

# Central Highlands Council

## Agenda – ORDINARY MEETING – 16<sup>th</sup> May 2017

Agenda of an Ordinary Meeting of Central Highlands Council scheduled to be held at Hamilton Council Chambers, on Tuesday 16<sup>th</sup> May 2017, commencing at 9am.

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

Lyn Eyles  
General Manager

### 1.0 OPENING

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### 2.0 PRESENT

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### 3.0 APOLOGIES

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### 4.0 PECUNIARY INTEREST DECLARATIONS

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

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### 5.0 CLOSED SESSION OF THE MEETING

**Moved:**

**Seconded:**

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

Items for Closed Session:

- Confirmation of Confidential Minutes of Council's Ordinary Meeting held on 11 April 2017 Regulation 15 (2) (g)
  - Confidential Information Regulation 15 (2) (a)
  - Information of a Personal and Confidential Nature Regulation 15 (2) (g)
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### 5.1 MOTION OUT OF CLOSED MEETING

**Moved:**

**Seconded:**

**THAT** Council move out of Closed Meeting and resume the Ordinary Meeting.

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### OPEN MEETING TO PUBLIC

Meeting opens to the public at 10.00am

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## 6.0 IN ATTENDANCE

10.15am	Terry Burnett – Pharmacy proposal
11.00am	Dorothy Evans – Support for the Australasian Golf Museum

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## 6.1 PUBLIC QUESTION TIME

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## 7.0 MAYORAL COMMITMENTS

4 <sup>th</sup> April	TasWater meeting- Gretna
5 <sup>th</sup> April	Meeting with Lake Crescent delegates
6 <sup>th</sup> April	Mayors professional development day- Launceston
10 <sup>th</sup> April	Business of Council
11 <sup>th</sup> April	Ordinary Council Meeting- Bothwell
	Judge at the Bothwell District High School Easter hat parade
13 <sup>th</sup> April	Business of Council
19 <sup>th</sup> April	Business of Council
21 <sup>st</sup> April	LGAT Draft Amendment Bill- Hobart
22 <sup>nd</sup> April	Southern Highlands Progress Association meeting- Bronte Park
25 <sup>th</sup> April	ANZAC Day Dawn Service- Gretna
	ANZAC Day 11.00am Service- Bothwell
5 <sup>th</sup> May	Curringa Farm opening day
8 <sup>th</sup> May	Visit/meeting at Corumbene
11 <sup>th</sup> May	TasWater Owners Representatives meeting- Launceston
	LGAT Special Meeting- Launceston

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## 7.1 COUNCILLORS COMMITMENTS

### Deputy Mayor L Benson

11 <sup>th</sup> April	Ordinary Council Meeting- Bothwell
	Meeting with Community Members - Ouse
21 <sup>st</sup> April	LG Amendment Bill Meeting - Hobart
25 <sup>th</sup> April	Anzac Day Service - Hamilton
26 <sup>th</sup> April	BushWatch Meeting - Westerway
1 <sup>st</sup> May	CHCH Committee Lunch - Ouse
2 <sup>nd</sup> May	Huon Regional Care Meeting with General Manager - Bothwell
	Forestry 3yr Plan Meeting – New Norfolk
5 <sup>th</sup> May	Curringa Farm Open Day DST Event - Hamilton
8 <sup>th</sup> May	Meeting with Alex Tay, Mayor, General Manager, Kim Hossack – Hamilton
11 <sup>th</sup> May	TasWater General Meeting – Launceston
	LGAT Special General Meeting - Launceston

### Clr R L Cassidy

25 <sup>th</sup> April	Gretna ANZAC Day Dawn Service
	Bothwell ANZAC Day 11:00am Service

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## 7.2 GENERAL MANAGER'S COMMITMENTS

11 <sup>th</sup> April	Council Meeting
19 <sup>th</sup> April	Audit Panel Meeting
	Staff Budget Meeting
20 <sup>th</sup> April	Local Government Shared Services Meeting
2 <sup>nd</sup> May	Meeting Huon regional Care
3 <sup>rd</sup> May	Meeting with Stornoway
	Meeting Commonwealth Bank
	Meeting Tas Networks
8 <sup>th</sup> May	Meeting with the Mayor, Deputy Mayor & the Director of Local Government.
10 <sup>th</sup> May	Staff Budget Meeting
11 <sup>th</sup> May	TasWater meeting
	LGAT meeting

## 8.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD

NIL

## 8.1 FUTURE WORKSHOPS

Council Budget Workshops:

- Tuesday 23 May – 9.30 Hamilton and;
- Tuesday 6 June – 9.30 Hamilton

## 9.0 MAYORAL ANNOUNCEMENTS

## 10.0 MINUTES

### 10.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

**Moved:**

**Seconded:**

**THAT** the Draft Minutes of the Ordinary Meeting of Council held on Tuesday 11<sup>th</sup> April 2017 be received.

### 10.2 CONFIRMATION OF MINUTES ORDINARY MEETING

**Moved:**

**Seconded:**

**THAT** the Minutes of the Ordinary Meeting of Council held on Tuesday 11<sup>th</sup> April 2017 be confirmed.

### 10.3 RECEIVAL DRAFT MINUTES AUDIT PANEL COMMITTEE MEETING

**Moved:**

**Seconded:**

**THAT** the Draft Minutes of the Audit Panel Committee Meeting held on Tuesday 19<sup>th</sup> April 2017 be received.

## 11.0 BUSINESS ARISING

- 15.0 Letter State Growth re bridge Shannon lagoon – sent
- 15.1 Internal Expressions of Interest Abandoned Vehicle – advertised internally
- 16.5 Bus Stop Jones River Road – W & S manager to action
- 14.1 Letter Nomenclature Board re road name amendment – DES
- 14.3 Public Amenities & proposed Dump Point – DES manager to report to May meeting
- 14.4 Tender - Service for Supply, Installation & maintenance of Waste Bins & Collection of Waste
- 16.1 Information Session re LG Amendment (Targeted Review) Bill 2017 – Mayor, Deputy mayor & Cllr Allwright attended.
- 16.2 Support ALGA - email sent
- 16.4 Policies adopted – policies on web site & policy registers updated.

## 12.0 NRM REPORT

**Moved:**

**Seconded:**

**THAT** the NRM Report be received.



### NRM Report for Central Highlands Council 5 April – 15 May 2017

#### General Business

Thank-you for your support for the Ouse River Project. We are still waiting a response from State Government on the funding submission.

#### Platypus Walk restoration project

You may all be wondering, when will the project commence? We now have a start date of the 12<sup>th</sup> of June. This has been extended out due to the seasonal conditions. It's been too dry to burn the willows and consequently the contractor has been delayed. This should work well for us as we have a Works Skills team, starting 21<sup>st</sup> August 2017. This means that the willow works will be just completed and we will be able to have a team on the ground to clean up and start preparing for planting. The team will work for 6 months on the project, which will enable us to make the most of the funding opportunity and the project overall.

#### Miena cider gum

The Miena Cider Gum health surveys continue. We have undertaken two days of field work around Miena and Tods Corner. We also had a working bee with the Threatened Plants Tasmania (TPT) group at Cider Marsh and St Patrick Plains caging seedling and continuing surveys in the area. The working bee included 8 people and we fixed cages and put floppy tops to prevent possum browsing on cages. It was a successful two days and we have good feedback from the landowner on the quality of the works and the likelihood of success.



Eve also applied for a Landcare Grant for continuing this work on the Miena Cider Gum. The application was for \$15,000 for more on-ground work - mostly materials for a new type of tree collar and caging of seedlings.

#### **Pasture Hub**

Trish Clements has continued to collect pasture measurements, although things are obviously slowing down coming in to winter. The website continues to progress in its development. Eve has met with Ionata, the web developers, and we hope to have the website with the measurements to date up and running by the end of next month.

#### **Pest and Wildlife Camera Trapping Program**

We have placed cameras at three properties in the Highlands and will put the cameras at a fourth this Friday. We have received data back from two of the sites which have shown some interesting sightings. We had expected more deer but the properties lower down only had a few sightings. What we saw instead was a spotted tail quoll in what is quite a disturbed landscape. This threatened species is typically associated with tall wet forest. We also saw quite a few Tasmanian devils. We will complete a report of findings when all the cameras and data is in for the four properties.

#### **Weed Management Program**

We are currently preparing reports and lobbying for funding to support next year's program. This time of year, is our planning and reporting season. We have also been working on practical weed hygiene protocols for Council and contractors. The protocols are straight forward check lists on how to prevent the spread of weeds. The protocols have been taken from the perspective of prevention is better than cure and much less costly! The protocols will be translated into check lists for each vehicle and weed workshops will be held at the beginning of next season.

#### **Wayatinah**

We have secured funding from Crown Land Services to add to Hydro's investment for developing a comprehensive weed management plan for Wayatinah township and surrounds. We are still waiting a response from Forestry Tasmania.

#### **Nursery**

We continue to work on the nursery and producing plants for Spring. We also now have some plants available for sale and are growing more for the Platypus Walk.

**Grants Round up**

Grant source	Topic	Amount	Decision
Agricultural Landscape Rehabilitation Scheme	Ouse River Recovery	\$1,104,780	Pending
Landcare Australia – Habitat Restoration for Threatened species	Browsing protections for the Critically Endangered Miena Cider Gum	\$15,000	Pending

Yours Sincerely,

Josie Kelman, Facilitator, Derwent Catchment NRM Committee 0427 044 700

Eve Lazarus, Projects Officer, Derwent Catchment NRM Committee 0429 170 048

### 13.0 FINANCE REPORT

**Moved:**

**Seconded:**

**THAT** the Finance Report be received.

### 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:**

**Seconded:**

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

#### 14.1 DOG REGISTRATION TAGS & SCHEDULE OF FEES

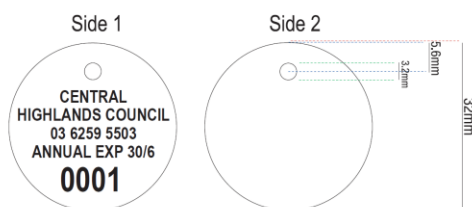
**Report by**

Graham Rogers (Manager, DES)

**INTENTION TO MOVE TO 'LIFE TIME' DOG REGISTRATION TAGS**

It is proposed that Central Highlands Council moves to supply metal 'life time' dog registration tags, in lieu of the current annual plastic tags. The initial cost of these tags will be slightly more than the annual expense of the plastic tags, however, as they are only issued once per dog, this initial expense will soon be surpassed by the savings.

The tags are a round stainless steel tag with key ring attachment. One side of the tags will have Council details, (including Council's telephone number), the tag number and the annual expiry date of registration, leaving the other side of the tag free for customers to have their own details engraved at their own expense.



Stamped text, black ink filled  
Sequential numbering - Laser Engraved Black

**Numbered from: 0001 - 2500**

The supplier is an Australian based supplier and a quotation for 2500 tags has been supplied at \$1960.00, (inclusive of GST and freight), this equates to \$0.78 per tag.

### SCHEDULE OF FEES

In accordance with the Dog Management Policy Council must determine all fees payable under the Dog Control Act 2000. The schedule of fees are to be set annually and are to be in line with the financial year, i.e. 1st July to 30th June.

It is being recommended that the fees remain unchanged from the 2016/2017 financial year.

### Recommendation

#### Moved:

#### Seconded:

THAT Council move to "life time" dog registration tags and adopt the following fees and charges for the 2017/2018 period:

### Dog Registration Fees

Description	Paid by 31 July 2016	Paid after 31 July 2016
Domestic Dog (Desexed)	\$20.00	\$40.00
Domestic Dog (not Desexed)	\$40.00	\$70.00
Pensioner (1 <sup>st</sup> dog only)	\$10.00	\$20.00
Working Dog (used for the purpose of working farm stock)	\$10.00	\$20.00
Hunting Dog (used to flush game)	\$10.00	\$20.00
Greyhound (TGRA registered)	\$10.00	\$20.00
Registered Breeding Dog (TCA Registered & Dog Owner holding current membership of the TCA)	\$10.00	\$20.00
Special Assistance Dog (Guide Dog / Hearing Dog)	Nil	Nil
Declared Dangerous Dog	\$1000.00	\$1500.00

### Kennel Licence Fees

3-5 Dogs - \$20.00

>5 Dogs - \$30.00

Renewal Fee - \$10.00

### Impoundment Fees

Impounding Reclaim Fee (first offence) - \$20.00

Impounding Reclaim Fee (subsequent Offences) - \$40.00

Maintenance Fee \$10.00 per day

### Other Associated Fees

Formal Notice of Complaint Fee - \$10.00 (refundable)

Replacement Tag (metal lifetime tag) - \$5.00

**Carried**



## 14.2 REVIEW OF BUILDING, PLUMBING, ENVIRONMENTAL HEALTH & PLANNING APPLICATION FEES

The annual review of fees and charges associated with building, plumbing, environmental health and planning services has been undertaken.

The fees and charges schedule below provides all current items previously adopted by Council with recommendations as to whether they should be retained, deleted or modified.

As a result of the introduction of the Building Act 2016 on 1<sup>st</sup> January 2017 the fee schedule for building and plumbing permit applications was amended and adopted by Council at the January 2017 meeting. Council officers endeavoured to set fees that are comparable with other Councils, based on the level of assessment required, whilst also ensuring that they are affordable to end users and will not act as deterrence for people obtaining permits, which ultimately lead people to undertake work without permits, and therefore requiring Council to undertake enforcement action.

No changes are being proposed to the building and plumbing permit fees that were introduced on 1 January 2017. There are some increases and amendments being proposed to the planning and environmental health fees as detailed below.

Description	From 1 <sup>st</sup> Jan 2017	2017/2018
<b>Building</b>		
Building Permit (Class 1) *	\$200.00	\$200.00
Building Permit (Class 10) *	\$150.00	\$150.00
Building Permit Commercial (Classes 2 – 9) *	\$200.00	\$200.00
Notifiable Building Work (Class 1) *	\$150.00	\$150.00
Notifiable Building Work (Class 10) *	\$75.00	\$75.00
Notifiable Building Work (Class 2-9) *	\$150.00	\$150.00
Building Permit (Demolition Only) - All Building Classes * (As prescribed by Part 13 of the Building Act 2016)	\$150.00	\$150.00
Staged Building Permit *	\$100.00 / Stage in addition to Permit Authority Fee	\$100.00 / Stage in addition to Permit Authority Fee
Permit of Substantial Compliance - All Building Classes *	\$200.00	\$200.00
Building Permit (Extension of Time) – 1 <sup>st</sup> year	\$150.00	\$150.00
Building Permit (Extension of Time) – each year after 1 <sup>st</sup> extension	\$300.00	\$300.00
Building Permit (Amendment to Permit)	\$120.00	\$120.00
Building Plan - Search / Copy Fee		\$20.00
Description	From 1 <sup>st</sup> Jan 2017	2017/2018
<b>Plumbing</b>		
Plumbing Permit (Class 1 building not including onsite wastewater) Application fee, Certificate of Likely Compliance, assessment, compliance inspections & issuing of completion certificate	\$350.00	\$350.00
Plumbing Permit (Class 10 building not including onsite wastewater) Application fee, Certificate of Likely Compliance, assessment, compliance inspections & issuing of completion certificate	\$300.00	\$300.00
Plumbing Permit (New Dwelling / Outbuilding with Sanitary Fixtures inc onsite wastewater) <i>Application fee, Certificate of Likely Compliance, assessment, compliance inspections &amp; issuing of completion certificate</i>	\$500.00	\$500.00
Plumbing Permit (Installation of onsite wastewater management system or upgrade of existing onsite wastewater management system) Application fee, Certificate of Likely Compliance, assessment, compliance inspections & issuing of completion certificates	\$450.00	\$450.00
Plumbing Permit (Class 10) – stormwater only	\$150.00	\$150.00
Plumbing Permit Commercial (Classes 2 – 9 not including onsite wastewater) Application fee, assessment, compliance inspections & issuing of	\$500.00	\$500.00



completion certificate		
Plumbing Permit Commercial (Classes 2-9) – including onsite wastewater Application fee, assessment, compliance inspections & issuing of completion certificate	\$650.00	\$650.00
Additional inspection required as a result of a Plumbing Inspection Direction	\$100.00	\$100.00
Retrospective Plumbing Permit – illegal plumbing work inc installation of onsite wastewater management system	Applicable Plumbing Permit fee (by Class) plus 50%	Applicable Plumbing Permit fee (by Class) plus 50%
Notifiable Plumbing work as prescribed by Part 9 of the Building Act 2016	\$75.00	\$75.00
Amendment to special plumbing permit issued in accordance with the Building Act 2000 or a Plumbing Permit issued in accordance with the Building Act 2000 or Building Act 2016	\$100.00	\$100.00
<b>Description</b>	<b>From 1<sup>st</sup> Jan 2017</b>	<b>2017/2018</b>
<b>Building Surveying</b>		
Certificate of Likely Compliance (Class 1) – New Building <i>Application fee, Certificate of Likely Compliance, assessment, compliance inspections &amp; issuing of Occupancy &amp; Final Inspection Certificates</i>	\$580.00	\$580.00
Certificate of Likely Compliance (Class 1) – Extension / Alteration <i>Application fee, Certificate of Likely Compliance, assessment, compliance inspections &amp; issuing of Occupancy &amp; Final Inspection Certificates</i>	\$460.00	\$460.00
Certificate of Likely Compliance (Class 10) – New Building <i>Application fee, Certificate of Likely Compliance, assessment, compliance inspections &amp; issuing of Final Inspection Certificate</i>	\$350.00	\$350.00
Certificate of Likely Compliance (Class 10) – Extension / Alteration <i>Application fee, Certificate of Likely Compliance, assessment, compliance inspections &amp; issuing of Final Inspection Certificate</i>	\$300.00	\$300.00
Certificate of Likely Compliance (Class 1) – Notifiable Work <i>Application fee, Certificate of Likely Compliance, assessment, compliance inspections &amp; issuing of Certificate of Completion</i>	\$460.00	\$460.00
Certificate of Likely Compliance (Class 10) – Notifiable Work <i>Application fee, Certificate of Likely Compliance, assessment, compliance inspections &amp; issuing of Certificate of Completion</i>	\$300.00	\$300.00
Supplementary Inspection Fee (re-inspection)	\$200.00 per inspection	\$200.00 per inspection

**\* For building work with a value of work greater than \$20,000 the TBCITB Training Levy (0.2% of the value of work) and Building Administration Levy (0.1% of the value of work) is applicable in addition to Council fees.**

Description	Current 2016-2017	Proposed 2017-2018
<b>Planning</b>		
<b>Permitted Development</b>		
All Permitted Development	\$105.00 min & \$1.10 per \$1000 value of works > \$10,000	\$110.00 min & \$1.10 per \$1000 value of works > \$10,000
<b>No Permit Required Compliance Fee</b>		
Planning Certification (where developer wants formal assessment of no permit required works or exempt)	\$105.00	\$85.00
<b>Discretionary Development</b>		
All Discretionary Development	\$180.00 min & \$1.10 per \$1000 value of works > \$10,000	\$185.00 min & \$1.10 per \$1000 value of works > \$10,000
Statutory Advertising	\$310.00	\$310.00
<b>Subdivision</b>		
Application for Subdivision or Boundary Adjustment	\$55/lot (minimum fee \$400)	\$55/lot (minimum fee \$425.00)
Statutory Advertising	\$310.00	\$310.00
<b>Final Plans</b>		

Sealing Final Plans & Stratum	\$40/lot (minimum fee \$160.00)	\$40/lot (minimum fee \$200.00)
Amendments to Sealed Plans	\$210.00 Plus \$500 if a hearing is required	\$210.00 Plus \$500 if a hearing is required
<b>Other</b>		
Amendments to Permits	50% of Original Planning Fee	50% of Original Planning Fee
Extension of time to Permits	\$85.00	\$100.00
Application for Adhesion Order	\$210.00	\$210.00
Engineering Drawing Assessment Fee	\$250 minimum & 1% value of works	\$250 minimum & 1% value of works
Engineering Inspections	\$125/hour	\$125/hour
<b>Amendments to Planning Scheme</b>		
Assessment of Applicant's Submission	\$800/ minor amendment or \$1600 / all others plus applicable DA/SUB assessment fee for s.43A combined applications	\$800/ minor amendment or \$1600 / all others plus applicable DA/SUB assessment fee for s.43A combined applications
Statutory Advertising & Notification	\$800 per advertisement (2 advertisements required)	\$800 per advertisement (2 advertisements required)
Council Undertakes Changes to Planning Scheme Maps	Council to advise fee when amendment finally approved by TPC	Council to advise fee when amendment finally approved by TPC
Tasmanian Planning Commission Fee	Current fee as set by the TPC	Current fee as set by the TPC

Description	Current 2016-2017	Proposed 2017-2018
<b>Environmental Health</b>		
<b>Registration &amp; Licence Fees</b>		
Food Premises application or annual renewal fee		
• Low Risk Premises [1]	\$150.00	\$155.00
• Medium Risk Premises [2]	\$270.00	\$275.00
• High Risk Premises [3]	\$510.00	\$515.00
• Community Organisation	\$25.00	\$25.00
Transfer of Food Business Licence	\$150.00	\$155.00
Mobile Food Van – Annual Fee		
• Low Risk Premises		\$200.00
• Medium Risk Premises		\$250.00
• High Risk Premises		\$300.00
Temporary Food Licence –(Commercial) Per Day	\$30.00	\$35.00
Temporary Food Licence –(Community) Flat Fee	\$25.00	\$25.00
Food Sampling (Analysis Extra)	\$100.00	\$110.00
Non-Compliance Follow up Inspection		\$100.00
<b>Water, Wastewater, Environmental</b>		
Private Water Supply Licence & Water Carrier Licence	\$150.00	\$155.00
Non-Compliance Follow up Inspection	\$150.00	\$150.00
Water Sampling Charges (analysis are extra)	\$120.00	\$125.00
Environmental Protection Notices (for updating permits or to abate environmental harm)	\$220.00	\$225.00
<b>Public Health</b>		
Place of Assembly Licence (Temporary Event)	\$110.00	\$115.00
Place of Assembly Licence (Community Organisations)	\$25.00	\$25.00
Registration of Premises for Public Health Risk Activity (E.g. Skin Penetration)	\$120.00	\$125.00
Registration of a Regulated System (E.g. Cooling	\$120.00	\$125.00

Towers)		
Hawkers Licence, Includes Kerb Side Vendors (residents)	\$60.00	\$65.00
Hawkers Licence (non - residents)	\$85.00	\$90.00
Caravans (per van per annum)	\$150.00	\$155.00
Non-Compliance Follow up Inspection		\$100.00

**Notes**

- 1 Premises are ranked in accordance with a Risk Classification system, low risk include B&B and cafes with no cooking.
- 2 Premises are ranked in accordance with a Risk Classification System, med risk include restaurants.
- 3 Premises are ranked in accordance with a Risk Classification System, high risk include nursing homes; there are no high risk food premises in CHC and if a premises performs well then it may move down a category.

**Recommendation****Moved:****Seconded:**

THAT pursuant to Section 205 of the Local Government Act 1993, Council resolve to adopt the revised Development and Environmental Services fees and charges register and for it to take effect commencing 1 July 2017.

**Carried****14.3 BOTHWELL SWIMMING POOL UPGRADE**

Update to be provided at meeting by Graham Rogers & Cllr Poore.

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

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

**DISCRETIONARY USE**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2017 / 00008	P & J Sheds	122 Sonners Road, Pelham	Outbuilding (Variation to Setbacks)
2017 / 00009	J J Jones, D J Neale	RA 485 Upper Mill Road, Hamilton	Carport (Heritage Place)

**IMPOUNDED DOGS**

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

No dogs have been impounded over the past month.

**15.0 WORKS & SERVICES****Moved:****Seconded:**

**THAT** the Works & Services Report be received.

## **WORKS & SERVICES REPORT**

**16th March 2017 –05th April 2017**

### **Grading & Sheetting**

Meadsfield Road	Woodsprings Road
Rotherwood Road	14 Mile Road

### **Maintenance Grading**

### **Potholing / shouldering**

Meadowbank Road	Dennistoun Road
Victoria Valley Road	14 Mile Road

### **Spraying**

Bothwell Recreation ground

### **Culverts / Drainage:**

Clean culverts Waddamana Road  
 Clean culverts Meadsfield Road  
 Clean Culverts Tor Hill Road  
 Clean culverts Selma  
 Clean culverts 14 Mile road  
 Extend culverts on 14 Mile Road

### **Occupational Health and Safety**

- Monthly Toolbox Meetings
- Day to day JSA and daily pre start check lists completed
- Monthly work place inspections completed
- Playground inspections
- 421hrs Annual Leave taken
- 118hrs Sick Leave taken
- 76hrs Long Service Leave

### **Bridges:**

### **Refuse / recycling sites:**

Cover Hamilton Tip twice weekly

### **Other:**

Power to Gretna War memorial  
 Finished stabilization of Schaw Street  
 Bulky rubbish run  
 Install fence around irrigation out let at Bothwell Rec  
 Repair signs Rotherwood  
 Replace stickers on guide post Municipal Roads  
 Drainage and road widening on Belchers Road  
 Dig new offal pit Bothwell WTS  
 Clean up at Hamilton landfill

### **Slashing**

Hollow Tree Road

### **Municipal Town Maintenance:**

- Collection of town rubbish twice weekly
- Maintenance of parks, cemetery, recreation ground and Caravan Park.
- Cleaning of public toilets, gutters, drains and footpaths.
- Collection of rubbish twice weekly

- Cleaning of toilets and public facilities
- General maintenance
- Mowing of towns and parks
- Town Drainage

#### **Buildings:**

#### **Plant:**

PM687 Wester Star truck (B) serviced  
 PM731 Pig trailer (B) extend trailer plug and welding to hoist frame  
 PM705 Mack truck (H) shock for seat  
 PM759 Hilux Works Manager serviced  
 PM760 Hilux Leading Hand serviced  
 PM755 Triton ute (B) serviced and brakes  
 PM666 Cat loader (H) new turbo  
 PM740 Hino Tipper (H) serviced  
 PM703 mower (B) new rear tyres  
 PM636 Bushes in small trailer

#### **Private Works:**

Richard Ellis truck and trailer hire with gravel  
 Thelma Burns truck hire  
 Brett Speed truck and trailer hire with gravel  
 Stornoway pick up of gravel  
 Lindsay Filliponi truck hire  
 Andrew Walter Construction gravel  
 Greg Turner truck hire

#### **Casuals**

- Toilets, rubbish and Hobart
- Bothwell general duties
- Hamilton general duties
- Mowing and brush cutting

#### **Program for next 4 weeks**

Grading and re-sheeting of Councils Roads  
 Cricket nets installed at Bothwell Recreation Ground  
 Mill and Fills Hollow Tree Road  
 Start Irrigation system Hamilton Park

### **15.1 QUOTES FOR NEW TIPPER TRAY ON DOG TRAILER**

In Councils Capital Budget for Plant Replacement there is \$25,000 for a new tipping tray for a dog trailer at the Bothwell Works Depot.

#### **Recommendation:**

THAT Council accept the quote from Ben Midson Welding number 2

### **15.2 QUOTES ON UTE FOR HAMILTON DEPOT**

In Council's Capital Budget for plant replacement is \$40,000 for Ute replacement at the Hamilton Works Depot.

#### **Recommendation:**

THAT Council accept quote from Tilford for the Ford Super CC XL 4X2 Cab chassis.

## 15.3 ENTRANCES ACROSS GRASS VERGES TO OWNERS BOUNDARIES

Clr J Poore has asked for this item to be placed on the agenda.

## 16.0 ADMINISTRATION

### 16.1 REVIEW OF POLICIES

The following policies are due for review:

Policy 2015-33 Bullying Policy  
 Policy 2015-34 Harassment & Discrimination Policy  
 Policy 2015-35 Grievance & Dispute Resolution Policy

Recommendation:

That the following policies, having been reviewed, be adopted:

Policy 2015-33 Bullying Policy  
 Policy 2015-34 Harassment & Discrimination Policy  
 Policy 2015-35 Grievance & Dispute Resolution Policy

### 16.2 REVIEW OF POLICY 2014-31 INSTALLATION AND USAGE OF CATTLE GRIDS

This policy was submitted to Council's March meeting for review and adoption. Council had some concerns with the Consent and Ownership Clause. The policy had been reviewed by Council's solicitor prior to its original adoption. The policy was forwarded to Council's solicitor for review and alternative wording for Clause 3. The draft policy, as amended, is submitted for adoption.

**Recommendation:**

That Council adopt Policy 2014-31 as amended.

### 16.3 NEW POLICIES

Following requests from Council, the following policies have been prepared for adoption:

Policy 2017-47 Disciplinary Policy & Procedure  
 Policy 2017-48 Council Pool Vehicle

**Recommendation:**

That Council adopt the following policies:

Policy 2017-47 Disciplinary Policy & Procedure  
 Policy 2017-48 Council Pool Vehicle

### 16.4 AUSTRALASIAN GOLF MUSEUM –REQUEST FOR ASSISTANCE

The following letter has been received from Mrs Dot Evans, Manager of the Australasian Golf Museum, Bothwell.

*The Australasian Golf Museum in Bothwell is facing a crisis and we would like your help.*

*The Golf Museum has been running for 20 years and in that time has been staffed entirely by volunteers. Income is derived chiefly from entry charges, from sales of goods and, until this year, we were supported by a Small Museums Grant from the Arts Council. This allowed us to build our finances and to support applications for other grants. However, the guidelines for the Small Museums grant have been changed and grants now only go to Museums that employ paid staff. We are no longer eligible.*

*Our major expenses are our administration costs (\$8-10,000 per annum), electricity bills (\$5-8000) and volunteer insurance (about \$1000). We have never had to ask the Central Highlands Council for help before but must do so now.*

*In 2016 we were awarded a grant from the Tasmanian Community Fund to build a Central Highlands Visitor Centre. This was supported by a generous contribution from the Central Highlands Council as well as contributions from the Historical Society of Bothwell, the Bothwell Tourist Association and the Golf Museum itself. Our staff oversaw all the building work and furnished the displays inside. The Visitor Centre, which is a Council owned building, showcases all the tourist attractions and accommodation businesses throughout the Central Highlands and is still staffed by volunteers.*

*This year, 2017, we received a grant from the Tasmanian Community Fund to install the Spotlight Golf Machine in the Golf Museum. This is probably the world's oldest computer and when fully set up is likely to be a further drawcard for the Central Highlands.*

*The new Visitor Centre building is attached to the old Schoolmaster's House and volunteers use the rear of this building. It is in poor repair. Recently, after emergency repairs were done by one of our volunteers, drainage was connected to the kitchen sink and the bathroom basin unblocked. But there is still no hot water and outside door seals are missing. In the Golf Museum several light bulbs need replacing. Many of these maintenance problems have been reported to the Council but little action has been forthcoming.*

*We are aware that most other Councils in Tasmania devote a considerable sum towards their regional Visitor Centres. We ask that the CHC will support the Golf Museum/Visitor Centre complex both financially and in terms of maintenance and cleaning.*

*We would be very pleased to meet you to explain our position more fully or to address a Council meeting.*

Mrs Evans will be attending Council's meeting at 11.00 am to discuss this request.

#### **For Decision**

### **16.5 MIDLANDS FIRE MANAGEMENT AREA COMMITTEE**

Councillor Bowden is Council's representative on the Midlands Fire Management Area Committee and would like to resign. The Committee meets four times a year. The Midlands Fire Management Area reports to the State Fire Management Council.

Council will need to nominate another representative for the Central Highlands.

#### **For Decision**

### **16.6 SUBMISSION FOR THE UPGRADE OF THE PUBLIC BOAT RAMP AT LAKE ST CLAIR**

Mayor Triffitt has requested that this item be placed on the agenda.

The Southern Highlands Progress Association has made a submission to MAST Recreational Boating Fund for the urgently needed upgrade of the Lake St Clair boat ramp.

Applications closed on 31 March 2017 and public meetings will now be conducted, providing an opportunity for the boating community to offer their views on each of the projects. The meeting will be held at the Bellerive Yacht Club on Wednesday, 17 May 2017 commencing at 7.00pm. John Cleary will be attending this meeting on behalf of SHPA. SHPA is seeking a letter of support and/or the attendance of someone from Council.

#### **SUBMISSION TO MARINE AND SAFETY TASMANIA FROM THE SOUTHERN HIGHLANDS PROGRESS ASSOCIATION, Bronte Park, TAS 7140. UPGRADE OF THE PUBLIC BOAT RAMP AT LAKE ST CLAIR**

We wish to resubmit our application for the upgrade of the public boat ramp at Lake St Clair last submitted in 2015. Since submitting our last application the need for the construction of a safe, useable boat ramp for recreational uses has become more urgent.

The present facility is no more than an old strip of concrete into the lake on a rocky shore, which in windy conditions makes launching and retrieving boats difficult and frequently dangerous. On inspection over the Christmas period, it was observed that the concrete is breaking up and is now in very poor condition.



The present public boat ramp is close to the ferry jetty and it is the only means of launching a boat on Lake St Clair. With the increase in visitor numbers, there is an increasing demand for access to the lake.

PWS are now directing users of the ramp to park their vehicles and trailers in the visitor center car park, which is a considerable distance from the ramp and involves a good 15 minutes or more walk to park or retrieve your vehicle and trailer. This makes the ramp virtually un-useable for single operators as there is no safe place to secure boats on launching or retrieval, with the rocky and exposed shoreline. It is even difficult and dangerous for two or more people who have to hold their boat off the shore to prevent damage to their boat while the driver retrieves their vehicle.

As the facility is within the Lake St Clair National Park we have had discussions with Parks and Wildlife about this upgrade. They see it as important and are prepared to support the upgrade but do not see it as a priority for funding from their budget. PWS engaged Burbury Consulting a number of years ago who prepared preliminary drawings and an estimated cost of approx. \$200,000. On examining their proposal it is our opinion that all that is required is a structure similar to those that have been constructed at Bronte Lagoon and Brady's Lake.

We are now aware that further plans have been prepared for MAST, which would provide a safer and secure ramp and walkway to secure boats after launching and on retrieval while vehicles and trailers are parked or retrieved from the visitor center car park. Although we would prefer the existing car park to be upgraded and enlarged, it is understood from discussions with Parks staff that expansion of the existing car park is difficult, as it is located within the glacial moraine area. The glacial moraine is highly important natural value and is the reason why the area was set aside as a reserve.

However we understand that there is an option to construct a parking area away from the existing boat ramp in a button grass area at the intersection of the boat ramp road but that this alternative parking area may not be developed in the short term.

In the short term, priority must be given to improving safety at the boat ramp with the construction of a new ramp as proposed. We are prepared to support Parks in their plans for the long-term development of alternative parking away from the ramp.

As a Progress Association we do not have the ability to make a financial contribution however we would be willing to provide voluntary labor and take some responsibility for looking after the facility. Our members already conduct clean up days around most of our lakes and we have recently taken on the task of cleaning up the Surveyors Monument and refurbishing the shelter and surrounding areas at Bronte Lagoon.

Our members believe the upgrade of the existing boat ramp is long overdue and it has now become a major safety issue. As recreational boat users are required to pay National Park entry fees it is not unreasonable to expect facilities are provided for boat users as well as walkers in our National Parks.

28 February 2017

## For Decision

## 16.7 2017 TOUR OF TASMANIA

GTR Events will be delivering the Tour of Tasmania Cycling Event 2017 and are seeking Council's interest in hosting a stage.

### Event Background

The Spirit of Tasmania Tour of Tasmania is a historical stage cycling event that commenced in 1930 and was held across five days in 2016.

Over many years, the Tasmania Tour of Tasmania has played a key role in identifying and showcasing the future talent of Australian cycling as part of the National Road Series (NRS). Past winners of the Tour of Tasmania include the legendary Cadel Evans, Richie Porte, and Bernard Sulzberger.

GTR Events commenced operation of the Tour of Tasmania from Cycling Australia in 2016 and proceeded to implement changes to the event model. With the creation of a 'Hub' model and a focus on municipalities in the North of Tasmania, the Tour of Tasmania was a successful event that created impact for individual municipalities.

In 2017, we are designing a course that incorporates small changes to improve the exposure across the whole of Tasmania, in an effort to create greater economic impact for the event.

The major areas of focus, relevant to Central Highlands are:

1. NRS Cycling Event
  - o Position the Tour of Tasmania as a 6-day event (increase by one day from 2016)

- o There will be 4 road stages that will incorporate stages in both the North and South of the State
- o It is tentatively planned the Saturday or Sunday road stage will incorporate a circuit based in and out of Central Highlands or stage start or finish only – subject to council approval and having adequate access to roads

## 2. Event Branding

- o As a consequence of the success of the 2016 event, continue to align with an iconic Tasmanian company as a major naming rights partner – the Spirit of Tasmania Tour of Tasmania
- o In each year, the event will have stages in the North and South of the State to ensure that it is a true “Tour of Tasmania”
- o Move the date of the event to November so that we can:
  - ☐ Take advantage of more consistent weather conditions in that period
  - ☐ Activate schools based programs within each council precinct
  - ☐ NB The proposed 2017 date is Friday 10<sup>th</sup> – Wednesday 15<sup>th</sup> November

## 3. Event Broadcast

- o Commitment to deliver the Tour of Tasmania to a cycling based live streaming channel and through social media channels. This will incorporate
  - ☐ Daily coverage of start, finish and highlights program
  - ☐ Full coverage of key stages and behind the scenes access of athletes
  - ☐ Commitment to an event highlights program on free to air TV nationally

Further information:

- o Event Website: <http://www.touroftasmania.com>
- o 2016 Spirit of Tasmania Tour of Tasmania Report – attached.

### **Further information was sought from GTR Events and the following information was provided:**

The course details are still to be confirmed, however due to the interest we have received from 2016 Host Councils, it is most likely that the proposed schedule won't change and the event will spend 4 days in the North and then 2 days in the South/Centre of Tas for 2017.

We have approached Derwent Valley, Huon Valley, Hobart and Central Highlands about the possibility of Central/South locations and once I have finalised interest and funding, we will decide where we will be based for these 2 days between the 4 councils.

Council Requirements:

#### Cash Contribution

Host Stage Start or Finish fee only: \$5,000 - \$7,500 exclusive of GST

Hosting fee for both Start and Finish: \$12,500 - \$15,000 exclusive of GST

#### In Kind

Traffic Management: The in-kind supply of Traffic Management Services (up to the value of \$3,000) – for example speed reductions, signage, marshals, road works (such as filling pot holes, road sweep).

Community Consultation

Waste Management

### **For Discussion**

## **16.8 SUCCESSFUL GRANT APPLICATIONS**

Council submitted six grant applications under the Community Infrastructure Fund – Minor Grants.

Three of these applications were successful:

- (a) Provision of a Fenced Playground at the Bothwell Recreation Ground - \$49,212.00
- (b) Provision of a unisex /disabled toilet at Arthurs Lake - \$34,000.00
- (c) Installation of a barbeque and Covered Seating at Arthurs Lake - \$23,700.00

I would like to thank the Deputy Mayor, Cllr Benson, for her assistance with these applications, and the Works & Services Manager, Jason Branch, and DES Manager, Graham Rogers for obtaining quotes.

### **Recommendation:**

That the General Manager be authorised to sign the Grant Deeds for the successful Community Infrastructure Fund – Minor Grants.

## 16.9 IPADS

Councillors have all been provided with new iPads. Several Councillors have asked if they may purchase their old iPads.

Following is an extract from Council's Tendering and Procurement Policy.

### 10.3 Disposals and Trade-Ins.

*The disposal or trade-in of obsolete assets 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 a minor nature may be negotiated between the General Manager and a third party.*

*Disposal 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.*

*Generally, Tenders and Trade-ins are to be managed independently by the Finance and Administration Section under the supervision of the General Manager. This approach should lessen the opportunities (whether real or perceived) for the leaking of expected prices and the unethical and illegal manipulation of returns to Council.*

### 10.4 Disposal of Items to Staff, Contractors, Sub-Contractors, Consultants and Elected Members.

*Subject to the terms, conditions and provisions contained within this 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.*

## For Decision

## 16.10 2017 LGAT ANNUAL CONFERENCE

The LGAT Annual Conference will be held at Wrest Point from 26-28 July, 2017. Conference Registrations are required by 3 July 2017.

### Recommendation:

That the Conference Registration and accommodation be paid for the following:

Mayor Loueen Triffitt

General Manager Lyn Eyles

Cllrs.....

## 16.11 EXPANSION OF THE RIGHT PLACE ACROSS CENTRAL HIGHLANDS

A proposal has been received from Corumbene Care in relation to extending the capacity of their Health & Wellbeing Officer to support initiatives with the Central Highlands Local Government Area.

The suggested scope of work is:

- Expand the Right Place initiative throughout the Central Highlands
- Support ongoing development and education of the concept
- Report back to Council as required.

Costs to Council for one day per week is \$15,680 p.a. plus approximately \$5,000 for stickers/information/education collateral.

Additional costs would be travel beyond the place of work (either Corumbene or Bothwell Council Office)

## For Discussion



Date: 08/05/2017

Mayor Loueen Triffitt  
Central Highlands Council  
3 Tareton St.  
Hamilton TAS 7140

c.c. General Manager

Dear Major (Loueen)

Re: Potential expansion of The Right Place Project across the Central Highlands

Apologies for the delay in providing you this information in relation to extending the capacity of our Health and Wellbeing Officer to support initiatives within the Central Highlands LGA.

The following is a summary of what we understand would be the scope of work required, the respective investment and other information that the CHC may require to consider this initiative.

Scope of Works - (to be confirmed)

Suggested:

1. Expand The Right Place initiative throughout the CHC
2. Support ongoing development and education of the concept
3. Report back to the council as required

We would recommend to implement this campaign initially over a 12 month period, providing .2FTE (1 day a week).

Associated costs - \$301.60 per week or \$15,680 per annum. We would recommend in the first year of operation / setup, and allowance for collateral which would include stickers/information/education collateral etc of approximately \$5,000.

For your information, the above brokered rate includes insurances (Pub Liability, W. Compensation, Prof. Indemnity). The services can be provided by the HWBO from either their office based in New Norfolk, or a combination of council and Corumbene, whichever is preferred. The costs above include access to Corumbene's ICT services. All collateral and material developed would remain the property of the CHC.

Additional costs would include additional travel beyond the place of work (eg Corumbene or Council Chambers Bothwell) and any additional collateral costs for the Right Place Program as required.

I trust that this is helpful to you.

Yours sincerely



Lois Jenkins  
Director of Care  
Corumbene Care  
13 – 23 Lower Rd  
New Norfolk TAS 7140

Tel. No.. 0362612744

## 16.12 RELOCATION OF TABLE AT ENTRANCE TO GOLF MUSEUM BOTHWELL

The Mayor has requested that this item be placed on the agenda and has provided the following information: Ratepayer concerns include: unsightly mess left on and around the table, packets, wrappers, papers, soft drink and alcohol containers including broken glass. This is also a safety concern. Community members continue to spend time removing rubbish and cleaning the table.

The Mayor has recommended that the table at the entrance of the Australasian Golf Museum be relocated in the caravan park area for the enjoyment of our visiting guests.

### For Discussion

## 16.13 COUNCIL MEETING DATES 2017-2018

The following is a schedule of Council meeting dates and Planning Committee Meeting dates for approval by Council prior to advertising.

### Notice of Council & Committee Meetings July 2017– June 2018

Members of the public are welcome to attend Council and Council Committee meetings.

Ordinary Meetings of Council are held at the Council Chambers as indicated commencing at 9.00am. The meetings are open to the public, but Council is likely to close the meeting to the public between 9.10 – 10.00 am, and therefore the public may wish to consider attending from 10.00 am.

### Ordinary Meeting of Council:

Tuesday 18<sup>th</sup> July 2017 - Hamilton  
Tuesday 15<sup>th</sup> August 2017 – Bothwell  
Tuesday 19<sup>th</sup> September 2017 – Hamilton  
Tuesday 17<sup>th</sup> October 2017 – Bothwell  
Tuesday 21<sup>st</sup> November 2017 – Hamilton  
Tuesday 5<sup>th</sup> December 2017 – Bothwell

Agenda 16<sup>th</sup> May 2017

Tuesday 16<sup>th</sup> January 2018 – Hamilton  
 Tuesday 20<sup>th</sup> February 2018 – Bothwell  
 Tuesday 20<sup>th</sup> March 2018 – Hamilton  
 Tuesday 17<sup>th</sup> April 2018 – Bothwell  
 Tuesday 15<sup>th</sup> May 2018 – Hamilton  
 Tuesday 19<sup>th</sup> June 2018 – Bothwell

Annual General Meeting – Tuesday 5<sup>th</sup> December 2017 – Bothwell at 8.45 am.

#### **Planning Committee Meeting of Council:**

All Planning Committee Meetings are held at the Bothwell Council Chambers at 9.00 am.

Tuesday 11<sup>th</sup> July 2017  
 Tuesday 8<sup>th</sup> August 2017  
 Tuesday 12<sup>th</sup> September 2017  
 Tuesday 10<sup>th</sup> October 2017  
 Tuesday 14<sup>th</sup> November 2017  
 Tuesday 9<sup>th</sup> January 2018  
 Tuesday 13<sup>th</sup> February 2018  
 Tuesday 13<sup>th</sup> March 2018  
 Tuesday 10<sup>th</sup> April 2018  
 Tuesday 8<sup>th</sup> May 2018  
 Tuesday 12<sup>th</sup> June 2018

The schedule of meeting dates is available on Council's website.

It should be noted that should there be any variation to the schedule, such variation will be advertised.

Other Committee Meetings will be advertised at least four days before the meeting.

Copies of agendas will be available from Council Offices or on Council's website [www.centralhighlands.tas.gov.au](http://www.centralhighlands.tas.gov.au) four days prior to the date of each meeting.

#### **Recommendation:**

That Council ratify the above meeting dates for the Ordinary Council Meeting and the Planning Committee Meetings for 2017/2018.

## **16.14 INDEPENDENT COUNCIL REVIEW**

In light of the recent passing of ex-Mayor Deidre Flint; the resignation of ex-Deputy Mayor Andrew Downie; and a new Councillor appointment; Council believed it was very timely to undertake a complete internal review of the roles and functions for the Mayor, Deputy Mayor, Councillors and the General Manager. This would help all current Councillors in understanding their newly appointed positions, to be fully aware of their obligations and appropriate functions under the *Local Government Act 1993*.

At the 21<sup>st</sup> March 2017 Ordinary Council Meeting, a unanimous decision was made, that Council would indeed undergo an internal Review and hence an independent reviewer was then engaged by Council on 27<sup>th</sup> March 2017. This process has been a very proactive initiative of Council to take stock of their current practices, procedures and effectiveness with the long-term approach to obtaining value for money and the best outcomes for all Central Highlands' ratepayers and community as a whole.

Stage 1 of this Review, which included individual interviews with all involved stakeholders mentioned above as well as all Senior Managers; document and procedure research; and direct observations, has now been completed. Stage 2 of Review, the final written report, will be provided within the next two weeks which will then be circulated to elected members for actioning of any recommendations made.

#### **Recommendation:**

**THAT** Council note the update concerning the Independent Council Review.

## 17.0 SUPPLEMENTARY AGENDA ITEMS

**Moved:**

**Seconded:**

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

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## 18.0 CLOSURE

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