waste it contains) could provide a new feedstock for compost facilities, enabling more efficient recovery of organic waste. This will mean reduced generation of methane in landfill and reduced greenhouse gas emissions. It could also deliver increased financial viability of compost operations, an increase in the number and/or scale of processing facilities and reduced waste management costs to ratepayers. It could also result in increased employment opportunities in the waste management and packaging sectors.

Compliance with the by-law will see the environmental footprint of Hobart takeaway food retailers diminish. This provides opportunities to reduce the environmental, social and financial costs to Hobart businesses and the wider community (including direct reduction of packaging costs in some cases). There are also likely to be flow-on benefits resulting from less-degraded natural ecosystems and a cleaner environment to the Tasmanian tourism and aquaculture industries, and potentially other industry sectors too.

In demonstrating their response to community sustainability concerns, Hobart takeaway food businesses are likely to receive support from customers and potentially increased business. The experience of Hobart businesses in transitioning to more sustainable packaging is also likely to be well-regarded by businesses in other states in their efforts to meet national packaging targets by 2025. This experience could prove to be a valued and saleable commodity as Hobart businesses lead the way in compostable packaging.

## 4. Direct and indirect economic, social and environmental impacts

Table 2 identifies the direct and indirect environmental, social and economic impacts of the by-law.

Table 2 Direct and indirect economic, social and environmental impacts

	Direct	Indirect
Environmental	<ul style="list-style-type: none"> <li>• Less use of non-renewable, petroleum-based plastics</li> <li>• Less likelihood of environmental degradation from plasticisers, contaminants and other pollution arising from plastic manufacturing</li> <li>• Reduced risk of harm to marine animals, birdlife and human health associated with single-use plastic</li> <li>• Diminished impacts from litter on the environment and biodiversity through reduced plastic waste and higher rates of decomposition in the natural environment</li> <li>• Reduction in greenhouse gas emissions from use of fossil fuels and improved recovery of organic waste</li> <li>• Reduced environmental footprint of Hobart takeaway food retailers</li> </ul>	<ul style="list-style-type: none"> <li>• Stimulus to the implementation of food collection and composting services for household and commercial waste</li> <li>• Stimulus to the development of more sustainable food packaging options, including reuse systems</li> <li>• Enhanced environmental awareness among consumers and businesses</li> <li>• Improved waste management outcomes for the Hobart community</li> <li>• Reduction in the amount of plastic packaging manufactured</li> <li>• Reduction in the amount of plastics needed to be managed by the City of Hobart, including plastics sent to mainland or international markets for reprocessing</li> </ul>
Social	<ul style="list-style-type: none"> <li>• Better alignment of takeaway food practices with community expectations regarding sustainability</li> <li>• City of Hobart seen to respond to local community concerns</li> <li>• Improved amenity and community well-being through the reduction of litter</li> <li>• Reduced need for litter clean-up events by volunteer groups</li> </ul>	<ul style="list-style-type: none"> <li>• Supports community aspirations for sustainability</li> <li>• A boost to Hobart's reputation as a leader in sustainability</li> <li>• Provides direction for reduction and management of other litter and single-use items</li> <li>• Establishes a framework for national actions to follow</li> <li>• Acknowledges Tasmanian leadership in meeting national packaging targets</li> </ul>
Economic	<ul style="list-style-type: none"> <li>• Potential for lower costs to the community in cleaning up litter from public places</li> <li>• May be additional costs to business in initial implementation</li> <li>• Costs to the City of Hobart (and ultimately ratepayers) in initial training and enforcement activities</li> <li>• Potential commercial impacts where suppliers have contractual arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Protective benefits to industries such as tourism, aquaculture and shipping that are vulnerable to urban and marine pollution (estimated by UNEP (UNEP 2014) to cost US\$1.3 billion per year in Asia-Pacific region)</li> <li>• Potential for enhanced opportunities for compost industry</li> <li>• Potential for increased local employment opportunities in waste, packaging and ancillary industries</li> </ul>



Direct	Indirect
<ul style="list-style-type: none"> <li>Enhanced opportunities for sustainable packaging industry</li> <li>Potential lack of replacement products for certain items</li> <li>Less reliance on global markets for recycled plastic waste in the wake of Chinese import restrictions</li> </ul>	<ul style="list-style-type: none"> <li>Potential to reduce negative externalities of plastic packaging industry, estimated by UNEP (UNEP 2014) globally to be over US\$40 billion.</li> </ul>

## 5. Alternative options

Potential alternatives to the by-law are considered in Table 3 below.

Table 3 Alternative options

	Advantages	Disadvantages
Establish a program for voluntary introduction by food retailers	<ul style="list-style-type: none"> <li>Less restrictive on businesses</li> <li>Minimal requirement for enforcement</li> <li>Potentially higher level of commitment from participating businesses</li> </ul>	<ul style="list-style-type: none"> <li>Voluntary programs demonstrate lower environmental performance compared to mandated programs</li> <li>Likely to be much lower level of participation from all businesses</li> <li>Would not deliver the change needed to significantly reduce litter and protect the environment and human health</li> <li>Costs would be borne only by businesses choosing to adopt the code rather than being shared equitably by all food retailers</li> <li>No method for oversight or certification could lead to unsubstantiated claims ('greenwash') and lack of confidence in program</li> </ul>
Increase littering enforcement, street sweeping and other litter clean-up services	<ul style="list-style-type: none"> <li>Fines would impart a direct message to deter littering behaviour</li> <li>Enhanced street sweeping and other litter clean-up services would improve amenity and prevent some packaging litter from entering waterways</li> </ul>	<ul style="list-style-type: none"> <li>Very high cost to the City of Hobart and ratepayers</li> <li>Fines could generate a backlash from the business community</li> <li>Fines would be hard to apply due to inability to identify source of non-branded litter</li> <li>Does not address issue at point of generation</li> <li>Unlikely to result in total recovery of plastic food packaging; still some leakage to the environment</li> </ul>

Alternatives or options	Advantages	Disadvantages
Introduce a levy on single-use plastic used in takeaway food packaging	<ul style="list-style-type: none"> <li>• Would provide a financial incentive to businesses and consumers</li> <li>• Likely to result in some reduction in food packaging litter in the environment</li> </ul>	<ul style="list-style-type: none"> <li>• A levy may not be within the powers of the City of Hobart</li> <li>• Very high cost to administer and enforce</li> <li>• Complex and costly to businesses</li> </ul>
Lobby the Tasmanian Government to consider amending the <i>Plastic Shopping Bags Ban Act 2013</i> to include non-compostable single-use takeaway food packaging	<ul style="list-style-type: none"> <li>• Would deliver a more consistent platform for businesses and consumers across municipal borders</li> <li>• Has widespread community support</li> <li>• More widespread benefits in reducing the harmful impacts of takeaway food packaging</li> <li>• Builds upon existing legislation</li> <li>• Lobbying can occur concurrently with the implementation of the by-law</li> </ul>	<ul style="list-style-type: none"> <li>• Not in the direct control of the City of Hobart</li> <li>• Action may be deferred or ban not implemented</li> <li>• May become political issue susceptible to a change of government</li> <li>• Delay in implementation unpalatable to the community</li> </ul>

## 6. Greatest net benefit or least net cost to the community

In banning single-use plastic in takeaway food packaging, the by-law is considered to be the only approach with the capacity to achieve a wide-reaching reduction in the use of single-use plastic from this sector, and the resultant benefits in minimising its environmental harm and risks to the environment.

Voluntary approaches may be carried out at a lower cost and offer flexibility to businesses, however they would not deliver the sort of wholesale change sought to minimise the impacts of single-use plastic from takeaway food packaging. When measured against the number of participants or outcomes achieved, the cost of voluntary behaviour change programs often tends to be high.

In addressing the use of single-use plastic at the point of sale, the by-law tackles the use of single-use plastic at a source that is known to account for significant volumes of litter. In doing so it will minimise the use of non-renewable resources used in single-use plastic packaging before it becomes a problem in the form of urban litter, or pollution making its way to the ocean with long-lasting harm and risks to marine ecology, tourism, fisheries and human health. The value of the by-law is particularly of note in light of the high costs to the community, businesses and government in cleaning up litter.

The City of Hobart recognises the benefit a statewide ban, and has concurrently resolved to lobby the Tasmanian Government to consider amendments to the *Plastic Shopping Bags Ban Act 2013* to broaden the scope of the legislation to include non-compostable single-use takeaway food packaging.

## 7. Proposed public consultation process

Once a motion of intention to make the proposed by-law has been passed by the City of Hobart, the RIS will be submitted to the Director of Local Government. If satisfied the RIS meets the statutory requirements, a public consultation process will be undertaken.

The City of Hobart's research and consultation with businesses and the community to date shows a favourable response to banning single-use plastic packaging in takeaway food businesses.

A community survey conducted from February to March 2018 returned a significant response strongly in favour of reducing the use of single-use plastic. Of the 2,962 responses, 96% disagreed when asked "do you think it is appropriate to use single-use plastics?" An overwhelming 90% said they were willing to pay more for food and drinks if it meant that sustainable packaging was used. Survey responses indicated a sensitivity to how much more consumers would be willing to pay, with around two-thirds willing to pay up to 5% extra.

While a state government ban was perceived more favourably, 75% of surveyed participants felt that a local government ban would be an effective or highly effective way of getting more takeaway food businesses to use less single-use packaging. A ban was perceived to be significantly more effective than the use of support and education.

In a separate quick poll, 96% of the 638 survey responses supported a ban on single-use plastic takeaway items.

A third of the City of Hobart's approximately 300 food and beverage businesses already supply some form of compostable packaging, demonstrating there is minimal competitive disadvantage to retailers supplying this type of packaging. In surveys to date, businesses have indicated a favourable response to banning single-use plastic packaging, with a strong understanding of the reasons behind it.

Copies of the proposed by-law and RIS will be made available to the public, and feedback invited from businesses and the community via the City of Hobart's facebook page, website and on-line forum at <https://yoursay.hobartcity.com.au>.

Targeted consultation will also be held with business groups. Where appropriate, focus groups will be established in order to test out certain packaging requirements and share solutions with others.

Affected businesses will receive an information pack or 'toolkit' explaining how to achieve compliance. The kit will include a list of replacement products and suppliers. Businesses will be offered support during the transition to compliance, including one-on-one education with business owners.

## References

Commonwealth of Australia (2016) *Toxic tide: the threat of marine plastic pollution in Australia*, report by the Senate Environment and Communications Reference Committee, Canberra

Department of the Environment and Energy (2018) *2016-17 Australian Plastics Recycling Survey*, prepared by EnvisageWorks and SRU, DoEE, Canberra

Ellen Macarthur Foundation (2017) *The new plastics economy: rethinking the future of plastics and catalysing action*, Ellen Macarthur Foundation, London

European Commission (2018) *Proposal for directive of the European Parliament on the reduction of the impact of certain plastic products on the environment*, European Commission, Brussels

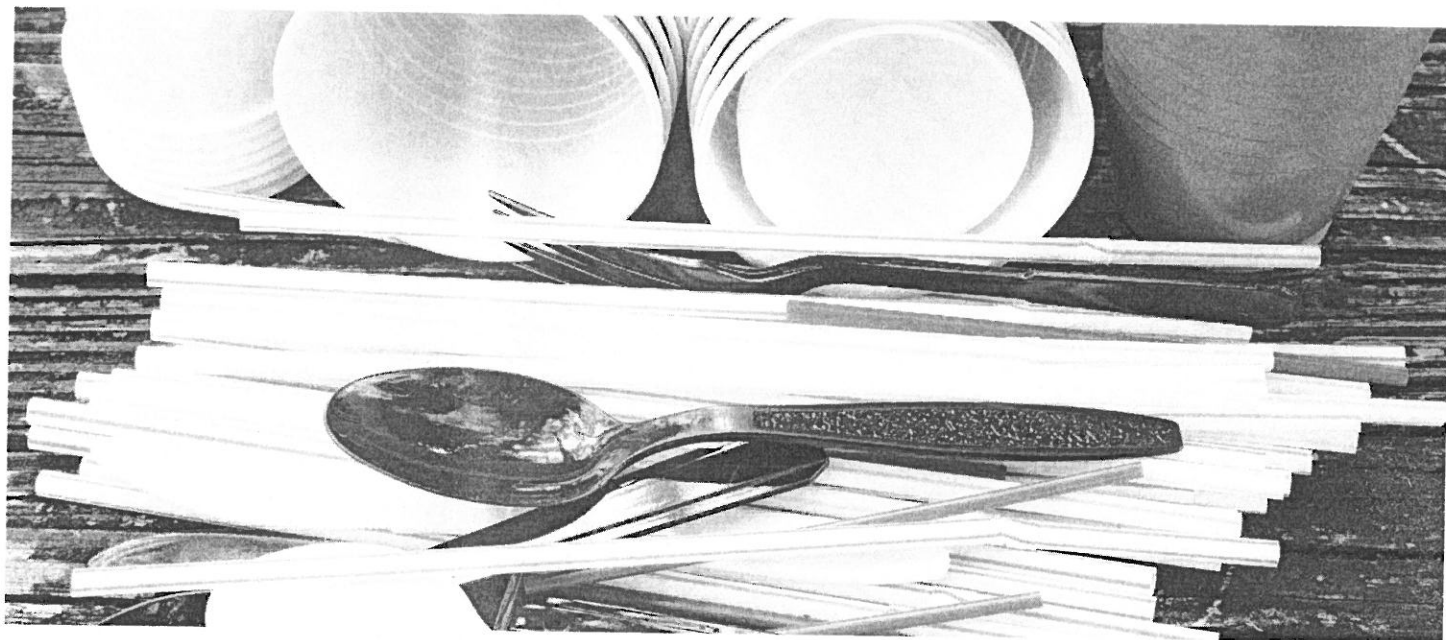
Keep Australia Beautiful National Association (undated) *2016-2017 National Litter Index*, <http://kab.org.au/litter-research/national-litter-index/>

United Nations Environment Programme (2014) *Valuing Plastic*, UNEP, New York

WEF (2016) *The new plastics economy – rethinking the future of plastics*, World Economic Forum, Geneva

# SINGLE-USE PLASTIC BY-LAW

## FREQUENTLY ASKED QUESTIONS



**1. Do we have a problem with plastic and litter in Hobart?**

Plastic pollution is one of the most common forms of marine debris and the waters around Hobart are not immune. Whether it ends up as litter or into landfill, there is considerable public momentum to reduce availability of non-compostable products as a means to reduce environmental impact.

**2. Will compostable packaging fix the takeaway litter issue?**

Data from the Environment Protection Authority Tasmania indicates that up to 50% of litter is comprised of takeaway rubbish. Compostable packaging is not considered to be a solution to litter because not even compostable packaging breaks down quickly and harmlessly in the environment. Solutions to litter lie in behavioural change, an overall reduction in the consumption of packaging, as well as the provision of pathways for recovery of compostable litter.

**3. Will all businesses be affected by the single-use plastic by-law?**

The by-law only applies to businesses that provide or sell food in packaging that can be taken from the premises and consumed.

The by-law will encourage retailers to replace current single-use plastic containers which are smaller than one litre (1L) in volume or an area equivalent to A4 (210 mm by 297 mm) in size.

All packaging larger than these dimensions is not affected.

The implementation of the by-law will facilitate the replacement of plastics and may encourage innovation and new business opportunities.

The by-law does not apply where a retailer provides or sells food packaging supplied by the customer (e.g. coffee cups or Tupperware containers); or the customer was not provided food packaging by the retailer or a related entity of the retailer (e.g. a bottle of soft drink).



For more information: [hobartcity.com.au/singleuseplastics](http://hobartcity.com.au/singleuseplastics)



City of **HOBART**

#### 4. What type of packaging is allowed and what isn't in Hobart?

##### Allowed

Bottled beverages (glass/plastic/metal)

Serviettes, wooden cutlery

Paper wrapping (non-waxed, non-toxic inks)

Plastic pre-wrapped chocolate bars/lollies/  
biscuits/chips

Plastic pre-wrapped ice creams

Wooden stirring sticks

Paper sugar/salt/pepper sachets

Cardboard cup trays / boxes

Plastic pre-wrapped fruit and vegetables

Certified compostable bioplastics (cold drink  
cups, bowls, cutlery, lids, sandwich wedges,  
noodle boxes, coffee cups, hot chip boxes)

Pizza boxes

Long-life reusable plastic containers

##### Not allowed

Plastic cutlery

Sauce sachets (e.g. tomato, soy, tartare)

Plastic takeaway hot food containers and lids

Plastic straws

Plastic lined noodle boxes

Plastic lined coffee cups

Plastic lids on takeaway cups

Plastic sandwich wedges

#### 5. Will there be a cost?

The costs to each individual business will vary depending on the number and types of packaging products, packing supplier and the size of business operations. The overall cost to the DKHAC pool café for example was less than 1% of annual turnover and they were required to switch or substitute a wide range of items.

Current Tasmanian packaging suppliers include compostable products among their range, so compliant products can be sourced locally. The by-law is expected to stimulate the development of new packaging products and solutions and one such supplier of reusable takeaway containers in Tasmania has already emerged.

#### 6. What are the next steps after the Council vote passing the by-law?

- The General Manager will submit the proposed by-law and regulatory impact statement to the Director of Local Government (state government) for consideration.
- If satisfied, the director will issue a certificate certifying that Council may commence a formal public consultation process.
- Council will publish a public notice and seek comment for a period of at least 21 days. Council will undertake any additional public consultation as considered necessary during this time.
- Any public submissions must be considered by the Council.
- Council will formally make the by-law.

#### 7. Why is there an infringement associated with non-compliance of the by-law?

Penalties are an essential part of any by-law, however they are a last resort.

The two penalty units associated with the single-use plastic by-law is consistent with other by-law infringements such as;

- failing to maintain premises used by animals
- Keeping a rooster
- Keeping too many bee hives.

The current penalty unit amount is \$163 and is set by the State Government. The two penalty units is applicable for an infringement notice which can be issued by a council officer. An eight penalty unit and infringement of up \$1300 is assessed if the matter is prosecuted.

HOBART CITY COUNCIL

**SINGLE-USE PLASTICS BY-LAW**

BY-LAW No. 1 of 2019

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## HOBART CITY COUNCIL

**SINGLE-USE PLASTICS BY-LAW**

BY-LAW No. 1 of 2019

**PART 1 – PRELIMINARY**

1. This by-law is made pursuant to section 145 of the Act for the purpose of preventing, so as to minimise environmental pollution and reduce litter, the provision by retailers of certain single-use plastic food packaging.
2. This by-law may be cited as the Single-Use Plastics By-law.
3. This by-law applies to the Hobart municipal area.

4. In this by-law:

**Act** means the *Local Government Act 1993*;

**authorised officer** means an employee of the Council authorised by the General Manager for the purposes of this by-law;

**barrier bag** means as defined in the *Plastic Shopping Bags Ban Act 2013*;

**compostable** means, when treated in an industrial composting facility, the following requirements are met:

- (a) 60% decomposition (aerobic) within 180 days;
- (b) 90% disintegration to less than 2mm in 84 days; and
- (c) is non-toxic;

**Council** means the Hobart City Council;

**food** means any substance or thing of a kind used, or represented as



being for use, for human consumption, including any substance which is consumed as a drink;

**food packaging** means any container which is used to carry food from a retailer's premises to the point where the food is consumed, and related items, including but not limited to:

- (a) tubs and lids;
- (b) cups and cup lids;
- (c) utensils, including cutlery, stirrers and straws; and
- (d) sachets or packets which provide single serves of condiments, including but not limited to soy sauce, wasabi, and tomato sauce;

**General Manager** means the General Manager of the Council appointed pursuant to section 61 of the Act;

**industrial composting facility** means a commercial scale facility which provides composting services at a minimum temperature of 55°C for at least 15 days (which may be non-consecutive) during the composting period;

**non-toxic** means that the following tests are satisfied:

- (a) *Plant germination test.* The germination rate and the plant biomass from a sample compost (using compost derived from the food packaging) shall be more than 90% of the germination rate and the plant biomass from a sample compost which does not contain the food packaging.
- (b) *Packaging composition test.* The food packaging will not exceed the following elemental limits: Zn 1400mg/kg, Cu 750 mg/kg, Ni 210 mg/kg, Cd 17 mg/kg, Pb 150 mg/kg, Hg 8.5mg/kg, Se 50mg/kg, As 20.5 mg/kg.

**person** means an individual, corporation or any other legal entity (other than the Crown);

**plastic** means a material that contains large molecular weight organic

polymeric substances as an essential ingredient, but does not include plastic which is compostable;

**plastic shopping bag** means as defined in the *Plastic Shopping Bags Ban Act 2013*;

**related entity** means as defined in the *Corporations Act 2001* (Cth);

**retailer** means a person who sells food;

**retailer's premises** means the premises which is owned or occupied by a retailer;

**single-use product** means a product that is not conceived, designed or placed on the market to accomplish, within its life span, multiple use by being returned to the retailer for refill or re-used for the same purpose for which it was conceived.

## PART 2 – APPLICATION

5. This by-law applies where a retailer provides or sells food to be taken from the retailer's premises in food packaging.
6. This by-law does not apply where a retailer provides or sells food in food packaging where:
  - (a) the food will be consumed at the retailer's premises; and
  - (b) no food packaging is taken from the retailer's premises.
7. Except in relation to sachets or packets which provide single serves of condiments, this by-law does not apply to food which has been packaged by a person who is not the retailer, or a related entity of the retailer.
8. This by-law does not apply to any food packaging which exceeds:
  - (a) an area equivalent to A4 (210mm by 297mm); or

- (b) 1 litre in volume.
9. This by-law does not apply to plastic shopping bags or barrier bags.
  10. This by-law does not apply where a retailer provides or sells food in food packaging where:
    - (a) the food packaging has been provided by the person who is receiving the food from the retailer (the **customer**); and
    - (b) the customer was not provided with the food packaging by the retailer, or a related entity of the retailer.
  11. This by-law does not apply to food packaging which has been certified, by the Australasian Bioplastics Association or a similar organisation, as complying with any of the following:
    - (a) Australian Standard AS4736-2006 *Biodegradable plastics – Biodegradable plastics suitable for composting and other microbial treatment* (as amended by Amendment No. 1 published on 21 October 2009), by Standards Australia;
    - (b) European Standard EN13432 *Requirements for packaging recoverable through composting and biodegradation - Test scheme and evaluation criteria for the final acceptance of packaging*; or
    - (c) United States of American standard: D6400 *Standard Specification for Labeling of Plastics Designed to be Aerobically Composted in Municipal or Industrial Facilities*, published by ASTM International.

### PART 3 – PROVIDING PLASTICS

#### Plastic food packaging not to be provided

12. A retailer must not provide to a person any food packaging which is:
  - (a) wholly or partly comprised of plastic; and
  - (b) a single-use product.

Penalty: 2 penalty units

### PART 4 – INFRINGEMENT NOTICES

13. In this Part:
 

**specified offence** means an offence against the clause specified in Column 1 of the Schedule to this by-law.
14. An authorised officer may issue an infringement notice to a person in respect of a specified offence and the penalty payable under the infringement notice for that offence is the penalty specified in Column 3 of the Schedule to this by-law.
15. An authorised officer may:
  - (a) issue an infringement notice to a person who the authorised officer has reason to believe is guilty of a specified offence; and
  - (b) issue one infringement notice in respect of more than one specified offence.
16. The *Monetary Penalties Enforcement Act 2005* applies to an infringement notice issued under this by-law.

17. A person who is served with an infringement notice must, within 28 days of the date of service, do one or more of the following:
  - (a) pay the monetary penalty in full to the General Manager;
  - (b) apply to the General Manager for withdrawal of the infringement notice;
  - (c) apply to the General Manager for a variation of payment conditions;  
or
  - (d) lodge with the General Manager a notice of election to have the offence or offences set out in the infringement notice heard and determined by a court.
18. If a person who has been served with an infringement notice fails to take one or more of the actions required by clause 17 within the prescribed time, the infringement may be referred to the Director, Monetary Penalties.
19. In addition to a penalty imposed in relation to a failure to comply with or a contravention of this by-law, any expense incurred by the Council in consequence of that failure or contravention is recoverable by the Council as a debt payable by the person so failing to comply or contravening.

**SCHEDULE**  
**INFRINGEMENT NOTICE OFFENCES**

<b>1: CLAUSE</b>	<b>2: DESCRIPTION</b>	<b>3: PENALTY</b> (penalty units)
12	Providing plastic food packaging	0.5

Certified that the provisions of this by-law are in accordance with the law by:

.....

K.M. Abey

Solicitor

Dated .....

At Hobart

Certified that this by-law is made in accordance with the *Local Government Act* 1993 by:

.....

N.D. HEATH

General Manager

Dated .....

At Hobart

The common seal of the Hobart City Council was affixed on in the presence of:

.....

H.J. SALISBURY

Deputy General Manager

Dated: .....

.....

P.A. JACKSON

Manager Legal & Governance

Dated: .....